

**Walworth County Board of Supervisors
Public Works Committee Meeting Minutes
Monday, January 18, 2021
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order at 3:30 p.m. by Chair Jerry Grant.

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; and Captain-Support Services Scott McClory.

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 Russell, the minutes of the December 14, 2020 Public Works Committee Meeting were approved.

Public Comment – There was none.

Consent Items

7a. Bid Awards / Contracts / Specifications

- 1) Project #21-002 CTH-ES Reconditioning – West Street to STH-20

Director-Public Works Richard Hough stated after a year of design work the County and the Village of East Troy are working to keep the project within the financial threshold and affordable for both parties. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve Project #21-002. Motion carried 5-0.**

7b. Reports

- 1) Construction & Project Management Report – January 2021

Hough advised there is now authority and funding to move forward with the Medical Examiner relocation to the Huber area within the jail. Hough elaborated on the details of the room and furnishings. Captain-Support Services Scott McClory spoke in reference to how the space came to be available and its size. Hough mentioned the first meeting in regards to the 2022 Capital Improvement Plan (CIP) had taken place and there are zero new projects proposed at this time; furthermore, the Master Facilities Plan is expected to be complete in April. **Supervisor Russell offered a motion, second by Supervisor Schaefer, to approve the January Construction & Project Management Report. Motion carried 5-0.**

- 2) Brief Strategic Plan 2021

Hough outlined the presentation Path to Intent: Not to Take Control but to Give Control; highlighting key points focusing on continuous improvement throughout each division of Public Works. Hough stated there will be particular focus on: developing and identifying data bases that can be sources of records and decision making tools; development of a project management handbook and development of asset condition reports; all leading to improved processes. Hough referenced five new positions to the department; one of which being an Asset Manager who played a role in finding a \$60,000 savings from a cleaning contract that was in non-compliance. Hough went on to site the greatest weakness in the department lies within Management Development; resulting in training on how to lead in a modern Public Works environment, with many of these initiatives being managed internally at no cost to the department. Vice Chair Monroe questioned how a new

hire is trained prompting an overview of the current training policy. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the Brief Strategic Plan 2021. Motion carried 5-0.**

3) Strategic Plan 2020-2025

Hough noted the five year strategic plan falls in line with goals from the Brief Strategic Plan. **Supervisor Russell offered a motion, second by Supervisor Schaefer, to approve the Strategic Plan 2020-2025. Motion carried 5-0.**

4) Clean Sweep Report for 2020

Hough declared improved marketing in the form of fliers and pamphlets lead to improved results in participation. Discussion then focused on the process once materials are collected. Supervisor Russell wanted it to be known she believes this to be an outstanding program. **Supervisor Russell offered a motion, second by Supervisor Schaefer, to accept the Clean Sweep Report. Motion carried 5-0.**

5) Highway response to damaged utility boxes on CTH J

Hough summarized the conclusion of the report stating there is no financial culpability incurred by the County in this situation due to the utility company not properly marking the unit. The Department of Public Works is creating a policy along with database development of known obstacles on any given route to mitigate situations such as this in the future.

Unfinished Business

8a. Submission of updated Intergovernmental Agreement with the Village of East Troy regarding the Reconditioning of CTH-ES from West Street to STH-20

Hough gave details as to the modifications East Troy requested; including protections that their interests would be represented with regards to contract non-compliance and fiscal impact. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the Intergovernmental Agreement with the Village of East Troy. Motion carried 5-0.**

8b. Strategic Asset Management Plan (SAMP) to be distributed to committee

Hough referenced the Strategic Asset Management Plan (SAMP) (Pages 49-60), is comprehensive and supports the broader Strategic Plan. Chair Grant applauded Hough on the detailed nature of the plan. Discussion continued with regards to expectations of management and maintenance along with administrative procedures dealing with asset management. **Supervisor Russell offered a motion, second by Supervisor Stacey, to approve the Strategic Asset Management Plan. Motion carried 5-0.**

New Business

9a. Sheriff's Office request for new Capital Improvement Project to replace damaged squad car
McClory gave a brief overview of the process in replacing a squad. County Administrator Mark W. Luberda clarified the insurance reimbursement process noted in the Memorandum (Page 58.) **Supervisor Stacey offered a motion, second by Supervisor Russell, to approve the Sheriff's Office request for new Capital Improvement Project. Motion carried 5-0.**

9b. Resolution No. **-02/21 Authorizing the Closure of Highway Project CTH B Ladd Creek Bridge and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance for the Year Ended December 31, 2020

Vice Chair Monroe offered a motion, second by Supervisor Stacey, to approve the proposed Resolution No. **-02/21 authorizing the closure of Highway Project CTH B Ladd Creek Bridge and transferring remaining funds to the Road and Bridge Construction Committed Fund Balance for the Year Ended December 31, 2020 . Motion carried 5-0.

Reports/Announcements by Chairperson – There was none.

Confirmation of next meeting: The next meeting was confirmed for Monday, February 15, 2021 at 3:30 p.m.

Adjournment

On motion by Vice Chair Monroe second by Supervisor Stacey, Chair Grant adjourned the meeting at 4:37 p.m.