

**Walworth County Board of Supervisors  
Public Works Committee Meeting Minutes  
Monday, February 20, 2023  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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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 Kenneth H. Monroe; and Supervisors Dennis G. Karbowski, Joanne Laufenberg, and Joseph H. Schaefer. A quorum was declared.

**Others in Attendance**

County Staff: Walworth County Administrator Mark W. Luberda; Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter; Director-Public Works Richard Hough; Senior Project Manager John Miller; and Deputy County Highway Commissioner Barry Pierce.

**On motion by Supervisor Laufenberg, second by Supervisor Karbowski, the agenda was approved with no withdrawals.**

**On motion by Vice-Chair Monroe, second by Supervisor Schaefer, the January 19, 2023 Special Public Works Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Consent Items**

7a. Summary Specifications

- 1) Authorization to Bid the Judicial Center Roof Replacement, Project #W2202
- 2) Authorization to Bid the Lakeland School Reception Security Upgrades, Project #W2302

**Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve authorization to bid the Judicial Center Roof Replacement, Project #W2202 and the Lakeland School Reception Security Upgrades, Project #W2302. Motion carried 5-0.**

7b. Bid Award Recommendations

- 1) Proposal Award Recommendation to Purchase a New Sign Maintenance Utility Truck, Project #22-062

**Supervisor Karbowski offered a motion, second by Supervisor Schaefer, to approve the Proposal Award Recommendation to Purchase a New Sign Maintenance Utility Truck, Project #22-062.** Director-Public Works Richard Hough provided a general overview of Form 6-215-A: Proposal Award Recommendation (Pages 6-7) for a Sign Maintenance Utility Truck and highlighted the specifications requested. He emphasized the crane and auger systems are for improved safety and performance of the marking and sign crew. Walworth County provides all signage support for all county and state road networks. Hough anticipates the truck will be utilized for 20+ years. Discussion followed. **Motion carried 5-0.**

7c. Reports

- 1) Construction & Project Management Report – February 2023

Hough summarized his Memorandum (Pages 8-9); highlighting Director's Top Five Projects. **Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to accept the Construction & Project Management Report – February 2023. Motion carried 5-0.**

- 2) Wisconsin Salt Wise Limited Liability Bill discussion

Hough stated Salt Wise, a non-profit organization, has linked up with the state in order to improve public education and knowledge relative to salt use and its impact on lakes, streams, and water quality. Salt Wise assisted with the introduction of new legislation offering limited liability protection to entities that go through basic training in order to be placed on a list. Once placed on the list, any contractors or vendors working for you are protected through limited liability from over-salting. Discussion ensued.

3) Annual Winter Maintenance Report 2021/2022

Hough provided a summary of his Memorandum and Wisconsin Department of Transportation – Annual Winter Maintenance Report 2021/2022 (Pages 10-35). Discussion focused on the benefits of brine usage and pretreatment of roads resulting in the reduction of snow and ice bonding on the road; route optimizations consisting of route lengths and route intra-connectivity; the amount of materials placed on the trucks to make it to the end of the route; turnaround time; and current staffing and pay ranges.

4) Purchasing report of the Highway Commissioner approved Bid Award Recommendation for Bridge Replacement over Turtle Creek on CTH-C, Project #23-001

Hough spoke briefly regarding Form 6-120-A: Purchasing Report to Committee (Pages 36-38) and requested approval to accept the bid. **Supervisor Karbowski offered a motion, second by Vice-Chair Monroe, to accept the Bid Award Recommendation for Bridge Replacement over Turtle Creek on CTH-C, Project #23-001. Motion carried 5-0.**

**New Business**

8a. Final Pay Request to Wil-Surge Electric, Inc. for the Sheriff's Office Generator Project, #W2102

**Vice-Chair Monroe offered a motion, second by Supervisor Laufenberg, to approve the Final Pay Request to Wil-Surge Electric, Inc. for the Sheriff's Office Generator Project, #W2102.** Hough stated this project relates to the at risk transfer switches for the backup generator and was the number one project recommended for funding under the Capital Improvement Project (CIP) a couple of years ago. Hough pointed out that the Sheriff's Office backup generator project was an urgent priority project because of risks posed to the facility by the existing configuration and that costs were elevated because electricians and their project engineers needed to provide support during a lengthy supply chain disruption. **Motion carried 5-0.**

8b. Resolution No. \*\*-03/23 Increasing the Judicial Center Roofing Replacement Project Budget by \$150,000 through a Transfer from the General Fund Building and Equipment Committed Fund Balance Account

Hough briefly explained the purpose for the proposed resolution. He noted the increase is due to higher costs associated with recent installations for this type of roof system and that the roof should last approximately 20-30 years with this particular product. **Supervisor Schaefer offered a motion, second by Supervisor Karbowski, to approve increasing the Judicial Center Roofing Replacement Project Budget by \$150,000 through a transfer from the General Fund Building and Equipment Committed Fund Balance Account. Motion carried 5-0.**

8c. Resolution No. \*\*-03/23 Authorizing the Closure of Highway Project CTH-B Castle Terrace to Linden Road and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

Hough stated the project is complete with approximately \$400,000 in net funding available for transfer. **Supervisor Laufenberg offered a motion, second by Supervisor Karbowski, to authorize the Closure of Highway Project CTH-B Castle Terrace to Linton Road and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance. Motion carried 5-0.**

8d. SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process

Walworth County Administrator Mark W. Luberda referred to and provided a brief overview of his Memorandum and supporting documentation (Pages 48-62 of the packet) relative to committee input for the SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process. Luberda asked the Committee to review the existing SWOT analysis document that appears in the 2023 Adopted Budget document (Pages 38-47) and for this matter to be placed on the March Public Works Committee agenda, where the committee will be asked to approve a motion with any suggestions for additions, subtractions, expansions, etc. to the current document referred to as Appendix C.

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

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday, March 20, 2023 at 3:30 p.m.

### **Adjournment**

**On motion and second by Vice-Chair Monroe and Supervisor Karbowski, Chair Stacey adjourned the meeting at 4:14 p.m.**

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Submitted by Patricia Sommers, Deputy County Clerk. Meeting minutes were approved by the Public Works Committee at the March 20, 2023 meeting.