

**Walworth County Board of Supervisors
Public Works Committee Meeting Minutes
Monday, June 14, 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; Supervisors Nancy Russell, Rick Stacey and Joseph H. Schaefer. A quorum was declared.

Others in Attendance:

County Staff: Director-Public Works Richard Hough; Associate County engineer Vincent Simek; Deputy County Highway Commissioner Barry Pierce; and Deputy Director-Asset Management Matt Mortwedt.

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

Public Comment – There was none.

Consent Items

6a. Bid Awards / Contracts / Specifications

1) Bid Award Recommendation for the Law Enforcement Center Exterior Repairs, Project #21-016
Director-Public Works Richard Hough noted that there is a significant amount of maintenance required to the exterior of the Law Enforcement Center in order to deal with water penetration issues. Associate Engineer Vincent Simek detailed the needed corrections and stated that preventative maintenance will mitigate such issues in the future. **Vice Chair Monroe offered a motion, second by Supervisor Stacey, to approve the Bid Award Recommendation.** Discussion ensued relative to the difference in bid amounts. **Motion carried 5-0.**

2) Summary Specification for the GC Basement Water Remediation Project #20-050
Hough stated this is a project that was placed on administrative hold for the last year due to not knowing whether there would be sufficient funds to complete the project. Hough explained that all alternatives have been explored prior to the development of the scope by which this bid was built around. Simek then detailed the reasons for the water penetration through the exterior of the building and the plan for correction. Hough affirmed that he believes this project should fall within the funds allotted to complete. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve the Summary Specification. Motion carried 5-0.**

6b. Reports

1) Construction & Project Management Report – June 2021
Hough summarized his Memorandum (Pages 6-7) and shared the presentation Public Works Committee (June 2021) highlighting:

- Road Survey
- Security Projects
- Facilities Master Plan (FMP)
- Hillside Road Bridge
- Capital Improvement Projects (CIP) Development

Discussion ensued relative to Security Projects.

2) Wisconsin County Highway Association (WCHA) Board of Directors Membership
Hough stated Wisconsin County Highway Association (WCHA) is soliciting interest for an elected county official to join their Board of Directors. Hough noted any Board Member interested may reach out to him to help facilitate communication.

New Business

7a. Approve Revocable Occupancy Permit (State Project) County Highway – ES Right of Way (Village of East Troy)

Hough referred to the state form included in the packet (Pages 9-22); stating this is a request by the Village of East Troy to the state, in reference to a state project. Hough shared that the County is involved because the project will require moving into the County’s right of way. Hough stated he has no concerns with this permit and subsequent agreement due to the fact that the Village of East Troy will maintain the sidewalk. **Supervisor Stacey offered a motion, second by Supervisor Schaefer, to approve the Occupancy Permit (State Project) County Highway – ES Right of Way (Village of East Troy).** Discussion ensued. **Motion carried 5-0.**

7b. Change in Scope (W2021), One-Year Extension to Surplus Vehicle #PW700 Facilities Truck

Hough stated this request is due to an oversight by the department that there were insufficient funds to purchase a new plow. Department of Public Works (DPW) will need to purchase this plow with operating funds, but because of a timing issue and delay in providing the truck it is being requested that the vehicle noted above now be surplus in the spring allowing it to be used for winter plowing. **Vice Chair Monroe offered a motion, second by Supervisor Schaefer, to approve Change in Scope (W2021), One-Year Extension to Surplus Vehicle #PW700 Facilities Truck.** Motion carried 5-0.

7c. Change in Scope (W2031), Retaining Surplus Brine Tank

Hough stated that the highway department requested keeping the previously surplus brine tank to dedicate as an additive tank; noting that within a couple of years the current additive tank will be overcome and it will be necessary to have a second tank. Hough shared there is no cost to this change. Discussion then focused on whether barriers are required around brine tanks when sitting outside; with Hough stating there is not a requirement in place at this time.

Supervisor Russell offered a motion, second by Supervisor Stacey, to approve Change in Scope (W2031), Retaining Surplus Brine Tank. Motion carried 5-0.

7d. Change Order #20-026-CO4 for the Law Enforcement Center Lobby & Office Remodel Project

Hough stated this is addressing the lack of a communication system for the new bullet proof glass installed in the lobby and adding a display case for the intercom system. Simek added that a mail tube system had deteriorated and needed repair as part of this change order as well. **Supervisor Stacey offered a motion, second by Vice Chair Monroe, to approve Change Order #20-026-CO4 for the Law Enforcement Center Lobby & Office Remodel Project.** Motion carried 5-0.

Reports/Announcements by Chairperson – Hough noted there is a municipal engagement meeting reaching out to all the municipalities including public works and elected officials on June 24, 2021 at 1:00 p.m.

Confirmation of next meeting: The next meeting was confirmed for Monday, July 19, 2021 at 3:30 p.m.

Adjournment

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