

# Richland County

## Public Works Standing Committee | Agenda

---

November 7, 2022

### NOTICE OF MEETING

---

Please be advised that the Richland County Public Works Standing Committee will convene at 4:00 p.m., **Thursday, November 10<sup>th</sup>, 2022** in the Richland County Board Room, 181 W. Seminary Street.

- **WebEx Videoconference, WebEx Teleconference, or Join by Phone** meeting access information at:  
<https://administrator.co.richland.wi.us/minutes/public-works/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email), or Public Works Standing Committee Chair Steve Williamson at (608)574-5520 (phone/text) or [steve.williamson@co.richland.wi.us](mailto:steve.williamson@co.richland.wi.us) (email).

#### **Agenda:**

1. Call to Order
2. Proof of notification
3. Agenda Approval
4. Previous Meeting Minutes\*
5. Public Comment

#### **Administrative Report:**

6. Courthouse Maintenance Report\*
7. MIS Administrative Report
8. Highway Administrative Report
  - a. Monthly Paid Bills\*
  - b. 2022 Projects/Status

#### **Action Items:**

9. Discussion and Possible Action on the Consideration of Ethics Ordinance Language on "Use of Public Property and Equipment". [Administration]
10. Discussion and Possible Action on Land Purchase for Ash Creek Church Septic. [Highway]
11. Discussion and Possible Action on Assessed Tax Deed Property for Sale. [Treasury]

#### **Closing:**

12. Future Agenda Items
13. Adjournment

***\*\*Items in Bold have been Added and/or Modified and Items with a Strike have been Removed from Agenda\*\****

\*Meeting materials for items marked with an asterisk may be found at: <https://administrator.co.richland.wi.us/minutes/public-works/>

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Committee.

# Richland County

## Public Works Standing Committee | Meeting Minutes

October 18, 2022

The Richland County Public Works Standing Committee met on Thursday, October 13<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 Supervisor Couey, seconded by Vice Chair Cosgrove to approve the agenda.

All voting aye, motion carried.

### 4. Previous Meeting Minutes

Motion: Moved by Supervisor Couey, 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 Opening. Wisconsin Glass bid for a total of 72 window inserts at a total bid of \$42,896 to be completed by March 1<sup>st</sup>.
  - Metal Siding: No bids have been submitted.
- *DOJ Grant: Working on getting completing the following projects with the grant:*
  - Door Openers: Perkins will order all mechanisms that will meet all ADA standards.
- *Key Project:* This project is currently on standby and will be reviewed again by April 15, 2023.
- *Space Assessment:*
  - Re-Signing: Stevens Signs met required bid specs. 1<sup>st</sup> Floor= \$670 2<sup>nd</sup> Floor= \$875 3<sup>rd</sup> Floor= \$1,110 for a total re-signing cost of \$2,655.
  - Interior Paint: Received bid from Matt's Pro Painting. Bid breakdown: 5 offices & hallways = \$5,100; 1 conference room [all walls and ceiling] = \$1,855. Both sections total \$6,955.
- *Fund 75:* Balance in Fund 75 is to be spent by March 31, 2023 on any project listed above.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor McKee to approve and accept the bids for signage, windows, interior paint and doors as presented.

All voting aye, motion carried.

# Richland County

## Public Works Standing Committee | Meeting Minutes

---

### 7. MIS Administrative Report –Update

Discussion: Currently the MIS department is down one employee. Position had been posted, interviewed and the job has been offered to a candidate. Currently waiting to receive a response as to if they accept or decline the position.

### 8. Highway Administrative Report

#### a. Highway Monthly Paid Bills

Motion: Moved by Supervisor McGuire, seconded by Supervisor Fleming to approve and accept the total of \$649,490.62 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

### 9. Discussion and Possible Action on Land Lease Agreement with Unbehauns. [Administration]

Discussion: 3-year land lease agreement of 15 acres of crop ground.

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to approve the land lease agreement of 15 acres of crop land [parcel# 022-3411-3000] from January 1, 2023 through December 31, 2026 [3-year lease]. Annual rent is \$120.00 per acre for a total of \$1,875.60 per year.

All voting aye, motion carried.

### 10. Discussion and Possible Action on Opening and Awarding bids for Windows [Administration]

Discussion: This was already discussed previously in agenda item #6.

### 11. Discussion and Possible Action on Reimbursements for Culvert Cost Shares [Highway]

Discussion: Discussed that the Highway Department currently has 3 township culvert cost shares.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor McKee to approve and present to the County Board Committee.

All voting aye, motion carried.

### 12. Discussion and Possible Action on Pending Charges Owed by the Fairgrounds Department. [Highway]

Discussion: The Highway Department used manpower and equipment to assist the Fairgrounds Department in assembling a derby pit at a cost of \$947.67.

Motion: Moved by Supervisor Couey, seconded by Supervisor Fleming to forgive the bill owed by the Fairgrounds Department at a total of \$947.67.

All voting aye, motion carried.

### 13. Discussion and Possible Action on Mechanical Understaffing and Meager Interest in Position. [Highway]

Discussion: Currently the Highway Department has been down one mechanic. Discussed possible solutions or options to help fill the void. Discussed possible contract employees.

Motion: Moved by Supervisor Carrow, seconded by Vice Chair Cosgrove to continue to look into options.

All voting aye, motion carried.

### 14. Discussion and Possible Action on the Highway Department Open House [Highway]

Discussion: Date of October 22<sup>nd</sup> from 11am-1pm. Looking into an agenda and/or public notice for the Public Works quorum that will be in attendance at the open house.

# Richland County

## Public Works Standing Committee | Meeting Minutes

---

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

Discussion: There is currently no new information to share about the assessed property (Motel). It was discussed having Attorney Windle involved in the bid drafting process. It was also discussed that some would like to see the Motel buildings salvaged and converted into short-term affordable housing. Agenda item will be tabled and discussed at the November meeting.

### **16. Discussion and Possible Action on Acquisition of Tax Deed Parcel** [Treasury]

#### **a. Tax Deed Parcel Number 186-1833-1470 – Village of Viola**

Discussion: This parcel is a vacant lot that the owner has relinquished all control of it. Total delinquent is \$4,568.18. Parcel has been published.

### **17. Discussion and Possible Action on Feedback on the Education Information Document from the Ad-Hoc Committee** [Administration]

Discussion: Will be discussed at the next Ad-Hoc Committee meeting.

### **18. Discussion and Possible Action on Feedback on Replacement of Mowing Equipment.** [Highway]

Discussion: Current mowing equipment is old and out of date. Would like to sell current mowing equipment using the money from the sold equipment to help purchase new and/or updated equipment.

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to sell the old mowing equipment and use the funds towards the purchase of updated or new mowing equipment.

All voting aye, motion carried.

### **19. Discussion and Possible Action on Highway Departments Further Response to Resolution 22-96.** [Highway]

Discussion: It was discussed that the Highway Department will work with MIS to re-work to

1) Reduce asphalt

2) Reduce staff

It was also discussed that employees produce revenue and the loss of one employee is equal to \$54,000 in revenue.

### **20. Closing - Future Agenda Items**

Discussion: No future agenda items at this time.

**Adjournment** – The Public Works Committee will reconvene on Saturday, October 22<sup>nd</sup>, 2022 at 11:00 a.m. at the Highway Department Open House.

Motion: Moved by Supervisor Couey, seconded by Supervisor Fleming to adjourned the meeting at 5:03 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller  
Bookkeeper, Highway Department

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Property Management Report:

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	10 Nov 2022	<b>Action Needed:</b>	Informational // may accept
<b>Disclosure:</b>	Open	<b>Authority:</b>	
<b>Date submitted:</b>	04 Nov 2022	<b>Referred by:</b>	

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to accept and file the property management report.

**Background:** *(preferred one page or less with focus on options and decision points)*

The Property Management Report is a reoccurring report composed with intentions of keeping the members of the Property, Buildings and Grounds Committee informed on projects and information impacting the courthouse facility and other properties under the committee's care.

---

#### Attachments and References:

Report inserted below	
-----------------------	--

#### Financial Review:

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

Multiple impacts pending development

#### Approval:

#### Review:

*Clinton Langreck*

---

Department Head

---

Administrator, or Elected Office (if applicable)

---

**Richland County Committee**

**Agenda Item Cover**

**Property Management Report:**

**COURTHOUSE**

**a. Courthouse Key and Security Project - Status**

1<sup>st</sup> inventory must be completed by April 15, 2023

**b. DOJ Grant Application – Second Round – Status and Timeline:**

Working with Shannon Ludwig on proposed projects under way:

DOJ Grant Project - Complete by 12/31/2022			
	Beginning Balance	\$ 150,000.00	
Key Fob System – Equipment/Consult/Contract – \$100,000			
Sani-Defenx Gear Sanitizer \$20,475.00			
<b>Completed:</b>			
Air Purification System - Equipment/Consult/Contract	\$	43,595.30	
2 x Touchless Water Bottle Fillers - Equip/Consult/Contract	\$	3,161.84	
Installation of Bottle Fillers	\$	3,580.00	
Apex Officer Training Stimulator	\$	67,500.00	
	Spent	\$ 117,837.14	
	Remaining	\$ 32,162.86	
<b>Project Ideas for approximately \$100,000 remaining:</b>			
Laptops/Docking Stations	\$	11,042.00	
Maintenance Dept Sanitation Supplies	\$	1,757.00	\$957.31 so far
Jail/Road Sanitation Supplies	\$	10,549.00	
Perkins-Install Automatic Openers	\$	12,054.00	\$6027 Paid 10/13/22
Horkan-Remove/Install new doors	\$	4,200.00	
	\$	39,602.00	

**c. Window replacement:**

Oral report given by Maintenance Supervisor and Administrative Assistant.

**d. Metal Siding Estimate:**

Oral report given by Maintenance Supervisor and Administrative Assistant.

## **Richland County Committee**

### **Agenda Item Cover**

**e. Signage updates:**

Oral report given by Maintenance Supervisor and Administrative Assistant.

**f. Land and Zoning Move:**

Underway. Painting has been completed. Land Conservation has begun movement.

**OTHER PROPERTY REPORT**

**g. Pine Valley Farm Lease and Land Swap:**

Ongoing until County Hwy O road project is complete. Information on grant funding for pathway is being explored under (Transportation Alternatives Program).

**h. UW Campus Coppertop** — working with Russ preparing specification design.