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; LHCC Administrator Timothy Peek; Public Works Finance Manager Penny Bishop; Assistant Director-Highway Operations Barry Pierce; Assistant Director Fleet/Parks/Facilities Dennis Clark; Deputy Director of Health and Human Services Carlo Nevicosi; Finance Director Jessica Conley; Human Resources Director Kate Bishop

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

On motion by Vice Chair Monroe, seconded by Supervisor Russell, the October 29, 2019 Public Works Committee meeting minutes were approved by voice vote.

Public comment – There was none.

Consent Items - Reports

a) Construction and Project Management Report
Director-Public Works Richard Hough gave an overview of ongoing projects. The brine project is 98% complete and staff are a few days away from production. Last year’s remaining brine has been used. Both pumps are installed, and an expert from Cargill is training staff on brine production. The first night shift was called in on Sunday evening. The Limited Term Employees (LTEs) started work today, and will be trained on brine procedures. Hough and management staff have completed 11 months of work in developing Administrative Procedure 2-105, which establishes construction and design standards for the County. The procedure will govern and influence all future projects. Inspections are being conducted at the new Health and Human Services building and some adjustments for corridor and door widths are being made. Hough said the design standards will prevent these issues in future projects. Public Works staff are working with Purchasing to develop standardized furniture for all County departments. The Treasurer’s Office security project will be done by the County’s contracted vendor if the costs are less than $25,000. Negotiations for the disposition of the current Health and Human Services facility are continuing, and certain items of furniture requested by County departments will be retained if the purchase goes through. The Facilities Management policy is drafted and in Administration for review.

b) Director’s Bi-Monthly Report – November
Hough reported that the impacts of last winter’s pay changes are influencing overtime and unscheduled pay. He showed the Committee an example of an employee’s timesheet from last week’s snowy weather. The employee logged 49 hours of work: 9 hours of overtime and 9 hours of unscheduled pay, which resulted in 18 hours of time and a half pay. Department totals for last week were 400 hours of unscheduled pay and over 100 hours of overtime. Because of the early onset of winter conditions, crews may be required to flex time in excess of 8 hours of overtime to avoid budget constraints. After assessing
summer maintenance, Hough said the 5-day work weeks helped to complete warm weather projects. Costs for fuel increased by 3,000 gallons, which was close to his original estimate. Vice Chair Monroe asked about townships purchasing brine. Hough reported that they have not committed to providing it to local governments until they can accurately assess County usage, but they will continue to receive brine at traditional levels.

c) Report on Elkhorn Development Association Ice Rink application for the 2019-20 winter Hough reported the contract for the ice rink was renewed, with minor changes from last year. The Association requested that Public Works grade the terrain, but staff deemed it not necessary at this time. Although the rink edges appear to slope, the ice surface is level. The Association agreed to paint the shed and disassemble it as soon as the ice melts. **Supervisor Grant made a motion, seconded by Vice Chair Monroe, to accept the Director’s reports. Motion carried 5-0.**

**New Business**

- **Change Order #18-014-3-C01 for the Audio Visual Equipment for the new Health & Human Services (HHS) Facility, Project #18-014-3**
  County Engineer Joe Kroll reported that the change order is a credit to the project. Minor adjustments were made to IT equipment, which produced savings. **Supervisor Russell made a motion, seconded by Supervisor Norem, to approve Change Order #18-014-3-C01. Motion carried 5-0.**

- **Change Order #18-014-C09 for the new HHS Facility, Project #18-014-3**
  Kroll said the change order is comprised primarily of project additions requested by the County, including installing a doorway to create office space for a new supervisory position, a walking path connection to Lakeland Health Care Center, and adding landscaping around the monument sign per City of Elkhorn requirements. **On motion and second by Vice Chair Monroe and Supervisor Norem, Change Order #18-014-C09 was approved 5-0.**

- **Create new 2019 Capital Improvement Project (CIP) to rekey Lakeland Health Care Center, Project #W1963**
  County Administrator David Bretl said an employee at Lakeland Health Care Center (LHCC) misplaced a set of keys that provide access to sensitive and critical areas in the facility. Human Resources Director Kate Bishop is investigating the facts regarding the situation. Rekeying the facility will cost approximately $30,000. Chair Stacey asked if consideration has been given to preventing future problems with access control. Hough reported one location at LHCC has been rekeyed for security, and other areas will be secured on an emergency basis before the key contractor is hired. One of Hough’s 2020 goals as part of his master plan is to develop a procedure on key control processes for departments to limit access to master keys and create a standardized key inventory to be monitored by each department. Key control boxes will be installed in buildings with punch buttons to record employee ingress and egress. **Supervisor Norem made a motion, seconded by Supervisor Grant, to approve the creation of 2019 CIP project #W1963. Motion carried 5-0.**

- **Create new 2019 CIP to repair Salt Shed, Project #W1961**
  Hough reported a wall in the wooden salt shed at Public Works has partially collapsed. Large barriers have been installed to protect the wall as a temporary repair. The structure is old and has been compromised by years of inclement weather. Staff requests approval of the project to begin the contractor hiring process to allow for construction in the spring of 2020. **Supervisor Grant made a motion,**
seconded by Supervisor Norem, to approve the creation of 2019 CIP project #W1961. Motion carried 5-0.

- Create new 2019 CIP for White River County Park Farmland Conversion, Project #W1962
- Change of Scope to the 2020 White River County Park Farmland Conversion Project

Hough said staff is requesting funding to address the Phase IV prairie seeding this year in the amount of $20,000, which can be accomplished by transferring excess 2019 operating funds. The change in scope to the 2020 Farmland Conversion Project is required under Finance Department rules prohibiting project splitting. Supervisor Russell made a motion, seconded by Supervisor Norem, to approve the creation of the new 2019 CIP project #W1962, and to approve the change in scope to the 2020 White River County Park Farmland Conversion Project. Motion carried 5-0.

- Approve Clean Sweep Memorandum of Understanding with Jefferson County
- Approve Clean Sweep Memorandum of Understanding with Waukesha County

Vice Chair Monroe made a motion, seconded by Supervisor Russell to approve the Memoranda of Understanding with Jefferson and Waukesha Counties. Motion carried 5-0.

- Resolution **-12/19 Authorizing Closure of CTH X Bridge Project
 Supervisory Grant made a motion, seconded by Supervisor Norem, to recommend approval of the resolution to close the CTH X bridge project. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, December 9, 2019 at 3:30 p.m., County Board Room 114 at the Government Center

Adjournment
On motion by Vice Chair Monroe and Supervisor Russell, Chair Stacey adjourned the meeting at 3:57 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Committee on December 9, 2019.