

**Walworth County Board of Supervisors  
Public Works Committee Meeting Minutes  
Monday, July 18, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

---

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

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

**Others in Attendance**

County Staff: Walworth County Administrator Mark W. Luberda; Director-Public Works Richard Hough; Director-IT Jackie Giller; Director-Finance Jessica Conley; Senior Project Manager John Miller; Deputy County Highway Commissioner Barry Pierce; Walworth County Captain Josh Staggs; and Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter.

Members of the Public: Sarah Boss, Walworth County Housing Authority, Executive Director.

**On motion by Supervisor Karbowski, second by Supervisor Schaefer, the agenda was approved with no withdrawals.**

**On motion by Vice-Chair Monroe, second by Supervisor Karbowski, the June 20, 2022 Public Works Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Consent Items**

7a. Bid Awards and Contracts

- 1) Approval of Summary Specifications – Authorization to Bid for the Department of Public Works HVAC Infrastructure Upgrades, Project #W1818

Director-Public Works Richard Hough stated the system needs improvement as there have been recent issues. **Supervisor Laufenberg offered a motion, second by Vice-Chair Monroe, to approve the Summary Specification – Authorization to Bid for the Department of Public Works HVAC Infrastructure Upgrades, Project #W1818.** Senior Project Manager John Miller clarified the system services the warehouse where the vehicles are stored. **Motion carried 5-0.**

7b. One-Time Cooperative Purchases

- 1) Approval of One-Time Cooperative Purchase over \$100,000 for the 2023 Annual Purchase of the Sheriff's Office Ten (10) Ford Interceptor Squad Cars

Hough explained this purchase is posturing forward next year's procurements and detailed reasons behind advancing the purchase. **Supervisor Karbowski offered a motion, second by Supervisor Laufenberg, to approve the One-Time Cooperative Purchase over \$100,000 for the 2023 Annual Purchase of the Sheriff's Office Ten (10) Ford Interceptor Squad Cars. Motion carried 5-0.**

- 2) Approval of One-Time Cooperative Purchase over \$100,000 for the Health & Human Services purchase of Four (4) Ford Escape Vehicles under Capital Improvement Projects #W2105 and #W2208

Hough stated funds allocated for the 2021 purchase of two vehicles remain as the vehicles have yet to be attained. This purchase will leverage the funds for 2021 and 2022 to attain four vehicles total. **Supervisor Laufenberg offered a motion, second by Supervisor Karbowski, to approve the One-Time Cooperative Purchase over \$100,000 for the Health & Human Services purchase of Four (4) Ford Escape Vehicles under Capital Improvement Projects #W2105 and #W2208. Motion carried 5-0.**

7c. Reports

- 1) Form 6-120-A Purchasing Report to Committee of the Highway Commissioner's Approval for the Cooperative Purchase of Bulk Sodium Chloride Road Salt

Hough advised this is a yearly process to order winter road salt.

- 2) Director's Bi-Monthly Report – July 2022

Hough referred to his Memorandum (Pages 14-16); with specific focus on:

- Human Resources
- Material & Equipment
- Policy & Doctrine
- Spring/Summer Maintenance Season

**Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve the Director's Bi-Monthly Report. Motion carried 5-0.**

3) Construction & Project Management Report – July 2022

Hough summarized his Memorandum (Pages 17-18); highlighting Director's Top Five Projects.

**New Business**

8a. Approval to Create a New Capital Improvement Project to Fund A/E Services for the CTH-B Drainage at Zenda Road Project

Hough stated the issue with drainage may be mitigated through maintenance, but a study is required to determine the correct solution. **Supervisor Laufenberg offered a motion, second by Supervisor Karbowski, to approve the creation of a new capital improvement project to Fund A/E Services for the CTH-B Drainage at Zenda Road Project. Motion carried 5-0.**

8b. Annual Committee Review of Standardized Equipment and Materials

Hough stated Public Works is not proposing any changes to the list as presented. **Vice-Chair Monroe offered a motion, second by Supervisor Schaefer, to accept the Annual Committee Review of Standardized Equipment and Materials. Motion carried 5-0.**

8c. Resolution No. \*\*-08/22 Releasing the Administrative Hold on the Affordable Housing Capital Project with the Walworth County Housing Authority and Increasing the 2022 Budget of American Rescue Plan Act Recovery Grants Funding from \$370,000 to \$1 million

Luberda explained that the proposed resolution addresses two things: 1) releasing the Administrative hold that was placed on the funding for this project when it was added into the budget; 2) moving funding for the planned three years into the first year. He stated that funding could be used for construction of or to purchase an existing property. Luberda anticipates the funds will be used for purchase more so than construction due to supply chain issues in acquiring building supplies. Luberda detailed the resolution and reasons relative to moving all funding into the first plan year.

Executive Director of the Walworth County Housing Authority Sarah Voss gave a detailed explanation of the programs offered by the Housing Authority; stating programs are geared toward lower income families and individuals.

**Supervisor Karbowski offered a motion, second by Supervisor Laufenberg, to table the resolution, Releasing the Administrative Hold on the Affordable Housing Capital Project with the Walworth County Housing Authority and Increasing the 2022 Budget of American Rescue Plan Act Recovery Grants Funding from \$370,000 to \$1 million, to September in order to obtain additional information.** Luberda inquired as to the type of additional information being requested. Supervisor Karbowski stated he would like to have a better understanding of the program itself and demographic percentages of the individuals receiving assistance. Supervisor Karbowski cautioned raising the funds to \$1 million all at once and urged that the funds awarded stay the original allocation. Discussion ensued. Boss shared that the Walworth County Housing Authority is looking to build their portfolio of affordable housing; citing the waitlist is approximately one year. Supervisor Schaefer urged the Committee to make this happen prior to September. Luberda offered an alternative option; stating the Committee could vote to release the administrative hold on the \$370,000 allocated for this year and not move forward with expediting the funds for the remaining years to the first year. Discussion then focused on subsidized properties throughout Walworth County that are owned by private landlords who receive Federal funding in order to offer affordable housing. **Vice-Chair Monroe offered a motion, second by Supervisor Schaefer, to call the question. Motion carried 5-0.**

**Motion failed 2-3 (Monroe, Stacey, Schaefer).**

**Supervisor Karbowski offered a motion, second by Supervisor Schaefer, to release the Administrative Hold on the Affordable Housing Capital Project with the Walworth County Housing Authority, in the amount of \$370,000. Motion carried 5-0.**

Vice-Chair Monroe offered a motion, to approve the resolution Releasing the Administrative Hold on the Affordable Housing Capital Project with the Walworth County Housing Authority and Increasing the 2022 Budget of American Rescue Plan Act Recovery Grants Funding from \$370,000 to \$1 million. Motion failed for lack of a second. Luberda

advised that he would inform the Finance Committee that no action was taken on this resolution by the Public Works Committee.

8d. Resolution No. \*\*-08/22 Creating a New 2022 Capital Improvement Project to Purchase/Replace Ten (10) Sheriff's Office Squad Cars by Accelerating the 2023 Capital Request and Authorizing Budget of \$476,227 Transferred from General Fund Building/Equipment Committed Fund Balance and \$50,000 from the Sale of Surplus Vehicles  
**Vice-Chair Monroe offered a motion, second by Supervisor Schaefer, to approve the creation of a new capital improvement project to Purchase/Replace Ten (10) Sheriff's Office Squad Cars by Accelerating the 2023 Capital Request and Authorizing Budget of \$476,227 Transferred from General Fund Building/Equipment Committed Fund Balance and \$50,000 from the Sale of Surplus Vehicles. Motion carried 5-0.**

8e. Discussion on Wi-Fi Capabilities for the County Campus  
Director-IT Jackie Giller described available options to increase Wi-Fi capabilities for the County Campus; stating that the County will need to decide what level of cost is appropriate to incur in order to increase capabilities for staff personal use and public use. Supervisor Laufenberg requested that options be presented at a future meeting in order for the Committee to discuss the possibilities.

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

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday, September 19, 2022 at 3:30 p.m., Department of Public Works, Highway Operations Center, W4097 County Road NN

### **Adjournment**

**On motion and second by Vice-Chair Monroe and Supervisor Schaefer, Chair Stacey adjourned the meeting at 4:59 p.m.**