

**Walworth County Board of Supervisors  
Public Works Committee  
Monday, July 20, 2020 Meeting Minutes  
Walworth County Government Center, County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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Chair Jerry Grant 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 Jerry Grant, Vice Chair Ken Monroe, and Supervisors Rick Stacey, Nancy Russell, and Joseph Schaefer. A quorum was declared.

**Others present, either in person or by remote attendance:**

County Board Supervisors: Ryan Simons;

County Staff: County Administrator Mark Luberdia; Director-Public Works Richard Hough and Corporation Counsel Michael Cotter

Members of the public: Owner, Driftless Pathways Danielle Benden; President, Walworth County Historical Society (WCHS) James Boardman and Walworth County Historical Society Board Member Patricia Blackmer

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

**On motion by Supervisor Russell, second by Vice Chair Monroe, the June 15, 2020 Public Works Committee meeting minutes were approved.**

**Public comment** – There was none.

**Consent Items**

a) Bid Awards / Contracts / Specifications

1) Summary Specifications for HWY 120 Culvert Replacement, Project #20-065

Public Works Director Hough provided an overview the project. He explained that the project was the reconstruction of two culverts and essentially a small bridge. Hough reported that the county will manage the contract on behalf of the State and will also be doing some of the engineering design. He said the State is providing the funding and the county is the contract vehicle for the project.

**Supervisor Stacey made a motion, second by Supervisor Schaefer, to approve the Summary Specifications for HWY 120 Culvert Replacement Project #20-065. Motion carried 5-0.**

b) Reports

1) Construction & Project Management Report – July 2020

Hough presented an overview of the report as included in the agenda packet.

Hough reported the Public Works Facilities Master Plan is being kicked off today with a survey. He also said the Lakeland Health Care Center (LHCC) Quad C project is in the conceptual phase. They are within 30 to 60 days of receiving a plan from the consultants that are advising the LHCC staff. Once a decision is made about how to proceed, it may be possible to see progress on a design. He noted that currently this is not a funded part of the contract and may require a funding request at a later date. Hough added that they have a contract in place with CLS for all three phases of the project. Hough said only the conceptual design phase is funded, in the amount of \$18,000.

County Administrator Mark Luberda said the LHCC Board has looked at a market study to examine what kinds of things they could consider doing and whether the facility could be adjusted to accommodate suggested uses. Luberda said the contract does enable the project to be carried through to the construction phase, but it is not funded nor is a rate agreed upon.

Hough gave an overview of the Government Center Water Remediation project. He said there were several penetration points from water in the building and added that it is a complex problem that has been assigned to their new engineer. He said they can solve some of the problems through existing work through in-house maintenance, but some will require excavation to analyze problems. Hough said originally they were proposing additional money in the Capital Improvement Projects (CIP) for next year, but now they are planning to proceed with the exploration using the existing funds.

Supervisor Grant inquired about the timeline for this project. Hough said some of the actions are currently on-going. The smaller parts will occur in the next few weeks. The large scale excavation will not begin until fall or spring.

### **Standardize Equipment or Materials**

Hough provided an overview and rationale for the Request to Standardize Equipment or Materials for the following equipment/systems:

- 1) Alert System/Panic System
- 2) Building Automation System
- 3) Mortise and Cylindrical Locksets
- 4) Tandem Axle Chassis
- 5) Brine Product Truck Insert System

**On motion by Supervisor Russell, second by Supervisor Grant, the Request to Standardize Equipment or Materials was approved for items 1-5 listed above. Motion carried 5-0.**

### **New Business**

- Approve a one-time Cooperative Purchase over \$100,000 for Road Salt for the 2020/2021 Winter Season

**Vice Chair Monroe made a motion, second by Supervisor Russell, to approve a one-time Cooperative Purchase over \$100,000 for Road Salt for the 2020/21 Winter Season. Motion carried 5-0.**

- Discussion regarding Walworth County Historical Society's (WCHS) Proposed Building Project and Request for a Quit Claim Deed to join the Doris M. Reinke Resource Center and Webster House Properties

Danielle Benden is the owner of Driftless Pathways. She consults with organizations such as museums, historical societies and libraries on the design of new facilities and the renovation of existing facilities.

Benden said the reason they were appearing at the meeting was to request a Quit Claim Deed to combine two county owned tax parcels (Tax Parcel ID #s YRW2 0006 - Lots 1 and 4 and YRW2 0010 - Lot 5) into one tax parcel. She said the county maintains the building and grounds, which house the Doris M. Reinke Resource Center and the Webster House.

Benden reported the Walworth County Historical Society is proposing an addition to the Reinke Resource Center to accommodate a growing historical collection and provide additional storage and workspace. The proposed addition crosses two tax parcels Tax Parcel ID# YRW2 0010 - Lot 5 and Tax Parcel ID # YRW2 0006 - Lots 1 and 4. These two parcels are owned by Walworth County. City of Elkhorn zoning regulations require the two parcels be combined in order to proceed with the building permit.

Benden said the WCHS was founded in 1904. They have a dedicated group of volunteers responsible for collecting and preservation of the county's history. Benden said the Reinke Resources Center was named for Doris Reinke a life-long resident of Walworth County and former WCHS Board President.

Benden added that currently, there is a lack of workspace, space for visiting researchers and storage deficiencies at the Reinke Resource Center. These deficiencies make it difficult to fulfill the mission of WCHS and to care for and effectively preserve the county's history.

Benden gave an overview of the proposed addition that would connect the existing buildings. She said the WCHS is committing \$250,000 for the addition to the Reinke Resource Center. She said they are hopeful the county will be interested in assisting the WCHS with the project in some way and this may require future discussions.

Administrator Luberda noted there are some significant issues that will need to be worked out including proper compliance with public bidding requirements, if the project progresses. Luberda said he felt it was worthwhile to keep the lot line issue moving forward, and that he could begin working with the WCHS to work out additional details. Discussion then focused on funding and ownership issues, which will need to be addressed.

Corporation Counsel Michael Cotter said he will communicate with the City of Elkhorn to determine if having two primary structures on one lot will be a problem if the project does not come to fruition.

**A motion was made by Vice Chair Monroe, second by Supervisor Schaefer, to approve the execution of a Quit Claim Deed to join Tax Parcel ID# YRW2 0010 (Lot 5) and Tax Parcel ID # YRW2 0006 (Lots 1 and 4) in a manner as determined by Corporation Counsel. Motion carried 5-0.**

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

**Confirmation of next meeting:** The next meeting was confirmed for Monday, September 14, 2020 at 3:30 p.m.

### **Adjournment**

**On motion Vice Chair Monroe, second by Supervisor Russell, Chair Grant adjourned the meeting at 4:28 p.m.**