

**Walworth County Board of Supervisors
Public Works Committee Meeting Minutes
Monday, April 25, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Director-Public Works Richard Hough called the meeting to order at 3:30 p.m.

Roll call was conducted and the following Supervisors were present, either in person or by remote attendance: Dennis G. Karbowski, Joanne Laufenberg, Kenneth H. Monroe, Joseph H. Schaefer, and Rick Stacey. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Director-Public Works Richard Hough; County Engineer Joe Kroll; Associate County Engineer Vincent Simek; Senior Project Manager John Miller; Senior Project Manager Steve Nichols; Deputy County Highway Commissioner Barry Pierce; Deputy Director-Asset Management Matt Mortwedt; Walworth County Captain-Support Services Division Todd Neumann; and Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter.

On motion by Supervisor Stacey, second by Supervisor Monroe, the agenda was approved with no withdrawals.

On motion by Supervisor Stacey, second by Supervisor Schaefer, the March 14, 2022 Public Works Committee meeting minutes were approved.

Public Comment – There was none.

Special Order of Business

7a. Nominations/Election of Chair of Public Works Committee

Hough announced that nominations for the Public Works Committee Chairperson were open. **On motion by Supervisor Monroe, second by Supervisor Karbowski, Supervisor Rick Stacey was nominated for the Public Works Committee Chairperson.** Hough asked if there were any other nominations. Hearing none, **Supervisor Schaefer offered a motion, second by Supervisor Monroe, to close nominations. Motion carried 5-0. Hough called the vote for Rick Stacey as Chair. Motion carried 5-0.**

7b. Nominations/Election of Vice Chair of Public Works Committee

Hough announced that nominations for the Public Works Committee Vice-Chairperson were open. **On motion by Chair Stacey, second by Supervisor Karbowski, Kenneth H. Monroe was nominated for Public Works Committee Vice-Chairperson. Supervisor Laufenberg, nominated Joseph Schaefer for Public Works Committee Vice-Chairperson.** The motion died for lack of a second. **Supervisor Schaefer offered a motion, second by Chair Stacey, to close nominations. Motion carried 5-0. Hough called the vote for Kenneth Monroe as Vice-Chair. Motion carried 5-0.**

7c. Role of the Public Works Committee

Hough provided an overview of the information included in the meeting packet (Page 6.)

Consent Items

8a. Bid Awards / Contracts / Specifications

- 1) Bid Award Recommendation for Law Enforcement Center Parking Lot Rebuild, Lot A and Lot E, Project #W2201

Hough announced this bid was favorable, and will afford progression on the other sections of the parking lot earlier than anticipated. **Supervisor Laufenberg offered a motion, second by Supervisor Schaefer, to approve the bid award recommendation for Law Enforcement Center Parking Lot Rebuild, Lot A and Lot E, Project #W2201. Motion carried 5-0.**

8b. Reports

- 1) Construction & Project Management Report – April 2022

Hough introduced the Department of Public Works (DPW) staff who were present. Hough summarized his Memorandum (Pages 8-9); highlighting:

- Director’s top Five Projects
- Change Orders
- County Engineer Major Project Summary
- Associate County Engineer Top 3 Project Summary

– Project Manager(s) Top 3 Summary

2) Five-Year Public Works Strategy and Presentation

Hough outlined the Presentation Path to Intent: Not to Take Control but to Give Control; with particular focus on:

- Mission, Vision, and Values
- Department Organization (2022)
- Organizational Blueprint
- APWA Accreditation – Including additional completed projects
- Building Blocks of Intent

3) County Security Study and Project Overview Brief

Hough noted this overview included 34 different recommendations. DPW is collaborating with the Sheriff's Office and County Administration to prioritize recommendations and formulate an implementation strategy.

Deputy Director-Asset Management Matt Mortwedt gave a brief summation of the Walworth County County-wide Physical Security Systems Assessment included in the packet (Pages 19-54); with some discussion and no rejections.

- 4) Form 6-120-A Purchasing Report for Reclamite Material from Corrective Asphalt Materials
- 5) Form 6-120-A Purchasing Report for Brine Tank Inserts from Burke Truck & Equipment
- 6) Form 6-120-A Purchasing Report for Sheriff's Office Software Upgrade from Building Automation System (BAS) to Automated Logic Controls (ALC)

Hough briefly detailed each Form 6-120A purchase; noting no action is necessary. Discussion ensued relative to the prices doubling from 2018 costs; with Deputy County Highway Commissioner Barry Pierce citing inflation and custom design of the units as contributing factors.

- 7) Highway Commissioner Purchasing Report for HFRS-2 Emulsion Transport and Application from Henry G. Meigs, LLC

Hough referenced the Bid Award Recommendation included in the packet (Pages 60-61); stating Chip Seal is an annual pavement preservation technique, with this year's focus on County Highway(s) (HWY) C and F.

New Business

9a. Request for a new 2022 Capital Improvement Project (CIP) for Sheriff's Office Redundant Radio System at Alpine Valley

Walworth County Captain-Support Services Todd Neumann spoke in reference to his Memorandum included on Page 62 of the packet. **Vice-Chair Monroe offered a motion, second by Supervisor Laufenberg, to approve the request for a new 2022 Capital Improvement Project (CIP) for Sheriff's Office Redundant Radio System at Alpine Valley.**

Motion carried 5-0.

9b. Res. No. **-05/22 Adopting the Parking Lot Maps for the New Health & Human Services Facility Created by Section 66-156(2) of the Walworth County Code of Ordinances

Hough shared that County Ordinance requires an updated map detailing adjustments whenever a new parking lot is built, reconfigured, or re-designates special parking. **Vice-Chair Monroe offered a motion, second by Supervisor Schaefer, to adopt the Parking Lot Maps for the New Health & Human Services Facility Created by Section 66-156(2) of the Walworth County Code of Ordinances. Motion carried 5-0.**

9c. Res. No. **-05/22 Adopting the Parking lot Maps for Lakeland Health Care Center Created by Section 66-156(2) of the Walworth County Code of Ordinances

Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to adopt the Parking Lot Maps for Lakeland Health Care Center Created by Section 66-156(2) of the Walworth County Code of Ordinances. Motion carried 5-0.

9d. Res. No. **-05/22 Authorizing the Public Works Two Single-Axle Mack Trucks with Attachments, and One 2007 Mack Tandem Truck with Attachments to be Declared Surplus and Authorizing Staff to Dispose of the Assets

Hough stated these trucks are great candidates for reducing fleet numbers. **Supervisor Schaefer offered a motion, second by Supervisor Laufenberg, to approve the resolution Authorizing Public Works Two Single-Axle Mack Trucks with Attachments, and One 2007 Mack Tandem Truck with attachments to be Declared Surplus and Authorizing Staff to Dispose of the Assets. Motion carried 5-0.**

9e. Approval of One-Time Cooperative Purchase over \$100,000 to purchase and installation of Genetec software from Convergent for County Wide Space/Security Upgrades for the Government Center and Judicial Center, Project #W2003 Hough referenced earlier discussion of this software system (Item #8b 3); reiterating the improvement over the RS2 software and the opportunity it presents for integration and future capabilities. **Supervisor Schaefer offered a motion, second by Vice-Chair Monroe, to approve a One-Time Cooperative Purchase over \$100,000 to purchase and install Genetec software from Convergent for County Wide Space/Security Upgrades for the Government Center and Judicial Center, Project #W2003.** Discussion ensued relative to this project being funded from the \$750,000 reserve fund from 2021; with Hough noting the 6-220A document in error referenced the budget available as \$2,000,000. **Motion carried 5-0.**

9f. Approval of One-Time Cooperative Purchase over \$100,000 to replace the Law Enforcement Center Dishwasher Hough informed the Committee that this dishwasher was part of a proposed Capital Improvement Project (CIP) that was put on hold to ensure the current unit met its full life. He warned there are depleting returns on the maintenance required to keep the current unit running and it is time to purchase a new dishwasher. Senior Project Manager John Miller addressed the life expectancy of the unit stating the manufacturer indicated a 10-year life span. **Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve a One-Time Cooperative Purchase over \$100,000 to replace the Law Enforcement Center Dishwasher.** Luberda defined the terms of a Cooperative Purchase and Deputy Director-Asset Management Matt Mortwedt explained the reasons the bid amount was so close to the budgeted amount. **Motion carried 4-1.** Supervisor Schaefer abstained from voting (was inaudible.)

Luberda explained the difference between a “no” vote and abstaining. Luberda encouraged that if a Supervisor has an opinion they should voice their vote and not abstain.

Corporation Counsel/Director-Land Use and Resource Management Michael Cotter affirmed the vote could be recalled and it is in the realm of proper decision making to perform a roll call vote as Supervisor Schaefer’s abstention was not audible.

Discussion ensued without objection. Miller detailed specifications of the new dishwashing unit as compared to the current unit.

Vice-Chair Monroe offered a motion, second by Vice-Chair Karbowski, to close debate. Motion carried 5-0.

A roll call vote was conducted on Approval of the One-Time Cooperative Purchase over \$100,000 to replace the Law Enforcement Center Dishwasher. Total votes: 5; Ayes: 3 – Karbowski, Monroe, and Stacey; Noes: 2 – Laufenberg and Schaefer; Absent: 0. The One-Time Cooperative Purchase over \$100,000 to replace the Law Enforcement Center Dishwasher was approved by voice vote.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting date and time: The next meeting was confirmed for Monday, May 16, 2022 at 3:30 p.m.

Adjournment

On motion and second by Vice-Chair Monroe and Supervisor Karbowski, Chair Stacey adjourned the meeting at 5:16 p.m.