1. November 18, 2019 Public Works Committee Agenda
   Documents:
   
   11-18-19 PW AGENDA.PDF

2. November 18, 2019 Public Works Committee Packet
   Documents:
   
   11-18-19 PW PACKET.PDF
Walworth County Public Works Committee
MEETING NOTICE
Monday, November 18, 2019
3:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Rick Stacey, Chair
Ken Monroe, Vice-Chair
Supervisor Nancy Russell  Supervisor Jerry Grant  Supervisor William Norem

(Posted in compliance with Sec. 19.84 Wis. Stats.)

A quorum of the finance committee will be in attendance. It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of Minutes
   a) October 29, 2019 Special Public Works Committee Meeting (p. 3)
6. Public Comment Period
7. Consent Items - Reports
   a) Construction & Project Management Report (pp. 4-6)
   b) Director’s Bi-Monthly Report – November (pp. 7-9)
   c) Report on Elkhorn Economic Development Association Ice Rink application for the 2019-20 Winter (pp. 10-12)
8. New business
   a) Change Order #18-014-3-C01 for the Audio Visual Equipment for the new Health & Human Services Facility, Project #18-014-3 (p. 13)
   b) Change Order #18-014-C09 for the new Health & Human Services Facility, Project #18-014 (p. 14)
   c) Create new 2019 CIP to rekey Lakeland Health Care Center, Project #W1963 (p.15)
   d) Create new 2019 CIP to repair Salt Shed, Project #W1961 (p. 16)
e) Create new 2019 CIP for White River County Park Farmland Conversion, Project #W1962 (p. 17)

f) Change of Scope to the 2020 White River County Park Farmland Conversion Project (p. 17)

g) Approve Clean Sweep Memorandum of Understanding with Jefferson County (pp. 18-19)

h) Approve Clean Sweep Memorandum of Understanding with Waukesha County (pp. 20-22)

i) Resolution XX-12/19 Authorizing Closure of CTH X Bridge Project (p. 23-24)

9. Reports/announcements by Chairperson

10. Set/confirm next meeting date and time — Monday, December 9, 2019 at 3:30 p.m., County Board Room 114 at the Government Center

11. Adjournment

Submitted by: Rick Stacey, Committee Chairperson
Richard Hough, Director of Public Works

Posted: November 14, 2019
MEMORANDUM

Date: November 13, 2019

To: Public Works Committee

Cc: David Bretl, County Administrator

From: Richard A. Hough, Public Works Director

Re: November 18, 2019 Public Works Committee Meeting

The following is an overview from our Public Works management team concerning items that are scheduled for the above captioned Public Works Committee meeting. Should you have any questions prior to this meeting, please feel free to contact either me or the appropriate manager.

**Consent Items – Reports**

The following reports are included on the Agenda. No action is required unless you have questions that may be placed on file.


**New Business**

**Change Order #18-014-3-C01 for the Audio Visual Equipment for the new Health & Human Services Facility, Project #18-014-3 – Joe Kroll**

This change order is a summation of additions and deletions of the audio visual equipment as requested by the County.

**Change Order #18-014-C09 for the new Health & Human Services Facility, Project #18-014 – Joe Kroll**

This change order is a summation of several items added by the County. They include the addition of an office in the Children’s Division to accommodate a new supervisory position being added in 2020. Also included is an extension to the walking path providing connectivity to the Lakeland Health Care Center, and landscaping around the building monument sign required by the City of Elkhorn. To date, the contractor has completed over $14-million dollars of work and the project is now approximately 97% complete.
Create new 2019 CIP to rekey Lakeland Health Center, Project #W1963—Richard Hough and Timothy Peek
Please refer to the attached memorandum wherein Public Works is processing a request for $30,000 to address the key control concerns at the LHCC, in particular the misplacing of a set of keys that provide access to sensitive and critical parts of the building. This is subject to Budget Amendment approval by Finance Committee.

Create new 2019 CIP to repair Salt Shed, Project #W1961—Richard Hough
Public Works is desirous to initiate contracts to repair the damage of one of the Salt Sheds located on our property. This request is subject to Finance Committee approval of a Budget Amendment for these repairs. Please refer to the attached memo.

Create new 2019 CIP for the White River County Park (WRCP) Farmland Conversation Project #W1962 and Change of Scope to the 2020 White River County Park (WRCP) Farmland Conversion Project—Dennis Clark
Please refer to the attached memorandum wherein Public Works is attempting to remain on target with the conversion of the land from farming to a prairie, and oak savanna; while seeking to align these efforts with the Phase V seeding.

Approval of Clean Sweep Memorandum of Understanding (MOU) between Walworth County and Jefferson County, and MOU between Walworth County and Waukesha County—Richard Hough
Corporation Counsel has approved requested changes to the attached MOU’s, and Public Works requests your approval to renew for another year; with Waukesha agreeing to an automatic renewal for an additional 4 one year terms.

Res XX-12/19 Authorizing the closure of CTH X Bridge over Turtle Creek Project—Richard Hough
Finance Committee has requested the attached Resolution be approved to authorize the transfer of funds to the Road and Bridge Construction Committed fund balance account.
Chair Rick Stacey called the meeting to order at 5:15 p.m.

Roll call was conducted, and all members were present: Chair Rick Stacey, Vice Chair Ken Monroe, and Supervisors Jerry Grant, William Norem and Nancy Russell. A quorum was declared.

Others in Attendance
- County Board Supervisors: Tim Brellenthin, Kathy Ingersoll, Dan Kilkenny, Charlene Staples and David Weber
- County staff: County Administrator David Bretl; Director-Public Works Richard Hough; Finance Director Jessica Conley; Director of Health and Human Services (HHS) Elizabeth Aldred; County Engineer Joe Kroll; Assistant Director-Fleet/Parks/Facilities Dennis Clark

Supervisor Grant made a motion, seconded by Supervisor Norem, to approve the agenda as presented. Motion carried by voice vote.

On motion by Vice Chair Monroe, seconded by Supervisor Russell, the October 14, 2019 Public Works Committee meeting minutes were approved by voice vote.

Closed Session
The committee convened in closed session at approximately 5:16 p.m. on motion and second by Vice Chair Monroe and Supervisor Norem, pursuant to the exemption contained in Section 19.85(1)(e) of the Wisconsin Statutes: “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” relative to the item listed below. A roll call vote was conducted and all members present voted “aye.” County Board Supervisors Tim Brellenthin, Kathy Ingersoll, Dan Kilkenny, Charlene Staples and David Weber, and County Administrator David Bretl, Director of HHS Elizabeth Aldred, Director-Public Works Richard Hough, Finance Director Jessica Conley, County Engineer Joe Kroll, and Assistant Director Fleet/Parks/Facilities Dennis Clark remained in closed session.

   a) Potential Sale of County-Owned Health and Human Services Building

On motion by Vice Chair Monroe, seconded by Supervisor Grant, the Committee reconvened in open session at 5:28 p.m.

Supervisor Russell made a motion, seconded by Vice Chair Monroe, to proceed as discussed in closed session. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, November 18, 2019 at 3:30 p.m.

Adjournment
On motion and second by Vice Chair Monroe and Supervisor Norem, Chair Stacey adjourned the meeting at 5:29 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Committee at the next regularly scheduled committee meeting.
MEMORANDUM

Date: November 13, 2019

To: Walworth County Public Works Committee

CC: Walworth County Administrator - David Bretl

From: Richard Hough - Public Works Director

Subject: Construction and Project Management Summary Report - November 2019

<table>
<thead>
<tr>
<th>Rank</th>
<th>Project</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Works Brine</td>
<td>w/Purchasing</td>
<td>At-Risk (timelines)</td>
</tr>
<tr>
<td>2</td>
<td>Public Works Master Plan</td>
<td>WG Pending</td>
<td>Internal review space utilization</td>
</tr>
<tr>
<td>3</td>
<td>Treasurer's Office Upgrades</td>
<td>gather bids</td>
<td>PM as General Contractor</td>
</tr>
<tr>
<td>4</td>
<td>Disposition of old HHS Bldg</td>
<td>Inventory</td>
<td>Contacted Buyer final negotiations</td>
</tr>
<tr>
<td>5</td>
<td>Facilities Management Policy</td>
<td>Review</td>
<td>Developing protocols</td>
</tr>
</tbody>
</table>

Change Orders (see attached Form 2-101 for additional details)

<table>
<thead>
<tr>
<th>Project # Title</th>
<th>CO #</th>
<th>Value $</th>
<th>% Change To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New HHS Building Project #18-014</td>
<td>9</td>
<td>$20,262.60</td>
<td>1%</td>
</tr>
<tr>
<td>AV for new HHS Building Project #18-014-3</td>
<td>1</td>
<td>$(938.44)</td>
<td>0%</td>
</tr>
</tbody>
</table>

County Engineer Project Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Summary</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Unique Projects</td>
<td>20</td>
<td>10</td>
<td>13</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Project Status</td>
<td>## Pending</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td>Post-Design Final Pay</td>
</tr>
<tr>
<td>Budget Totals</td>
<td>$22M</td>
<td>Comment: N/A</td>
<td>&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Senior Project Manager Summary

<table>
<thead>
<tr>
<th>Carry Forward in Progress</th>
<th>Total #</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects Scheduled / Planned for Current Year - CIP</td>
<td>97</td>
<td>Forward (1)'13,(5)'17, (15)'18</td>
</tr>
<tr>
<td>Current Year Budget</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>Plus Carry Forward</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Currently Progressing (Beyond Milestone A)</td>
<td>33</td>
<td>(33) in progress, (10) scheduled, (8) in design, (5) study only</td>
</tr>
<tr>
<td>Milestone A (A/E Planning)</td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>
### Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone J (On-Hold)</td>
<td>7 CDEB Boiler Replacement &lt;br&gt;  CDEB Additional Storage &lt;br&gt;  SO RTU Replacement &lt;br&gt;  SO Skylight Replacement &lt;br&gt;  SO Heating Coil Upgrade &lt;br&gt;  Dispatch Com Center Study &lt;br&gt;  LHCC Security Cameras &lt;br&gt;  DPW Finance Office Renov &lt;br&gt;  Key Management System</td>
</tr>
</tbody>
</table>

### Projects Completed

- **33**

### Proposed Projects (Next Year); on Five-Year Plan

- **TBD Budget Admin Review**

### Proposed New Projects (Next Year)

- **57**

### Sole Source Requests (To Date)

- **4**

### Recent or Ongoing Projects *(Report any recent activity)*

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Dept.</th>
<th>Code</th>
<th>Title</th>
<th>Budget</th>
<th>Balance</th>
<th>ECD</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CDEB</td>
<td>W1810</td>
<td>Classroom reconfiguration A/E</td>
<td>$30,000.00</td>
<td>$2,608.00</td>
<td>Nov</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>CDEB</td>
<td>W1811</td>
<td>Additional Storage A/E</td>
<td>$5,500.00</td>
<td>$1,000.00</td>
<td>Indef</td>
<td>W1810 Design needs to be done first</td>
</tr>
</tbody>
</table>

### Proposed Projects (Next Year); on Five-Year Plan

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Dept.</th>
<th>Code</th>
<th>Title</th>
<th>Budget</th>
<th>Balance</th>
<th>ECD</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>JC</td>
<td>W1733</td>
<td>External Entrance Upgrades</td>
<td>$420,000.00</td>
<td>$415,930.00</td>
<td>Oct</td>
<td>completion date of 18 Nov</td>
</tr>
<tr>
<td>E</td>
<td>LHCC</td>
<td>C1802</td>
<td>Parking Lot reconstruction</td>
<td>$908,391.00</td>
<td>$896,160.00</td>
<td>Oct</td>
<td>completion date of 18 Nov</td>
</tr>
<tr>
<td>E</td>
<td>CDEB</td>
<td>W1803</td>
<td>Aquatic Center Upgrades (pool filters)</td>
<td>$425,000.00</td>
<td>$17,865.00</td>
<td>Sep</td>
<td>Time Critical-summer completion</td>
</tr>
<tr>
<td>E</td>
<td>LHCC</td>
<td>C1903</td>
<td>Out Door Egress Lighting</td>
<td>$110,000.00</td>
<td>$1,000.00</td>
<td>Aug</td>
<td>completion date of 30 Oct</td>
</tr>
<tr>
<td>E</td>
<td>SO</td>
<td>15353052805</td>
<td>Skylight Replacement</td>
<td>Dec</td>
<td>In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>SO</td>
<td>15653052805</td>
<td>Heating upgrades</td>
<td>Dec</td>
<td>In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Description</td>
<td>Cost (2020</td>
<td>Cost (2020</td>
<td>Date</td>
<td>Status</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>-------------</td>
<td>------------</td>
<td>------------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>E</td>
<td>SO</td>
<td>W1853</td>
<td>RTU Replacement</td>
<td>$84,764.00</td>
<td>$84,764.00</td>
<td>2020</td>
<td>HVAC Replacement</td>
</tr>
<tr>
<td>E</td>
<td>DPW</td>
<td>W1944</td>
<td>Finance Office Renovation</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>Nov</td>
<td>Planning Stage</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>JC</td>
<td>W1735</td>
<td>JC Lobby Elevator Cameras/Storage</td>
<td>$35,000.00</td>
<td>$0.00</td>
<td>May</td>
<td>Complete</td>
</tr>
<tr>
<td>G</td>
<td>LHCC</td>
<td>C1913</td>
<td>Water heater Replacement</td>
<td>$9,500.00</td>
<td>$166.00</td>
<td>Jun</td>
<td>Complete</td>
</tr>
<tr>
<td>G</td>
<td>LHCC</td>
<td>C1909</td>
<td>Concrete Floor for Pole Barn</td>
<td>$18,500.00</td>
<td>$500.00</td>
<td>May</td>
<td>Complete</td>
</tr>
<tr>
<td>G</td>
<td>SO</td>
<td>W1861</td>
<td>Generator Replacement</td>
<td>$135,300.00</td>
<td>$1,174.00</td>
<td>Apr</td>
<td>Complete</td>
</tr>
<tr>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>CDEB</td>
<td>W1803</td>
<td>Aquatic Center Upgrades (pool filters)</td>
<td>$17,865.00</td>
<td>TBD</td>
<td>Sep 2020</td>
<td>Additional funding in CIP for 2020 to complete project</td>
</tr>
<tr>
<td>I</td>
<td>DPW,LS, HHS,GC, JC, LHCC</td>
<td>W1912</td>
<td>Key Management System</td>
<td>$72,000.00</td>
<td>$72,000.00</td>
<td>June 2020</td>
<td>Awaiting implementation of AssetWorks Key Valet/Motor Pool</td>
</tr>
<tr>
<td>J</td>
<td>CDEB</td>
<td>W1804</td>
<td>CDEB Boiler Replacement</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>Indef</td>
<td>Repairs made, monitoring</td>
</tr>
<tr>
<td>J</td>
<td>SO</td>
<td>W1904</td>
<td>Dispatch / Com Center Study</td>
<td>$50,000.00</td>
<td>$49,950.00</td>
<td>Indef</td>
<td>SO Taking Lead</td>
</tr>
<tr>
<td>J</td>
<td>LHCC</td>
<td>C1922</td>
<td>Security Cameras</td>
<td>$4,750.00</td>
<td>$4,750.00</td>
<td>Indef</td>
<td>Per Director</td>
</tr>
</tbody>
</table>

1 Milestones: (A) A/E Planning; (B) Pricing; (C) Purchase Order Issued; (D) Contract routing; (E) Work in Progress; (F) Substantial Completion; (G) Completed; (H) Contingency; (I) Carry-Forward; and (J) On-Hold - Must Report
MEMORANDUM

Date: 5 NOV 2019

To: Public Works Committee Members

Cc: Walworth County Administrator – David Bretl

From: Public Works Director – Richard Hough

Subject: Department of Public Works Bi-Monthly Report

The purpose of this correspondence is to provide a bi-monthly report on various topics concerning the Department of Public Works.

### Human Resources

<table>
<thead>
<tr>
<th>Topic</th>
<th>What</th>
<th>When</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE Vacancies</td>
<td>None</td>
<td></td>
<td>Associate Engineer</td>
</tr>
<tr>
<td># of LTEs (OH)</td>
<td>HWY: 0 Parks: 1</td>
<td></td>
<td>3 LTEs (HWY) Selected</td>
</tr>
<tr>
<td>Flex Time</td>
<td>194 hrs – Mandated 280 hrs – Elective</td>
<td>1 Jan – 4 Nov</td>
<td></td>
</tr>
<tr>
<td>Accumulated Overtime</td>
<td>3535.50 Hours</td>
<td>1 Jan – 4 Nov</td>
<td>Mechanic OT surge complete.</td>
</tr>
<tr>
<td>Accumulated Unscheduled Pay</td>
<td>630 Hours</td>
<td>1 Jan – 4 Nov</td>
<td>200 Hours during last storm alone.</td>
</tr>
</tbody>
</table>

### Material & Equipment

<table>
<thead>
<tr>
<th>Topic</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Fuel Use Comparison</td>
<td>2018 (17,858 gal); 2019 (20,102 gal)</td>
</tr>
<tr>
<td>Pending Procurements (CIP)</td>
<td>Tandems (3); Brine Tanks (4); and, Boom Lift (14 Months+ of purchasing effort)</td>
</tr>
<tr>
<td>Surplus / Disposed Equipment</td>
<td>40 Items in Surplus; 6 items did not sale; lowering threshold for new bids.</td>
</tr>
</tbody>
</table>

### Maintenance

<table>
<thead>
<tr>
<th>Topic</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Equipment Deadlined</td>
<td>Lift – Pending Surplus &amp; Replacement</td>
</tr>
<tr>
<td>Refurbishment Status</td>
<td>Paint Truck (Early Return Expected); Grader &amp; Excavator – Pending</td>
</tr>
</tbody>
</table>
## Policy & Doctrine (+/- Two Month Window)

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Remark</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Procedures</td>
<td>Winter Ops Handbook</td>
<td>Defines procedural methods for: night shift; operation center oversight; brine operations; snow &amp; ice operations; and, conditions-based material application rates.</td>
<td>Completed (October)</td>
</tr>
<tr>
<td></td>
<td>Project Mgmt / Contract Admin Handbook</td>
<td>Outlines Public Works roles and responsibilities, document standards, process steps, and overall contract administration of service and construction contracts.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Policy</td>
<td>Uniforms - Uniforms</td>
<td>New Uniform Policy</td>
<td>29 Oct 19</td>
</tr>
<tr>
<td></td>
<td>Electronic Devices - Electronic Devices</td>
<td>Establish protocols for communication and equipment use, to include Bluetooth devices.</td>
<td>28 Aug 19</td>
</tr>
<tr>
<td></td>
<td>Evaluations - Evaluations</td>
<td>Establish performance evaluation (rating) benchmarks</td>
<td>5 Nov 19</td>
</tr>
<tr>
<td>AP / Ord.</td>
<td>2-119 Firewood</td>
<td>Ordinance updates and administrative procedure to support community firewood program (staffing)</td>
<td>All Pending – Fall</td>
</tr>
<tr>
<td></td>
<td>2-101 CIP</td>
<td>Update. Captures and formulates procedures for equipment purchases and PW surplus activities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-114 Driveway/ Culvert</td>
<td>Ordinance updates and administrative procedure that establish county standards for culvert and driveway installation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-109 Road &amp; Bridge Standards</td>
<td>Ordinance updates and administrative procedure that establishing county standards for road and bridge maintenance, design, and funding.</td>
<td></td>
</tr>
</tbody>
</table>

## Plans, Training & Leadership Development (+/- Two Month Window)

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Who</th>
<th>When</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>WG 1 – 8</td>
<td></td>
<td>Various</td>
<td>Jan - Oct</td>
<td>DONE</td>
</tr>
<tr>
<td>WG #9</td>
<td>PW Space Utilization</td>
<td>Joe Latocha</td>
<td>Oct – Apr 20</td>
<td>Identify section ownership and projects for Public Works</td>
</tr>
</tbody>
</table>

## Organization / Department Key Activities (+/- Two Month Window)

<table>
<thead>
<tr>
<th>Division</th>
<th>Activity</th>
<th>When</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet</td>
<td>Winter Services</td>
<td>Jul – Dec</td>
<td>90% Comp (as of 4 Nov)</td>
</tr>
<tr>
<td>Administration</td>
<td>Procedures</td>
<td>Ongoing</td>
<td>Most procedure updates complete by Dec.</td>
</tr>
<tr>
<td>Highway</td>
<td>HWY 67</td>
<td>Aug – Nov</td>
<td>Completed paving on Highway 67; will require spring follow-up</td>
</tr>
<tr>
<td>Facilities</td>
<td>HHS Workorders</td>
<td>Sept – Dec</td>
<td>Movement of FFE from HHS to other departments and locations</td>
</tr>
</tbody>
</table>

## Summer Maintenance Season

<table>
<thead>
<tr>
<th>Remarks:</th>
<th>Crack Fill Miles</th>
<th>Planned (50)/Completed (40.85)</th>
<th>Mowing State RTs Complete</th>
<th>13/13 RTs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chip Seal Miles</td>
<td>Planned (12.2)/Completed (12.2)</td>
<td>County RTs (1&lt;sup&gt;st&lt;/sup&gt; &amp; 2&lt;sup&gt;nd&lt;/sup&gt; Runs)</td>
<td>10/10 RTs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>County RTs (3&lt;sup&gt;rd&lt;/sup&gt; Run)</td>
<td>10/09 RTs</td>
</tr>
</tbody>
</table>
### Log of Public and Private Concerns (Since Last Report)

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Last Name</th>
<th>First Name</th>
<th>Address (if known)</th>
<th>Res.</th>
<th>Nature of Complaint</th>
<th>ACTO</th>
<th>Actions We Took</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-Sep-19</td>
<td>SO</td>
<td></td>
<td></td>
<td></td>
<td>Salt Box/Hwy 67 - weeds covering guardrail</td>
<td>DW</td>
<td>Cutting 9/5 - complete</td>
</tr>
<tr>
<td>7-Sep-19</td>
<td>Buchs</td>
<td>Ed</td>
<td>W1582 CTH B, G City</td>
<td>Bloom field</td>
<td>Wants: Hidden driveway sign, No engine breaking sign, deer crossing sign put back, 40 or 45 speed limit sign, look into Super Agg crossing IL into WI to avoid scales-ruining the road.</td>
<td>BP</td>
<td>Inspected area for potential signage</td>
</tr>
<tr>
<td>10-Sep-19</td>
<td>No Name</td>
<td>Fontana</td>
<td>Hwy 67/South Main St.</td>
<td>Work we did is causing flooding</td>
<td>DW</td>
<td>Spoke with resident, she is incorrect. Flooding was mitigated by work.</td>
<td></td>
</tr>
<tr>
<td>12-Sep-19</td>
<td>Hansonn</td>
<td>Eric</td>
<td>White River Park &amp; Trail.</td>
<td>Asked if Roundup is being used as a weed killer</td>
<td>DC</td>
<td>We have used Roundup, but are also experimenting with more environmentally friendly and safe alternatives</td>
<td></td>
</tr>
<tr>
<td>25-Sep-19</td>
<td>Mangan</td>
<td>Dale</td>
<td>894 Indian Hills Rd, Fontana</td>
<td>Hwy 67/South Main St, where we did work. 2 big holes, blew out driver side tires</td>
<td>DW</td>
<td>Resident told me holes were already filled.</td>
<td></td>
</tr>
<tr>
<td>26-Sep-19</td>
<td>Kyle</td>
<td></td>
<td>V.East Troy</td>
<td>Hwy 20/ES - under 43 bridge headed east, heaves and potholes</td>
<td>DW</td>
<td>will work on it 9/27</td>
<td></td>
</tr>
<tr>
<td>1-Oct-19</td>
<td>Hanahan</td>
<td>Shelby</td>
<td>W5199 Bluff Rd, LaGrange</td>
<td>Hv 67/Bluff Rd cattails, vision issue, bus stop</td>
<td>DW</td>
<td>10/3 taken care of</td>
<td></td>
</tr>
<tr>
<td>31-Oct-19</td>
<td>No name</td>
<td></td>
<td></td>
<td>Bad roads, looks like no plow Hwy 50 to LG, Hwy 67/12 to Lauderdale Lake</td>
<td>DP</td>
<td>Documented concern</td>
<td></td>
</tr>
<tr>
<td>31-Oct-19</td>
<td>Cindy</td>
<td></td>
<td></td>
<td>Bad roads, looks like no plow I43 to Elkhorn, 67 Elk towards WB</td>
<td>DP</td>
<td>Document concern</td>
<td></td>
</tr>
</tbody>
</table>

### Notification v. Complaint: Notification identifies a problem that is not attributed to employee or operational error.

### Incoming Document Log

<table>
<thead>
<tr>
<th>Date Recd</th>
<th>From</th>
<th>Department or Company Name</th>
<th>Document Description</th>
<th>Assign To</th>
<th>Issue / Notes / Comments</th>
<th>Due Date</th>
<th>Date Comp.</th>
</tr>
</thead>
</table>
APPLICATION FOR THE USE OF COUNTY-OWNED PROPERTY AND CONTRACT

Recitals

Whereas, Walworth County ("County") assisted the Elkhorn Economic Development Alliance ("EEDA") in preparing an application for the use of certain land located in Veterans Park in the City of Elkhorn; and,

Whereas, the purpose of that application was to erect a seasonal, portable ice skating rink ("Ice Rink") to promote business activity in downtown Elkhorn; and,

Whereas, as a condition of granting approval of the application, the County requires liability insurance; and,

Whereas, the City of Elkhorn ("City") has agreed to be the Applicant and obtain that cover from its insurer and to be bound by the terms set forth in this application, which shall supersede the application submitted by EEDA.

NOW, THEREFORE, the application for the use of county-owned property and contract as required by Section 16-11 of the Walworth County Code of Ordinances is as follows:

PART 1 – APPLICATION

APPLICANT
Name: City of Elkhorn, a municipal corporation (hereinafter "City")
Address: 9 S. Broad Street, P.O. Box 920, Elkhorn, WI 53121
Phone: (262) 723-2219

SITE REQUESTED
The north-west corner of Veterans Park set forth in Exhibit A.

EVENT
Erection and maintenance of an Ice Rink, and a portable warming shed.

FACILITY DATES AND HOURS REQUESTED
The Ice Rink is seasonal. It may be set up no earlier than 1 December and/or as soon as weather permits ideal conditions for rink construction and, in short order, ice development. It must be taken down when the weather will no longer sustain skating or in no event later than March 15th of each year.

UTILITIES
1. It shall be the responsibility of the City to supply electrical power to the rink (if necessary) and fill the rink with water.
2. The City shall supply one waste container appurtenant to the rink and regularly empty the same.

The undersigned represents that this application is accurate and complete. I understand that inaccurate information is grounds for the County to rescind its permission and be the basis for
the denial of any further applications. The Applicant further understands that it shall be subject to all of the terms set forth in the Contract (Part 2).

Signed: ___________________________  Date: 10-28-2019
Applicant - City of Elkhorn

PART 2 – CONTRACT

(Sign under “Applicant,” and return to Walworth County Department of Public Works.) If your application is accepted, Walworth County will sign the contract and mail you a copy. **YOU DO NOT HAVE PERMISSION TO USE COUNTY-OWNED PROPERTY UNTIL THE WALWORTH COUNTY DIRECTOR-PUBLIC WORKS (“DIRECTOR”) SIGNS THIS FORM.**

This contract, made this _____ day of ________, 2019, by and between Walworth County (hereinafter “County”) and the City of Elkhorn (hereinafter “City”), APPLICANT,

WITNESSETH as follows:

The County agrees to allow the City to use the property described in Exhibit A at the times and hours listed on Part 1 of this application under the rules and regulations set forth in County Ordinances and Administrative Procedures, the terms of this Contract and the rules of the Director.

The City agrees to abide by all rules and regulations formulated by the County for the use of County-owned property; to adhere to all special conditions listed by the County in this contract; to be responsible for the careful use of the facilities described herein; to make good all loss or damage sustained as a result of the activities held or promoted pursuant to this contract; to be responsible for all preparation and reasonable cleanup after use, and special conditions. The City shall be responsible to restore turf that may have been damaged on account of the Ice Rink.

Applicant shall hold harmless, defend and indemnify the County and its employees and officers from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorney’s fees and fees of litigation) or every nature arising out of, or in connection with, or relating to City’s use and maintenance of the Facility or any part thereof. Such liability, loss, damage, expense and costs shall include, but not be limited to death, personal injury, commercial and Constitutional causes of action. The County shall notify the City of any claim.

The County shall under no circumstances be responsible for any damage that occurs to the Ice Rink, or any portable outbuildings except with respect to damage that occurs solely due to the negligence of the County.

The sale, consumption or possession of alcoholic beverages is prohibited by County ordinances. APPLICANT agrees that it will save and indemnify and hold harmless
WALWORTH COUNTY and its Officials and employees and agents against all liabilities, judgments, costs and expenses, including the claims of any third party which may in any way come against the County by reason of granting this application, or which may in any way result from the actions or inaction of the City, or its members, guests, invitees, employees or other persons or entities under contract with, or acting on behalf of, the City.

The City's event is required to be insured for general liability in the amount of $1,000,000.00 (One Million Dollars), and WALWORTH COUNTY must be named as an additional insured. A Certificate of Insurance must be filed with WALWORTH COUNTY, not less than 48 hours prior to APPLICANT'S event. FAILURE TO PROVIDE SUCH CERTIFICATE WILL VOID THIS CONTRACT AND CANCEL THE USE OF ANY WALWORTH COUNTY FACILITIES.

The City shall abide by the following special conditions:

1. Members of the public shall not be charged a fee to skate on the ice.
2. The rink liner shall be the Nice Rink® Liner #3 Ultra White.
3. Exact placement of the rink shall be coordinated with the Walworth County Department of Public Works and shall be at the discretion of the Director.
4. The City shall call Diggers Hotline (811) BEFORE any signage, tents, structures or supports are staked into the ground.
5. In accordance with Section 66-160© of the Walworth County Code of Ordinances, no vehicles or trailers are allowed on the grass or sidewalks. All vehicles should park in designated spots located on the street. No parking is allowed in reserved or other designated or marked spots. Violators can be ticketed or towed per Section 66-163 of the code.
6. An entry and exit point shall be identified by means of cones or a constructed rail system. A bench and tread board (with a liner underneath) should be placed at entry and exit points to assist skaters and minimize damage to the turf. An appropriate containment wall/rail and/or use of available snow to create a sloped 45° degree buffer from wall height down to ground level with all brackets safely covered shall be installed.
7. The City shall cause the rink to be regularly inspected for damage and unsafe conditions and timely perform any maintenance that may be required.

4 Nov 19
Date

By: 

Rich Housh
WALWORTH COUNTY
DIRECTOR - PUBLIC WORKS

10-28-2019
Date

Horrie Reynolds
APPLICANT - CITY OF ELKHORN
Walworth County Change Order Request

AV Equipment for new HHS Building
Project: 18-014-3

Walworth County
Change Order Number: 18-04-3-CO1

Description of Change Order, Impact & Alternatives

This change order provides for additions and deletions of Audio Visual Equipment in the Walworth County HHS Building as requested by the owner, and resulting in a credit to the contract.

Amount of Change Order: $938.44

Type of Change Order: B

Change Order Origination: Public Works Director

Date: 1/1/19

Change Order Types:

* Type A
The work outlined in this request has already been performed. Failure to proceed with the change order would have resulted in cessation of work and financial loss.

* Type B
Proposed work is beyond the original scope of work.

* Type C
Proposed work could not have been reasonably foreseen by architect, contractor or owner.

* Type D
Proposed work due to error or omission by:
- ___ Architect
- ___ Contractor
- ___ Owner

* Type E
Savings as a result of Value Engineering.

Comments regarding Type D Change Orders caused by contractor or architect error or omission

Review Process checklist:

- Written quotations were received
- Proposed change is reasonable
- Alternative methods were discussed and proposed
- Change order is the most reasonable alternative

County Administrator's Comments, Recommendations, and Approval (if any)

Signature: 1/12/19

Internal Routing Checklist:

- Finance Dept. verification of adequate budget balance: 1/12/19
- Administrator’s approval to proceed to Committee: 1/12/19
- Public Works Committee approval: 1/12/19
- Public Works Director initiation of Contract Change Order: 1/12/19

Project Status:

Project Status as of: 11/11/2019
Project Budget: $23,100,000
Original Contingency: $1,669,000
Contingency Available: $1,525,009
Pending Commitments: -$938
Contingency Remaining: $1,525,948
Est % of Project Complete:

Approved: 1/3/19

Rvd 7-22-2019

Form 2-101
Walworth County Change Order Request

Walworth County HHS Facility  
Project: 18-014 (CIP-W1702)  
Walworth County  
Change Order Number: 18-014-CO9

Description of Change Order, Impact & Alternatives

This change order is a result of owner requested changes, such as adding a walking path and signage, an additional door, and adding 2 breakers to the project.

Amount of Change Order $20,282.60

Type of Change Order B

Change Order Origination  
Public Works Director  
Date 1/22/19

Change Order Types:

• **Type A**  
The work outlined in this request has already been performed. Failure to proceed with the change order would have resulted in cessation of work and financial loss.

• **Type B**  
Proposed work is beyond the original scope of work.

• **Type C**  
Proposed work could not have been reasonably foreseen by architect, contractor or owner.

Comments regarding Type D Change Orders caused by contractor or architect error or omission

Review Process checklist:

✓ Written quotations were received  
✓ Proposed change is reasonable  
✓ Alternative methods were discussed and proposed  
✓ Change order is the most reasonable alternative

A/E Mgt.  
Team:  
Director:  

Public Works  

County Administrator's Comments, Recommendations, and Approval (if any)

Signature:

Internal Routing Checklist:  

✓ Finance Dept. verification of adequate budget balance:  
✓ Administrator's approval to proceed to Committee:

✓ Public Works Committee approval:

✓ Public Works Director initiation of Contract Change Order:

Project Status:

Project Status as of 11/11/2019  
Project Budget $23,100,000  
Original Contingency $1,669,000  
Contingency Available $1,525,948  
Pending Commitments $20,263  
Contingency Remaining $1,505,685  
Est % of Project Complete

Approved:  
Rvd 7-22-2004

Form 2-101
MEMORANDUM

Date:  30 October 2019

To:  Dave Bretl – County Administrator
To:  Finance & Public Works Committees
Cc:  Jessica Conley – Finance Director
     Tim Peek – Director, LHCC

From: Richard Hough – Public Works Director

Subject: New CIP LHCC Key Control

Summary: Request $30,000 from County Reserves for new CIP to address key control concerns at the Lakeland Health Care Center.

Argument: Recently a set of keys was misplaced during a shift change at the LHCC. Keys provide access to sensitive and critical parts of the building. As a result, new cores are required for most of the building. To re-core the building, Public Works estimates a cost of $25,000 - $30,000.

Budget Information:

| LHCC Building Reserves | $30,000 |

Conclusion: Addressing this issue now is critical to the security of LHCC residents and staff. Should the shift keys be found this CIP re-coring the entire building will be cancelled. However, a future key control issue, the conversion of 30 beds to an alternative purpose, will likely result in the need for some modification to building access and control and result in expenditure of funds.
MEMORANDUM

Date: 31 October 2019

To: Public Works Committee
To: Dave Bretl – County Administrator

Cc: Jessica Conley – Finance Director
Deputy Director – Asset Management – Dennis Clark
Deputy County Highway Commissioner – Barry Pierce

From: Richard Hough – Public Works Director

Subject: New CIP – W1961 Salt Shed Repairs

Summary: The purpose of this correspondence is to request a new 2019 CIP, under project W1961, to initiate contracts for the repair of damage at the Public Works Salt Shed.

Argument: Shed was damaged during fall salt loading operations. Weight of salt against the back wall of the shed, along with years of salt exposure, compromised the structure such that the back left wall vertical bracing frames snapped and some horizontal beams are pressed outward. The roof and primary structures are undamaged therefore the shed can continue to be safely used, however, we’ll need to address the situation as soon as salt is depleted and repairs can begin.

Budget Information:

Public Works Operating Funds (W1961) $55,000

Conclusion: Repairs to this facility cannot go unaddressed. Failure to approve we result in this structure being tapped off reducing our storage for salt and equipment year round.

APPROVED BY THE:
Public Works Committee
Vote: ____________
Date: ____________
MEMORANDUM

Date: 30 October 2019

To: Public Works Committee
To: Dave Bretl – County Administrator
Cc: Jessica Conley – Finance Director
     Deputy Director – Asset Management – Dennis Clark

From: Richard Hough – Public Works Director

Subject: Prairie Seeding Change in Scope

Summary: The purpose of this correspondence is to request a change in scope to the 2020 White River Park Farmland Conversion CIP. Presently the 2020 CIP is pending funding by the board at $25,000. The reason for the request is to address a Phase IV Prairie Seeding this fall which will require an additional $20,000; money is available in excess 2019 operating funds.

Argument: Original thinking at Public Works was to use available fall operating funds for the seeding but Purchasing and Finance representative deemed this project splitting. Therefore, in order to remain on target with the conversion of the land from farming to a prairie, and oak savanna, Public Works is seeking to align this effort with Phase V seeding.

Budget Information:

| Public Works Operating Funds | $20,000 |

Conclusion: We presently have a bid for the work that is approximately $15,000 but, with the project being combined with next years CIP, project will require new bid solicitations for a larger overall project.
Memorandum of Understanding between Walworth County and Jefferson County for Household Hazardous Waste Clean Sweep Collection Services in 2020

Walworth County and Jefferson County intend to renew a cooperative arrangement that will allow Jefferson County residents to use the Walworth County Household Clean Sweep satellite site in the City of Whitewater on a charge-back basis in 2020. The purpose of this arrangement is to provide expanded services to Jefferson County residents, increase administrative efficiencies, and spread out fixed costs for hazardous waste vendor staffing and mobilization.

Jefferson County and Walworth County have each applied for 2020 Clean Sweep grant funds separately, and enter into this Memorandum of Understanding to identify the tasks and responsibilities of each county under this agreement.

Walworth County certifies that the contractor for the program is qualified to receive the hazardous waste and will furnish certificates of insurance to Jefferson County. The hazardous waste vendor will invoice Walworth County for collection and disposal costs for materials collected at the Whitewater site and will not need to segregate waste by county.

Jefferson County Tasks & Responsibilities

- Create and distribute publicity and advertising items related to the Whitewater Clean Sweep collection services.
- Complete pre-registration paperwork for Jefferson County residents that will participate as predetermined by the Jefferson County Solid Waste Committee and collect the standard participation fee per Jefferson County’s customary Clean Sweep program process. The number of Jefferson County participants will be limited to seventy (70) residents at a cost not to exceed $7,500.
- Provide reimbursement for hazardous waste vendor collection and disposal charges for the same materials and products collected at Walworth County’s 2020 Clean Sweep program, as listed in Walworth County’s Clean Sweep program brochure.

Walworth County Tasks & Responsibilities

- Oversee activities at the Whitewater satellite collection location.
- Ensure that the Clean Sweep participant survey form for the Whitewater collection site includes check boxes to identify county of residence.
- As survey information is collected from program participants, identify the township, village or city each participant lives in.
- Provide Jefferson County copies of completed survey forms for all Jefferson County residents who participated at the Whitewater collection site.
- Provide Jefferson County a copy of the hazardous waste contractor invoice for services provided at the Whitewater collection site.
- Invoice Jefferson County based on the percentage of participants from Jefferson County and the total cost for hazardous waste vendor services at the City of Whitewater site, limited to seventy (70) Jefferson County residents at a cost not to exceed $7,500.
- Provide the Jefferson County Solid Waste Committee data and information relative to the Whitewater collection site as needed to complete the Clean Sweep grant final report.

Indemnification

Jefferson County shall indemnify, hold harmless and defend Walworth County, its officers, agents, and employees from and against any and all liabilities, claims, penalties, fines, forfeitures, suits and other costs and expenses incident thereto (including cost of defense, settlement, and reasonable attorney’s fees) which may be alleged against Walworth County or which Walworth County may incur, become
responsible for, or pay out as a result of death or bodily injury to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation or alleged violation of governmental laws, regulations or orders, to the extent that such damage, injury, contamination or violation was caused by a Jefferson County resident delivering to the site material which is prohibited.

The indemnification clause shall not apply in the event of sole negligence by Walworth County officers, agents and employees.

Walworth County shall indemnify, hold harmless and defend Jefferson County, its officers, agents, and employees from and against any and all liabilities, claims, penalties, fines, forfeitures, suits and other costs and expenses incident thereto (including cost of defense, settlement, and reasonable attorney’s fees) which may be alleged against Jefferson County or which Jefferson County may incur, become responsible for, or pay out as a result of death or bodily injury to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation or alleged violation of governmental laws, regulations or orders, to the extent that such damage, injury, contamination or violation was caused by a Walworth County resident delivering to the site material which is prohibited.

The indemnification clause shall not apply in the event of sole negligence by Jefferson County officers, agents and employees.

For Walworth County:     For Jefferson County:
___________________________ ______  _____________________________ ______
Richard A. Hough   Date  Benjamin Wehmeier   Date
Director Public Works     County Administrator

Approved as to Form:     Approved as to Form:
___________________________ ______  _____________________________ ______
David A. Bretl    Date  J. Blair Ward    Date
Walworth County Administrator     Jefferson County Corporation Counsel
Memorandum of Understanding  
Between Waukesha County and Walworth County  
For Household Hazardous Waste Services

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is made by and between Walworth County (“Walworth”) and Waukesha County (“Waukesha”).

RECITALS

WHEREAS, Waukesha and Walworth both recognize the negative impacts that Agricultural Chemicals and Household Hazardous Waste, herein referred to as (“HHW”) can have on the environment if not properly disposed; and

WHEREAS, Waukesha and Waukesha wish to coordinate HHW collection and disposal in order to improve services while taking advantage of the economy of scale available through existing Waukesha HHW drop off facilities and operating contracts; and

WHEREAS, it is mutually beneficial to Walworth and Waukesha to enter into this Agreement to reduce HHW program costs per participant.

NOW, THEREFORE, in consideration of these premises, Waukesha and Walworth, under the authority of §66.0301, Wis. Stats., agree to renew a cooperative agreement to cooperate on the planning and implementation of a HHW collection program as follows:

SECTION I  
GENERAL AGREEMENT

(a) Purpose: The purposes of these arrangements are to provide expanded services to residents, increase administrative efficiencies, and spread out fixed costs for hazardous waste vendor staffing and mobilization.

(b) Term. The term of this Agreement shall be one (1) year, commencing on the date of execution by both parties. This Agreement shall auto renew for a maximum of four one (1) year terms by December 1 of the previous year.

(c) Scope. The scope of services under this Agreement includes:

i. Use of Site. Walworth residents shall be allowed to deliver HHW to the City of Waukesha drop-off facility operated by Veolia Environmental Services and contracted through Waukesha. The address of the subject HHW drop-off facility is the City Incinerator Building located at 900 Sentry Drive (“Permanent Site”). Other sites may be agreed to by staff.

ii. Use of Special Event. Walworth residents shall be allowed to participate in Waukesha’s Household Clean Sweep one-day special collection event held annually in the Village of Mukwonago on a charge-back basis located at the Village Public Works Garage at 630 Hwy. NN (“Special Event Site”).
iii. Costs. Walworth shall reimburse Waukesha for actual costs plus a 10% administration fee for HHW services provided to Walworth residents at the Site. Cost calculations will be based on an average cost per participant (both counties) multiplied by the number of participants from Walworth using either Site. The Special Event Site will be billed upon the conclusion of the event and the reconciliation of vendor fees. The Permanent Site will be billed upon the reconciliation of vendor fees for the previous year within 30 days of receipt of final vendor invoice.

iv. Budgets. Each Party is responsible for monitoring their respective program costs, and shall work cooperatively on any cost control efforts that are implemented.

v. Program Standards. The HHW services delivered hereunder shall be in compliance with applicable HHW regulations and grant requirements and are insured.

SECTION II
WALWORTH COUNTY’S OBLIGATIONS

(a) HHW Grants. Walworth shall be responsible for applying for and administering any applicable HHW grants used to support costs associated with this Agreement. It is understood that grant applications shall be based upon the cost-sharing arrangements outlined in this Agreement.

(b) Pre-registration. Walworth may administer a pre-registration process for Walworth residents prior to dropping off HHW at the Permanent Site. No pre-registration is necessary for the Special Event Site. This shall include:

i. Prepare and provide a Clean Sweep referral form to the Walworth County resident and instruct them to turn it in to hazardous waste contractor staff when they drop off material at the City Incinerator Building collection site.

ii. Maintain a log of all residents who have been given a referral form. The log will include the resident’s name, address and phone number and the date the referral form was prepared.

(c) Walworth shall be responsible for advertising the availability of the program and the pre-registration process to Walworth residents.

(d) Reimbursement. Walworth shall reimburse Waukesha for HHW services provided to Walworth residents in accordance with Section I (c) iii above.

SECTION III
WAUKESHA COUNTY’S OBLIGATIONS

(a) HHW Grants. Waukesha shall be responsible for applying for and administering any applicable HHW grants used to support costs associated with this Agreement. It is understood that grant applications shall be based upon the cost-sharing arrangements outlined in this Agreement.

(b) Contracted Services. Waukesha shall administer contracted HHW collection and disposal services at both Sites, which shall meet all applicable regulatory standards and allow the use of the Sites by Walworth and Waukesha residents.
(c) **Record Keeping and Invoices.** Waukesha shall track HHW program participation at the Sites by community. Waukesha shall invoice Walworth for HHW services in accordance with Section I (c) iii above and include electronic copies of all participant surveys for Walworth residents. Copies of the vendor invoice from the Special Event Site will also be included.

(d) Waukesha County reserves the right to make changes or adjustments to the Household Hazardous Waste Collection Services program operations, collections sites, and collection periods as necessary to manage program costs.

**Indemnification**

Walworth County shall indemnify, hold harmless and defend Waukesha County, its officers, agents, and employees from and against any and all liabilities, claims, penalties, fines, forfeitures, suits and other costs and expenses incident thereto (including cost of defense, settlement, and reasonable attorney’s fees) which may be alleged against Waukesha County or which the County may incur, become responsible for, or pay out as a result of death or bodily injury to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation or alleged violation of governmental laws, regulations or orders, to the extent that such damage, injury, contamination or violation was caused by a Walworth County resident delivering to the site material which is prohibited.

The indemnification clause shall not apply in the event of sole negligence by Waukesha County officers, agents and employees.

For Waukesha County:     For Walworth County:

________________________ ________  _________________________ _________
Perry Lindquist                Date   Richard Hough   Date
Manager, Land Resources  Director Public Works

Approved as to Form:  Approved as to Form:

________________________ ________  _________________________ _________
Date   David A. Bretl   Date
Walworth County Administrator
Resolution No. **-12/19

AUTHORIZING THE CLOSURE OF HIGHWAY PROJECT CTH X BRIDGE OVER TURTLE CREEK AND TRANSFERRING REMAINING FUNDS

Moved/Sponsored by: Public Works and Finance Committees

WHEREAS, the County Trunk Highway (CTH) X bridge project was funded by unassigned funds, tax levy and state funds; and,

WHEREAS, the total County original and revised budget for this project was $259,000; and,

WHEREAS, there are not any outstanding encumbrances for payment; and,

WHEREAS, all final bills have already been authorized for payment; and,

WHEREAS, the total actual County funded project costs are $225,244, resulting in $33,756 in net savings; and,

WHEREAS, the Walworth County Finance Committee requests to transfer the remaining project funds of $33,756 to the Road and Bridge Construction Committed fund balance account in the Capital Projects fund; and,

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors authorizes the closure of the CTH X Bridge over Turtle Creek project and approves the transfer of the remaining project funds to the Road and Bridge Construction Committed fund balance account in the Capital Projects fund account.

BE IT FURTHER RESOLVED that the Walworth County Board of Supervisors authorizes the Finance Department to adjust the amount transferred to the Road and Bridge Construction Committed fund balance account in the Capital Projects fund balance for residual project invoices.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: December 3, 2019

Action Required: Majority Vote X Two-thirds Vote _____ Other ______

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl Date
County Administrator/Corporation Counsel

Jessica Conley Date
Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Resolution No. **-12/19

I. **Title:** Authorizing the Closure of Highway Project CTH X Bridge Over Turtle Creek and Transferring Remaining Funds

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the closing of the CTH X Bridge over Turtle Creek project.

III. **Budget and Fiscal Impact:** This resolution will return $33,756 to the Road and Bridge Construction Committed fund balance account.

IV. **Referred to the following standing committees for consideration and date of referral:**

   Committee: Public Works                  Meeting Date: November 18, 2019
   Vote:                                     

   Committee: Finance                      Meeting Date: November 21, 2019
   Vote:                                     

   County Board Meeting Date: December 3, 2019

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

________________________________________  __________________________
David A. Bretl                          Jessica Conley
Date                                     Date
County Administrator/Corporation Counsel Finance Director