

**Walworth County Board of Supervisors  
Public Works Committee Meeting Minutes  
Monday, March 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, either in person or by remote attendance: 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; Deputy County Highway Commissioner Barry Pierce; Director- Special Education Matthew P. Huettl; Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi; Nursing Home Administrator Denise Johnson; and Director-Finance Jessica Conley.

**On motion by Vice-Chair Monroe, second by Supervisor Karbowski, to amend the agenda, moving Consent Item 7b3 to follow Item 9k. The agenda was approved.**

**On motion by Supervisor Karbowski, second by Vice-Chair Monroe, the February 20, 2023 Public Works Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Consent Items**

7a. Consent Items

1) Authorization to Bid the Judicial Center Cooling Tower Replacement Project #W2301  
Director- Public Works Richard Hough explained, the cooling tower at the Judicial Center has reached its life expectancy of 20 years. Therefore, Hough is seeking authorization to go to bid for the replacement of the cooling tower, the scope of work to include: demolition/installation, foundation, and infrastructure modifications. **Vice-Chair Monroe offered a motion, second by Supervisor Schaefer, to approve the Authorization to Bid the Judicial Center Cooling Tower Replacement Project #W2301. Motion carried 4-0.**

Supervisor Laufenberg became audible at 3:33p.m.

7b. Bid Award Recommendations

1) Bid Award Recommendation to proceed with the Department of Public Works (DPW) HVAC Infrastructure Upgrades, Project #W1818  
Hough reported this is a code non-compliance issue. In addition, this system is from 1974 so this will bring it up to date. **Supervisor Karbowski offered a motion, second by Supervisor Schaefer, to approve Bid Award Recommendation to proceed with the Department of Public Works (DPW) HVAC Infrastructure Upgrades, Project #W1818. Motion carried 5-0.**

2) Bid Award Recommendation to proceed with the HFRS-2 Emulsion Transport and Application, Project #23-013  
Hough stated this bid came in well below the budgeted amount and will address many miles of roadway with emulsion oil treatments. **Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to**

**approve Bid Award Recommendation to proceed with the HFRS-2 Emulsion Transport and Application, Project #23-013. Motion carried 5-0.**

7c. Reports

- 1) Purchasing Report Form 6-120-A of the Highway Commissioner's Approved Bid Award for CTH-P Bridge over Turtle Creek, Project #23-003
- 2) Purchasing Report Form 6-120-A of the Highway Commissioner's Approved Bid Award for CTH-O USH-14 to I43, Project #23-003
- 3) Purchasing Report Form 6-120-A of the Highway Commissioner's Approved Cooperative Purchase over \$100,000 for marking paint

Hough discussed Reports #1 thru #3 of approved projects. He explained, as County Highway Commissioner, he has certain authority provided under ordinance and purchasing rules to approve these projects.

Hough highlighted the purchasing report relative to the Highway Commissioner's approved cooperative purchase over \$100,000 for marking paint. In collaboration with Deputy County Highway Commissioner Barry Pierce, they explained, the federal government is drafting changes relative to the marking standards for lines on roads. In response, the state set standards which require the width of lines on roads be increased from a 4 inch width, to an 8 inch width. Pierce explained, this change is primarily due to self-driving vehicles so the edge and center of the road may be better detected. As a result, the budget for paint is now underfunded. Hough intends on gradually increasing the budget to account for the need for more paint, as the state is allowing a 6-8 year implementation. Discussion followed. **Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve Reports, Items #1 thru #3. Motion carried 5-0.**

- 4) Director's Bi-Monthly Report – March 2023

Hough provided an overview of the Director's Bi-Monthly Report found on Pages 22-25 of the packet; highlighting the following topics:

- Human Resources
- Material & Equipment
- Policy & Doctrine
- Winter Maintenance Season
- Complaint/Notification Log

- 5) Construction & Project Management Report – March 2023

Hough summarized his Memorandum (Pages 26-27); highlighting the Director's Top Five Projects. **Supervisor Karbowski offered a motion, second by Vice-Chair Monroe, to accept the Construction & Project Management Report – March 2023. Motion carried 5-0.**

**Unfinished Business**

8a. SWOT Analysis Review as part of the 2023 Walworth County Strategic Planning Process

Walworth County Administrator Mark W. Lubberda provided an overview of his Memorandum (Pages 28-29). He explained, each committee has been asked to review the current SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis (Pages 30-39), and bring forth any additions, subtractions, expansions, etc. to the current document. He requested any specific suggestions be made in the form of a motion and suggestions need not be exclusive to topics handled by the committee(s), but rather should encompass a broader county wide analysis. Lubberda provided a summary of the current topics outlined in the SWOT analysis; identifying the following potential changes he has considered:

- Combine Other Post-Employment Benefits (OPEB) into Financial Policies, under strengths, as it is no longer the driving issue it once was.
- Leave Debt as a separate topic under strengths as it is a unique strength of Walworth County.
- Keep the radio project as a department specific opportunity for the Sheriff's office.
- Remove Covid-19 Pandemic as a threat.
- Seek input from judges to reevaluate the threat of criminal justice costs.

The Public Works Committee discussed the following:

- The broadness of this document and how it provides guidance for all departments.
- The topic of Debt under strength and how Walworth County will remain debt-free by continuing to follow fiscally responsible practices.
- An update on broadband. A Request for Purchase (RFP) has been created seeking partnership to receive state grants; and participation in BEAD as a part of the Milwaukee 7 to receive federal funding.
- Potential community collaborations with Lakeland Health Care Center (LHCC). Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi spoke of LHCC's mission relative to the absence of community partnerships.
- Hiring of local Architects and Engineers (A&E) firms for county projects rather than firms located outside of Walworth County.
- A weakness in the County Zoning Agency (CZA) relative to enforcement. Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter expressed his concerns of the possibility of having to make cuts within his department down the road.
- The scope of Walworth County's involvement with Emergency Medical Services (EMS). Luberda clarified the County would not be performing services. Responsibility lies with local municipalities to provide EMS services. Walworth County would assist in the form of administrative/consulting service needs.
- The transportation program relative to assistance for disabled residents.

### **New Business**

9a. Approval to Create New CDEB Capital Improvement Projects for C2318, C2319, C2320, C2321, C2322, C2323, C2324, and I2319

Director- Special Education Matthew Huettl summarized his Memorandum (Pages 43-44) relative to the approval of capital improvement projects funded by the Elementary and Secondary School Emergency Relief (ESSER) III Grant. He explained these items have come to the Public Works Committee for approval due to the dollar amounts associated with these projects. Huettl then elaborated on the STEAM Lab Equipment Upgrades.

**Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve the Creation of New CDEB Capital Improvement Projects for C2318, C2319, C2320, C2321, C2322, C2323, C2324, and I2319. Motion carried 5-0.**

9b. Change in Scope for Facilities Mower Replacement, Project #W2312

Hough reported, due to engine failure in one of the facilities mowers, it has precipitated a change in scope which is outlined in his Memorandum (Page 45). **Supervisor Karbowski offered a motion, second by Vice-Chair Monroe, to approve the change in scope for facilities Mower Replacement, Project #W2312. Motion carried 5-0.**

9c. Change in Scope for Health & Human Services Purchasing Replacement Vehicles, Project #W2208

9d. Change in Scope for Health & Human Services Purchasing Replacement Vehicles, Project #W2304

9e. Change in Scope for Health & Human Services Purchasing Replacement Vehicles, Project #W2305

Hough provided an overview of his Memorandum (Page 47) which details the need for this change in scope for three Health and Human Services (HHS) vehicles. **Supervisor Laufenberg offered a motion, second by Vice-Chair Monroe, to approve Items #9c, #9d, and #9e. Motion carried 5-0.**

9f. Lakeland Health Care Center Capital Improvement Administrative Hold Release

Nevisosi and Nursing Home Administrator Denise Johnson expanded on the Memorandum (Page 51) and gave a presentation (Pages 52-58) relative to lifting the Lakeland Health Care Center (LHCC) Capital Improvement Administrative Hold release; highlighting:

- Authorization of \$345,000 for building renovation design and \$217,500 for the HVAC/MEP system design.
- Wear and tear on the building after 20 years.
- Closing of nursing homes in the State of Wisconsin, causing a shortage of facilities.
- Licensed beds relative to acceptance of Medicaid.
- The increase of Walworth County's population of residents 60 and older.
- Comparison of building a new facility versus renovations and how LHCC will be impacted in the future.
- Continuum of Care.
- Proposed Service Array and Payer Mix.
- LHCC Fund Balances.
- Discussion followed.

**Supervisor Karbowski offered a motion, second by Vice-Chair Monroe, to approve the Lakeland Health Care Center Capital Improvement Administrative Hold Release. Motion carried 5-0.**

9g. Final Pay Request to Automated Logic Controls on the Huber Expansion HVAC Upgrades, Project #W2234

**Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve the Final Pay Request to Automated Logic Controls on the Huber Expansion HVAC Upgrades, Project #W2234. Motion carried 5-0.**

9h. Resolution No. \*\* - 04/23 Authorizing the Closure of Sheriff's Office Generator and Transfer Switches Project

Hough explained, due to the value of the project, a resolution is required to close the project. There will be a return of \$58,870 in unused funds. **Vice-Chair Monroe offered a motion, second by Supervisor Schaefer, to**

**approve the resolution Authorizing the Closure of Sheriff's Office Generator and Transfer Switches Project. Motion carried 5-0.**

9i. Director's Update on All-Terrain Vehicle (ATV) and Utility-Terrain Vehicle (UTV) Routes  
Hough provided an update relative to All-Terrain Vehicle (ATV) and Utility-Terrain Vehicle (UTV) roads. He discussed the posting of signage on routes, and the hours in which the routes can be utilized. Discussion ensued.

9j. Fleet Management Presentation

Hough presented a Public Works Fleet Management Strategy. The presentation and supporting documentation may be found on Pages 67-99. An updated version of the presentation was distributed at the meeting. He covered:

- Fleet Strategic Highlights (To Date)
- Comparative Analysis (Fleet Reductions)
- Comparative Analysis (Life Cycle Analysis)
- Baseline Analysis (Cost v. Revenue Balance)

9k. Resolution No. \*\* - 04/23 Authorizing an Increase to the Budget of the Fueling System Replacement Project (W2129) by \$300,000 through a Transfer from the Highway Fund Equipment Reserves

Hough elaborated on his Memorandum (Page 100) which outlines his request to transfer \$300,000 to cover the cost of the fueling system replacement capital project. He explained, the Architectural/Engineering (A/E) firm who previously provided an estimate for this project underestimated the cost which is why a budget transfer is required. Five other A/E firms provided bids, each of which estimated the full cost of the project to be around or just above one million dollars. Hough noted, this project is time sensitive due to cost increases, and it would be required to be put on a waiting list for these tanks. He then provided an overview of other options available, if this resolution is denied. Discussion ensued relative to utilizing gas stations rather than the County having its own fueling tanks. Director-Finance Jessica Conley spoke relative to payment of fuel at gas stations for county vehicles. **Supervisor Laufenberg offered a motion, second by Vice-Chair Monroe, to approve the resolution Authorizing an Increase to the Budget of the Fueling System Replacement Project (W2129) by \$300,000 through a Transfer from the Highway Fund Equipment Reserves. Motion carried 4-1. Supervisor Schaefer requested his vote be recorded as "No."**

7b3. Bid Award Recommendation to proceed with the Fuel System Replacement, Project #23-016  
**Vice-Chair Monroe offered a motion, second by Supervisor Karbowski, to approve Bid Award Recommendation to proceed with the Fuel System Replacement. Motion carried 4-1. Supervisor Schaefer requested his vote be recorded as "No."**

9l. Green Lake County Resolution No. 04-2023 Request State of Wisconsin to Use a Portion of the 2023 Budgetary Surplus for Maintenance, Repair, and Replacement of County Trunk Highway System  
Hough expressed he would not support this resolution. **Supervisor Karbowski offered a motion, second by Vice-Chair Monroe, to receive and put on file the Green Lake County Resolution No. 04-2023 Request State of Wisconsin to Use a Portion of the 2023 Budgetary Surplus for Maintenance, Repair, and Replacement of County Trunk Highway System. 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 April 24, 2023 at 3:30 p.m.

### **Adjournment**

**On motion and second by Vice-Chair Monroe and Supervisor Karbowski, Chair Stacey adjourned the meeting at 6:22 p.m.**