

**Walworth County Board of Supervisors
Public Works Committee
Monday, April 22, 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; Public Works Finance Manager Penny Bishop; Deputy Director of Health and Human Services (HHS) Carlo Nevicosi; Finance Manager-Budget Analyst Stacie Johnson

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

On motion by Supervisor Norem, seconded by Vice Chair Monroe, the April 16, 2019 Public Works Committee special meeting minutes were approved by voice vote.

Public comment – There was none.

Consent Items

Chair Stacey requested that items a) 1, 2 and 8 be considered separately. **Vice Chair Monroe made a motion, seconded by Supervisor Grant, to approve the remainder of the consent items. Motion carried 5-0.**

a) Bid Awards/Contracts/Specifications

- 1) Summary Specifications for Building Surveillance System for new Health and Human Services Facility Project #18-014-2

Supervisor Grant made a motion, seconded by Supervisor Russell, to approve the summary specifications for Project #18-014-2. Motion carried 5-0.

- 2) Summary Specifications for Department of Public Works MEP Infrastructure Upgrades Project #W1818

Senior Project Manager John Miller said a study was conducted last year of the mechanical, electrical and plumbing (MEP) systems at Public Works. Most of the systems at the facility are original to the building (1974) and are far beyond their useful lives. Deficiencies in the ventilation and plumbing systems identified by Harwood Engineering will be corrected. Miller added that the fleet is all diesel now and additional ventilation has to be upgraded. Director-Public Works Richard Hough said a broader operations study is underway, and the upgrade of the entire campus will be addressed after the analysis is completed.

Supervisor Russell made a motion, seconded by Supervisor Norem, to approve the summary specifications for Project #W1818. Motion carried 5-0.

- 3) Summary Specifications for Judicial Center Building Automation System Upgrade to ALC Project #W1734
- 4) Summary Specifications for Judicial Center Camera/Storage Upgrades, Project #W1735
- 5) Summary Specifications for Sheriff's Office Roof Replacement Project #W1903

- 6) Summary Specifications for Lakeland School Playground Surfacing Project #W1907
- 7) Summary Specifications for Lakeland School Gym Divider Wall Repair/Replacement Project #W1911

- 8) Summary Specifications for New Tandem Axle Patrol/Plow Truck Project #W1927

Hough said the Henderson First Response Unit has been available for ten years, and is used by entities in Wisconsin and throughout the country. He has been studying options to benefit County operations since he started at Public Works. Hough said the department has over \$1.3 million in funds available for trucks, which is equivalent to the purchase price of five tandem axle trucks. Hough said the department does not need five tandem axles, stating the fleet is oversized, which creates unnecessary maintenance costs. Additionally, the tandem axles do not have the desired capability for future operations for brining and salt. The Henderson Unit has capacity to carry enough brine to cover all of the routes, and can also accommodate 6-7 tons of salt. The sprayer on the truck can cover three lanes of highway at a time. The bed of the truck is stainless steel and has an auger instead of belts, which is more durable from a maintenance standpoint. County Administrator David Bretl said he charged Hough the task of investigating the current and future fleet needs when he was hired. The State and SEWRPC are promoting brine applications statewide, and the practice will most likely be mandated in the future. Hough said he and staff reviewed four different models, and the Henderson First Response Unit fits best with current and future operational needs. Public Works doubled its brine production capability this winter. Staff is requesting two First Response trucks at this time. **Supervisor Russell made a motion, seconded by Vice Chair Monroe, to approve the summary specifications for Project #W1927. Motion carried 5-0.**

- 9) Ordinance Amending Section 16-25 as it relates to Walworth County's Snow and Ice Removal Plan for County trunk highways and State highways
- 10) Bid Award – CTX Project #19-002
- 11) Bid Award - Whitewater Lake Dam Project #19-013
- 12) Final Payment to B-E Controls on Department of Public Works Roof Repair Project #W1825
- 13) Approval of Change Order #18-014-C03 for New Health and Human Services Facility Project #W1702
- 14) Budget Amendment request on Brine Equipment Project #W1940

b) Reports

- 1) Bi-Monthly Report – April 2019
- 2) Director's Internal Assessment – Final
- 3) Limits of Service follow up discussion

New Business

- Create new CIP to purchase brine infrastructure and equipment

Hough said part of his fleet analysis was to match the capability requirements of the fleet to facility capacity. With the planned increase in brine production additional equipment and storage will be required. In order to achieve optimal productivity, Hough said salt storage, tanks and the production process need to be housed in one location. **Supervisor Russell made a motion, seconded by Supervisor Grant, to approve the capital improvement project for brine infrastructure and equipment, subject to Finance Committee approval. Motion carried 5-0.**

- Resolution Revising 2019 Pay Ranges for Certain Public Works Classifications

Hough said it has been difficult to recruit Limited Term Employees (LTE) for winter operations, particularly the night shift schedule. Of the \$100,000 budget for LTEs this year, only \$22,000 has been spent. Hough

requested an increase in the starting wage from \$20.91 per hour to \$24.38 per hour, in order to recruit a larger pool of applicants and retain qualified workers. **Supervisor Norem made a motion, seconded by Vice Chair Monroe, to recommend approval of the resolution. Motion carried 5-0.**

- Ordinance Amending Section 15-359 as it relating to Special Pay Premiums (Night Shift) for Certain Public Works Employees

Hough said the LTEs working the night schedule have had no experienced supervision throughout their shifts. He proposed creating two 8-hour shifts for Acting Crew Leaders to supervise the LTEs at night and ensure crew safety and productivity. The winter night shift is typically 18 weeks, with the opportunity to extend the period. Hough and management staff are developing options to equitably split the night shifts among the Acting Crew Leaders. **Supervisor Russell made a motion, seconded by Supervisor Norem, to recommend approval of the ordinance. Motion carried 5-0.**

- Recommendation regarding County Administrator's nomination to appoint Dennis Clark as General Manager of Parks

Vice Chair Monroe made a motion, seconded by Supervisor Norem, to approve the nomination to appoint Assistant Director Fleet/Parks/Facilities Dennis Clark as General Manager of Parks. Motion carried 5-0.

- Correspondence from Nicki Andersen, Deputy County Administrator-Finance regarding the 2020 Budget Calendar

County Administrator David Bretl noted some critical dates on the budget calendar. Budget appeals will be due to the Finance Department by September 6th. Appeals to the Capital Improvement Plan are scheduled for the September 9th Public Works Committee meeting. Hough added that Public Works has implemented earlier estimating processes for capital improvement requests. He said he would be meeting with Administrator Bretl next week with preliminary requests, ranked by priority. There were no proposed changes to the Budget Calendar from the Committee.

- Discuss logistics and timing for May 20, 2019 County Board Tour and meeting in the Jury Assembly Room at the Judicial Center

Hough proposed that both the Public Works Committee and Health and Human Services (HHS) Board convene at 3:30 p.m. in the Jury Assembly Room at the Judicial Center. After the HHS Board and the Public Works Committees conduct their business meeting, a bus will transport attendees to the new Health and Human Services facility at 4:20 p.m. for the tour. Following the tour, the HHS Board will adjourn, and the Public Works Committee will return to the Judicial Center to view the two unfinished courtrooms, the current court commissioner offices and the corporation counsel/child support area. Hough said protective equipment will be issued to those taking the tour. Bretl will develop an itinerary and distribute it to both the Committee and Board.

Reports/Announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, May 20, 2019 at 3:30 p.m.

On motion by Vice Monroe, seconded by Supervisor Norem, Chair Stacey adjourned the meeting at 4:08 p.m.