

**Walworth County Board of Supervisors
Public Works Committee
Monday, January 20, 2020 Meeting Minutes
County Board Room 114
Walworth County Government Center
100 W. Walworth Street, Elkhorn, Wisconsin**

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 Mark Luberda; Advisor to the County Administrator David Bretl; County Engineer Joe Kroll; Senior Project Manager Joe Latocha; Public Works Finance Manager Penny Bishop; Deputy County Highway Commissioner Barry Pierce; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Finance Director Jessica Conley

Members of the public: Elkhorn Post 45 Commander Mark Gajewski; James Boardman, Elkhorn, WI; Tryon Andreas, Elkhorn, WI; Josh Mitchell, Milwaukee, WI

On motion by Supervisor Jerry Grant, second by Supervisor William Norem, the agenda was approved with no withdrawals.

On motion by Supervisor Norem, second by Vice Chair Ken Monroe, the December 19, 2019 Joint Public Works Committee and Finance Committee meeting minutes were approved.

Public comment – Advisor to the County Administrator David Bretl proposed moving Item 8.a. to the beginning of the agenda, to accommodate those in the audience wishing to speak on the matter. **Vice Chair Monroe made a motion, second by Supervisor Grant, to approve the agenda with the proposed change. Motion carried 5-0.**

New Business

- Elkhorn Post 45 requesting approval to move the Whitewater American Legion Post 173, M-60 Patton Tank to the County's Veteran's Park in Elkhorn

Bretl said the proposal was first brought before the Park Committee. They forwarded the request to this Committee for consideration, and it will still need to be approved by the County Board. The County has received proof of insurance coverage and approval from the City of Elkhorn Common Council. Director-Public Works Richard Hough directed the supervisors' attention to the handout included with the meeting packet that includes photographs of possible ideas for preventing citizens from climbing on the tank. Discussion ensued regarding the various options. James Boardman of Elkhorn spoke and clarified there would be no cost to the County for moving or placing the tank in Veteran's Park. Hough said if this is approved, a Memorandum of Understanding (MOU) would be drafted with the American Legion Post 45 of Elkhorn. **Vice Chair Monroe made a motion, second by Supervisor Norem, to approve the request, specifying the Elkhorn Legion will retain the deed of the tank, and add the County as an additional insured on the policy. Motion carried 5-0.** Discussion ensued. **Supervisor Norem made a motion, second by Vice Chair Monroe, to amend the proposed motion to include adding aggregate and a chain link fence around the tank, subject to County Board approval, and to create an MOU. Motion carried 5-0.**

Consent Items

a) Bid Awards/Contracts/Specifications

1) Summary Specifications for Public Works purchase of two Upfit Replacements, Project #W1929
Supervisor Grant made a motion, second by Supervisor Russell, to approve the summary specifications listed above, as well as Reports b.2. and b.3. Motion carried 5-0.

b) Reports

1) Department of Public Works Annual Report

Hough presented the report and discussed plans for the Public Works department moving forward. He stated they have broken the plan down into parts that are necessary to make the department work as smoothly as possible, while also improving operations moving forward. He pointed out strengths, weaknesses, and possible roadblocks facing the department. He noted Public Works will be hiring a new assistant engineer in the next few weeks and will also be investing in more training opportunities for employees. **Supervisor Norem made a motion, second by Supervisor Russell, to approve the Department of Public Works Annual Report, as presented. Motion carried 5-0.**

2) Report on 2019 Clean Sweep

3) Construction and Project Management report – January 2020

Per the earlier motion, the reports were approved 5-0.

• WSOR Railroad Crossing on CTH F and CTH K in the Towns of Delavan and Darien

Hough said the State Commissioner for Railroads gave Walworth County notice they will be looking at the junction.

• Resolution **-02/20 authorizing the closure of Judicial Center Study/Renovation Project and transferring remaining funds to General Fund Building and Equipment Committed Fund Balance for the year ended December 31, 2019

Supervisor Grant made a motion, second by Vice Chair Monroe, to recommend approval of the resolution authorizing the closure of Judicial Center Study/Renovation Project and transferring remaining funds to General Fund Building and Equipment Committed Fund Balance for the year ended December 31, 2019. Motion carried 5-0.

• Resolution **-02/20 authorizing the closure of Highway Project CTH-X (CTH-X from Rock County Line to Delavan) and transferring remaining funds to the Road and Bridge Construction Fund Balance

Supervisor Russell made a motion, second by Supervisor Norem, to recommend approval of the resolution authorizing the closure of Highway Project CTH-X (CTH-X from Rock County Line to Delavan) and transferring remaining funds to the Road and Bridge Construction Fund Balance. Motion carried 5-0.

• Ordinance **-02/20 amending sections of Chapter 16 Article III – Highway Operations of the Walworth County Code of Ordinances as it relates to Maintenance Standards and Driveway and Culvert Installation/Modifications

Supervisor Grant made a motion, second by Supervisor Russell, to recommend approval of the ordinance amending sections of Chapter 16 Article III – Highway Operations of the Walworth County Code of Ordinances as it relates to Maintenance Standards and Driveway and Culvert Installation/Modifications. Motion carried 5-0.

- Ordinance **-02/20 amending sections of Chapter 16 Article II – Private Property of the Walworth County Code of Ordinances as it relates to Heating Devices in Facilities and Disposition of Harvested Wood

Hough said this ordinance is different from the one discussed at the Park Committee meetings and relates to wood that has already been harvested and is currently in the County wood pile. There is a lot of wood available and there are people who are interested in using the wood for heat. A permit is being developed to manage the policy. He added the permit would go along with the state law that harvesting wood is a recreational activity and is exempt from liability by state law. **Supervisor Grant made a motion, second by Supervisor Norem, to recommend approval of the ordinance amending sections of Chapter 16 Article II – Private Property of the Walworth County Code of Ordinances as it relates to Heating Devices in Facilities and Disposition of Harvested Wood. Motion carried 5-0.**

- Correspondence from RaeJean Gasser regarding damage to personal property/lilacs
Hough said he and Deputy County Highway Commissioner Barry Pierce spoke with a superintendent to look into the claim, and to their knowledge the plants in question were in a right of way, and therefore County property. Pierce said approximately 10-12 branches were trimmed by hand from the lilac bush. **Vice Chair Monroe made a motion, second by Supervisor Norem, to place this item on file. Motion carried 5-0.**

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Monday, February 17, 2020, at 3:30 p.m.

Adjournment

On motion and second by Vice Chair Monroe and Supervisor Norem, Chair Stacey adjourned the meeting at 4:29 p.m.