

**Walworth County Board of Supervisors
Public Works Committee
Monday, March 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 staff: Director-Public Works Richard Hough; County Administrator David Bretl; County Engineer Joe Kroll; Senior Project Manager John Miller; Senior Project Manager Intern Joe Latocha; Assistant Director-Highway Operations Barry Pierce; Assistant Director Fleet/Parks/Facilities Dennis Clark; Deputy County Administrator-Finance Nicki Andersen; Public Works Finance Manager Penny Bishop; Human Resources (HR) Manager Donna McIntyre; Deputy Director of Health and Human Services Carlo Nevicosi; Public Works Administrative Clerk III Cindy Matz

Members of the public: Mary Nicoson, Secretary to the East Troy Area Community Foundation (Foundation); Joe Klarkowski, Town of East Troy Chair and Foundation member; David Strand, President and CEO of Wisconsin Oven Corporation; James Boardman, President of the Walworth County Historical Society

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

On motion by Vice Chair Monroe, seconded by Supervisor Norem, the March 12, 2019 Public Works and Human Resources special joint meeting minutes were approved by voice vote.

Public comment – There was none.

Consent Items

- a) Bid Awards/Contracts/Specifications
 - 1) Summary Specifications for the Aquatic Center project at Lakeland School
 - 2) Summary Specifications on Project 19-002, CTH X from County Line Road to Creek Road
 - 3) Summary Specifications on Project 19-013, Concrete Spillway Repairs – Whitewater Lake Dam

Supervisor Russell made a motion, seconded by Supervisor Grant, to approve all of the summary specifications. Motion carried 5-0.

- b) Reports
 - 1) Report on Director's Internal Assessment

Director-Public Works Richard Hough has been working on an internal assessment of the Public Works Department since December of last year. He presented his findings on Doctrine and Facilities. From 2005-2007, there was a significant amount of written policy for daily operations of the Facilities Division; from that time forward, written documentation has diminished. Hough and staff are working on revising and implementing work rules. There is a need for some internal relocation of some activities to accommodate more workstations. County facilities will be studied over the next couple of years to assess the useful lives of existing infrastructure and develop a long-term plan. Additional space may be needed for increased brining and other additive operations, which can be accomplished by reallocating existing funds. Hough will present the Department's proposal for fleet purchases at April's meeting. Implementation of the new energy

policy for county facilities has decreased energy bills by approximately \$1,000 per month. County staff are charged with monitoring use of energy within their departments.

2) Quarterly progress report on Walworth County Health and Human Services Building
County Engineer Joe Kroll referred to the quarterly progress report in the agenda packet. The project is at 50% completion, on schedule and within budget. The building is enclosed and the interiors are being constructed, including installation of the mechanical and electrical systems. Vice Chair Monroe asked about the fiber optic cabling, and Kroll responded that the IT Department is in charge of that project to connect to the Judicial Center. He added the phone system is also a separate package. Kroll said currently there is limited access to the second floor until the stairs are poured. Hough said the main stairway is installed, and the first floor of the building will give the Committee a good perspective on the project scope if they wish to take a tour.

New Business

- Presentation by the East Troy Area Community Foundation, Inc. on a multi-use recreational trail between the Village of East Troy and Village of Mukwonago

County Administrator David Bretl said the Park Committee heard the presentation earlier in the day. David Strand, President and CEO of Wisconsin Oven Corporation, said he grew up in East Troy and used to walk the railroad tracks between the Villages of East Troy and Mukwonago. The proposed multi-use trail would be a great connection between communities. He requested that Walworth County act as the Lead Public Agency to support the project. Joe Klarkowski introduced himself. He works part-time for DAAR Engineering, and when he worked for the Wisconsin Department of Transportation (DOT), he was involved in engineering several similar projects. He said the establishment of the trail will provide an alternate means of transportation, protect the environment, and enhance the health and safety of the communities. The trail would start south of East Troy along CTH G by the mill pond and follow the East Troy Electric Railroad (ETERR) line along CTH ES to end in the Village of Mukwonago at Indianhead Park. Some deviations from the railroad route need to be made for public safety and to avoid waterways. The Village of Mukwonago is renovating the park at the terminus of the trail and has designated funds for the trail project. The Foundation will apply for funding from the Transportation Alternatives Program (TAP), a competitive grant which utilizes federal funds and is administered by the State DOT. The Southeastern Wisconsin Regional Planning Commission (SEWRPC) makes recommendations on the grant awards. TAP would fund 80% of project costs upon completion. Klarkowski estimated total costs for the trail would be \$3 million. In order to submit the grant application by January 31, 2020, the Foundation needs to secure a license from the ETERR, and negotiate an Intergovernmental Agreement between the five governmental agencies. The Foundation is requesting Walworth County agree to act as the Lead Public Agency for the project. Responsibilities of the County would include designating a project manager and serving as the cost allocation/billing clearinghouse. Klarkowski said the County would bear no future costs for operation and maintenance of the Trail, which will fall to the involved town and villages. However, the Foundation is asking for a five-way design and construction cost split, which would be an approximate commitment by the County of \$120,000. Klarkowski noted that Waukesha County contends the Village of Mukwonago should bear the costs of the trail and has been hesitant to commit to the project. Requirements of the grant application include defining project costs, having a signed Intergovernmental Agreement, and designation of a Lead Public Agency. Preliminary design and grant application fees are estimated to be \$10,000. Bretl said the Park Committee directed staff to determine the County's capacity to serve as Lead Public Agency, the potential time commitment that would be required by staff, and potential funding commitments and sources. Supervisor Russell supports the trail concept; however, funding for maintaining and improving the County's three parks is the top priority. Hough said he also supports the trail, but has reservations about the timing, as the County's Engineer is currently committed to pending county capital projects. Discussion ensued

concerning the proposed timeline and potential obstacles to construction of the trail. **Vice Chair Monroe made a motion, seconded by Supervisor Norem, to concur with the Park Committee recommendation to direct staff to work with the involved groups to identify funding sources and commitment, timing, and potential staff involvement, and to provide an update/recommendations at the next meeting. Motion carried 5-0.**

- Request from the Walworth County Historical Society to eliminate the lot line between the Webster House and the Doris Reinke Resource Center

Bretl said the County owns most of the buildings occupied by the Historical Society. Jim Boardman, President of the Walworth County Historical Society, requested the elimination of the lot line between 9 East Rockwell Street and 210 South Washington Street to allow for a potential 1,500 foot addition to the Doris Reinke Resource Center. Boardman said he approached the City of Elkhorn Zoning and Public Works Departments with the proposal, who informed him the County is the responsible agent for approving the lot line removal. The Historical Society would bear all of the costs for the addition. Supervisor Russell expressed her concern that a lot line removal could create a nonconforming use, and thought that the City of Elkhorn would have jurisdiction over the request. Boardman said he discussed the issue with the City's building inspector, who informed him he knew of no other restrictions associated with the lot line removal. **Supervisor Norem made a motion, seconded by Supervisor Russell, to recommend approval of the lot line adjustment, and to direct staff to identify the appropriate jurisdiction and proceed with the application. Motion carried 5-0.**

- 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 as it Relates to Facilities Lead Worker Differential

Hough said the purpose of the ordinance is to create a Facilities Lead Worker pay premium differential in the amount of \$2.50/hour when a lead worker provides leadership during the manager's absence. The premium is consistent with those previously approved for staff in the Fleet and Highway Divisions. **Supervisor Norem made a motion, seconded by Vice Chair Monroe, to recommend approval of the Lead Worker differential. Motion carried 5-0.**

- Discuss Casual Pay Table as it Relates to Facilities and Parks Seasonal Laborers

Hough said Facilities employs four Limited Term Employees (LTE) in the spring and summer. It has been difficult to recruit and retain qualified applicants because of the low wage rate. The resolution would raise Step 1 of the pay plan for Facilities and Parks LTEs from \$10/hour to \$13.50/hour. During interviews for the Groundskeeper position, Hough stated he was impressed with the credentials and qualifications of many of the applicants. **Supervisor Grant made a motion, seconded by Supervisor Norem, to approve the pay increase. Motion carried 5-0.**

- Discuss Board recommendation for a spring tour of Public Works projects

Bretl suggested touring the new Health and Human Services (HHS) building this spring. Hough proposed this Committee visit the Judicial Center also, as the Judges have requested renovations to their chambers. Vice Chair Monroe advised that the Health and Human Services Board would join the tour of the new HHS building. **Vice Chair Monroe made a motion, seconded by Supervisor Russell, to tour the new HHS facility with the Health and Human Services Board on Monday, May 20, 2019 at 3:30 p.m., subject to agreement by the Health and Human Services Board. The Public Works Committee will also visit the Judicial Center.**

Reports/Announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, April 22, 2019 at 3:30 p.m.

Adjournment

On motion by Vice Chair Monroe, seconded by Supervisor Norem, Chair Stacey adjourned the meeting at 4:48 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Committee on April 16, 2019.