

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

---

The meeting was called to order at 3:40 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 and Rick Stacey. Supervisor Joseph H. Schaefer was absent. A quorum was declared.

**Others in Attendance:**

County Staff: County Administrator Mark W. Luberda; Director-Public Works Richard Hough; and Deputy Director-Asset Management (PW)/Park General Manager Matt Mortwedt.

**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 Stacey, the February 15, 2021 Public Works Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Consent Items**

**7a. Bid Awards / Contracts / Specifications**

1. Summary Specifications and One-Time Cooperative Purchase for a Public Works Mini Excavator  
Director-Public Works Richard Hough stated the Public Works Department is down grading a large excavator to a mini excavator, which is more appropriate for operational efficiencies. This purchase had been built into the 10 year equipment replacement plan that was approved last year. **Supervisor Russell offered a motion, second by Supervisor Stacey, to approve the Summary Specifications and One-Time Cooperative Purchase for a Public Works Mini Excavator. Motion carried 4-0.**

2. Summary Specifications and One-Time Cooperative Purchase of a One Single Wing Tandem Axle Truck and One Dual Wing Tandem Axle Truck  
Hough referred to the vehicle summary specifications included in the packet (Pages 11-27.) He reiterated that both vehicles were included as part of the 10 year equipment replacement plan. The department had planned to purchase three vehicles this year; in order to accommodate fleet reduction the purchase was reduced to two. Discussion then focused on backup video cameras on the vehicles along with the capability of the vehicles to carry salt and brine. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the Summary Specifications and One-Time Cooperative Purchase of a One Single Wing Tandem Axle Truck and One Dual Wing Tandem Axle Truck. Motion carried 4-0.**

3. Bid Award Recommendation for the reconditioning of CTH-ES from West Street to STH-20, Project #21-002  
Hough was pleased to share the bid came in well below the budgeted four million dollars. Hough stated the start date for this project is subject to mobilization, but will probably begin in May. **Supervisor Stacey offered a motion, second by Supervisor Russell, to approve the Bid Award Recommendation for Project #21-002. Motion carried 4-0.**

4. Bid Award Recommendation for the reconditioning of CTH-U from CTH-B to County Line, including the Bridge over Nippersink Creek, Project #21-001

Hough noted the bid was favorable for this project, as well. Discussion ensued relative to the Pell Lake Drive intersection on CTH-U. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the Bid Award Recommendation for Project #21-001. Motion carried 4-0.**

#### 7b. Reports

##### 1) Construction & Project Management Report – March 2021

Hough summarized his Memorandum (Pages 30-31) and shared the presentation Public Works Committee (Mar 21) highlighting:

- Drafting of Facilities Master Plan (FMP)
- Government Center (GC) Basement Water Remediation
- GC Elevator Replacement
- Sheriff's Office (SO) Security Assessment
- SO HVAC Upgrade
- Department of Public Works (DPW) Generator Replacement

**Supervisor Stacey offered a motion, second by Supervisor Russell, to accept the Construction & Project Management Report – March 2021. Motion carried 4-0.**

#### New Business

8a. Approval to enter into an Intergovernmental Agreement (IGA) with Walworth County Metropolitan Sewerage District and the City of Elkhorn for the cleaning and televising of the Walworth County's sanitary sewer system. Hough stated this is a routine maintenance agreement with the City of Elkhorn and Walworth County Metropolitan Sewerage District (WalCOMet.) **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the Intergovernmental Agreement. Motion carried 4-0.**

8b. Approval to issue a new Capital Improvement Project (CIP) to replace Jail Flooring at the Sheriff's Office Jail. Hough stated this project will be a no-cost Capital Improvement Project (CIP.) The project will be similar to the previous project completed in the B-Pod. **Supervisor Russell offered a motion, second by Supervisor Stacey, to approve the Capital Improvement Project (CIP.) Motion carried 4-0.**

8c. Addendum to the Memorandum of Understanding (MOU) between Walworth County and Jefferson County for the Spring Household Hazardous Waste (HHW) Clean Sweep Collection Services in April 2021. Hough stated due to a timing issue, they received pre-approval from Chair Grant to advertise the April event prior to the committee approving the addendum. Hough informed that this addendum reciprocates this agreement for Walworth County residents to have the opportunity to participate in Jefferson County Clean Sweep Collection. Discussion then focused on concerns over Jefferson County requiring pre-registration and a ten dollar fee for residents to participate; and Walworth County possibly adopting that model in the future. Hough made it clear that the pay as you participate model is not being implemented at this time. Hough noted there has been an extensive research effort to develop a Five Year Solid Waste Plan for Walworth County. Hough will bring the assembled plan, along with a resolution, to the Public Works Committee at a future meeting. **Supervisor Russell offered a motion, second by Supervisor Stacey, to approve the Addendum to the Memorandum of Understanding (MOU) between Walworth County and Jefferson County. Motion carried 4-0.**

8d. Resolution \*\*-04/21 Authorizing the Public Works 2001 Liebherr Excavator to be Declared Surplus and Authorizing Staff to Dispose of the Asset. Hough stated Public Works expects to receive \$30,000 for trading in the excavator; which is believed to be a better value than would be expected from a County-hosted open auction. Discussion ensued. **Vice Chair Monroe offered a motion, second by Supervisor Stacey, to approve a resolution Authorizing the Public Works 2001 Liebherr Excavator to be Declared Surplus and Authorizing Staff to Dispose of the Asset. Motion carried 4-0.**

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

**Confirmation of next meeting:** The next meeting was confirmed for Monday, April 26, 2021 at 3:30 p.m.

**Adjournment**

**On motion and second by Vice Chair Monroe and Supervisor Stacey, Chair Grant adjourned the meeting at 4:15 p.m.**

---

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes were approved by the Public Works Committee at the April 26, 2021 meeting.