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

Roll call was conducted, and all 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-Highway Operations Barry Pierce; Assistant Director-Fleet/Parks/Facilities/General Manager of Parks Dennis Clark; Deputy Director of Health and Human Services Carlo Nevicosi; Finance Director Jessica Conley

**Supervisor Grant made a motion, seconded by Supervisor Russell, to approve the agenda as presented. Motion carried 5-0.**

On motion by Vice Chair Monroe, seconded by Supervisor Grant, the October 7, 2019 Public Works Committee special meeting minutes were approved by voice vote.

**Public comment** – There was none.

**Consent Items**

a) **Construction and Project Management Report**

Director-Public Works Richard Hough said the storage areas have been updated to accommodate the brine tanks, which are installed but still need to be plumbed. The goal is to have brine production underway by November. There has been a request from a municipality to purchase brine. There may be the capability to sell to other entities; however, it may not happen this year. Hough estimated the charge would be approximately $.13 per gallon, which is still in discussion and dependent upon production levels. He hopes brine production will reach 150,000 gallons before the end of this year, and 200,000 by the end of winter operations. The main facility will have 72,000 gallons of brine on site, and the two satellite salt shed locations will store 12,000 gallons.

**New Business**

- **Presentation on Smoke-Free Health and Human Services campus**

  County Administrator David Bretl said the Health and Human Services (HHS) Board requested that the new HHS facility and surrounding campus be smoke free. If the County Board wishes, the prohibition can be codified. There are four other ordinances governing smoking at several locations throughout the campus, which need to be cleaned up and placed into the same ordinance. Bretl encouraged the committee to define the specific area on HHS grounds that constitute the “campus.” Hough informed the committee that smoking prohibitions and potential designated smoking areas are included in his master facility planning, and advised designating a certain distance from the building and posting non-smoking signs. Deputy Director of HHS Carlo Nevicosi estimated that 15% of their employees are smokers, and many of their regular clients also smoke. Supervisor Russell commented that government seems to be behind private industry in regulating smoking; she favors making the entire HHS campus smoke free. Vice Chair Monroe suggested beginning with HHS by putting signs around the perimeter of the property,
and addressing the issue countywide with the facilities master plan. **Vice Chair Monroe made a motion, seconded by Supervisor Grant, to approve designating the new HHS facility and grounds as smoke-free. Motion carried 5-0.**

- Create new CIP to purchase and implement Public Health Provision Software under Project #11911 Nevicosi said staff has been evaluating new software for over a year. This program will improve billing, recordkeeping and inventorying, and there are funds in 2019 to cover the $65,000 to implement the project. **Supervisor Grant made a motion, seconded by Supervisor Russell, to approve the new CIP for the Health Provision Software, contingent upon using existing 2019 funds for the project. Motion carried 5-0.**

- Change Order #1 for the CTH X, County Line to Creek Road, Project #19-002 County Engineer Joe Kroll reported the project is complete, on time and under budget. The Change Order is for additional traffic signs for detours and removal of unknown drainage structures during excavation. **Supervisor Norem made a motion, seconded by Supervisor Russell, to approve Change Order #1 to Project #19-002. Motion carried 5-0.**

- Change Order #1 for Lakeland Health Care Center (LHCC) Parking Lot Modification (Phase 1), Project #19-062 Senior Project Manager Joe Latocha said Change Order #1 is for tuck-pointing repairs to the catch basin on the back parking lot road, which was failing because of recent heavy rainfall. The issue arose after the contract had been approved.

- Change Order #2 for Lakeland Health Care Center (LHCC) Parking Lot Modification (Phase 1), Project #19-062 Latocha reported that the noses on the curbs along the islands in the back parking lot are fracturing, which were caused by snowplowing and/or weather conditions. The repairs required milling and some excavating. **Supervisor Norem made a motion, seconded by Vice Chair Monroe, to approve Change Orders #1 and #2 to Project #19-062. Motion carried 5-0.**

- Change Order #2 for the Sheriff’s Office HVAC Replacement/Upgrade with Chiller, Project #W1902 **Supervisor Russell made a motion, seconded by Vice Chair Monroe, to table consideration of Change Order #2 to Project #W1902 for 30 days. Motion carried 5-0.**

- Change Order #18-014-CO8 for the new Health and Human Services Facility, Project #18-014 **Supervisor Grant made a motion, seconded by Supervisor Russell, to approve Change Order #18-014-CO8 to Project #18-014. Motion carried 5-0.**

- Ordinance Amending Section 15-359 of the Walworth County Code of Ordinance Relating to Special Pay Premiums for Certain Public Works Employees Hough said the proposed changes address the Public Works Department reorganization. Bretl stated Hough worked with Human Resources and payroll staff on the proposal. The Assigned Crew Leader program will be replaced by a highway division middle management structure, and various positions will be retitled. The Ordinance also addresses an oversight in benefits regarding the Unscheduled Pay Premiums when employees are called in but work less than two hours. Employees called in will be compensated for two hours at time and a half, even if resolving the issue takes less than two hours. The change facilitates better implementation of flex policies and is more equitable to employees. A Highway
Maintenance Worker will be eligible for the Assigned Crew Leader pay premium when their sections have no Superintendents on duty. Second and third shift premiums will only apply to Highway Maintenance Workers who supervise their shifts in the absence of an Assistant Superintendent. **Supervisor Grant made a motion, seconded by Supervisor Norem, to recommend approval of the ordinance relating to special pay premiums for certain Public Works employees. Motion carried 5-0.**

- **Ordinance Amending Section 16-22 of the Walworth County Code of Ordinances Relating to Disposition of Harvested Wood**

  Bretl said the disposition of harvested wood was discussed at length at the Park Committee meeting earlier in the day. Years ago, an ordinance was developed to address the issue of wood harvested from road rights-of-way. Adjacent property owners were allowed to take the wood for their use within a reasonable timeframe, or Public Works would drop it off to the County’s burn pit to be incinerated. Hough said the ordinance amendment would allow others the opportunity to use the wood if the adjacent landowners were not interested, including community groups. Interested individuals or civic organizations would pick up the harvested wood at the burn pit, cut it as needed, and take it away. A waiver of liability would be required, and the wood would not be available for resale. If the Committee is amenable to the amendment, Hough will refine the draft and bring it back for approval. Wood harvested from the County’s parks would also be made available to others. **Supervisor Norem made a motion, seconded by Supervisor Grant, to direct staff to finalize the ordinance and bring it back to committee for approval. Motion carried 5-0.**

- **Ordinance Amending Section 42-4 of the Walworth County Code of Ordinances Relating to Disposition of Harvested Wood from County Parks and Facilities**

  **Supervisor Grant made a motion, seconded by Supervisor Russell, to direct staff to redraft the proposed ordinance governing the disposition of harvested wood from County parks and facilities and to bring it back to committee for approval.** Vice Chair Monroe asked if the County is considering charging a fee for the wood, and Bretl replied from a liability standpoint and labor savings perspective, it is prudent not to charge for the harvested wood. **Motion carried 5-0.**

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

**Confirmation of next Public Works Committee meeting date and time:** Monday, November 18, 2019 at 3:30 p.m.

**Adjournment**

On motion by Vice Monroe and Supervisor Grant, Chair Stacey adjourned the meeting at 4:10 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Committee on October 29, 2019.