

# DRAFT

**Walworth County Board of Supervisors  
Public Works Committee Meeting Minutes  
Monday, January 16, 2023  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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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 Kenneth H. Monroe; and Supervisors Dennis G. Karbowski, Joanne Laufenberg (arrived at 3:31 p.m.), and Joseph H. Schaefer. A quorum was declared.

## **Others in Attendance**

County Staff: Walworth County Administrator Mark W. Luberda; Director-Public Works Richard Hough; County Engineer Joe Kroll; and Deputy Director-Asset Management Matt Mortwedt.

**Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve the agenda with one withdrawal: 1) remove Consent Item #7a 4), Authorization to Bid the Judicial Center Roof Replacement, project #W2202. The agenda as amended was approved.**

**On motion by Supervisor Karbowski, second by Supervisor Schaefer, the December 12, 2022 Public Works Committee meeting minutes were approved.**

**Public Comment** – There was none.

## **Consent Items**

### 7a. Summary Specifications

- 1) Authorization to Bid the CTH-P Bridge over Turtle Creek, Project #23-002
- 2) Authorization to Bid the CTH-O (South) Reconditioning at US-14 to I-43, Project #23-003
- 3) Authorization to Bid the Government Center Police Department Elevator Replacement, Project #W2204

**Vice-Chair Monroe offered a motion, second by Supervisor Schaefer, to approve Consent Items, Summary Specifications, Items #1 thru #3.** Supervisor Laufenberg joined the meeting at 3:31 p.m. Discussion ensued relative to bridge evaluation ratings by the State, and the Government Center elevator project. **Motion carried 5-0.**

4) Authorization to Bid the Judicial Center Roof Replacement, Project #W2202  
This item was withdrawn from the agenda during Agenda Approval.

5) Authorization to Bid the Sheriff's Office Jail Lock Replacement, Project #W2325

**Supervisor Karbowski offered a motion, second by Vice-Chair Monroe, to approve Consent Items, Summary Specifications, Item #5. Motion carried 5-0.**

### 7b. Reports

- 1) Construction & Project Management Report – January 2023

Director-Public Works Richard Hough summarized his Memorandum (Pages 12-13); highlighting the Director's Top Five Projects.

- 2) Director's Bi-Monthly Report – January 2023

Hough provided a brief summation of his Memorandum (Pages 16-18); including:

- Human Resources
- Policy & Doctrine
- Winter Maintenance Season

- 3) 2022 Clean Sweep Report

Hough advised that participation in Clean Sweep decreased by nearly 20% in 2022, and attributed the change to significant increase of recycling during the pandemic.

### **New Business**

8a. Request for Approval of Final Payment to Payne & Dolan for the CTH-B from Castle Terrace to Linton Road, Project #200BI

**Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve the final payment to Payne & Dolan for the CTH-B from Castle Terrace to Linton Road, Project #200BI. Motion carried 5-0.**

8b. Resolution No. \*\*-02/23 Authorizing the Closure of CTH-B Drainage Project at Zenda Road and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

Hough shared that funds had originally been added to this project for an Architecture and Engineering (A&E) Study, but staff were able to present an alternate solution resulting in a better outcome for the residents in the area and overall cost savings for tax payers. **Supervisor Karbowski offered a motion, second by Supervisor Laufenberg, to approve the resolution Authorizing the Closure of CTH-B Drainage Project at Zenda Road and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance. Motion carried 5-0.**

8c. Resolution No. \*\*-02/23 Urging the State Legislature to Increase the Public Work Limit above \$25,000

Hough explained the monetary thresholds set by State Statute relative to projects considered a public work. Hough stated that the Wisconsin Counties Association (WCA) has announced their plan to submit legislative proposals relative to this topic to the State.

Walworth County Administrator Mark W. Luberda noted that with the current lower threshold, and increased bureaucracy for relatively small projects, it lends to the possibility of excluding local small businesses as they may not be able to complete the bid process as it stands today. Discussion then focused on favoritism in awarding contracts. Deputy Director-Asset Management Matt Mortwedt explained that project awards would be cumulative; meaning if one company was awarded multiple projects throughout the year, and total cost met the newly set threshold, the process required by statute would need to be completed. **Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve the resolution Urging the State Legislature to Increase the Public Work Limit above \$25,000. Motion carried 5-0.**

**Reports/Announcements by Chairperson** – There were none.

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday, February 20, 2023 at 3:30 p.m.

### **Adjournment**

**On motion and second by Vice-Chair Monroe and Supervisor Schaefer, Chair Stacey adjourned the meeting at 4:04 p.m.**

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Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes are not considered final until approved by the Public Works Committee at the next regularly scheduled meeting.

# Form 6-220-A: One Time Cooperative Purchase ≥ \$100,000

County Ordinance Requirement: **Ord 17-20(e)(1)**

## Purchase requested by:

Requesting department: Administration Department contact: Gene Bobier

Department head name: Mark Lubberda Initials:  Date: 1-17-23

## Purchase description:

Purchase a total of eight (8) ADA vehicles for the County transportation programs as a cooperative purchase off the WisDOT Human Services Vehicle (HSV) price sheet/contract.

• Two (2) ADA rear-loading minivans for a total of \$125,852 would be purchased using 5311 Capital Award Grant funds from 2021 and 2022. The Federal grants reimburse 80% of the purchase price, with the remaining 20% funded through local tax levy.

• Six (6) ADA rear-loading minivans for a total of \$345,748 would be purchased using ARPA funding from 2022 and 2023.

## Vendor information:

Vendor purchasing from: TESCO (Transportation Equipment Sales Corporation)

Vendor address: 6401 Seaman Rd., PO Box 167230, Oregon, OH 43616-7230

## Pricing information:

Is there grant funding associated with this project:  Yes  No

Account Number: 1986B01-58150-W2101 & W2237

Purchase amount: \$125,852

Budget Available: \$133,000

Account Number: 257198B1-58150-W2232

Purchase amount: \$375,748

Budget Available: \$452,522

Is the pricing favorable to Walworth County?  Yes  No

Explain: Prices are fair and reasonable because they are within an acceptable price range of similar vehicles. WisDOT bid meets all Federal Transit Administration (FTA) requirements when using Federal funds.


## Cooperative contract information:

Cooperative agency: Wisconsin Department of Transportation (WisDOT) - Transit Division

Lead government agency: Wisconsin Department of Transportation (WisDOT) – Division of Business Mgmt.

Contract title and number: Human Service Vehicle – Wheelchair Accessible Minivans #510467

Contract term: One-year contract, effective date of December 14, 2022, with four (4) one-year renewal options with TESCO.

Approved   
Enacted 12/06/2019  
Revised 12/12/2022

Cooperative Procurement

Form 6-220-A  
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Solicitation method used for selection: Request for Bid (RFB)

Number of respondents to solicitation: 3

Were multiple awards made as a result of this solicitation?  Yes  No

If so, was pricing compared between multiple awarded vendors?  Yes  No  N/A

Are terms and conditions acceptable to Walworth County?  Yes  No

**Additional information (optional):** The RTIP indicated to submit this form to Finance Committee. Per Corporation Counsel Office, this form is to be submitted to Public Works Committee.

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Awarding Committee: Public Works Signature: \_\_\_\_\_ Date: \_\_\_\_\_