

## **Minutes of the Public Works Committee May 1, 2008**

Chair David Swan called the meeting to order at 8:36 a.m.

**Committee Members Present:** County Board Supervisors David Swan (Chair), Walter Kolb, Pamela Meyer (arrived at 8:37 a.m.), Peter Gundrum (arrived at 8:37 a.m.), Peter Wolff (left at 9:29 a.m.; returned at 10:22 a.m.) and John Pledl. **Absent:** Supervisor Pauline Jaske.

**Also Present:** County Board Chief of Staff Lee Esler, Legislative Policy Advisor Mark Mader, Legislative Policy Advisor Dave Krahn, Legislative Associate Karen Phillips, Building Operations Supervisor Scott Miller, Parks Systems Manager Duane Grimm, Budget Management Specialist Linda Witkowski, and Financial Analyst Bill Duckworth.

### **Correspondence**

1. "Transporting Wisconsin By Rail" Report
2. Letter from One Source Consulting regarding Stakeholder Kick-Off Meeting (copy was distributed to Committee members) Esler stated he attended the meeting, held on April 30, regarding the North Avenue/Barker Road reconstruction project and gave a brief update. Esler explained that potential signalization or a roundabout are possibilities at that intersection. Public hearings will be held in August 2008 and January 2009, with possible construction beginning late in 2009.

### **Legislative Update**

Krahn gave a brief update on the State budget and the status of legislative items. Krahn said the Budget Repair Bill discussion continues behind closed doors. Swan asked if there was anything to report in regard to transportation funds relevant to this committee. Krahn stated there is nothing new to report at this time. Swan stated Krahn is welcome at any future Public Works Committee meetings to present any new, pertinent legislative information.

### **Future Agenda Items**

- Gundrum requested a discussion of intersection at Kelsey and Racine with regard to Public Works Director Bolte's decision to put in a roundabout; to include an explanation of how this decision was made
- Swan suggested an update of the Janesville Road project by Public Works staff
- Wolf requested an update on public transportation issues, to include a discussion of the elimination of certain bus routes in recent years

Esler commented regarding Gundrum's future agenda item request. Esler stated he received an email from Public Works about the kickoff meeting of the CTH Y/Kelsey project. He stated he would give a copy to Phillips and have Gundrum and Pledl included in the email list in for future information on this road project.

Gundrum asked whether the Public Works Committee could do anything at this point to change direction of this project.

Esler explained both of the road projects previously discussed are active capital projects and are subject to review. The expenditures were approved by the County Board but it is the responsibility of this committee to exercise policy discretion by reviewing them. The Board allows that discretion in the budget if there is not a particular design element specified. The committee may decide if it is a policy

issue or an administrative issue. Swan added that Bolte or staff would be scheduled to appear before the Committee to provide more information on those two issues.

- For future meetings, Swan would like the Committee to meet for tours at Health & Human Services, Public Works buildings and substations, the Airport, and view the sites of slated road projects. Swan emphasized the importance of checking the agenda for the time and location of future meetings. Phillips stated she would highlight any changes in location on the agenda. Gundrum requested a Google map depicting the location be included with the agenda. Gundrum asked if the off-campus meetings could begin earlier. Swan stated he would prefer to keep the starting times at 8:30 a.m. for consistency.
- Pledl would like an explanation of the fee policy regarding the use of County Parks/County facilities by non-profit organizations.
- Esler suggested an annual update by State DOT regarding upcoming projects on the State highways located within the County

### **Meeting Approvals**

Swan explained it is preferable to have approval of the Committee before attending any non-County meetings.

### **Committee Welcome and Opening Remarks by Committee Chair**

Swan welcomed the Committee members with a brief introduction, followed by self-introductions of Supervisors and Staff.

### **Nomination and Election of Vice Chair and Committee Secretary**

MOTION: Wolff moved, second by Gundrum, to nominate Walter Kolb for Vice Chair of the Public Works Committee. Motion carried: 6-0.

MOTION: Gundrum moved, second by Meyer, to nominate Peter Wolff for Secretary of the Public Works Committee. Motion carried: 6-0.

Esler briefly reviewed the duties of the Public Works Committee prior to the discussion of agenda items 4-6.

Esler explained that for Public Works projects which are subject to the open bid process, this committee is required to approve the low bid amount. He stated it is the function of the Committee to review the bids and determine that the bidder is qualified, will deliver the work as contracted, and that there was no impropriety with the bid. Should they decide to reject lowest bid, Esler suggested they get legal counsel before doing so.

Esler also explained that parking restrictions on the County grounds are approved under the authority of the Public Works Committee.

### **Discuss and Consider Bid for Department of Public Works Facilities Management Division - #0832 for Carpet, Painting and Wallpaper on 2<sup>nd</sup> Floor of Administration Center**

Miller introduced himself and summarized his job responsibilities. He also explained the County's bid process. He stated a consultant reviews the bids and if there is a legal question, it is usually reviewed by Corporation Counsel before it even comes to the committee.

MOTION: Gundrum moved, second by Wolff, to approve the bid by Vinny's Commercial Flooring in the lump sum amount of \$38,826 for carpet replacement.

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Wolff left at 9:29 a.m.

Miller reviewed the tabulation of bids as listed in the handout. He explained that the base bid was \$36,326.00; the total cost of carpet recycling was an added \$2500 for the total amount of \$38,826.

Motion carried 5-0.

MOTION: Kolb moved, second by Gundrum, to approve the bid by Perfection Painting in the lump sum amount of \$14,495.00 for painting.

Miller explained the details as shown in the attached drawings. He stated there was an error in calculation that is corrected in the revised dollar amounts at the bottom of the bid tabulation sheet.

Motion carried 5-0

MOTION: Pledl moved, second by Kolb, to approve bid by Perfection Painting in the lump sum of \$11,895.00 for wallpaper replacement. Motion carried 5-0.

### **Discuss and Consider Request for Parking Lot Signage Changes (Update on Sheriff's Department Signage Request)**

Grimm introduced himself and gave a brief overview of his background and duties with the Parks Department.

Grimm distributed a revised parking plan for the reassignment of parking stalls in the Justice Center Lot. He explained the previous Public Works Committee was concerned about taking public parking spaces to give additional spaces to the Sheriff's Department. He stated a park ranger has since surveyed the current parking assignments and found the public stalls often not filled. The survey determined the 90 minute public parking spaces are under utilized at most times, except for the time when second shift begins work.

Swan suggested that perhaps another handicap parking space should be provided. Grimm stated another survey could be done to determine the usage of the presently assigned handicap spaces.

Grimm explained that the Sheriff is requesting the parking stalls for their transport vans. The proposed signage will reassign four stalls for the Sheriff's transport vans and two stalls for additional 90-minute public parking. Grimm stated the public stall usage in this lot is minimal, since it is utilized only by people doing business with the Sheriff, Medical Examiner, and perhaps Public Health.

MOTION: Gundrum moved, second by Pledl, to accept the parking lot signage changes for assignment of two more 90-minute stalls and four stalls for the sheriff's department transport vehicles in the Justice Center Lot. Motion carried 5.0.

### **Discuss and Consider Bid for Muskego Park Maintenance Building**

Grimm explained the location, the proposed floor plan and the outside landscaping plan.

MOTION: Pledl moved, second by Kolb to approve the base bid (\$460,000) and alternate (\$3,800) for a total lump sum amount of \$463,800, to Titan Building Co.

Gundrum questioned the need for this new building. It seems the current one is functional for its intended purpose, as it does not seem to have a high usage.

Esler stated this building was already approved as a capital project. Grimm added that the building is very inefficient. The storage area is tight and the heating system is outdated. Factors considered were the age and structure of the building and its condition. The money handling is done in the same room where employees are eating lunch. Grimm explained that parking stickers are sold there, and the building is usually staffed 8-4:30.

Kolb questioned how much additional storage the new building would provide. Grimm stated about 200 sq ft. Kolb asked why repairs could not be done to the existing building. Grimm stated the repairs would be costly and extensive; the building also needs a new roof. Grimm further explained the need for safe money handling practices and good accommodations for the staff. In addition, the Sheriff's Department would use the park facility for refueling of some of their vehicles. Questions were raised regarding the Sheriff's use of their fueling station.

Gundrum asked whether this project is actually for the benefit of county staff rather than the public and the taxpayers.

Mader recalled that as this project had come through the Capital Projects Plan, supervisors toured the Muskego building. They had asked many questions and very good explanations were provided. This issue was thoroughly examined by the previous board and committees.

Meyer asked about the inefficiencies of this old building. Grimm explained the heating, water heaters, and lighting are all inadequate. There are metal walls, with very little insulation. The new building will have a forced-air furnace, a more efficient lighting system, and on-demand water heaters. This plan was not set up to fulfill many of the sustainability objectives, but as much as possible is being done within the monetary limitations.

Meyer asked if landscaping is included in this bid. Grimm explained that the only thing that will not be included is the plantings.

Gundrum commented that it is difficult to spend this amount of money on a building when it appears this is more of a want than a need. He stated he would support it because it had already been approved. Kolb agreed, but stated the market is beneficial at this time. If we wait, the inflation rate may increase so dramatically that we would be better off doing it now.

Pledl stated he agreed with Gundrum. Because the previous Board approved it he would support it but it does seem like a lot of money for a shed. Swan stated the plan was to build new structures for all of the parks, and this is a continuation of that plan.

Wolff returned at 10:22 a.m.

Esler added that though it was a good discussion, it is irrelevant to the issue before the Committee. The issue here is to accept the bid of a decision made previously by the County Board. The questions here are, is it within budget, is it the low bid, and whether or not to select the alternate. He added that he would speak more on this subject when explaining the Public Works Committee duties and responsibilities. This capital project is unique because it has a separate itemized amount in the project for the site work versus

the building work.

Grimm explained the alternate amount (\$3800) is for demolition of the metal building. He added that some of the site work would be done with the project.

Esler asked if it is anticipated that the site work will be less than the \$122,000 the capital project allows. Grimm stated yes, he is confident it will be under that amount.

Motion carried 6-0.

### **Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances**

Swan discussed some procedural issues he would like to implement for the Public Works Committee meetings:

- Agenda Items: First, a motion on the floor to accept, followed by discussion, and follow up with a vote to accept or not
- Pay attention to the timing on the agenda and try to move according to schedule
- Requesting the floor from the Chair

Esler began by stating the Committee distinguished four issues of policy during this meeting:

- 1 Policy (unwritten) that the public has preferred access to public buildings: This policy was assumed in accepting the number of parking stalls for public use in the courtyards.
- 2 Desire for decisions regarding traffic movement at intersections to be brought before the committee
- 3 Policy issue regarding Sheriffs fueling at park facilities, which brings up a larger policy issue of interdepartmental use of public facilities
- 4 The use of public buildings and facilities by non-profit organizations: That issue may transcend this Committee and be decided by the County Board.

Esler continued, explaining that the County Board established parking restrictions and delegated the Public Works Committee to make the decisions on them. It then took the legislative enactment of an ordinance to establish parking regulations on County grounds in order to issue parking tickets. Esler, speaking from experience, stated the way to distinguish policy versus procedure is that policy is what you fight about, something that there is a difference of opinion about, rather than something followed by rules set on paper.

Esler continued to review the duties and responsibilities as contained in the code of Ordinances. Esler stated the Public Works Department would present most issues to this committee pertaining to buildings, facilities, roads, etc. In addition, the Committee has purview over the Airport Commission, the Wisconsin River Rail Transit Commission and the Southeastern Wisconsin Regional Planning Commission (transportation matters). Esler explained it is also a duty of the Committee to make, at minimum, an annual inspection of all of the facilities. He reviewed the duties of the Public Works Committee in acting as the County Highway Committee in order to fulfill State statutory requirements. Esler stated that this Committee could also procure independent cost estimates of capital projects, as well as make recommendations to the County Board concerning policy issues associated with public works projects. Esler explained that how some projects are actually administrative issues and do not come before the committee and provided some examples.

Esler highlighted the general information items covering organization, actions and procedures, and general committee duties. Esler also stressed the importance of oversight, review, and periodic evaluation for all committees, stating the budget is the easiest means to accomplish this.

Gundrum asked how the non-profit organization fee issue should be brought before the Land Use Committee. Esler stated the Executive Committee, made of up Committee chairs, can review issues that cross committee boundaries. For example, Supervisor Swan could present the issue brought up at Public Works to the Executive Committee for a decision on how to proceed.

Swan reviewed quorum issues with respect to the Committee and voting procedures. He stated it is important for the Committee to ask questions about issues which are not contained in the ordinances, such as in Memorandums of Understanding (MOU).

Mader noted that even if an item is defeated it still moves on to the County Board for consideration with the committee votes reflected.

### **Discuss and Review Southeastern Wisconsin Regional Planning Commission (SEWRPC) Memo on Allocation of Surface Transportation**

Esler strongly suggested that Committee members read/review the following items:

- Transportation Improvement Program Plan
- Jurisdictional Highway System Plan – In relation to this item, Esler stated that as a citizen he attended a meeting with the City of Waukesha Administrator and Alderperson/County Supervisor Cummings regarding transfer of jurisdiction of City roads to the County. He encouraged the City to request jurisdictional transfer of North Street, St. Paul Avenue, Northview Road, and Grandview Blvd., to County jurisdiction.
- SEWRPC Regional Transportation Plan: This was presented as an ordinance in the last term, which came before the Public Works Committee and did not advance to the County Board.
- The Street and Highway Width Map

Esler explained those items are the four basic ingredients of a highway project before it is built. He explained the importance of each the items in relation to each other. He also updated the Committee on the background and details and of the upcoming Highway P/I-94 project.

In closing, Swan reviewed some basic parliamentary procedures with the Committee including interruption of a speaker, tabling a motion and a motion for the previous question.

MOTION Kolb moved, second by Meyer, to adjourn the meeting at 11:29 a.m.  
Motion carried 6-0.

Respectfully submitted,

Peter Wolff  
Secretary