1. December 9, 2019 Public Works Committee Meeting Agenda
   Documents:
   
   12-09-19 PW AGENDA.PDF

2. December 9, 2019 Public Works Committee Meeting Packet
   Documents:
   
   12-09-19 PW PACKET.PDF
Walworth County Public Works Committee
MEETING NOTICE
Monday, December 9, 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.

AGENDA

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) November 18, 2019 Public Works Committee Meeting (pp. 4-6)

6. Public Comment Period

7. Consent Items
   a) Bid Awards / Contracts / Specifications
      1) Summary Specifications for Public Works Salt Shed Repair, Project #W1961 (pp. 7-8)
      2) Summary Specifications for Lakeland School STEM Sensory Lab, Project #W1810 (p. 9)
      3) Summary Specifications for Government Center Basement Water Remediation, Project #W1923 (p. 10)
      4) Summary Specifications for Lakeland School Parking Lot Seal Coating, Project #W1908 (p. 11)
      5) Summary Specifications for Lakeland Health Care Center (LHCC) Parking Lot Phase II Reconfiguration, Project #C1802 (p. 12)
b) Reports
   2) Health & Human Services Facility – Quarterly Progress Report (pp. 16-23)
   3) Sheriff’s Office Roof Project Update (p. 24)
   4) Sheriff’s Office HVAC Project Update (p. 25)

8. New business
   a) Change Order #18-014-C10 for the new Health & Human Services Facility, Project #18-014 (p. 26)
   b) Change Order #2 for CTH-X County Lane to Creek Road, Project #180X1 (p. 27)
   c) Change Order #3 for Lakeland Health Care Center Parking Lot Modification – Phase 1 (p. 28)
   d) Approve Change in Scope to the Emergency Operations Center Training Room Upgrades, Project #I1902 (p. 29)
   e) Final payment for CTH-X County Lane to Creek Road, Project #180X1 (pp. 30-31)
   f) Create new CIP for Public Works to purchase Rumble Strips, Project #W1964 (pp. 32-35)
   g) Resolution No. **-01/20 Authorizing Transfer of Excess Health & Human Services Project Funds (pp. 36-37)
   h) Resolution No. **-01/20 Authorizing Closure of the Whitewater Dam Spillway Project (pp. 38-39)
   i) Request to Amend Section 16-2 to 16-4, and Add Section 16-31 of Chapter 16 of the Walworth County Code of Ordinances relating to Facilities Planning and Maintenance Operations (pp. 40-47)
   j) Approval to apply for Multimodal Local Supplement (MLS) program grant funding (pp. 48-49)

9. Reports/announcements by Chairperson

10. Set/confirm next meeting date and time — Monday, January 20, 2020 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: December 5, 2019
MEMORANDUM

Date: December 4, 2019
To: Public Works Committee
Cc: David Bretl, County Administrator
From: Richard A. Hough, Public Works Director
Re: December 9, 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 – Specifications / Contracts / Bid Awards

Included are a number of items on the consent agenda. If you wish to discuss any of these items in more detail, they can be pulled off of the consent agenda and addressed accordingly.

Summary Specifications and Bid Award Recommendations

1) Summary Specifications for Public Works Salt Shed Repair, Project #W1961
2) Summary Specifications for Lakeland School STEM Sensory Lab, Project #W1810
3) Summary Specifications for Government Center Basement Water Remediation, Project #W1923
4) Summary Specifications for Lakeland School Parking Lot Seal Coating, Project #W1908
5) Summary Specifications for Lakeland Health Care Center (LHCC) Parking Lot Phase II Reconfiguration, Project #C1802

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.

2) Health & Human Services Facility Quarterly Report – Joe Kroll
New Business

Change Order #18-014-C10 for the new Health & Human Services Facility, Project #18-014 – Joe Kroll
This change order is the summation of several items added by the County. They include furnishing and installing locks on all of the drawers and doors in the Medication Storage and Exam Rooms; relocating the isolation valves for the chiller to facilitate annual maintenance; and adding additional fire extinguishers and signage requested by the Fire Chief. To date, the contractor has completed approximately $14.8 million dollars of work. This change order will bring the total project additions to +1.2%. There are sufficient funds in the project for this work and we are requesting this Change Order be approved.

Change Order #2 for CTH-X County Lane to Creek Road, Project #180X1 – Joe Kroll
This change order, in the amount of $1,950, is for furnishing and installing surface mounted delineators at the intersection CTH-X and Creek Road. This style of delineator was not included as a contract item; they were installed to enhance safety and facilitate maintenance at this intersection. There are sufficient funds in the project for this work and we are requesting that this Change Order be approved.

Change Order #3 for Lakeland Health Care Center Parking Lot Modification – Phase 1 – Joe Latocha
This change order covers several items. The largest addition is the 1,321 tons of base material for the parking lot repair, the binder patching and concrete entrance curb repair. The deductions covered the removal of stamped asphalt and a paving credit. We request this change order be approved.

Approve Change in Scope to the Emergency Operations Center Training Room Upgrades Project #11902 – John Orr
Please refer to the attached Memo from Mr. Orr who will be available at this meeting to answer any questions.

Final payment for CTH-X County Lane to Creek Road, Project #180X1 – Joe Kroll
Payne and Dolan, Inc. has completed the reconditioning of CTH-X from the Walworth / Rock County Line to Creek Road. The final payment due under the contract is $14,424.00 and we are requesting that this final payment be approved. This project was completed under budget and a Resolution closing the Capital Project account will be on next month’s Committee agenda. This project was also approved for financial support through the Local Roads Improvement Program (LRIP). We are anticipating a reimbursement of $429,410 from this State program.
Create new CIP for Public Works to purchase Rumple Strips, Project #W1964 — Barry Pierce
WisDOT has mandated the use of Temporary Portable Rumble Strip (TPRS) effective 2020 and in order to be compliant we are required to make the purchases outlined in the attached memo and supporting documents.

Resolution No. **-01/20 Authorizing Transfer of Excess Health & Human Services Project Funds — Richard Hough
The Finance Committee has recommended we approve the attached resolution authorizing the transfer of excess HHS project funds by year end.

Resolution No. **-01/20 Authorizing Closure of the Whitewater Dam Spillway Project — Joe Kroll
With this project being completed, we can transfer the remaining funds as recommended by the Finance.

Request to Amend Section 16-2 to 16-4, and Add Section 16-31 of Chapter 16 of the Walworth County Code of Ordinances relating to Facilities Planning and Maintenance Operations — Richard Hough
Public Works requests your review and approval of the attached ordinances.

Approval to apply for Multimodal Local Supplement (MLS) program grant funding — Richard Hough
Supported by an Intergovernmental Agreement (IGA) between Walworth County and the Village of East Troy, this joint project improves Walworth County’s lowest rated (PASER) segment of the County Truck Highway System whilst improving the overall access and safety of the town square for pedestrian and vehicle traffic; County incurred project costs are $1,103,744. Understanding that the County will be addressing these issues, the Village of East Troy is funding ($379,150) improvements along CTH-ES, specifically, sidewalk, curb & gutter (drainage) and storm sewer. Simultaneously, the Village is leveraging the project as a cost effective opportunity to redesign and enhance public safety and the commercial viability of the Historic Square by investing $708,687 in sidewalk expansion, curb & gutter, lighting, and greenspace. In order to improve foot traffic and vehicle traffic flow, and parking in the downtown area, this project includes similar enhancements to Division, Union, and Church Street at approximately $295,500. Additional Church Street enhancements by the Village of East Troy, two of the three blocks not included in this project, will contribute to the overall connection of foot traffic from the East Troy Electric Railroad (ETER) depot, and their 30,000 annual customers, to the downtown area. Total joint costs for the project equal $2,487,000.

/ll
Chair Rick Stacey called the meeting to order at 3:30 p.m.

Roll call was conducted, and the following 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 staff: Director-Public Works Richard Hough; County Administrator David Bretl; County Engineer Joe Kroll; Senior Project Managers John Miller and Joe Latocha; LHCC Administrator Timothy Peek; Public Works Finance Manager Penny Bishop; Assistant Director-Highway Operations Barry Pierce; Assistant Director Fleet/Parks/Facilities Dennis Clark; Deputy Director of Health and Human Services Carlo Nevicosi; Finance Director Jessica Conley; Human Resources Director Kate Bishop

Supervisor Norem made a motion, seconded by Supervisor Grant, to approve the agenda as presented. Motion carried 5-0.

On motion by Vice Chair Monroe, seconded by Supervisor Russell, the October 29, 2019 Public Works Committee meeting minutes were approved by voice vote.

Public comment – There was none.

Consent Items - Reports
a) Construction and Project Management Report
Director-Public Works Richard Hough gave an overview of ongoing projects. The brine project is 98% complete and staff are a few days away from production. Last year’s remaining brine has been used. Both pumps are installed, and an expert from Cargill is training staff on brine production. The first night shift was called in on Sunday evening. The Limited Term Employees (LTEs) started work today, and will be trained on brine procedures. Hough and management staff have completed 11 months of work in developing Administrative Procedure 2-105, which establishes construction and design standards for the County. The procedure will govern and influence all future projects. Inspections are being conducted at the new Health and Human Services building and some adjustments for corridor and door widths are being made. Hough said the design standards will prevent these issues in future projects. Public Works staff are working with Purchasing to develop standardized furniture for all County departments. The Treasurer’s Office security project will be done by the County’s contracted vendor if the costs are less than $25,000. Negotiations for the disposition of the current Health and Human Services facility are continuing, and certain items of furniture requested by County departments will be retained if the purchase goes through. The Facilities Management policy is drafted and in Administration for review.

b) Director’s Bi-Monthly Report – November
Hough reported that the impacts of last winter’s pay changes are influencing overtime and unscheduled pay. He showed the Committee an example of an employee’s timesheet from last week’s snowy weather. The employee logged 49 hours of work: 9 hours of overtime and 9 hours of unscheduled pay, which resulted in 18 hours of time and a half pay. Department totals for last week were 400 hours of unscheduled pay and over 100 hours of overtime. Because of the early onset of winter conditions, crews may be required to flex time in excess of 8 hours of overtime to avoid budget constraints. After assessing
summer maintenance, Hough said the 5-day work weeks helped to complete warm weather projects. Costs for fuel increased by 3,000 gallons, which was close to his original estimate. Vice Chair Monroe asked about townships purchasing brine. Hough reported that they have not committed to providing it to local governments until they can accurately assess County usage, but they will continue to receive brine at traditional levels.

c) Report on Elkhorn Development Association Ice Rink application for the 2019-20 winter Hough reported the contract for the ice rink was renewed, with minor changes from last year. The Association requested that Public Works grade the terrain, but staff deemed it not necessary at this time. Although the rink edges appear to slope, the ice surface is level. The Association agreed to paint the shed and disassemble it as soon as the ice melts. **Supervisor Grant made a motion, seconded by Vice Chair Monroe, to accept the Director’s reports. Motion carried 5-0.**

**New Business**

- Change Order #18-014-3-C01 for the Audio Visual Equipment for the new Health & Human Services (HHS) Facility, Project #18-014-3 County Engineer Joe Kroll reported that the change order is a credit to the project. Minor adjustments were made to IT equipment, which produced savings. **Supervisor Russell made a motion, seconded by Supervisor Norem, to approve Change Order #18-014-3-C01. Motion carried 5-0.**

- Change Order #18-014-C09 for the new HHS Facility, Project #18-014-3 Kroll said the change order is comprised primarily of project additions requested by the County, including installing a doorway to create office space for a new supervisory position, a walking path connection to Lakeland Health Care Center, and adding landscaping around the monument sign per City of Elkhorn requirements. **On motion and second by Vice Chair Monroe and Supervisor Norem, Change Order #18-014-C09 was approved 5-0.**

- Create new 2019 Capital Improvement Project (CIP) to rekey Lakeland Health Care Center, Project #W1963 County Administrator David Bretl said an employee at Lakeland Health Care Center (LHCC) misplaced a set of keys that provide access to sensitive and critical areas in the facility. Human Resources Director Kate Bishop is investigating the facts regarding the situation. Rekeying the facility will cost approximately $30,000. Chair Stacey asked if consideration has been given to preventing future problems with access control. Hough reported one location at LHCC has been rekeyed for security, and other areas will be secured on an emergency basis before the key contractor is hired. One of Hough’s 2020 goals as part of his master plan is to develop a procedure on key control processes for departments to limit access to master keys and create a standardized key inventory to be monitored by each department. Key control boxes will be installed in buildings with punch buttons to record employee ingress and egress. **Supervisor Norem made a motion, seconded by Supervisor Grant, to approve the creation of 2019 CIP project #W1963. Motion carried 5-0.**

- Create new 2019 CIP to repair Salt Shed, Project #W1961 Hough reported a wall in the wooden salt shed at Public Works has partially collapsed. Large barriers have been installed to protect the wall as a temporary repair. The structure is old and has been compromised by years of inclement weather. Staff requests approval of the project to begin the contractor hiring process to allow for construction in the spring of 2020. **Supervisor Grant made a motion,**
seconded by Supervisor Norem, to approve the creation of 2019 CIP project #W1961. Motion carried 5-0.

- Create new 2019 CIP for White River County Park Farmland Conversion, Project #W1962
- Change of Scope to the 2020 White River County Park Farmland Conversion Project

Hough said staff is requesting funding to address the Phase IV prairie seeding this year in the amount of $20,000, which can be accomplished by transferring excess 2019 operating funds. The change in scope to the 2020 Farmland Conversion Project is required under Finance Department rules prohibiting project splitting. Supervisor Russell made a motion, seconded by Supervisor Norem, to approve the creation of the new 2019 CIP project #W1962, and to approve the change in scope to the 2020 White River County Park Farmland Conversion Project. Motion carried 5-0.

- Approve Clean Sweep Memorandum of Understanding with Jefferson County
- Approve Clean Sweep Memorandum of Understanding with Waukesha County

Vice Chair Monroe made a motion, seconded by Supervisor Russell to approve the Memoranda of Understanding with Jefferson and Waukesha Counties. Motion carried 5-0.

- Resolution **-12/19 Authorizing Closure of CTH X Bridge Project

Supervisor Grant made a motion, seconded by Supervisor Norem, to recommend approval of the resolution to close the CTH X bridge project. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, December 9, 2019 at 3:30 p.m., County Board Room 114 at the Government Center

Adjournment
On motion by Vice Chair Monroe and Supervisor Russell, Chair Stacey adjourned the meeting at 3:57 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Committee at their next regular business meeting.
SUMMARY SPECIFICATION
- Authorization to Bid -

PROJECT: W1961
Salt Shed Repair
Public Works Highway

SCOPE (SUMMARY): This project will repair Public Work’s Salt Shed that has been damaged from years of use and salt exposure. The repair will be scheduled for spring after the salt shed is empty and the ground has thawed. There is a 3-4 month order process for the oversized creosote timbers, so this project will have a time sensitive timeline before fall salt delivery. The scope of work will include but not limited to:

• Relocate impounded material to north side of impound lot
• Erect 10’ temporary fence securing north side of impound lot
• Excavate north side of salt shed
• Remove 3” x 12” wall planks on interior wall (horizontal wall boards)
• Replace three damaged 6” x 12” x 24’ creosote timbers
• Re-plumb non damaged 6”x 12” X 24’ creosote timbers that shifted
• Straighten gable end and secure with cable and tornado straps
• Restore impound lot / remove 10’ temporary fence
• Remove all construction debris

PROJECT COST:
The estimated purchase cost is $55,000.00

PROJECT SCHEDULE:
Project Out for Bid: Feb – 2020
Bids Due: Mar – 2020
PW Committee Award: Mar – 2020
Latest Project Completion: Sep – 2020
ATTACHMENTS:

* * *

APPROVED BY THE:
Public Works Committee
Vote: ________________
Date: ________________
SUMMARY SPECIFICATION
- Authorization to Bid -

PROJECT: 232060-58130-W1810
STEM Sensory Lab
Lakeland School

SCOPE (SUMMARY):
Project includes repurposing several instructional spaces into a STEM (Science, Technology, Engineering, & Mathematics) Sensory Lab, The BREW, and the Market. These new spaces will provide life skills education and experience in a realistic setting. The project involves minor demolition/construction of some interior walls to accommodate the new learning spaces, interior finishes, infrastructure (mechanical, electrical, & plumbing) modifications, and a Furniture, Fixtures, and Equipment (FFE) package that includes all necessary equipment and fixtures, graphics, and curriculum to effectively utilize the spaces.

PROJECT COST:
The estimated construction cost is $375,000

PROJECT SCHEDULE:
Project Out for Bid: DEC - 2019
Bids Due: JAN - 2020
PW Committee Award: FEB - 2020
Latest Project Completion: AUG - 2020

ATTACHMENTS:

* * *

APPROVED BY THE:
Public Works Committee
Vote: ____________
Date: ____________
SUMMARY SPECIFICATION
- Authorization to Bid -

PROJECT: 181010-52805-W1923
GC Basement Water Remediation
Government Center

SCOPE (SUMMARY):
This project addresses the water infiltration into the basement. Work will include, but is not limited to, excavation to identify sources of water infiltration. Installing proper piping penetration water stops, and proper terminations of abandoned piping and conduits.

PROJECT COST:
The estimated construction cost is $150,000

PROJECT SCHEDULE:
Project Out for Bid: JAN – 2020
Bids Due: FEB - 2020
PW Committee Award: MAR - 2020
Latest Project Completion: OCT - 2020

ATTACHMENTS:
SUMMARY SPECIFICATION
- Authorization to Bid -

PROJECT:  #W1908
Parking Lot Seal Coating
Lakeland School

SCOPE (SUMMARY): This project is part of the County’s parking lot preventative maintenance plan. Asphalt preservation is a cost-effective approach to extend parking lot life while ensuring good stewards of Walworth County funds. The scope of work will include but is not limited to:

• Crack fill
• Seal coat
• Re-stripping and marking

PROJECT COST:
The estimated cost for $45,000.00

PROJECT SCHEDULE:
Project Out for Bid: Mar – 2020
Bids Due: Apr – 2020
PW Committee Award: Apr – 2020
Latest Project Completion: Aug – 2020

ATTACHMENTS:
SUMMARY SPECIFICATION
- Authorization to Bid -

PROJECT: C1802
LHCC Parking Lot (phase II reconfiguration)
Lakeland Health Care Center

SCOPE (SUMMARY): LHCC parking lot phase II improvements include reconstructing the front parking and driveway area to reconfigure the parking to provide more stalls, more efficient traffic flow and provide better pedestrian access to the main entrance. The current configuration only has twenty parking stalls, four of which are handicapped. This project is currently being designed by Baxter & Woodman for an early spring bid. The scope of work will include, but is not limited to:

- Elevation survey
- Utility marking
- Demolition and removal of existing parking areas to include curb / gutter, sidewalks and sub-base where needed
- Replace sub-base
- Relocate parking area drainage
- Install new sidewalks and curb / gutter to accommodate new traffic flow
- Install Binder and Surface asphalt
- Replant trees, bushes and disturbed areas according to design

PROJECT COST:
The project budget is $580,000

PROJECT SCHEDULE:
Project Out for Bid: Mar – 2020
Bids Due: Apr – 2020
PW Committee Award: Apr – 2020
Latest Project Completion: Aug – 2020

ATTACHMENTS:
* * *

APPROVED BY THE:
Public Works Committee
Vote: _____________
Date: ______________
**MEMORANDUM**

Date: December 2, 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 - December 2019

### Director's Top Five Projects: (including $1M+ Projects)

<table>
<thead>
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<th>Rank</th>
<th>Project Description</th>
<th>Status</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>Public Works Brine</td>
<td>w/Purchasing</td>
<td>At-Risk (timelines)</td>
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<tr>
<td>2</td>
<td>Public Works Master Plan</td>
<td>WG Pending</td>
<td>Internal review space utilization</td>
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<td>3</td>
<td>Treasurer's Office Upgrades</td>
<td>gather bids</td>
<td>PM as General Contractor</td>
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<tr>
<td>4</td>
<td>Disposition of old HHS Bldg</td>
<td>Inventory</td>
<td>Contacted Buyer final negotiations</td>
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<td>5</td>
<td>Facilities Management Policy</td>
<td>Review</td>
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### Change Orders (see attached Form 2-101 for additional details)

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<td>New HHS Building Project #18-014</td>
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### County Engineer Project Summary

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### Senior Project Manager Summary

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<td>Current Year Budget</td>
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<td>Plus Carry Forward</td>
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<td>Currently Progressing (Beyond Milestone A)</td>
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<td>(33) in progress, (10) scheduled, (8) in design, (5) study only</td>
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<td>Milestone A (A/E Planning)</td>
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<td>E</td>
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<td>C1903</td>
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Recent or Ongoing Projects *(Report any recent activity)*

- CDEB Boiler Replacement
- CDEB Additional Storage
- SO RTU Replacement
- SO Skylight Replacement
- SO Heating Coil Upgrade
- Dispatch Com Center Study
- LHCC Security Cameras
- DPW Finance Office Renov
- Key Management System

Projects Completed

- Milestone J (On-Hold)

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

- TBD Budget Admin Review

Proposed New Projects (Next Year)

- 57

Sole Source Requests (To Date)

- 4

Projects Completed

- Milestone J (On-Hold)

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

- TBD Budget Admin Review

Proposed New Projects (Next Year)

- 57

Sole Source Requests (To Date)

- 4
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<th>Actual Cost</th>
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<td>G JC W1735</td>
<td>JC Lobby Elevator Cameras/Storage</td>
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<td>Jun</td>
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<td>$18,500.00</td>
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<td>G SO W1861</td>
<td>Generator Replacement</td>
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<td>$1,174.00</td>
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<td>I CDEB W1803</td>
<td>Aquatic Center Upgrades (pool filters)</td>
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<td>TBD</td>
<td>Sep 2020</td>
<td>Additional funding in CIP for 2020 to complete project</td>
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<td>Key Management System</td>
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<td>CDEB Boiler Replacement</td>
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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
Quarterly Project Status Report

Walworth County
Health and Human Services Building
Project 18-014-0

Schedule:
- Project Start: August 2018
- Contract Completion Date: May 31, 2020 (Site Restoration and Landscaping)
- Estimated Completion Date: May 31, 2020
- % of Work Completed to Date: 98%

Project Status and Summary:
We are pleased to report that the new Walworth County Health and Human Services Building is substantially complete. The project was delivered on time and under budget. All final inspections have been completed, and a certificate of occupancy was issued in late November. All HHS Divisions will be moved on Saturday, December 7, 2019 as originally planned. The new building is scheduled to be open to the public beginning Monday, December 9, 2019.

There is still a small amount of site restoration and landscape work to be completed which was anticipated in the project schedule. The completion date for site restoration in the construction contract is May 31, 2020. The Contractor had worked very diligently to complete as much of the landscaping work this year as possible. However, due to unusually early winter conditions, some of the work will be deferred to next year.

Progress - This Quarter:
- Remaining mechanical, electrical and plumbing work on first and second floors complete.
- All finishes throughout building completed including ceilings, flooring, and bathroom accessories.
- Remaining site work completed including parking lot paving and exterior lighting.
- Installation of furniture, fixtures and equipment.
- Final cleaning completed throughout.
- Completed final life-safety, elevator, and occupancy inspections.
- Conducted staff tours and training.
- Detailed budget roll-up completed with the Director of Public Works and Finance Manager.
**Anticipated Work – Next Quarter:**
- Continue to correct miscellaneous punch-list items.
- Complete remaining owner training.
- Begin project close-out.

**Financial Status – Building Contract:**
- Original Contract Sum: $14,917,836
- Contract Sum w/Changes: $15,082,089
- % Changes to Date: +1.1% (change orders 1 through 9)
- Value Earned to Date: $14,761,276

**Financial Status & Report on Change Orders – Furniture, Fixtures and Equipment**

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<tr>
<th>Bid Package</th>
<th>No.1</th>
<th>Vendor: M&amp;M Office Interiors</th>
<th>Original Contract Value: $797,075.34</th>
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<table>
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<th>Bid Package</th>
<th>No.2</th>
<th>Vendor: Emmons Business Interiors</th>
<th>Original Contract Value: $177,559.98</th>
<th>No. of Change Orders: None</th>
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<th>Bid Package</th>
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<th>Contract Sum w/Changes: $553,860.25</th>
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**Totals for FFE Contracts 1 through 3:**

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<td>Contract Sums w/Changes:</td>
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<td>Value Earned to Date:</td>
<td>$1,515,200 (98% +/-)</td>
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</table>

Note that there are still some potential change order items under review. Once reconciled, these changes will be presented to the Public Works Committee.

**Attachments:**

Progress Photos

* * *
Progress Photos
Quarterly Progress Report – December 2019

Front Elevation
November - 2019

Main Entrance
Front Lobby

Reception Counter
First Floor Waiting Area

Auditorium (Walworth Co. Room)
Small Conference Room 1057

Crisis Department / Call Center
Second Floor Lobby

Large Conference Room 2033
Childrens Division 2031

Existing building sign was reused and located to new site
MEMORANDUM

Date: December 2, 2019

To: Richard Hough, Director Public Works
To: Walworth County Public Works Committee
Cc: Walworth County Administrator – David Bretl
Cc:

From: John Miller, Senior Project Manager

Subject: Sheriff Office Roof Replacement Project #W1903

Purpose: Project Status Update

The SO roof replacement is nearly complete. The remainder of the project consists of some perimeter sheet metal work, replacing two skylights that were shipped damaged, and the remainder of the walking path. The HVAC project must be completed before the walking path can be completed.

We discovered a unique condition when we opened up the first skylight and found a sheet metal curb that was incompatible with the new skylights. The old curbs were removed and new treated wood curbs were fabricated and installed. The cost was covered by the $30,000 allowance built into the contract. One final change order will be required at the end of the project to cover any costs incurred from the allowance.

The goal is to wrap up the roof project within the next week or so, with the exception of the walking path and the two remaining skylights. Hernandez Roofing has performed well and has been very responsive to our needs. They are the roofing sub-contractor for Lee Plumbing for the SO HVAC project, so there should be no issues with the new roof warranty.

Original budget: $1,000,000
Contract to Hernandez Roofing: $ 993,023
   (includes; skylights alternate and $30,000 allowance)
Budget remaining: $ 391

Attached Materials, if applicable.
MEMORANDUM

Date: December 2, 2019

To: Richard Hough, Director Public Works
To: Walworth County Public Works Committee
Cc: Walworth County Administrator – David Bretl
Cc:

From: John Miller, Senior Project Manager

Subject: Sheriff Office HVAC Replacement Project #W1902

Purpose: Progress update

Despite getting a late start, the project is progressing well. To date (10) Roof Top Units (RTUs) have been removed and replaced with their corresponding, new Roof-Top Air Handling Units (RAHUs). Additionally, (2) new RAHUs have been placed on A & B Pods and ductwork is being assembled to connect the new Energy Recovery Units (ERUs) to the existing ventilation supply and return ducting. A third ERU has been placed for connection to the future AHU 7 – for the Super Pod area.

This week the plan is to remove (7) RTUs and replace with their corresponding RAHUs. That leaves us with (10) units left to replace. The main limiting factor affecting progress is the weather. Each replacement requires a new curb that must be flashed into the new roof membrane. Rain and temperatures below 20 degrees Fahrenheit.

The two new chillers have been placed and the chill water piping is nearly complete. The focus of the project has been the heating equipment due to the early onset of winter. We plan on re-mobilizing in the spring to complete any remaining RAHU replacements and to complete the chill water part of the project, and complete the upgrade of the Building Automation System for the remainder of the building.

Approved Project Budget: $5,325,000
Contract amount: $4,770,000
Change Orders to date: $182,116
Project budget balance: $372,884

Attached Materials, if applicable.

APPROVED BY THE:
Public Works Committee
Vote: ____________
Date: ____________
Walworth County Change Order Request

Walworth County HHS Facility
Project: 18-014 (CIP-W1702)

Walworth County Change Order Number: 18-014-CO10

Description of Change Order, Impact & Alternatives:
This change order is the summation of several items added by the County. They include finishing and installing locks on the cabinets in the medication rooms and exam rooms; relocating the isolation valves for the chiller, winterizing the chiller and installing additional fire extinguishers as requested by the City of Elkhorn Fire Chief.

Amount of Change Order: $20,476.71

Type of Change Order: A, B

Change Order Origination
Public Works Director
Date: 11/27/19

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: ____________
Date: ____________

Internal Routing Checklist:

- Finance Dept. verification of adequate
  - __budget balance: SC 11/27/19
- Administrator's approval to proceed to Committee: A 12/2/19
- Public Works Committee approval: __________
- Public Works Director initiation of Contract Change Order: __________

Approval (Initial) Date:

Project Status:

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Approved: ____________

Rvd 7-22-2004
Form 2-101
Walworth County Change Order Request

CTH-X County Line to Creek Road
Project  19-002 (CIP 180X1)

Walworth County
Change Order Number  2 (19-002-CO2)

Description of Change Order, Impact & Alternatives

This Change Order includes the addition of six surface mounted delineator posts to be placed in the painted island at the intersection of CTH-X and Creek Road to improve safety and maintenance.

Amount of Change Order  $1,950.00

Type of Change Order  B

Change Order Origination
Public Works Director

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 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

A/E Mgt. Team
Public Works Director

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

Signature:  

Project Status:

Project Status as of  11/18/2019

Project Budget  $3,060,000

Original Contingency  $155,855

Contingency Available  $147,281

Pending Commitments  $1,950.00

Contingency Remaining  $145,331

Est % of Project Complete  

Form 2-101

Rvd 7-22-2004
Walworth County Change Order Request

LHCC Parking Lot Modification (Phase I)  
Project: 19-062 (CIP C1802)

Walworth County  
Change Order Number: 19-062-CO3

Description of Change Order, Impact & Alternatives:  
This change order covers several additive and deductive items. The largest addition is 1,321.96 Tons of base material for parking lot repair. Also, the addition of binder patching and concrete entrance curb repair. The deductions covered removal of stamped asphalt and a paving credit for scope of work change.

Amount of Change Order: $45,184

Change Order Origination: Public Works Director

Date: 25 Nov 17

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

A/E Mgt. Team

Public Works Director

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

Signature:  
12/2/19

Internal Routing Checklist:

- ✔ Finance Dept. verification of adequate budget balance:  
  11/25/2019

- ✔ Administrator’s approval to proceed to Committee:  
  12/2/19

- ✔ Public Works Committee approval:  

- ✔ Public Works Director initiation of Contract Change Order:  

Approval (initial):  
Date:

Project Status:

- ✔ Project Status as of: 11/25/2019
- ✔ Project Budget: $910,000
- ✔ Original Contingency: $90,164
- ✔ Contingency Available: $80,079
- ✔ Pending Commitments: $45,184.00
- ✔ Contingency Remaining: $34,895
- ✔ Est % of Project Complete: %

Approved:  
Rvd 7-22-2004

Form 2-101
MEMORANDUM

Date: November 21, 2019

To: Richard Hough, Director Public Works
To: Walworth County Public Works Committee
Cc: Walworth County Administrator – David Bretl
Cc: Jessica Conley, Finance Director

From: John Orr, Director of Information Technology

Subject: Change of Scope of the Project: EOC/Training Room Upgrade, Project #: 1610-58150-I1902

Summary: Earlier this year the Sheriff’s Office and Information Technology jointly developed an Administrative Procedure, detailing acceptable use, which allows all county departments to utilize the Emergency Operations Center in the Judicial Center for various trainings and meetings.

The current project 1610-58150-I1902 upgraded the failed technical equipment in the room. After negotiations with the vendor the price came in under the budgeted amount. The purpose of this change of scope is to utilize the remaining dollars, $26,492.52, to replace the carpet in the room (which has a very distinct musty smell) and reorganize the room to allow multiple uses at any one given time.

Argument: There is limited amount of space in the county to conduct trainings and have larger group meetings. Additionally, the carpets heavy musty smell cannot be healthy for individuals that utilize the room.

Recommendation: I would appreciate your favorable response and approval of this change of scope to utilize the dollars for the above stated purposes.

Doing Nothing: Room remains as is.

Budget Information: $26,492.52

Attached Materials: if applicable.
Walworth County
CTH X Rock County Line to Delavan
180X1
November 26, 2019

Budget

2018 Road Funds Reserves 200,000.00
2019 Levy 2,430,590.00
LRIP/CHID State Payment $429,410.00
Total Budget $3,060,000.00

Revenue

Payments to Date ($2,662,571.69)

Outstanding Commitments:

Baxter Woodman ($14,087.94)
Payne & Dolan (Final Payment) ($14,424.00)

($28,511.94)

Total Project Cost ($2,691,083.63)

Balance Remaining $368,916.37

$28,511.94 ENCUMBERED
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<td>CTH X (ROCK CO LINE TO DELAVAN LIMIT)</td>
<td>4170X</td>
<td>58140 180X1</td>
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<td>16</td>
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**Total for SOUTHERN LAKES NEWS:** 2,653,571.58

**Total for COUNTY FORCE WORK:** 2,693,082.63

**Total for BAXTER & WOODMAN INC:** 14,424.00

**Total for PAYNE & DOLAN INC:** 14,087.94

**Total for RAXTER WOODMAN INC:** 2,693,082.63
MEMORANDUM

Date: November 26, 2019

To: Richard Hough, Director Public Works
To: Walworth County Public Works Committee
Cc: Walworth County Administrator – David Bretl
Cc: Jessica Conley, Finance Director

From: Barry Pierce, Assistant Director – Highway

Subject: Create new CIP to purchase temporary Rumble Strips and Equipment, Project #W1964

Summary: For 2020 and beyond, WisDOT has made the use of TPRS mandatory for all work zone setups on State roadways. As such, obtaining the appropriate equipment necessary for compliance is imperative. It is necessary to purchase two complete TPRS sets (one set equals 6 strips) as on any given day Walworth County may have more than one work zone in operation on State roadways. Bearing in mind the TPRS are quite heavy and cumbersome – it is important to purchase additional equipment necessary to load and haul the set ups, in order to reduce the employee injury potential of manually lifting the TPRS. This additional equipment includes a cargo carrier to hold and haul the TPRS on a truck hitch, and a mounting system to safely load and unload the TPRS. Public Works (PW) officials have selected to purchase off the State Contract in order to reach compliance prior to 2020. The selected TPRS vendor, Decker Supply, has worked with Walworth County in the past.

Argument: As WisDOT has mandated the use of TPRS effective 2020 throughout the State, we are taking advantage of State contract pricing, it is prudent this new CIP be approved.

Recommendation: Approval is necessary to be in compliance with State regulations.

Doing Nothing: We would be incompliant, risk fines and potential injury.

Budget Information: $23,000


APPROVED BY THE:
Public Works Committee
Vote: ____________
Date: ____________
Decker Supply Co Inc.
1115 O'Neill Ave
PO Box 8008
Madison WI 53708

WALWORTH COUNTY HWY DEPT.
P.O. BOX 1001
ELKHORN, WI 53121

WALWORTH COUNTY HWY DEPT
W4097 COUNTY ROAD NN
ELKHORN, WI 53121
262-949-7835
ATTN: MIKE

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<td>ROAD QUAKE 2 FOLDER 132&quot; LONG, FOLDS TO 66&quot; * STATE CONTRACT PRICING *</td>
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<td>ROAD QUAKE 2F CRIB INCLUDES 2 T-HANDLES (1 BOX) &amp; HITCH (1 BOX) - WITH T-HANDLE HOLDER AND CRIB MARKERS * OPTIONAL ADD-ON *</td>
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Thank you for the opportunity of quoting.

Prices are good for 45 days from quotation date.

Subtotal: $11,385.00
Sales Tax: $0.00
Freight: $0.00
Total: $11,385.00
RoadQuake® 2F

TEMPORARY PORTABLE RUMBLE STRIP

Designed to reduce accidents and save lives, RoadQuake 2F TPRS alerts distracted drivers to changing road conditions, like work zones and check points.

Ideal for Work Zones where daily installation and removal is required.

RoadQuake 2F TPRS features a convenient, one-piece, folding design.

Folds for easy storage and transportation

RoadQuake TPRS is:

Temporary - No nails or glue are needed for installation and use. Quick installation and removal, and no clean-up.

Portable - No installation equipment needed. A crew of 2 can install an array in minutes.

Durable - 3-5 year life under normal conditions. Suitable for use in rain and temperatures of 0 °C to 180 °F and in speeds up to 80 mph.

RQ TPRS meets Section 6F.87 of the MUTCD, 2009 Edition.

Unfolds for easy deployment
RoadQuake®2F TPRS
FEATURES AND SPECIFICATIONS

RoadQuake 2F TPRS Features:

• Meets Section 6F.87 of the MUTCD, 2009 Edition.
• Generates the same level of sound and vibration as milled strips.
• For posted speed limits up to 80 mph and temperatures from 0° to 180° F.
• 13” W x 3/4” H x 132” L, when unfolded. Covers an entire lane.
• Folds to a compact 66” length. Weighs 110 lbs.
• Ergonomic handles make installation and storage easy. Non-slip textured surface helps to keep RoadQuake 2F TPRS in place.
• Bevels on both sides take the guess-work out of installation.
• Hinge links meet ANSI Standard for master chain link, size 60-2.

RoadQuake 2F TPRS alerts distracted drivers to changing road conditions, like work zones or check-points.

Deployment and removal of an array can be a one person job using the RoadQuake 2F CRIB® Cargo Carrier.

Resolution No. **-01/20
Authorizing the Transfer of Excess Project Funds from the New HHS Facility Project to the General Fund Building/Equipment Reserves

Moved/Sponsored by: Public Works and Finance Committees

WHEREAS, the construction project for the new HHS building was funded by General Fund unassigned fund balance; and,

WHEREAS, the total County revised budget for this project is $23,100,000; and,

WHEREAS, the project is still ongoing with final closure expected in 2020 and projected expenditures for the project are estimated to total $20,100,000; and,

WHEREAS, excess funds beyond estimated expenditures have been identified in the amount of $3,000,000; and,

WHEREAS, Countywide CIP project planning is ongoing and cash flow forecasting is utilized in order to facilitate balanced budgets; and,

WHEREAS, the Walworth County Finance Committee requests to transfer the excess project funds in the sum of $3,000,000 to the General Fund Building/Equipment reserves account; and,

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors authorizes and approves the transfer of the excess New HHS Facility project funds in the sum of $3,000,000 to the General Fund Building/Equipment reserves account.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: January 14, 2020

Action Required: Majority Vote _____ Two-thirds Vote __X__ 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.
I. **Title:** Authorizing the Transfer of Excess Project Funds from the New HHS Facility Project to the General Fund Building/Equipment Reserves

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the transfer of excess funds from the New HHS Facility project. It is projected the scope of this project can be fulfilled for less than $3,000,000 originally budgeted. Returning these funds to the General Fund Building/Equipment reserves will allow for more accurate and transparent long term planning for capital projects and the funding available to budget for these future projects.

III. **Budget and Fiscal Impact:** This resolution will return $3,000,000 from the New HHS Facility Project to the General fund Building/Equipment reserves account to be utilized for future projects.

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

   Committee: Public Works  
   Meeting Date: December 9, 2019

   Vote:

   Committee: Finance  
   Meeting Date: December 12, 2019

   Vote:

   County Board Meeting Date: January 14, 2020

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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  
County Administrator/Corporation Counsel  
Date

Jessica Conley  
Finance Director  
Date
Resolution No. **-01/20
Authorizing the Closure of the Whitewater Dam Spillway Project and Transferring Remaining Funds to the General Fund Unassigned Fund Balance Account

Moved/Sponsored by: Public Works and Finance Committees

WHEREAS, the Whitewater Dam Spillway repair project was funded by tax levy; and,

WHEREAS, the total County original and revised budget for this project was $80,000; 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 $63,989, resulting in $16,011 in net savings; and,

WHEREAS, the Walworth County Finance Committee requests to transfer the remaining levy and unallocated project funds of $16,011 to General Fund Unassigned fund balance account; and,

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors authorizes the closure of the Whitewater Dam Spillway project.

BE IT FURTHER RESOLVED that the Walworth County Board of Supervisors authorizes the transfer of residual funds for the Whitewater Dam Spillway project in the amount of $16,011 to the general fund unassigned fund balance account; and,

BE IT FURTHER RESOLVED that the Walworth County Board of Supervisors authorizes the Finance Department to adjust the amounts transferred for residual project invoices.

____________________________       ______________________________
Nancy Russell                 Kimberly S. Bushey
County Board Chair            County Clerk

County Board Meeting Date: January 14, 2020

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                     Jessica Conley
County Administrator/Corporation Counsel  Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. **-01/20

I. **Title:** Authorizing the Closure of the Whitewater Dam Spillway Project and Transferring Remaining Funds to the General Fund Unassigned Fund Balance Account

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the closing of the Whitewater Dam Spillway project and indicate where lapsing funds shall be transferred.

III. **Budget and Fiscal Impact:** This resolution will return $16,011 to the General Fund Unassigned Fund Balance account for future use.

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

   Committee: Public Works  
   Meeting Date: December 9, 2019

   Committee: Finance  
   Meeting Date: December 12, 2019

   County Board Meeting Date: January 14, 2020

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  
County Administrator/Corporation Counsel

Jessica Conley  
Finance Director

39 of 49
PART I: That Article IV of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“ARTICLE IV. – RESERVED FACILITIES MASTER PLAN & SPACE UTILIZATION

Sec. 16-31. – Maintenance of Facilities Master Plan(s) and Facilities.

(a) Authority. Under the authority of Section 16-3 of the Code, Public Works is given responsibility for administering and supervising the effective use, uniformity, maintenance, and allocation of space within the real property owned by the County, except where such responsibility is otherwise provided by the ordinances.

(b) Purpose. Walworth County organizational design and personnel structures are fluid and ever evolving, therefore, a flexible baseline facilities utilization standard is essential to the development and management of a Facilities Master Plan (FMP), and successful facilities management, while maximizing the effectiveness and efficiency of department functional capabilities, as outlined in ordinances and department statements. The purpose for establishment of facility standards is to ensure that all County-owned buildings are efficiently utilized by tenants while also providing a safe and comfortable environment for their employees and visitors.

(c) Standards. In order to achieve consistency and efficiencies in the space management functions, space-related specification standards and guidelines are essential for consistency in design, building safety and to influence construction standards. As such, the County will follow generally accepted International Facility Management Association (IFMA) national space management best management practices, and/or, Building Owners Managers Association (BOMA) guidelines when addressing construction and space renovation projects.

(d) Procedures. Under authorities provided by Section 16-1(d) of the Code, the County Administrator will establish procedures and processes for:

(1) Outlining roles and responsibilities of the Department of Public Works and department representatives regarding facilities use, maintenance, planning, remodeling and renovation, and space utilization.

(2) Development, management, and influences of a Facilities Master Plan and associated Space Allocation Plan;

(3) Space allocation and space utilization authorities and processes;

(4) Capital improvement project proposal, development, and project management;

(5) Furniture, Fixture, and Equipment procurement, reconfiguration, and surplus. As well as, office ergonomics;

(6) Energy efficiency of County facilities;
(7) Standards for County Public Works design and facilities management guidelines. In the absence of a County facilities management or construction/design guideline, the County will use applicable sections of the Wisconsin Department of Administration (DoA) Master Specifications/Design Guidelines for the construction and remodel of all County office space. The Public Works Director has the authority to waive such standards when they cause either a significant financial increase in project costs, or, construction and design companies have similar but more stringent design standards that achieve the same aims. All other waiver of standards require approval of the Public Works Committee and must be submitted in writing by the Public Works Director.

(8) Adoption of Universal Design Standards. Specifically, all:
   a. County buildings shall incorporate a universal design philosophy (products, technologies and built environment). The building design should serve the broadest range of people, regardless of levels of ability or mobility, age, gender or physical stature without the need for adaptation or specialized design.
   b. Projects are to comply with the Wisconsin Commercial Building Code (WCBC) which include the adoption of the latest International Building Code (IBC); the International Existing Building Code (IEBC); the International Energy Conservation Code (IECC); and, the International Fuel Gas Code (IFGC). In addition, projects will comply with American with Disabilities Act (ADA).

(9) Adoption of a basic life cycle costing analysis (LCCA) procedure for renovation or facilities construction projects that cost over $1M.

(10) Building maintenance and standard materials, when appropriate;

(11) Tenant rules that outline the safety, security, and proper use of facilities by tenant occupants;

(12) Designation of Critical Infrastructure in order to inform and influence cost effective security improvements.

(13) Alternative work schedules and their relationship to office space;

(14) Procedures to address non-Public Works threshold projects and/or those projects which are proposed outside annual budgetary procedures for capital improvement projects. Procedures will include inter-departmental boards for capital projects that exceed $25,000, or expand a departments’ building assigned area (floor space) and/or encroach upon building common support space.

(e) Appeals. Appeal to decisions made by the Department of Public Works in the execution of their facilities management and Public Works management responsibilities will follow those outlined in Section 16.10(d).

(f) Construction Drawing (Submital) Standards. Construction design document standards vary based on phase of the project, specifically:
   (1) Pre-Design/Design Construction documents require that all construction drawings be submitted in a digital ‘.dwg’ (AutoCAD) format showing the existing conditions and changes requested. At least two hard copy drawings sets with a title block showing existing conditions and changes will be submitted. Files should be readable and have an established scale, preferably 1/8” = 1’-0” in scale.
(2) Post Construction documents will include a minimum of three hardcopies and electronic
`.dwg’ (AutoCAD) submittals of “as-built” plans. One copy of the documents will be provided to the
County Clerk (Official Record).

Secs. 16-3132—16-49. – RESERVED”

PART II: That this ordinance shall become effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this ** day of
month/year.

________________________________  _____________________________________
Nancy Russell  Kimberly S. Bushey
County Board Chair  Attest: County Clerk

County Board Meeting Date: January 14, 2020

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  Jessica Conley  Date
County Administrator/Corporation Counsel  Director - Finance

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amendment Article IV of the Walworth County Code of Ordinances Relating to Facilities Management and Facility Master Planning.

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to establish policy relating to standards for facilities planning, maintenance, and management. Presently there is no baseline standards. This ordinance is being complemented by new administrative procedures outlining tenant rules for facilities use, construction and maintenance standards and protocols, and other related facilities planning and management concerns.

III. **Is this a budgeted item and what is its fiscal impact:** There is no fiscal cost associated with this ordinance. Updates are concerned with good governance and establishment of new standards for Public Works in order to create more effective and efficient facilities maintenance and construction programs.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

Committee: Public Works Date: December 9, 2019

Vote:

County Board Meeting Date: January 14, 2020

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 ordinance.

David A. Bretl Date Jessica Conley Date
County Administrator/Corporation Counsel Director - Finance
ORDINANCE NO. ** – 01/20

AMENDMENT SECTION 16-2 — 16-14 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO GENERAL ADMINISTRATION OF PUBLIC WORKS

PART I: That Sections 16-2 — 16-14 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 16-2. - Definitions.

Director means the Director - Public Works.

Department(s) means all offices or agencies of government of the County, except the County Board of Supervisors and any committees, commissions or boards created by the County Board of Supervisors, shall be considered departments, to include those under the authority of an elected official.

TRANS 277 means the State of Wisconsin Transportation Administrative Code related to the requirement to prevent contamination of Wisconsin's surface and ground water with chlorides from road salt storage facilities and practices.

Travel Way is defined as the width of roadway accommodating through traffic and all marked turn lanes, this includes the paved surface and base course only.”

“Sec. 16-3. – Department of Public Works.

(a) Administration. The Department of Public Works shall be administered by the Public Works Director—Central Services, under the supervision of the County Administrator. The Director shall also serve as the County Highway Commissioner. The Director shall be appointed by the County Administrator, which appointment shall be subject to confirmation by the County Board of Supervisors.”

“Secs. 16-4—16-1009. – Reserved”

“ARTICLE II. - PUBLIC PROPERTY

“Sec. 16-10. – Use of County-owned property by county departments.

(a) Applicability. For purposes of this section, the term "County-owned property" shall include all land and buildings owned by the County.

(b) Use of County-owned property by County Departments. County departments and some tenant activities are provided floor or building assigned areas in order to conduct government business and perform their County function or mission. Space Allocations will be maintained on Space Allocation Plans within the Facilities Master Plan; each document maintained by the Department of Public Works. Should a department change its functional space needs, requiring alteration of authorized space, to include remodeling of existing space, departments will coordinate with
Public Works for updates to plans and management of approved projects, to include oversight of potential material purchasing (e.g. furniture). Additionally, with regards use of allocated space departments should:

   (1) Not interfere with the functions of other departments;
   (2) Conduct operations such that public and employee safety is sustained;
   (3) Maintain the good working order and long-term functionality and maintenance of the facilities provided;
   (4) Designate a Department Facilities Representative to coordinate facilities-related activities.

(c) Consent Required. Departments are responsible for defining their functional needs and coordinating with the Department of Public Works when there is an operational mismatch with their authorized space. Alteration of assigned space requires the approval of the Director of Public Works, and, based on the scope of the project, the County Administrator and Public Works Committee. However, use of space allocated to a department, or use of building common support space will be under the control of departments listed as building primary agents as assigned by the County Administrator, which shall be outlined in administrative procedures promulgated under the authority of Section 16-1(d) of the Code.

(d) Facilities Alteration Approval Process. The Public Works Director shall review department applications. Provided the proposed alteration is consistent with subsection (b) of this section and is not likely to cause the County to incur any costs, the Public Works Director shall approve the application. The applicant shall be notified of approval or denial of the requested use by the Public Works Director within five working days of the request. In the case of denial, the grounds therefore shall be stated. Denial by the Public Works Director may be appealed to the County Administrator by notifying the County Administrator in writing within ten days of denial. The County Administrator shall render a decision within ten days of receipt of the appeal. The County Administrator's decision may be appealed to the Public Works Committee by notifying the County Clerk in writing within ten days of denial. The Public Works Committee shall, thereafter, render a decision during the next available committee meeting upon receipt of the appeal. The department shall have the right to appear before the Committee prior to any decision. A majority vote of the Committee members present shall be required to approve of any altered use. All other cost-associated projects will be subject to authorities under the Section 16-20 and Chapter 30, and administrative procedures promulgated under the authority of Section 16-1(d) of Code.”

“Sec. 16-13 – Firearms prohibited.

(c) The Deputy County Administrator - Central Services Public Works Director shall ensure that the County-owned structures enumerated in (a) are properly posted according to law.”

“Sec. 16-14 – Knives prohibited.

The Director of Central Services Public Works shall ensure that the Sheriff's Office and Health and Human Services buildings are properly posted according to law.”
PART II: That this ordinance shall become effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this ** day of month/year.

__________________________________________  ______________  ________________________________
Nancy Russell                                  Kimberly S. Bushey
County Board Chair                             Attest: County Clerk

County Board Meeting Date: January 14, 2020

Action Required: Majority Vote _____  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                                  Jessica Conley
County Administrator/Corporation Counsel        Director - Finance
If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 16-2 thru 16-14 of the Walworth County Code of Ordinances Relating to General Administration issues and facilities management.

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to add definitions to Chapter 16 relevant to new procedures concerning facilities management, maintenance, planning, and prohibited activities.

III. **Is this a budgeted item and what is its fiscal impact:** There is no fiscal costs associated with this ordinance. However, potential costs reductions are anticipated with the establishment of general rules concerning facilities use, planning, design, and maintenance.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Public Works Date: December 9, 2019

   Vote:

   County Board Meeting Date: January 14, 2020

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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 ordinance.

David A. Bretl Date
County Administrator/Corporation Counsel

Jessica Conley Date
Director - Finance
Memorandum

To: Richard Hough, Director – Public Works
Cc: Jessica Conley, Finance Director

From: David A. Bretl, County Administrator

Date: December 3, 2019

RE: Multimodal Local Supplement (MLS) Program Grant

I have approved the above-stated grant pursuant to Section 30-311(b) of the Code of Ordinances. Please apply for the grant and ensure that it is placed on the next Public Works and Finance Committee agendas.

DAB/nh
MEMORANDUM

Date: 4 December 2019

To: Finance & Public Works Committees

Cc: Jessica Conley – Finance Director
    David Bretl – County Administrator

From: Richard Hough – Public Works Director

Subject: Multimodal Local Supplement (MLS) Grant Approval

Purpose. The purpose of this correspondence is to request the ability of the Public Works Director to approve and accept a WisDOT Multimodal Local Supplement (MLS) Grant upon award next spring.

Argument. Presently the County is partnering with the Village of East Troy on a multimodal project that improves approximately 2 miles of county and local road networks, and addresses safety and aesthetic improvements to their town square. Additionally, based on two critical point-awarding criteria for grant approval (preferences), the project expands multimodal traffic flow (sidewalk, pedestrian movement, parking, vehicles) in the downtown area in order to stimulate economic growth. Project addresses these concerns by trying to improve connectivity of local roads, pathways in and around the downtown area and over to the East Troy Railroad depot (3 blocks away).

Costs. Grant is a 90/10 program but awards may be lower (in percentage) The Village of East Troy and I have agreed to accept less, if necessary, to improve our chances of obtaining funding. The program will provide grants to projects up to $2.5M in costs. The joint project is estimated to cost $2,487,000. If awarded a 50/50 grant, County costs would be approximately $853,744 on an original project (County Highway ES & G), and, the village will have approximately $389,756 is costs.

Conclusion. Public Works has already been approved to conduct the work along County Highway ES & G in 2021. The value of this grant for the County is we will be able to shift Local Road Improvement Program funds (approximately $460,000) to County Highway – U while leverage the ability to apply a separate grant to County Highway ES and mutually support the Village of East Troy plan to improve their economic situation, a critical aspect of the grant which is not afford the County without their partnership.