

**Walworth County Board of Supervisors  
Public Works Committee Meeting Minutes  
Monday, January 17, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Vice Chair Kenneth Monroe called the meeting to order at 3:32 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; Supervisors Nancy Russell, Rick Stacey and Joseph H. Schaefer. A quorum was declared.

**Others in Attendance**

County Staff: Walworth County Administrator Mark W. Luberda and Director-Public Works Richard Hough.

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

**On motion by Supervisor Stacey, second by Supervisor Schaefer, the December 13, 2021 Public Works Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Consent Items**

7a. Bid Awards / Contracts / Specifications

- 1) Approval for Authorization to Bid on the Human Resources and County Administration Office Remodel, Project #22-009

Director-Public Works Richard Hough stated this will be the first project coming out of the security study. Discussion ensued relative to specific designs. **Supervisor Stacey offered a motion, second by Supervisor Schaefer, to approve the Authorization to Bid on the Human Resources and County Administration Office Remodel, Project #22-009. Motion carried 5-0.**

- 2) Bid Award Recommendation for the Law Enforcement Center Generator Replacement Project #W2102

**Chair Grant offered a motion, second by Supervisor Stacey, to approve the Bid Award Recommendation for the Law Enforcement Center Generator Replacement Project #W2102.** Chair Grant inquired as to whether the project came in over budget, with Hough stating it fell within the allotted budget. **Motion carried 5-0.**

7b. Reports

- 1) Director's Bi-Monthly Report – January 2022

Hough referred to his Memorandum (Pages 9-11); with specific focus on:

- Difficulty hiring winter Limited Term Employment (LTE)
- Kubota mower surplus pushed to 2022
- Brine usage

- 2) Construction & Project Management Report - January 2022

Hough summarized his Memorandum (Pages 12-13); highlighting:

- Countywide Security Project
- Finalizing Master Services Agreement for Transportation
- Technical Highway Survey
- Utility Outreach Meeting
- Issues with Key Management System Project
- Change Orders

Discussion then focused on federal funding for infrastructure and bridges.

- 3) Report on 2021 Clean Sweep & E-Waste Events

Hough shared there were 839 participants from Walworth County and 32 from other counties; resulting in tens of thousands of pounds of materials collected. He declared a 71% increase in collected waste from businesses; stating business outreach efforts will be continued. Hough noted that the Clean Sweep Program is requiring increased staff time requiring some rebalancing for the 2023 budget year. Supervisor Russell inquired as to whether there will be a spring event. Hough affirmed an event is planned.

- 4) Report on Public Work's 5-year Strategic Plan

Hough outlined the presentation Path to Intent: Not to Take Control but to Give Control; calling attention to:

- Mission, Vision, and Values
- Department Organization (2021)
- Organizational Blueprint
- American Public Works Association (APWA) Accreditation
- Lines of Effort
- Building Blocks of Intent: Over the Horizon

### **New Business**

8a. Information Technology (IT) Request to Create new Capital Improvement Project (CIP) for the GIS Infrastructure Upgrade Project

Hough disclosed there are significant funds designated to Geographic Information System (GIS) projects or procurement of equipment. The intent of the upgrade is to improve security capabilities and expand the GIS platform. **Supervisor Stacey offered a motion, second by Chair Grant, to approve the Information Technology (IT) Request to Create a new Capital Improvement Project (CIP) for the GIS Infrastructure Upgrade Project. Motion carried 5-0.**

8b. Projects change Order Internal Routing Approval Request for Judicial Center Parking Lot Rehabilitation Change Order #3 and #4. Project #W2115

Hough stated change order #3 was a credit for the remainder of unused undercut associated with the parking lot project. Change order #4 was due to the contractor requesting to be compensated for extra work performed without the architect or project manager being aware. Hough stated after some negotiation a partial settlement was agreed upon considering the county did benefit from the additional materials. **Supervisor Stacey offered a motion, second by Chair Grant, to approve change orders #3 and #4 for the Judicial Center Parking Lot Rehabilitation Project #W2115. Motion carried 5-0.**

8c. Final Pay request to Payne & Dolan on the Judicial Center Parking Lot Reconstruction Project #W2115

**Chair Grant offered a motion, second by Supervisor Stacey, to approve the final pay request to Payne & Dolan for the Judicial Center Parking Lot Reconstruction Project #W2115. Motion carried 5-0.**

8d. Resolution No. \*\*-02/22 Accepting an \$8,395 Donation from Diesel Forward to Support Walworth County Fleet Maintenance Operations

Hough announced that one of his staff attended a training session in which a door prize winner was drawn for a piece of equipment valued at more than \$8,000. Jeremy Jacobs approached leadership to inform that he had been chosen as the winner and inquired as to whether he could accept the prize on behalf of the county. Given the prize amount a resolution is required. **Supervisor Schaefer offered a motion, second by Supervisor Stacey, to approve the resolution Accepting an \$8,395 Donation from Diesel Forward to Support Walworth County Fleet Maintenance Operations. Discussion then focused on staff accepting gifts. Motion carried 5-0.**

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

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday February 14, 2022 at 3:30 p.m.

### **Adjournment**

**On motion and second by Supervisor Schaefer and Supervisor Stacey, Vice Chair Monroe adjourned the meeting at 4:22 p.m.**