

**Walworth County Board of Supervisors
Public Works Committee
Monday, December 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 3:30 p.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Jerry Grant; Vice Chair Kenneth Monroe; and Supervisors Nancy Russell, Joseph H. Schaefer (audible at 3:30 p.m.), and Rick Stacey. A quorum was declared.

Others in Attendance:

County Staff: County Administrator Mark W. Luberda; Director-Public Works Richard Hough; and Finance Director Jessica Conley.

On motion by Supervisor Stacey, second by Supervisor Russell, the agenda was approved with no withdrawals.

On motion by Vice Chair Monroe, second by Supervisor Schaefer, the November 16, 2020 Public Works Committee meeting minutes were approved. Director-Public Works Richard Hough announced there has been a request for amendments to the Intergovernmental Agreement with the Village of East Troy regarding the reconditioning of CTH-ES. Hough anticipates the amended Intergovernmental Agreement will be brought before the Public Works Committee at the January meeting. **The minutes as amended were approved 5-0.**

Public Comment – There was none.

Consent Items

7a. Reports

1) Construction & Project Management Report – December 2020

Hough presented a slide entitled Public Works Committee (Dec 2020) to visually help guide the Committee through the Construction and Project Management Report and the Director's Bi-Monthly Report. He provided a brief summary of the Construction and Project Management Report. Discussion then focused on complications with the transfer of the Local Road Improvement Project (LRIP) funds approved for CTH-ES, and we are running out of design time for a collaboration with the Village of East Troy relative to Item #2-Portfolio Work Breakdown Schedule (WBS). Relative to Item #1-Medical Examiner Relocation, the Director is working with County Administration to determine a way to move forward, while taking advantage of timing.

2) Director's Bi-Monthly Report – December 2020

Hough provided a brief summary of the Director's Bi-Monthly Report. Supervisor Russell requested a copy of the Strategic Asset Management Plan (SAMP) be distributed to the Committee. Discussion then focused on software that has the ability to locate all road signage and culverts within Walworth County. Hough stated Public Works does have the ability to locate road signs and are currently working to get a layer in the Geographic Information System (GIS) for culverts. Public Works has established an internal policy where the Assistant Superintendents will go out and check the condition of every culvert on their route and record it within a report, which will eventually be incorporated into GIS. Supervisor Russell inquired about the acronym MEP under Organization - Facilities & Parks. Hough noted MEP stands for Mechanical Electrical Plumbing systems and briefly explained the need to have the funds committed by

having a contract in place for a replacement system prior to the end of the year, whether or not the work has been completed.

Supervisor Russell offered a motion, second by Supervisor Stacey, to accept the two Consent Item Reports. Motion carried 5-0.

New Business

- 8a. Final Pay Request to Miron Construction Pay App #22 for the HHS Facility Project #W1702
- 8b. Final Pay Request to Automated Logic Invoice for the Judicial Center HVAC Automation System Upgrade Project #W1734
- 8c. Final Pay Request to Badger Swim pools Pay App #3 for the Lakeland School CDEB Aquatic Center Upgrade Project #W1803
- 8d. Final Pay Request to Palmer Hamilton Invoice for the Lakeland School CDEB Classroom Reconfiguration Project #W1810
- 8e. Final Pay Request to Scherrer Construction Pay App #3 for the Lakeland School CDEB Classroom Reconfiguration Project #W1810

Hough gave a brief overview of each Final Pay Request. Supervisor Russell noted there were balances remaining at the end of each of these projects and commended Hough for the exemplary planning and execution of each project. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve Items 8a through 8e. Motion carried 5-0.**

- 8f. Res xx-12/20 Authorizing the Closure of Sheriff’s Office Roof Replacement Project and Transferring Remaining Funds to General Fund Building and Equipment Committed Fund Balance for the Year Ended December 31, 2020

Hough referred to the slide presented earlier in the meeting entitled Public Works Committee (Dec 2020) under New Business and explained the purpose for the proposed resolution regarding closure of the Sheriff’s Office roof replacement project. Discussion then focused on the type of roof that was installed and the warranty. Chair Grant requested the warranty information be provided to the Committee at the January meeting. **Supervisor Stacey offered a motion, second by Supervisor Russell, to approve the proposed resolution Authorizing the Closure of Sheriff’s Office Roof Replacement Project and Transferring Remaining Funds to General Fund Building and Equipment Committed Fund Balance for the Year Ended December 31, 2020. Motion carried 5-0.**

Reports/Announcements by Chairperson

Chair Grant wished everyone a Merry Christmas and a good start to the New Year.

Confirmation of next meeting: The next meeting was confirmed for Monday, January 18, 2021 at 3:30 p.m.

Adjournment

On motion by Vice Chair Monroe, second by Supervisor Stacey, Chair Grant adjourned the meeting at 4:05 p.m.