

**Walworth County Board of Supervisors
Public Works Committee
Monday, February 17, 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: County Administrator Mark Luberda; Director-Public Works Richard Hough; County Engineer Joe Kroll; Senior Project Managers John Miller and Joe Latocha; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Superintendent of County Institutions Elizabeth Aldred; Finance Director Jessica Conley

Members of the public: David Fleming, Elkhorn Economic Development Alliance

Vice Chair Ken Monroe proposed moving Item 8.e. after Item 7.a. On motion by Vice Chair Monroe, second by Supervisor Jerry Grant, the agenda was approved as amended.

On motion by Supervisor William Norem, second by Supervisor Nancy Russell, the January 20, 2020 Public Works Committee meeting minutes were approved.

Public comment – There was none.

Consent Items

a) Bid Awards/Contracts/Specifications

1) Summary Specifications for replacement of CTH-B Bridge over Ladd Creek, Project #20-001

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

2) Summary Specifications for rehabilitation of CTH-B from Gregory Drive to Walworth Street, Project #20-002

Vice Chair Monroe made a motion, second by Supervisor Russell, to approve the summary specifications. Motion carried 5-0.

- Review and approve Intergovernmental Agreement with the Village of Genoa City regarding the reconditioning of CTH-B

County Engineer Joe Kroll said the Intergovernmental Agreement is important and related with the CTH-B Bridge and staff wanted to give the Village of Genoa City time to look into details regarding utilities. He said they received feedback on Friday from Genoa City, but it was not received in time to be included with the meeting packet. He added this item will be back at the March meeting if this is approved, and authorizing this project to bid also implies the Intergovernmental Agreement is approved as well. If approved, there will need to be a budget amendment also. The Finance Department was consulted and this will be brought to the Finance Committee, as well. Director-Public Works Richard Hough said they will be meeting with Genoa City this week and they will look through final changes. **Supervisor Norem made a motion, second by Supervisor Grant, to table this item to the March Public Works Committee meeting. Motion carried 5-0.**

b) Reports

1) Construction & Project Management Report – February 2020

Hough said the priorities have remained consistent.

2) Director’s Bi-Monthly Report – February 2020

Hough said the overtime budget has been affected by storms taking place during the weekends, but staff has been able to accommodate for some of this and he is not concerned for the budget. He noted two brine tank inserts have been put into service and another is almost ready to be on the road.

New Business

- Change of Scope of Project #W2007 to include the purchase of a mini-van for Health & Human Services

Supervisor of County Institutions Elizabeth Aldred said the current CIP requested two cars; this will change one of the cars to a van for the senior meal program. The van will also allow for easier movement of food and can be utilized for other department needs. **Vice Chair Monroe made a motion, second by Supervisor Norem, to approve the change of scope of Project #W2007 to include the purchase of a mini-van for Health and Human Services. Motion carried 5-0.**

- Change of Scope of Project #W2024 to include A/E Design for reconstruction of the Judicial Center parking lot and for the crack fill maintenance of the Government Center parking lot
Hough pointed to Page 20 in the meeting packet to photos of various cracks in County parking lots. He said there will be a parking lot study done in 2020 and he noted most of our parking lots are beyond maintenance. This change of scope will shift the focus away from maintenance and towards a design project. Senior Project Manager Joe Latocha agreed with Hough and said repair costs are going to be increasing due to a lack of preventative maintenance in the past. Hough said the study will also provide a maintenance structure to prevent similar issues in the future. Latocha added some crack filling will be done in the meantime to keep the parking lots operational. **Supervisor Norem made a motion, second by Supervisor Russell, to approve the change of scope of Project #W2024 to include A/E Design for reconstruction of the Judicial Center parking lot and for the crack fill maintenance of the Government Center parking lot. Motion carried 5-0.**

- Change of Scope of Project #W2026 to include A/E Design for reconstruction of the Sheriff Office parking lot
Supervisor Norem made a motion, second by Supervisor Russell, to approve the change of scope of Project #W2026 to include A/E Design for reconstruction of the Sheriff Office parking lot. Motion carried 5-0.

- Change Order #11 for the new Health & Human Services Facility, Project #18-014
Supervisor Russell made a motion, second by Monroe, to approve Change Order #11 for the new Health & Human Services Facility, Project #18-014. Motion carried 5-0.

- Review and approve Intergovernmental Agreement with the Village of Genoa City regarding the reconditioning of CTH-B

This item was discussed earlier in the meeting per the agenda amendment.

- Approving a Memorandum of Understanding and Authorizing American Legion Post 45 to Place a M60 Patton Tank and Construct a Monument in Veteran’s Park

Supervisor Grant made a motion, second by Vice Chair Monroe to approve the Memorandum of Understanding and authorizing American Legion Post 45 to place an M60 Patton tank and construct a monument in Veteran’s Park. Motion carried 5-0.

- WCEDA discussions on leveling the ground for the ice rink at Veteran’s Park
Supervisor Grant made a motion, second by Supervisor Norem to approve the proposed leveling of ground for the ice rink at Veteran’s Park. David Fleming, President of Elkhorn Economic Development Alliance explained the process they are proposing to level out the ground underneath the ice rink and stated they will be covering the costs involved. He added this will also address drainage issues. Hough advised the contract for this will need to be renewed to include the new specifications. **Motion carried 5-0.**

- Discussion regarding committee meeting times
Hough said this was discussed at the Park committee meeting and there were concerns presented over workflow changes and County Administrator Mark Luberda had expressed a desire to wait to make any changes to the schedule at this time. Hough noted the change would not impact the Public Works department for meeting preparation. **Vice Chair Monroe made a motion, second by Supervisor Norem, to recommend the Executive Committee leave the meeting schedule as it is. Motion carried 5-0.**

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Monday, March 16, 2020, at 3:30 p.m.

Adjournment

On motion and second by Vice Chair Monroe and Supervisor Grant, Chair Stacey adjourned the meeting at 3:56 p.m.