

**Walworth County Board of Supervisors
Public Works Committee
Monday, September 9, 2019 Meeting Minutes
County Board Room 114
Walworth County Government Center
100 W. 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: 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/General Manager of Parks Dennis Clark; Director of Health and Human Services Elizabeth Aldred; Undersheriff Kevin Williams; Finance Manager Stacie Johnson; Captain of Support Services Scott McClory; County Treasurer Val Etzel; Comptroller Todd Paprocki; Finance Director Jessica Conley

Members of the public: Christopher Staab, Milwaukee, WI; Rowland Hoslet, Patrick Engineering

Vice Chair Monroe made a motion, seconded by Supervisor Norem, to move agenda item 9.e) for consideration before public comment, and to approve the agenda as amended. Motion carried 5-0.

On motion by Vice Chair Monroe, seconded by Supervisor Grant, the September 3, 2019 Public Works Committee special meeting minutes were approved by voice vote.

- Approval of new CIP to purchase Replacement Vehicle under Project #W1956
Supervisor Norem made a motion, seconded by Supervisor Russell, to approve the new CIP project to purchase a Sheriff's Office replacement vehicle. Captain McClory reported that the replacement needs to be approved by committee because the squad was totaled. **Motion carried 5-0.**

Public comment – There was none.

Special Order of Business

- Appeals/adjustments to the proposed 2020-2024 Capital Improvement Plan (CIP)
County Administrator David Bretl reported that Director-Public Works Rich Hough prepared an in-depth presentation on the CIP as part of an effort to better categorize and present requests. There is one appeal to the proposed plan. Hough reported he and staff have been working on a new equipment plan for Public Works since November, and began the 2020 CIP process in January. A merit system for projects has been established, along with a coding system for types of requests. Corresponding Administrative Procedures are being revised to incorporate specific criteria for proposing capital projects. The Senior Project Managers rated 42 CIP requests this year for priority and merit. Management staff created categories for the CIP requests, which include: 1-Mandated or Legal Obligation; 2-Safety Issue or Concern; 3-Replacement (Out of Service); 4-Productivity Improvement or Operational Savings; 5-Facility or Grounds Repairs/Maintenance; 6-Scheduled Replacement; and 7-New Capital Asset. Public Works' 10-year equipment plan and road and bridge plan have been reviewed and improved; and a new 5-year road maintenance plan has been created. Public Works has reduced \$1 million in planned procurements over five years, and \$3.5 million over the next ten years. With the added \$500,000 from department reserves, the maintenance funding should be sustained for the 10-year equipment plan. Hough gave an overview of all of the 2020 capital projects by category and showed the campus location of each proposed

project. Discussion ensued on the campus-wide space assessment study, which includes the extra courtrooms at the Judicial Center. Staff is soliciting feedback from all departments on their current and future space needs, and design is planned in 2021, with construction in 2023. Hough's presentation included a five-year summary of major and multi-year projects with cost projections. There are nearly 88 proposed projects, with 64 of those having Public Works involvement and/or funding. Moving forward, Hough and his management team will expand their assessment of proposed projects to all CIP submissions, and work to simplify the scoring system.

- Recommendation of the five-year CIP to the Finance Committee
Supervisor Russell made a motion, seconded by Supervisor Grant, to recommend the five-year CIP to the Finance Committee. Motion carried 5-0.

Chair Stacey sponsored the appeal to the CIP to remove the CTH C (USH 14 to USH 14) from the CIP. Hough said the removal of the design funds from the 5-year Plan will allow for better management of current road projects, and increases the unallocated road construction fund to \$488,600. **Supervisor Grant made a motion, seconded by Supervisor Russell, to approve the appeal and recommend the five-year CIP to the Finance Committee as amended. Motion carried 5-0.**

Consent Items

- a) Bid Awards/Contracts/Specifications
 - 1) Summary specifications to purchase a Bucket Aerial Lift-Articulating Boom Lift, Project #W1916
 - 2) Summary specifications for the Paint Truck Refurbishment Project #W1928
- b) Reports
 - 1) Construction and Project Management Report – August 2019
 - 2) Health and Human Services Facility Quarterly Progress Report
 - 3) Public Works Director's Bi-Monthly Report

Supervisor Russell made a motion, seconded by Supervisor Norem, to approve all of the consent items. Motion carried 5-0.

New Business

- Change Order #18-014-CO7 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-CO7. Motion carried 5-0.
- Change Order #1 for the Sheriff's Office HVAC Replacement/Upgrade with Chiller, Project #W1902
Supervisor Grant made a motion, seconded by Vice Chair Monroe, to approve Change Order #1 for Project #W1902. Motion carried 5-0.
- Resolution **-10/19 Allocating/Transferring Public Works Fund Available Net Position
Supervisor Russell made a motion, seconded by Supervisor Norem, to recommend approval of the resolution allocating/transferring Public Works Fund Available Net Position. Motion carried 5-0.
- Change of Scope to purchase additional Health and Human Services vehicle under Projects #W1913, #W1914 and #W1915
Vice Chair Monroe made a motion, seconded by Supervisor Grant, to approve the change in scope to purchase an additional Health and Human Services vehicle. Motion carried 5-0.

- Approval of new CIP for Treasurer’s Office Security and Customer Service Upgrades under Project #W1957

Supervisor Norem made a motion, seconded by Supervisor Grant, to approve the new CIP for the Treasurer’s Office Security and Customer Service Upgrades. Bretl said the upgrades involve moving the Property Lister functions from Register of Deeds to the Treasurer’s Office. He added that the Register of Deeds feels strongly that the position should stay in her office. The security upgrades to the Treasurer’s Office are needed, whether or not the position is relocated. Treasurer Val Etzel said that security is a problem throughout the building. Her office has experienced an increase in hostile taxpayers in response to receiving of delinquent notices, foreclosures, etc. Individuals have reached over the counter and leaned into employee space, which makes her staff uncomfortable and compromises their safety. Etzel emphasized the security enhancements will also improve customer service. The project will include new cabinetry, counters, three secure customer service windows, and a separate staff entrance with key card access. The public traffic will be kept in the hallway. Bretl added security is a building-wide problem, and should be addressed in the near future. Hough said County security issues are a component of the campus-wide study being conducted by his department. Supervisor Russell expressed her concern that harsh security features could lead to the public being concerned about their safety in County buildings. She stated she is not comfortable approving the upgrade at this time. Bretl noted the lack of security could become a public safety liability, especially in this building where there are multiple public entrances. **Supervisor Grant called the question, and the motion carried 4-0. Supervisor Russell abstained.**

Closed Session

The committee convened in closed session at approximately 5:01 p.m. on motion and second by Vice Chair Monroe and Supervisor Grant, pursuant to the exemption contained in Section 19.85(1)(e) of the Wisconsin Statutes “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” relative to the item(s) listed below. A roll call vote was conducted and all members present voted “aye: County Administrator David Bretl, Director-Public Works Richard Hough, County Engineer Joe Kroll, Senior Project Managers John Miller and Joe Latocha, Public Works Finance Manager Penny Bishop; Assistant Director-Fleet/Parks/Facilities/General Manager of Parks Dennis Clark, Director of Health and Human Services Director Elizabeth Aldred, and Finance Director Jessica Conley remained in closed session.

- a) Potential Sale of County-Owned Health and Human Services Building

On motion by Supervisor Norem, seconded by Vice Chair Monroe, the Committee reconvened in open session at 5:19 p.m.

Vice Chair Monroe made a motion, seconded by Supervisor Grant, to proceed as discussed in closed session. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, October 14, 2019 at 3:30 p.m.

Adjournment

On motion by Vice Chair Monroe and Supervisor Grant, Chair Stacey adjourned the meeting at 5:20 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Committee at the October 7, 2019 special committee meeting.