

**Walworth County Board of Supervisors
Public Works Committee Meeting Minutes
Monday, February 15, 2021
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order at 3:30 p.m. by Chair Jerry Grant.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Jerry Grant; Vice Chair Kenneth Monroe; Supervisors Nancy Russell, Joseph H. Schaefer, and Rick Stacey. A quorum was declared.

Others in Attendance:

County Staff: County Administrator Mark W. Luberd; and Director-Public Works Richard Hough

On motion by Supervisor Stacey, second by Supervisor Russell, the agenda was approved with no withdrawals.

On motion by Vice Chair Monroe, second by Supervisor Russell, the January 18, 2021 Public Works Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

7a. Bid Awards / Contracts / Specifications

- 1) Summary Specifications to replace Department of Public Works Emergency Generator, Project #W1937

Director-Public Works Richard Hough stated the Public Works generator dates back to 1974 resulting in difficulties finding manufactured and spare parts. Additional funding was required in order to include the transfer switches and panels being upgraded.

- 2) Summary Specifications to replace Judicial Center Lobby X-Ray Machine, Project #W2119

Hough stated this was a request by the Sheriff's Office for improved x-ray machine capabilities and should be a simple replacement.

- 3) Summary Specification to replace Government Center Elevator, Project #W2019

Hough noted it was more cost efficient to replace with an all new elevator system resulting in \$100,000 savings from what was originally budgeted.

- 4) Summary Specifications to replace Judicial Center Parking Lot, Project #W2115

Hough cited drainage issues eroding the base material and insufficient maintenance of the parking lot as reasons for this replacement, and noted that parking lot maintenance will now be included in operating budgets going forward.

- 5) Summary Specifications for the Law Enforcement Center Exterior Maintenance / Energy Conservation, Project #W2049

Hough stated funds associated with this project are mainly for simplified caulking and tucking, although there are doors and steel framed windows being included.

- 6) Summary Specifications for the Judicial Center Brick Tuck Pointing and Caulking, Project #W2116

Hough noted some assessment is still required for this project, but for the most part funds will be focused on the caulking effort.

- 7) Summary Specifications for the reconditioning of CTH U from CTH B to County Line, including the Bridge over Nippersink Creek, Project #21-001

Discussion focused on the Pavement Surface Evaluation and Rating (PASER) System of the road and bridge as well as planned bypasses while the project is underway.

Supervisor Russell offered a motion, second by Supervisor Stacey, to approve the summary specifications. Motion carried 5-0.

7b. Reports

1) Construction & Project Management Report – February 2021

Hough summarized his Memorandum (Pages 16-17) and shared the presentation Public Works Committee (Feb 15) highlighting:

- Utility Maintenance & Management
- Fuel Station Replacement
- County Highway ES
- 911 Radio System Replacement
- Jail Security System Replacement
- Sheriff's Office (SO) Heating, Ventilation, and Air Conditioning (HVAC) Dispatch
- Emergency Operations Center (EOC) Upgrades
- Security Upgrades to County Complex

2) Public Works Bi-Monthly Report

Hough referred to his Memorandum (Pages 18-23) with specific focus on:

- Human Resources
- Internal Policy – Bridge Maintenance and Management
- Internal Policy – Non-Capital Asset Management
- Winter Maintenance Season
- Complaint/Notification Log

Discussion then focused on brine usage, salt reserve, and overtime for the Public Works staff. **Supervisor Russell offered a motion, second by Vice Chair Monroe, to approve report Items #1 and #2. Motion carried 5-0.**

New Business

8a. Change Order #20-026-CO3 for the Law Enforcement Center Lobby & Office Remodel Project
Hough detailed this is for minor cosmetic changes related to painting and sheriff's office requested modifications for means of communication through bullet proof glass. **Supervisor Russel offered a motion, second by Supervisor Stacey, to approve Change Order #20-026-CO3. Motion carried 5-0.**

8b. Final Pay Request for the Audio Visual Equipment Contract in the Health and Human Services auditorium, Project #18-014-3-1

Hough noted the audio visual system is of very high quality and the project is finished. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the final pay request. Motion carried 5-0.**

Reports/Announcements by Chairperson – There was none.

Confirmation of next meeting: The next meeting was confirmed for Monday, March 15, 2021 at 3:30 p.m.

Adjournment

On motion and second by Vice Chair Monroe and Supervisor Russell, Chair Grant adjourned the meeting at 4:07 p.m.

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes were approved by the Public Works Committee at the March 15, 2021 meeting.