

**Walworth County Board of Supervisors  
Public Works Committee Meeting Minutes  
Monday, February 14, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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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; Supervisors Nancy Russell and Rick Stacey. Supervisor Joseph H. Schaefer was absent. A quorum was declared.

**Others in Attendance**

County Staff: Walworth County Administrator Mark W. Luberda; Director-Public Works Richard Hough; Senior Project Manager John Miller; Deputy Director-Asset Management Matt Mortwedt; and Associate County Engineer Vincent Simek.

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

**On motion by Supervisor Stacey, second by Vice Chair Monroe, the January 17, 2022 Public Works Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Consent Items**

7a. Bid Awards / Contracts / Specifications

- 1) Authorization to Bid on the County Wide Space / Security Upgrades for the Government Center and Judicial Center, Project #W2003

Senior Project Manager John Miller shared they are working with an architect to create the design development drawing for the Government Center modifications. Miller stated construction will be completed during the winter months. Miller elaborated that the Judicial Center project focuses on lock hardware in the courtrooms. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, Authorizing to Bid on the County Wide Space / Security Upgrades for the Government Center and Judicial Center, Project #W2003. Motion carried 4-0.**

- 2) Authorization to Bid the Sheriff's Office Security Electronics Upgrades, Project #C2002

Miller disclosed that most of the Sheriff's Office security electronics software is from 1995. Based on consultant recommendations the proposal is to install standardized software county-wide, that allows for the Sheriff's Office to function as its own entity within the security platform. This transition will eliminate the need for software revisions trying to integrate competing software programs. Hough cautioned that the County is assuming increasing risk each month/quarter allowed to pass without investing in the new system. **Vice Chair Monroe offered a motion, second by Supervisor Stacey, Authorizing to Bid on the Sheriff's Office Security Electronics Upgrades, Project #C2002. Motion carried 4-0.**

- 3) Release of Administrative Hold on 2022 Appropriation for County-wide Space/Security Improvement for Design Work Not to Exceed \$300,000

Hough announced that the Sheriff had delayed upgrades to the Law Enforcement Center awaiting the results of the county-wide security survey. Now that both studies have been completed a course of action has been stipulated. Deputy Director-Asset Management Matt Mortwedt stated that with completion of the County-wide Space/Security Improvement project all departments will run on one system serving access control and video surveillance. **Supervisor Russell offered a motion, second by Supervisor Stacey, to Release the Administrative Hold on 2022 Appropriation for County-wide Space/Security Improvement for Design Work not to Exceed 300,000. Motion, carried 4-0.**

- 4) Authorization to Bid the Law Enforcement Center Parking Lot Rebuild, Lot A and South Sally Port Entry, Project #W2201

Hough reiterated that there is a multi-year parking lot improvement project for the Law Enforcement Center, and this year there was sufficient funding to complete zones A and E. Hough acknowledged an updated estimate was received last Tuesday and due to inflation there was an increase to the estimated cost, but the project will still fall within budget. **Vice**

**Chair Monroe offered a motion, second by Supervisor Stacey, Authorizing to Bid the Law Enforcement Center Parking Lot Rebuild, Lot A and South Sally Port Entry, Project #W2201.** Discussion ensued relative to increased cost due to inflation. **Motion carried 4-0.**

5) Authorization to Bid the Government Center Exterior Evaluation, Project #W2122  
Hough stated the Facilities Study identified areas of concern at the Government Center, including loose panels on the exterior of the building. Associate Engineer Vincent Simek informed that the contractor is confident they will be able to repair the panels without removal. **Supervisor Stacey offered a motion, second by Supervisor Russell, Authorizing to Bid the Government Center Exterior Evaluation, Project #W2122. Motion carried 4-0.**

6) Authorization to Bid the CTH B Reconditioning, Project #22-001  
Hough divulged that citizens voiced concerns with the reconditioning project at the public informational meeting, which led to changes in design. Hough declared this is the optimal time to present to contractors for bid, as they are planning spring and summer projects now. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, Authorizing to Bid the CTH B Reconditioning, Project #22-001. Motion carried 4-0.**

#### 7b. Reports

- 1) Construction & Project Management Report - February 2022  
Hough summarized his Memorandum (Pages 13-14); highlighting:
- A/E Master Service Agreement – Transportation
  - Technical Highway Survey
  - Key Management System - Challenges
  - Strategic Project Phase
  - Change Order to Sheriff Office Fitness Room Alterations

#### New Business

8a. Final Pay request to Payne & Dolan for \$115,257.33 on the CTH-U Project 200UI and 200U2  
Hough stated this project was partially funded with the Local Roads Improvement Program (LRIP.) **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the Final Pay request to Payne & Dolan. Motion carried 4-0.**

8b. Resolution \*-03/22 Adopting the Revised Parking Lot Map for the Government Center Created by Section 66-156(2) of the Walworth County Code of Ordinances  
Hough stated county ordinance requires a new map detail whenever changes are made to a parking lot. Hough shared in order to accommodate the public entering solely through the center doors of the building, the handicapped stalls on the east end of the lot will be moved to the center. **Vice Chair Monroe offered a motion, second by Supervisor Stacey, to approve the resolution Adopting the Revised Parking Lot Map for the Government Center Created by Section 66-156(2) of the Walworth County Code of Ordinances. Motion carried 4-0.**

8c. Ordinance \*-03/22 Amending Sections 17-3, 17-7, 17-20, and 17-116 of the Walworth County Code of Ordinances Relating to Highway Commissioner Authorities  
Hough shared that in collaboration with Corporation Counsel, Finance, and Purchasing, the amendments to the ordinance capture the state provided authorities for the Highway Commissioner based on local government structure. Hough identified two added definitions: “What is a highway improvement” and “What is highway maintenance”; and noted some procedures that formerly required a vote by the Public Works Committee will now be shared as reports. Hough pointed out a shift in contracted authority from the Finance Director to the County Highway Commissioner. **Supervisor Russell offered a motion, second by Supervisor Stacey, to approve the ordinance Amending Sections 17-3, 17-7, 17-20, and 17-116 of the Walworth County Code of Ordinances Relating to Highway Commissioner Authorities. Motion carried 4-0.**

8d. Ordinance \*\*-03/22 Amending Sections 2-140 and 16-3 of the Walworth Code of Ordinances Relating to Highway Committee Authority and Highway Commissioner Term

Hough stated this amendment clarifies that as long as the County has a Director of Public Works that individual will serve as County Highway Commissioner. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the ordinance Amending Sections 2-140 and 16-3 of the Walworth County Code of Ordinances Relating to Highway Committee Authority and Highway Commissioner Term. Motion carried 4-0.**

8e. Ordinance \*\*-03/22 Amending Sections 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees

Hough clarified that this premium would be given to hourly staff who perform the exact duties of a senior project manager for any given project, including engagement of project purchasing through the bid phase, dealing with consultants regarding design, and executing construction. Individuals must be appointed to a project based on the Portfolio Work Breakdown Schedule. Hough noted qualified staff would include: highway maintenance workers, senior maintenance technicians, or assistant supervisors. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the ordinance Amending Sections 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees. Motion carried 4-0.**

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

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

**Adjournment**

**On motion and second by Vice Chair Monroe and Supervisor Stacey, Chair Grant adjourned the meeting at 4:06 p.m.**