

# Richland County

## Public Works Standing Committee | Meeting Minutes

November 23, 2022

The Richland County Public Works Standing Committee met on Thursday, November 10<sup>th</sup>, 2022, in the Richland County Board Room, at 181 W. Seminary St., Richland Center, WI 53581.

### Roll Call:

	Present	Absent		Present	Absent		Present	Absent
Josh Elder	✓	☐	Daniel McGuire	✓	☐	Marc Couey	✓	☐
Lisa Mueller	✓	☐	Steve Carrow	✓	☐	Julie Fleming	☐	✓
Randy Nelson	☐	✓	Richard McKee	✓	☐	Clinton Langreck	✓	☐
Barb Scott	✓	☐	Gary Manning	☐	✓	Cheryl Dull	✓	☐
Jason Marshall	✓	☐	Chad Cosgrove	✓	☐	Jeffrey Even	✓	☐
John Couey	☐	✓	Steve Williamson	✓	☐	Michael Windle	✓	☐

### 1. Call to Order

Committee Chair Williamson called the meeting to order at 4:00 p.m.

### 2. Proof of Notification

Committee Chair Williamson verified with Commissioner Elder that the meeting had been properly noticed.

### 3. Agenda Approval

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor McKee to approve the thirteen-point agenda. All voting aye, motion carried.

### 4. Previous Meeting Minutes

Motion: Moved by Supervisor Carrow, seconded by Vice Chair Cosgrove to approve and accept the previous meeting minutes. All voting aye, motion carried.

### 5. Public Comment

Discussion: No public comment

### 6. Courthouse Administrative Report - Update

- *Courthouse Roof/Windows/Metal Siding:*
  - Roof: Construction completed and meets all specs.
  - Windows: Bid has been awarded to Wisconsin Glass, with a projected completion date of March 1, 2023.
  - Metal Siding: Interstate Roofing at a cost of \$17,250 and an estimated completion date of November 18, 2022.
- *DOJ Grant:* Working on completing the following projects listed below with the grant funding still available. Started with \$150,000, less \$117,000 of approximate funds already spent on completed projects leaving an estimated balance available around \$32,000. Projects ideas still remaining to be completed total an estimated \$39,000 in expenditures.
  - Door Openers: Perkins hired to install automatic door openers. Horkan hired to remove old and install new doors.
  - *Key Project:* This project must have the first inventory completed by April 15, 2023.
  - *Space Assessment:*
    - Re-Signing: First floor has been completed and re-signage has moved onto the second and third floors.
  - *UW Campus Coppertop:* Preparing specification design. Currently the expenses are higher than anticipated. Presenting to Finance and Personnel.

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- *Lighting*: Switching to LED lighting. Should be completed within the next couple of weeks.
- *Land Swap*: The Pine Valley farm lease and land swap project is currently on hold until the CTH O project is completed. Exploring information on grant funding for pathway (under Transportation Alternatives Programs)

### 7. MIS Administrative Report –Update

Discussion: Currently the MIS department is seeking out an additional server for storage and is looking at an approximate cost of \$38,000. MIS offered a part-time position of employment to an interested candidate that ended up turning down the offer. MIS will be advertising for an open position for the second time.

### 8. Highway Administrative Report

#### a. Highway Monthly Paid Bills

Motion: Moved by Supervisor Couey, seconded by Supervisor McKee to approve and accept the total of \$521,247.81 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

#### b. Highway – 2022 Projects-Status Update

Discussion:

- STH 60-STH 193 Resurface: Completed
- CTH E Cold-in-Place Re-Pave: Completed
- CTH H Bridge: Completed
- CTH BR Resurface: Completed
- Sand/Salt Shed: Completed
- Brine Maker: Installed and Completed
- 21 Miles of Sealcoating: Completed
- Highway Open House: Held Saturday, October 22, 2022 from 11-1 and was happy with the turnout.
- Other: Currently working on getting the fleet set up and ready for winter as well as harvesting sand while finishing up roadside mowing.

### 9. Discussion and Possible Action on the Consideration of Ethics Ordinance Language on “Use of Public Property and Equipment”. [Administration]

Discussion: Ethics ordinance and public property policy strictly referring to the use of County equipment was discussed with policy updates and recommendations given.

Motion: Moved by Committee Chair Williamson, seconded by Supervisor McGuire to approve and set the ethics ordinance and public property policy, in regarding the use of County equipment, as an umbrella policy to cover all departments but allow for department heads to have some input and flexibility.

All voting aye, motion carried.

### 10. Discussion and Possible Action on Land Purchase for Ash Creek Church Septic. [Highway]

Discussion: In order to move forward and complete the CTH O project land is needing to be purchased. Currently the offering price is \$8,000 for ½ acre of land.

Motion: Moved by Supervisor Couey, seconded by Supervisor McKee to approve and present to County Board Committee in December, the ½ acre land purchase of Ash Creek Church septic for \$8,000.

All voting aye, motion carried.

### 11. Discussion and Possible Action on Assessed Tax Deed Property for Sale. [Treasury]

Discussion: Discussed the assessed tax deed parcel in Buena Vista Township and putting it up for sale. (Bid submission requirements, bid minimum, deadline dates, assessed value, advertising, etc.)

Motion: Moved by Supervisor McGuire, seconded by Supervisor Couey to approve the bidding process for the assessed tax deed property for sale in Buena Vista Township (Parcel# 006-0634-4100) with the following requirements:

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- Minimum Bid \$25,000
  - Class 3 advertisement to run for 3 weeks
    - Advertisement should state:
      - Bid deadline of January 12, 2023
      - Bid requirements
      - Contract obligations once bid is awarded
  - Supervisor McKee and Supervisor Couey to oversee project completion.
- All voting aye, motion carried.

### 12. Closing - Future Agenda Items

- Referendum Update

**Adjournment** – The next Public Works Committee meeting is set for Thursday, December 8, 2022 at 4:00 pm.

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to adjourned the meeting at 5:16 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller  
Bookkeeper, Highway Department