

**Walworth County Board of Supervisors
Public Works Committee Meeting Minutes
Monday, September 20, 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: County Administrator Mark W. Luberda; Director-Public Works Richard Hough; Associate County Engineer Vincent Simek; Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter; and Director-Information Technologies (IT) Jackie Giller.

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

On motion by Supervisor Russell, second by Vice Chair Monroe, the July 19, 2021 Public Works Committee meeting minutes were approved.

Public Comment – There was none.

Special Order of Business

7a. Appeals/adjustments to the proposed 2022-2026 Capital Improvement Plan (CIP)

Director-Public Works Richard Hough asked if there were any appeals to the Capital Improvement Plan (CIP); hearing none, he reiterated the timeline by which to submit an appeal.

7b. Recommendation of the five-year CIP to the Finance Committee

Supervisor Russell offered a motion, second by Vice Chair Monroe, to recommend the five-year CIP to the Finance Committee. Motion carried 5-0.

Hough gave a summation of the presentation: Capital Projects Overview Brief (2022); which was distributed at the meeting. He explained the Project Management Process; including timelines and the code rankings used to identify reasons for which a project is included. Hough called attention to the expansion of the 10 YR Equipment Plan, 10 YR Road/Bridge Plan, and 5 YR Road Maintenance Plan; along with the creation of a 10 YR Parking Plan.

Hough referenced the Safety/Security and Renovation projects listed in Slide #2; stating the \$2,000,000 allocation will be put under Administrative Hold due to an ongoing study that is being funded under the \$750,000 project. The study is to identify whether there is a campus-wide security software and/or hardware solution that may lead to common systems integration.

Hough detailed the Equipment, Moveable Equipment, and Network Equipment additions and upgrades included on Slides #3 through #6; highlighting

- 3 new brine tank inserts will increase the County's brine capacity between 30 and 60 thousand gallons
- Health and Human Services (HHS) plans to purchase hybrid vehicles for their scheduled fleet replacement in an effort to improve fuel efficiency
- \$475,000 project to replace the 30 year old Public Works Fuel System will include a software upgrade adding a module to the AssetWorks system integrating a common software system platform

Director-Information Technologies (IT) Jackie Giller stated that most of the IT budgeted items are standard infrastructure replacement which is scheduled on an annual basis. She did note two larger projects:

- Sheriff's Office ProPhoenix System analysis; consideration on moving to a cloud structure
- HHS-Public Health Medical Records System

Hough referenced Slide # 7, Mechanical, Electrical, Plumbing (MEP); noting the utility infrastructure at the Government Center is at end of life, and an additional study pertaining to the cost benefits of remaining in the Government Center is scheduled after 2022.

Hough shared that the Huber HVAC system upgrade will bring automated logic into the Huber section; which is currently managed manually. The upgrade will allow for 24 hour monitoring and bring the entire building onto a common system.

Hough shared that many of the items noted on Slide #8 Repair/Maintenance were identified through the Facilities Master Plan and/or by staff. He pointed out that the Sheriff's Office Parking Lot repair is budgeted to achieve three out of the five recommended sections to be replaced, but cautioned that due to previous parking lot projects needing more work than initially budgeted this project may have to be adjusted once construction begins.

Hough recognized a correction to Slide #9-Planning, stating there is only one Solid Waste Study, it was added twice in error. In reference to the Solid Waste Study, Hough shared that a survey was conducted in 2020 gauging issues and or recommendations municipalities may have regarding a Countywide Solid Waste Strategy. Overwhelming comment was made as to the County addressing whether a permanent and/or Mobile Clean Sweep Program was needed. Hough cited three possible future options:

1. Change nothing
2. Create a mobile system and include recommendations on how to implement
3. Set-up a permanent collection site(s) and determine what is to be collected

Hough stated more research is needed into the above mentioned options, prior to solidifying a strategy.

In reference to County Wide Projects- Slide #10; Hough noted that the County Highway C Fairfield Bridge project is at risk of being delayed until 2023 based on permit requirements. The project was left budgeted into 2022 with hopes that permits can be obtained and the project will move forward as planned. He also stated that through a study of the sanitary systems around the campus it was found that there are additional infrastructure not necessary to the system; therefore funds budgeted to this project will be used to close or remove those systems.

In conclusion Hough stated this Five-year CIP focused on improving operational productivity as well as enhancements to the fleet. The prior year study on the parking lots, facilities, radio system and parks has been converted into the Five-year CIP. As compared to previous CIP's this one has shifted from an emphasis on construction to a focus on software, vehicles, and other types of purchases.

Consent Items

8a. Bid Awards / Contracts / Specifications

- 1) Summary Specification for Law Enforcement Center (LEC) Generator Replacement, Project #21-081

Supervisor Russell offered a motion, second by Vice Chair Monroe, to approve the summary specification. Motion carried 5-0.

8b. Reports

- 1) Construction & Project Management Report – September 2021

Hough summarized his Memorandum (Pages 8-10) and shared the presentation: Public Works Committee (SEP 2021) highlighting:

- County Highway ES Construction Project
- County Highway U Construction Project
- Architectural Engineering (A/E) Firms
- Utility Transfer
- Key Management Systems

- 2) Public Works Director's Bi-Monthly Report – September 2021

Hough referred to his Memorandum (Pages 11-13) with specific focus on:

- New Hires and Vacancies within the Department of Public Works (DPW)
- Hiring Limited Term Employment (LTE) for winter months
- Overtime
- Development of a Non-Capital Assets Plan
- Rewrite/Updating of Chapter 54 in Walworth County Code of Ordinances
- New Fleet Operations & Maintenance Plan

3) County-Wide Facilities Master Plan Study (final report dated May 27, 2021)

Hough referenced the County-Wide Facilities Master Plan Study - Final Report, included in the packet (Pages 14-64); emphasizing recommendations regarding the Government Center. Hough directed the Committee to Page 51 of the Packet, explaining the three major options addressing that the Government Center is currently at 90% of life capacity. He shared that an additional study will occur in the next couple years; including a cost benefit analysis above and beyond recommended projects.

4) Updated 10-Year Road & Bridge Improvement Plan

Hough referenced the 10-Year Road & Bridge Improvement Plan included on Page 60 of the packet. He highlighted that the Gregory Drive to CTH-H – Genoa project is being re-designed in an effort to bring the project in under budget. He also highlighted a new maintenance strategy will be initiated in 2023, utilizing a product approach called Hot-In-Place; and explained the cost-saving process alternative to resurfacing a road.

5) Change Order Report on CTH-ES, Project #21-002

Vice Chair Monroe offered motion, second by Supervisor Russell, to accept report items #1 through #5. Motion carried 5-0.

6) Change Order Report on Judicial Center Parking Lot, Project #21-021

Hough stated the County Administrator has already given tentative approval for this change order, as to not interrupt construction. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the Change Order Report on Judicial Center Parking Lot, Project #21-021. Motion carried 5-0.**

7) Final Pay Request to Scherrer Construction for the Sheriff Office Lobby Remodel, Project #W2002

Stacey offered a motion, second by Supervisor Russell, to approve the Final pay Request to Scherrer Construction for the Sheriff Office Lobby Remodel, Project #W2002. Motion carried 5-0.

New Business

9a. Sheriff's Office Request for new Capital Improvement Project (CIP) to purchase a replacement squad car. Hough referenced Page 64; stating the squad was damaged in a rain related incident. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the Capital Improvement Project (CIP) to purchase a replacement squad car.** Discussion ensued relative to whether squad cars involved in accidents are ever able to be repaired as opposed to being totaled out. **Motion carried 5-0.**

9b. Information Technology Department request removal of Hold for Capital Improvement Project (CIP) #12001 to replace the County's Multi-Function Printer / Copier Devices

Giller briefly detailed her Memorandum included on Page 66 of the packet. **Supervisor Russell offered a motion, second by Vice Chair Monroe, to approve the removal of Hold for Capital Improvement Project (CIP) #12001 to replace the County's Multi-Function Printer / Copier Devices. Motion carried 5-0.**

9c. Approval to renew both the Jefferson and Waukesha Counties Clean Sweep Memorandum of Understanding (MOU)

Hough stated these are renewals to existing Memorandums of Understanding (MOU's); which define the obligations and responsibilities on each party's behalf in regards to Community Clean Sweep. **Supervisor Schaefer offered a motion, second by Supervisor Russell, to approve renewal of Jefferson and Waukesha County's Clean Sweep Memorandums of Understanding (MOU's.) Motion carried 5-0.**

9d. Resolution No. **-10/21 Allocating/Transferring Highway Fund Available Net Position

Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the resolution Allocating/Transferring Highway Fund Available Net Position. Motion carried. 5-0.

9e. Ordinance No. **-10/21 Amending Chapter 16 of the Walworth County Code of Ordinances Relating to Public Property

Supervisor Russell offered a motion, second by Supervisor Schaefer, to approve the ordinance Amending Chapter 16 of the Walworth County Code of Ordinances Relating to Public Property. Motion carried 5-0.

9f. Ordinance No. **-10/21 Amending Chapter 54 of the Walworth County Code of Ordinances Relating to Streets, Sidewalks, and Certain Other Public Places

Hough stated the above listed ordinances are interconnected (9e and 9f.) The amendments will help define what utility companies can expect to see when being issued a permit. He shared that this coming winter, in an effort to improve communication, all utilities that operate in Walworth County will be invited to a meeting explaining the changes. **Vice Chair Monroe offered a motion, second by Supervisor Russell, to approve the ordinance Amending Chapter 54 of the Walworth County Code of Ordinances Relating to Streets, Sidewalks, and Certain Other Public Places. Motion carried 5-0.**

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Monday, October 18 at 3:30 p.m.

Adjournment

On motion and second by Vice Chair Monroe and Supervisor Russell, Chair Grant adjourned the meeting at 4:57 p.m.