

**Walworth County Board of Supervisors
Public Works Committee Meeting Minutes
Monday, July 19, 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; Register of Deeds Michele Jacobs; Director-Information Technology Jackie Giller; County Engineer Joe Kroll; Program Manager-Mobility Gene Bobier; Under Sheriff David Gerber; Senior Project Manager Steve Nichols; and Deputy Director-Asset Management Matt Mortwedt.

Vice Chair Monroe offered a motion, second by Supervisor Stacey, to make one amendment to the agenda and withdraw Item #8d. The agenda as amended was approved by voice vote.

On motion by Vice Chair Monroe, second by Supervisor Russell, the June 8, 2021 Special Joint Public Works and Finance Committee meeting minutes along with the June 14, 2021 Public Works Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

7a. Bid Awards / Contracts / Specifications

1) Summary Specifications for Phase IV Prairie Seeding at White River Park, Project #W2132
Director-Public Works Richard Hough stated that this is the final phase of seeding at White River Park, and it is believed there will be favorable conditions for planting this fall. **Supervisor Stacey offered a motion, second by Supervisor Schaefer, to approve the Summary Specification. Motion carried 5-0.**

2) Award of Project #21-050, the Government Center Basement Water Remediation and Equipment Access Recondition
Hough declared there was an acceptable bid for this project without any competition. The bid leaves ample room in the budget for some secondary projects that were not scoped for this particular effort; mainly pertaining to the electrical system. Associate Engineer Vincent Simek shared that the basement portion of the project will be completed by November, with final restoration to the building's landscaping next year in May. **Vice Chair Monroe offered a motion, second by Supervisor Schaefer, to approve the Bid Award Recommendation.** Discussion ensued relative to only one bid having been received and the landscaping required after the project. **Motion carried 5-0.**

Hough introduced new Senior Project Manager Steven Nichols.

7b. Reports

1) Construction & Project Management Report – July 2021
Hough summarized his Memorandum (Pages 10-11) and shared the presentation: Public Works Committee (July 2021) highlighting:

- Government Center Elevator Delays
- County Highway ES Material Disruptions
- Brine Upgrade
- Phase Two-Improving Security Posture through Access Control
- Project Manager(s) Top 3 Summary (New Project Starts)

2) Report on Capital Improvement Project Change in Scope for White River Park Boardwalk, Project #W2133

Deputy Director-Asset Management Matt Mortwedt explained that there were remaining 2020 operating dollars that were able to be utilized for the White River Park Boardwalk Project; resulting in the \$10,000 Capital Improvement Project (CIP) request not being needed. The actual project of boardwalk construction has not commenced, but materials have been purchased which is a substantial portion of the cost. The Change in Scope allows for the funds to be used for the White River Park Prairie Seeding Project along with updates to signage and trail markings.

3) Report on the Department of Natural Resources (DNR) Annual County Campus Sanitary Sewer Report Hough shared that the Department of Natural Resources (DNR) requires an annual Compliance Maintenance Report (CMAR) which was included in the packet (Pages 13-24.) Hough commended Simek who was tasked with improvement to the grade as compared to previous submissions; as Walworth County received a grade of "A"; and no required action.

4) Report on Agreement related to the Cobblestone Inn Building in East Troy as part of CTH-ES Reconstruction

Hough announced that Corporation Counsel helped to develop the Covenant Not to Sue between Walworth County, the owner of the Cobblestone Inn building, the Village of East Troy, and the contractor; releasing Walworth County of any liability should there be damage incurred to the Cobblestone Inn Building during construction. This waiver was instrumental in keeping the CTH-ES Project running on time.

5) Report on 10-Year Highway Plan

Hough stated that the 10-Year Highway Plan is submitted annually, and through grant funding and Local Roads Improvement Funding (LRIP) the \$2.7 million budget was balanced. Hough shared that average costs may be decreased by successfully winning additional grant funding in the future. Hough stated that the survey commissioned for surface and subsurface analysis could change the projected schedule. The survey is being conducted over the next three weeks with the delivery of a plan proposal this fall. Hough disclosed to the Committee that the \$2.7 million dollar threshold was set in 2001. He warned that a conversation may need to be had relative to increasing the budget, but it will be the next budget cycle before benchmark data can be analyzed.

New Business

8a. Sheriff's Office Request to Accept Coronavirus Emergency Supplemental Funding (CESF) to Create UVC Cleaning Robots Capital Project and Purchase PPE

Hough shared that the Sheriff's Office will leverage grant funds to purchase new equipment to be used for law enforcement and the Judicial Center; and relinquish the two cleaning robots they currently possess to the Public Works Department for broader use throughout the county. **Supervisor Russell offered a motion, second by Vice Chair Monroe, to approve the Sheriff's Office Request to Accept Coronavirus Emergency Supplemental Funding (CESF) to Create UVC Cleaning Robots Capital Project and Purchase PPE. Motion carried 5-0.**

8b. New Capital Improvement Project approval for the Register of Deeds to purchase Trimin Software Modules and related services

Register of Deeds Michele Jacobs stated that the Trimin Software Modules will improve efficiencies in her office and also offer additional services to the public. **Supervisor Russell offered a motion, second by Supervisor Schaefer, to approve the Capital Improvement Project for the Register of Deeds to purchase Trimin Software Modules and related services. Motion carried 5-0.**

8c. Resolution No. ** - 08/21 Amending the Transportation Vehicle Capital Project to Purchase Six Vehicles for the Transportation Program

Program Manager-Mobility Gene Bobier stated that this resolution was created to use Coronavirus Aid, Relief, and Economic Security (CARES) Act funds carried over from last year, to purchase six additional vehicles to be leased

to VIP Services, Inc. for the Transportation Program. Discussion then focused on retiring aging vehicles within the current fleet. **Supervisor Russell offered a motion, second by Vice Chair Monroe, to approve the resolution Amending the Transportation Vehicle Capital Project to Purchase Six Vehicles for the Transportation Program. Motion carried 5-0.**

8d. Resolution No. ** - 08/21 Allocating/Transferring Highway Fund Available Net Position
Item #8d, the resolution Allocating/Transferring Highway Fund Available Net Position was previously removed from the agenda during the agenda approval process.

8e. Change Order No. 1 for the Judicial Center Parking Lot, Project #21-021
Hough explained that there seems to have been some cost cutting taking place when the Judicial Center parking lots were installed. The East parking lot portion of the project has been canceled to offset costs for repair. This change order will address the undercut that is on all the areas that are visually displayed and requires a significant amount of material to improve base layer. Discussion ensued relative to the new Health and Human Services (HHS) parking lot; with County Engineer Joe Kroll affirming that there were no short cuts taken during the construction of the HHS lot. Hough noted the creation of a 10-year strategy to maintain parking lots will include sealing and treating in the future; resulting in longer life for county parking lots. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the Change Order No. 1 for the Judicial Center Parking Lot, Project #21-021. Motion carried 4-0.**

8f. Annual Committee Review of Standardized Equipment and Materials
Hough stated this is an extension of a purchasing procedure established last year to create standardized lists, and must be refreshed each year. Public Works is not proposing any changes to the list as presented. **Supervisor Russell offered a motion, second by Supervisor Stacey, to approve the Annual Committee Review of Standardized Equipment and Materials. Motion carried 5-0.**

8g. Approval of a One-Time Cooperative Purchase over \$100,000 for Road Salt for the upcoming 2021/2022 winter season
Hough stated the rate only increased a couple dollars over last year and that there is no reason to not move forward as quoted. Hough shared that a significant amount of salt was carried forward from last year due to a mild winter. Discussion then focused on the municipalities salt usage, stock, and implementing brine. **Vice Chair Monroe offered a motion, second by Supervisor Schaefer, to approve the One-Time Cooperative Purchase over \$100,000 for Road Salt for the upcoming 2021/2022 winter season. Motion carried 5-0.**

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Monday, September 20 at 3:30 p.m.

Adjournment

On motion and second by Vice Chair Monroe and Supervisor Stacey, Chair Grant adjourned the meeting at 4:08 p.m.