

**Walworth County Board of Supervisors
Public Works Committee
Monday, September 14, 2020 Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

Chair Jerry Grant called the meeting to order at 3:38 p.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Jerry Grant; Vice Chair Kenneth Monroe; and Supervisors Nancy Russell, Joseph H. Schaefer, and Rick Stacey. A quorum was declared.

Others in Attendance:

County Staff: County Administrator Mark W. Luberda; Director-Public Works Richard Hough; Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter; Superintendent of County Institutions Elizabeth Aldred; Information Technology Director John Orr; Sheriff Kurt Picknell; Undersheriff Dave Gerber; Sheriff's Office Business Manager Sarah Richards; Finance Director Jessica Conley; and Comptroller Todd Paprocki.

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

On motion by Supervisor Russell, second by Supervisor Stacey, the July 20, 2020 Public Works Committee meeting minutes were approved.

Public Comment – There was none.

Special Order of Business

7a. Appeals/Adjustments to the proposed 2021-2025 Capital Improvement Plan (CIP)

County Administrator Mark W. Luberda reported there are no appeals to the 2021 Capital Improvement Plan (CIP) Budget for consideration by the Public Works Committee and stated this does not preclude any Supervisors from submitting one from the floor. Chair Grant asked if there were any Supervisors who would like to submit an appeal. Hearing none, Director-Public Works Richard Hough proceeded to give a brief presentation entitled Capital Projects Overview Brief (2021.)

- Sheriff Kurt Picknell responded to Slide #3 - Equipment: Item #7 – SO – SCBA Air Pack and clarified SCBA stands for Self Contained Breathing Apparatus. The jail will be receiving 20 replacement air tanks, while the investigators who perform arson investigations will be receiving 4 replacement tanks.
- Supervisor Russell responded to Slide #5 – Vehicles: Item #1 – ADM – Transportation Vehicle and clarified that this will be a VIP purchase for a mobility vehicle that will be parked at VIP, Services.
- Hough provided further explanation, at the request of Supervisor Schaefer, as to why the ceiling tiles are at \$350,000. The building was built in 1995 and the ceiling tiles have outlived their life expectancy of 10-15 years. While the damaged tiles are replaced as needed, wholesale replacement does not occur on a year to year basis. This project will most likely be contracted out due to the amount of labor involved.
- Supervisor Schaefer requested more information relative to the printers. Information Technology Director John Orr briefly explained Walworth County has multiple high speed high volume scanner/printers throughout the departments that are up for lease in July of 2021. A study will be conducted, as to whether or not the 50 to 60 replacement copiers should once again be leased or purchased. This project is currently on administrative hold. Supervisor Russell suggested looking at the cost of the ink, as well as the copiers. Orr stated in conjunction with the printers, there will be a study conducted on consumables, remote computing relative to printing, etcetera.

7b. Recommendation of the five-year CIP to the Finance Committee

Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the Appeals/Adjustments to the proposed 2021-2025 Capital Improvement Plan (CIP) and to recommend the Five-year CIP to the Finance Committee. Motion carried 5-0.

Consent Items

8a. Bid Awards / Contracts / Specifications

- 1) Summary Specifications for the White River Park Phase 5 Prairie Seeding, Project #20-081
- 2) Bid Award Recommendation for Motor Fuel, Project #20-047

Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the consent items. Supervisor Stacey inquired about the pricing for Item #8a2. Hough stated the price is the overall potential value, based on studies, over the life of the contract if exercised. The price floats based on when the County places the order.

Chair Grant inquired about the pricing and the number of acres the grass seed would potentially cover relative to Item #8a1. Hough stated the seed is made up of a variety of native seeds and they are quite expensive. Approximately \$30,000 is for the cost of the seed. The remaining amount is relative to placement costs and coverage. Hough said he believes Section 5 is approximately 20-30 acres and Phase 4 is approximately 60 acres.
Motion carried 5-0.

8b. Reports

- 1) Construction & Project Management Report—September 2020
- 2) Report on Waiver of Competition for Automated Logic Controls at the Sheriff's Office
- 3) Report Change Order for CDEB STEM Sensory Lab, CO #1
- 4) Report Change Order for Playground Matting for Lakeland School, #20-023-CO1
- 5) Report Change Order for Lakeland Health Care Center Parking Lot Phase II, #20-038-CO1
- 6) Capital Projects Authorized from Routes to Recovery Funding

Supervisor Russell offered a motion, second by Supervisor Schaefer, to approve all reports. Hough provided further information on Item #8b5 per the request of Vice Chair Monroe and stated the soil conditions on the north side of the Lakeland Health Care Center (LHCC) campus were less than ideal and the base material had to be improved. The soil on the south side of the LHCC parking lot required the addition of Geotextile. **Motion carried 5-0.**

New Business

9a. Sheriff's Office request for new Capital Improvement Project to replace damaged squad car

Supervisor Stacey offered a motion, second by Supervisor Russell, to approve the new CIP to purchase a replacement squad. Hough confirmed that the \$1,000 cost was to pay for the deductible. **Motion carried 5-0.**

9b. Child Support request for new Capital Improvement Project to purchase Secure Filing Cabinets

Hough referred to the memorandum on Page 23 of the packet and reported that Child Services is required to address and meet a legal standard, as pointed out by the IRS. This project was originally proposed for a future year, but has been moved up in order to address Child Service's needs. He said this is not to be confused with the Child Services renovation project that would go through and change the design of that area. This is more of a small scale address of storage and security requirements. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the new CIP to purchase secure filing cabinets. Motion carried 5-0.**

9c. Change Order #14 for the New Health & Human Services Facility, Project #18-014

Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve Change Order #14, Project #18-014. Supervisor Grant inquired as to the number of change orders, thus far, relative to the Health and Human Services (HHS) facility. Hough stated there were several projects proposed during the construction phase in which staff, engineers, and architects could not fully agree on at the time. Those projects were to be proposed in the CIP,

but not all of them made the cut. Also, once the building was completed there were some specs that were not met. For example you have seen a change order for the noise suppression and recently a proposed change order that addressed light penetration into the building. Change Order #14 includes tinting around the building so that all windows will match. Hough stated he expects there may be one more change order to include signage that may be required, as the result of moving an occupant into what would have been the storage space for Child Services. He believes that once the anticipated change order is complete, the project will be closed and the remaining funds will be returned. Hough concluded the discussion by reporting the energy bills for the HHS building are less than 25% of what they were in the old HHS building. Administrator Luberda added, since the HHS building project came in well under budget and is still an active CIP project, he encouraged moving the blinds project out of the 2021 budget and back into the original project budget. **Motion carried 5-0.**

9d. Resolution xx-10/20 Allocating/Transferring Highway Fund Available Net Position
Hough gave a brief overview and explained the purpose for the proposed resolution. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the proposed resolution Allocating/Transferring Highway Fund Available Net Position. Motion carried 5-0.**

9e. Resolution xx-10/20 Authorizing the Closure of Highway Project CTH B (CTH B Gregory Drive to CTH H Genoa) and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance
Hough stated CTH B has been rescheduled on the 10-Year Road and Highway Plan. The bids came in approximately a half-million dollars more than the engineering estimate. The Town of Genoa has been encouraged to move forward with their utility projects. This project will be re-opened in 2022 with potential redesign. **Supervisor Stacey offered a motion, second by Supervisor Russell, to approve the proposed resolution Authorizing the Closure of Highway Project CTH B (CTH B Gregory Drive to CTH H-Genoa) and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance. Motion carried 5-0.**

9f. Ordinance xx-10/20 Creating Section 16-27, "Utility Accommodation," in Chapter 16 Article III of the Walworth County Code of Ordinances Relating to Highway Operations
Hough gave a brief overview and explained the purpose for the proposed ordinance. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the proposed ordinance Creating Section 16-27, "Utility Accommodation," in Chapter 16 Article III of the Walworth County Code of Ordinances Relating to Highway Operations. Motion carried 5-0.**

9g. Approve 2021 Clean Sweep Memorandums of Understanding for both Jefferson County and Waukesha County
Hough gave a brief overview and explained the purpose of the two proposed Memorandums of Understanding between Walworth County, Jefferson County, and Waukesha County relative to household hazardous waste clean sweep collection services in 2021. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the 2021 Clean Sweep Memorandums of Understanding for both Jefferson County and Waukesha County. Motion carried 5-0.**

Reports/Announcements by Chair – There were none.

Hough provided a brief overview of the surplus auction process at the request of Supervisor Schaefer. Hough stated any proceeds received, as a result of a surplus auction, are receipted to the General Fund.

Confirmation of next meeting: The next meeting was confirmed for Monday, October 19, 2020 at 3:30p.m.

Adjournment

On motion Vice Chair Monroe, second by Supervisor Russell, Chair Grant adjourned the meeting at 4:44 p.m.