

**Walworth County Board of Supervisors  
Public Works Committee  
Monday, July 15, 2019 Meeting Minutes  
County Board Room 114  
Walworth County Government Center  
100 W. Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted, and the following members were present: Chair Rick Stacey, Vice Chair Ken Monroe, and Supervisors Jerry Grant, William Norem and Nancy Russell. A quorum was declared.

**Others in Attendance**

County staff: Director-Public Works Richard Hough; County Administrator David Bretl; County Engineer Joe Kroll; Senior Project Managers John Miller and Joe Latocha; Public Works Finance Manager Penny Bishop; Assistant Director-Fleet/Parks/Facilities and General Manager of Parks Dennis Clark; Assistant Director-Highway Operations Barry Pierce; Director of Health and Human Services Elizabeth Aldred; Finance Director Jessica Conley; Financial Systems Administrator Andy Lamping; Purchasing Manager Jen White

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

**On motion by Supervisor Norem, seconded by Vice Chair Monroe, the June 17, 2019 Public Works Committee meeting minutes were approved by voice vote.**

**Public comment** – There was none.

**Consent Items**

Chair Stacey requested that items 7.a) 2, 5, and 6 be considered separately. **Supervisor Grant made a motion, seconded by Supervisor Norem, to approve the remainder of the consent items. Motion carried 5-0.**

- a) Bid Awards/Contracts/Specifications
  - 1) Summary Specifications for the Department of Public Works Emergency Generator Replacement, Project #W1937
  - 2) Summary Specifications to purchase Hot Patch Buggy Replacement, Project #W1933  
Supervisor Russell asked if there was a closer vendor to reduce the price of the pick-up and delivery of the equipment. Director-Public Works Richard Hough said bids were solicited from multiple vendors in various locations to find the product that worked best for operations. Monroe Equipment met the department's specific needs and was the lowest bid. **Supervisor Russell made a motion, seconded by Supervisor Norem, to approve the recommendation to purchase a K-M International Hot Patch Buggy through Monroe Equipment. Motion carried 5-0.**
  - 3) Summary Specifications to purchase two (2) One-Ton Patrol Truck Replacements, Project #W1929
  - 4) Summary Specifications to purchase Compact Track Loader, Project #W1931
  - 5) Bid Award Recommendation for the new Health and Human Services Facility Audio Visual Equipment, Project #18-014-3. **Supervisor Russell made a motion, seconded by Vice Chair Monroe, to award the bid for the audio visual equipment for the new Health and Human Services Facility to Tierney Brothers, Inc. Motion carried 5-0.**
  - 6) Bid Award Recommendation for the Whitewater Lake Dam, Project #19-013  
Supervisor Russell asked about the bidding process. Hough said when the project was initially bid, the lowest bid was not accurate and had to be rejected. The project was re-bid and staff

recommended award to Valia Excavating LLC in the amount of \$44,400, which is higher than the current budget of \$40,000. Existing funds will be transferred from Public Works accounts to fund the remainder of the project. **Vice Chair Monroe made a motion, seconded by Supervisor Grant, to award the bid for the concrete spillway repair at Whitewater Lake Dam to Valia Excavating LLC. Motion carried 5-0.**

b) Reports

1) Construction and Project Management Report – July 2019

Hough noted some highlights in the report. The brine project is in progress; preliminary work has been done, however, there are concerns about the project timeline and concrete work. The bid for the concrete came in over budget and staff are looking at alternatives to lower costs. Hough is forming a work group to review and adjust the master plan for county facilities. Public Works management is developing long-term needs for vehicle and equipment storage to have recommendations ready for the consultants in 2020. As Health and Human Services (HHS) is getting new furniture, fixtures, etc., Public Works has developed a list of items that will be available to other departments when HHS staff moves to the new facility. To date, county departments have submitted requests at a value of \$250,000 from the list Public Works compiled. The displays in Highway Operations are installed, and Assistant Director-Highway Operations Barry Pierce is working with the Superintendents on how to use the displays for optimum effect during winter operations. **Vice Chair Monroe made a motion, seconded by Supervisor Grant, to approve the July 2019 Construction and Project Management Report and place it on file. Motion carried 5-0.**

**New Business**

- Change Order #18-014-CO6 for the new Health and Human Services Facility, Project #18-014 **Supervisor Grant made a motion, seconded by Supervisor Norem, to approve Change Order #18-014-CO6 in the amount of \$14,000.61. Motion carried 5-0.**

- Resolution \*\*-09/19 Authorizing Closure of Highway Project CTH G-East Troy Bridge (Honey Creek) and transferring remaining funds

**Supervisor Grant made a motion, seconded by Supervisor Russell, to recommend approval of the resolution authorizing the closure of Highway Project CTH G-East Troy Bridge. Motion carried 5-0.**

- Change in Scope of the Natureland Parking Lot, Project #W1947, to include design work for all four (4) parking lots in three (3) County Parks

Hough reported the Park Committee recommended the change in scope of the parking lot project to include the design work for four parking lots in the parks. Because the initial bid came in lower than anticipated, it will be more economical to do all of the design work this year. **Supervisor Russell made a motion, seconded by Supervisor Grant, to approve the change in scope of Project #W1947. Motion carried 5-0.**

- Memo from Finance Director regarding proposed changes to Chapter 17 of the Walworth County Code of Ordinances related to Purchasing

County Administrator David Bretl said that the process of updating and changing the Purchasing ordinance was a lengthy and technical undertaking. Finance Director Jessica Conley, Financial Systems Administrator Andy Lamping and Purchasing Manager Jen White are available for questions from the Committee. Bretl said when County purchasing became centralized, the concept was unpopular at first because departments had been making their own purchases. During the transition process, tight restrictions and Board oversight was established. Many smaller purchasing decisions were sent to committees, and because of the committee/Board schedules, project commencement and completions were delayed. The approval limits in

the existing ordinance were set in the early 2000s, and prices for products and projects have increased and it seemed prudent to review current practices and make needed adjustments. The ordinance amendment will raise departmental approval levels, and create more of a reporting mechanism to appropriate committees. Conley said she included a memo in the packet incorporating proposed changes that will impact Public Works. New definitions have been added and updated to clarify policy and Public Works Committee awarding levels have been changed: the road machinery approval level increases from \$50,000 to \$100,000; the public work project plans and specification level is set to \$100,000 or more (no previous dollar level was specified); the project change order award level is set to an increase of \$150,000 or more, or 5% of the original contract amount, whichever is less, unless the original contract is under \$500,000, then approvals are set at increases over \$25,000. The Public Works or Finance Committees will approve any single cooperative purchase exceeding \$99,999. Committee reporting requirements were updated also: the department head will provide a monthly project update to the Public Works Committee for all public works projects exceeding \$1 million. A new section will be added to the ordinance which will establish standardized equipment, hardware, materials or vehicles in situations when it is in the best interest of County departments to purchase such items. Hough is working with Purchasing to compile the list, and it will be reviewed frequently and may change as needs dictate. His department has some additional concerns about the procedures, and he will work with Purchasing personnel to resolve the issues. **Supervisor Norem made a motion, seconded by Supervisor Russell, to recommend approval of the changes to Chapter 17 of the Walworth County Code of Ordinances. Motion carried 5-0.**

**Reports/Announcements by Chair** – There were none.

**Confirmation of next Public Works Committee meeting date and time:** Monday, September 9, 2019 at 3:30 p.m. – *Capital Improvement Plan (CIP) Appeals and Regular Meeting*

### **Adjournment**

**On motion by Vice Chair Monroe, seconded by Supervisor Grant, Chair Stacey adjourned the meeting at 3:59 p.m.**