

**Walworth County Board of Supervisors
Public Works Committee
Monday, February 18, 2019 Meeting Minutes
Walworth County Government Center
100 West Walworth Street, County Board Room 114
Elkhorn, Wisconsin**

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

Roll call of committee members was conducted, and all members were present: Chair Rick Stacey, Vice Chair Ken Monroe, and Supervisors Jerry Grant, William Norem and Nancy Russell.

Others in Attendance

County Board members: Supervisors Tim Brellenthin and Charlene Staples

County staff: Director-Public Works Richard Hough; County Administrator David Bretl; County Engineer Joe Kroll; Senior Project Manager John Miller; Public Works Finance Manager Penny Bishop, Human Resources Director Dale Wilson; Deputy Director of Health and Human Services (HHS) Carlo Nevicosi; Page Grandon, Jason Peters, Allan Griffin, Eric Patzold and other Public Works-Highway Division employees; Public Works Project Manager Intern Joe Latocha; and Deputy Corporation Counsel/Director of LURM Michael Cotter.

Supervisor Grant made a motion, seconded by Supervisor Russell, to approve the agenda as presented. Motion carried by voice vote.

On motion by Vice Chair Monroe, seconded by Supervisor Grant, the January 14, 2019 meeting minutes were approved by voice vote.

Public comment – Public comment on item 8.b. under New Business was heard prior to consideration of the item. Chair Stacey asked that comments be confined to the subject and speakers should refrain from personal attacks.

Consent Items

a) Bid Awards/Contracts/Specifications

1) Summary Specifications for Judicial Center Exterior Entrance Upgrades – Project #W1733
Senior Project Manager John Miller said the upgrades to the Judicial Center exterior entrance were recommended as a result of a US Marshal safety survey. The entrance has been redesigned to prohibit vehicles driving through the doors into the lobby. The plan also allows for additional handicap parking spaces. Court Security personnel reviewed and approved the specifications before they went for design. County Administrator Bretl recommended obtaining Judge Koss' input on the specifications. **Supervisor Norem made a motion, seconded by Supervisor Russell, to approve the summary specifications for the Judicial Center Exterior Entrance upgrades. Motion carried 5-0.**

b) Reports

1) Bi-Monthly Public Works Report

Director-Public Works Richard Hough presented the first installment of his bi-monthly Public Works Report. The comprehensive report included information on: personnel, vacancies, overtime, flex time, material and equipment, policy implementation, plans, training and leadership development, projects and facilities, and a log of Public and Private concerns. Hough introduced Dennis Clark, Assistant Director of Fleet, Parks and Facilities, and announced that the Assistant Director-Highways Barry Pierce would be starting work on February 25th. From January 1 through February 3, there were 1,108 hours of accumulated overtime for the Highway Division. As of today, there are 2,000 hours, which represents two-fifths of the total overtime budget. Salt is depleting; some municipalities have been cut off as they are 20% over their allocations.

Hough said an assessment of 2018 equipment hours was conducted, which revealed some of the trucks are beneath the desirable 500 hours per fleet truck used on State highways. The fleet management policy has been overhauled, emphasizing greater preventive maintenance to extend the life of the equipment. Hough said he met with Group 1 of the leadership team and they are developing a policy on winter operations and plows. He will bring recommendations to the Committee in April. Team 2 is working on maintenance and logistics.

Hough said 29 projects were carried over from 2018; with the Project Manager Intern's assistance, more projects will be completed this year. Capital projects have been prioritized and placed in quarterly "buckets," in an attempt to avoid overloading staff and Purchasing.

The Department is keeping a log of public and private concerns, which will be provided to the Committee on a regular basis. He emphasized that the calls received were broken down into categories of Notification, Complaint and Claim. A notification is not attributed to an employee or operational error. Staff investigates all complaints and claims.

The last report Hough provided was a Side-by-Side Comparison of State Maintenance Category B Counties, showing how Walworth County ranks next to other Category B Counties. He noted Walworth County is the sixth highest user of salt on the roadways. Expanded brining should reduce the salt use. Hough asked the Committee to contact him if there is further information they would like included in future reports.

2) Update on new State Law for Highway Maintenance

Hough said he followed up as directed on a whether or not the State has enacted a law prohibiting counties from doing road construction. The proposed bill never made it out of committee.

New Business

- Change Order #18-014-C02 for HHS Facility Project #18-014

Hough complimented County Engineer Joe Kroll for his efforts in combining several additive and deductive change orders to achieve a minimum financial impact as a result of removing the Child Support suite on the second floor of the new building. Another inclusion in the change order was adding tile finish on the main lobby stairway, which was omitted from the finish schedule in the original bid documents. **Supervisor Norem made a motion, seconded by Supervisor Russell, to approve change order 18-014-CO2 in the amount of \$5,668.04. Motion carried 5-0.**

Public Comment

Page Grandon, Public Works-Highway Patrolman, stated his concern with the new work rules, saying they were confusing. He said another long-term employee is leaving to work for another county, and that recruiting and training new employees costs the department in experience and time lost. He feels the loss of quality employees affects the department long-term. Grandon said Highway crews are concerned about getting a \$5 shift differential on a Sunday, for example, and having those overtime hours flexed later in the work week. He reiterated that the State reimburses Public Works 100% for all equipment and labor on state roads in the County and those funds should be utilized.

Jason Peters, Public Works-Highway Patrolman, said he has been an employee for 13 years and is currently a crew leader. He said he takes great pride in his work and protecting public safety. He said crews get called in at all hours of the night and on holidays. Employees are worried because of the changing work rules and the potential of disciplinary action if they do not come in; however, many of their comp and vacation banks are full and they lose money if they do not take time off.

Eric Patzold, Public Works-Highway Patrolman, said he has been at the County for two years. He did some investigating on his own on other counties' policies as to overtime and shared them with Hough. Out of 72 counties, 56 of them do not make employees flex overtime hours. None of the counties pay a shift premium. All counties he spoke to have experienced difficulty in recruiting and retaining qualified personnel.

- Request to Amend Section 15-359 of Chapter 15 of the Walworth County Code of Ordinances relating to Special Pay Premiums for certain Public Works employees

Hough said his department and Human Resources surveyed other counties. He said answers to questions vary depending upon whether the contact person is involved in human resources or highway operations. Human Resources Director Dale Wilson said the survey results contained in the agenda packet were obtained from county Human Resources or Administration personnel. Results show that not many counties utilize a pay premium and "most use an overtime rate of time and a half." Hough affirmed that the information Mr. Patzold received was correctly recorded, but inaccurate. He said that at the County Commissioners conference, crew rest issues and overtime were overriding concerns. Hough said 60% of the counties pay time and a half after 40 hours. He thinks the shift premium is a fair offer. He added that if crews think the work rules are too complex, he can work to simplify them. Discussion ensued on overtime compensation and safety policies. Supervisors had consensus that department work rules should define a maximum number of hours drivers should be allowed in trucks for safety purposes. **Vice Chair Monroe made a motion, seconded by Supervisor Russell, to eliminate the proposed shift differential and to authorize pay of time and a half for all hours worked outside of the regular workday schedule of 7:00 a.m. to 3:30 p.m., Monday through Friday.** Supervisor Grant said in his experience, rule changes always come with some confusion, and staff needs to be patient. He emphasized that the County is under a mandated tax levy cap, which has to be met. He proposed a 10-hour limit on time in trucks for safety reasons. He also stated that employees were apprised of having to work extra hours at the time of hire. Grant said he would support the shift differential, but not the time and a half. The Chair called for the vote and the **motion carried 4-1, with Supervisor Grant opposed.** Bretl said the Human Resources Committee would consider the issue on Wednesday, February 20th.

- Resolution **-03/19 Authorizing the Closure of Highway Project CTH H (120-N of Genoa City) and Transferring Remaining Funds

Vice Chair Monroe made a motion, seconded by Supervisor Norem, to recommend approval of Resolution **-03/19 Authorizing the Closure of Highway Project CTH H (120-N of Genoa City) and Transferring Remaining Funds. Motion carried 5-0.

- Resolution **-03/19 Approving an Agreement By and Between Aurora Health Care Southern Lakes Inc. and Walworth County Concerning Transfer of the County-Owned Boiler House in Exchange for Land

Supervisor Norem made a motion, seconded by Supervisor Russell, to recommend approval of Resolution **-03/19 Approving an Agreement By and Between Aurora Health Care Southern Lakes Inc. and Walworth County Concerning Transfer of the County-Owned Boiler House in Exchange for Land. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, March 18, 2019 at 3:30 p.m.

Closed Session

The Committee convened in closed session at approximately 4:43 p.m. on motion and second by Supervisors Grant and Russell pursuant to the exemption contained in Section 19.85(1) (e) of the Wisconsin Statutes, “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session” relative to the items listed below. A roll call vote was conducted and all members present voted “aye. County Administrator David Bretl, Director-Public Works Richard Hough, Deputy Director of HHS Carlo Nevicosi, Board Supervisor Tim Brellenthin, Public Works Finance Manager Penny Bishop, County Engineer Joe Kroll, Deputy Corporation Counsel/Director of LURM Michael Cotter and Assistant Director-Fleet, Parks and Facilities Dennis Clark remained in closed session.

- a) Establishing a value and terms of any potential conveyance of the County Health and Human Services building

The committee reconvened in open session at 5:05 p.m. on motion and second by Supervisors Grant and Norem.

Supervisor Grant made a motion, seconded by Supervisor Norem, to direct staff to proceed as discussed in closed session. Motion carried 5-0.

Adjournment

On motion by Vice Chair Monroe, seconded by Supervisor Grant, Chair Stacey adjourned the meeting at 5:07 p.m.