

Richland County

Public Works Standing Committee | Agenda

December 2, 2022

NOTICE OF MEETING

Please be advised that the Richland County Public Works Standing Committee will convene at 4:00 p.m., **Thursday, December 8th, 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 (email), or Public Works Standing Committee Chair Steve Williamson at (608)574-5520 (phone/text) or 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 Updating the Panic Button located at the Courthouse. [MIS]*
10. Discussion and Possible Action on the EMC Purchase. [MIS]*
11. Discussion and Possible Action to Acquire Tax Deed Parcel #186-1833-1470. [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

November 23, 2022

The Richland County Public Works Standing Committee met on Thursday, November 10th, 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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Public Works Standing Committee | Meeting Minutes

- *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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Public Works Standing Committee | Meeting Minutes

- 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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Property Management Report:

Department	Administration	Presented By:	Administrator
Date of Meeting:	08 December 2022	Action Needed:	Informational // may accept
Disclosure:	Open	Authority:	
Date submitted:	02 December 2022	Referred by:	

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	
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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

Assistant Cheryl Dull is currently working with Departments to inventory their keys. Last office is scheduled for 12/16/22 then a spreadsheet will be completed showing access to rooms. A meeting with Administrator Langreck, Maintenance Supervisor Nelson, Administrative Assistant Dull, Sheriff Porter and Chief Deputy to discuss access requests and issues.

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							
Completed:							
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					
Maintenance Dept Sanitation Supplies	\$	1,602.27					
Laptops/Docking Stations	\$	10,343.66					
Perkins-Install Automatic Openers	\$	12,054.00					
Spent		\$	141,837.07				
Remaining		\$	8,162.93				
Project Ideas for approximately \$100,000 remaining:							
Jail/Road Sanitation Supplies	\$	10,549.00					
Horkan-Remove/Install new doors		\$	4,200.00				
		\$	187,146.66				

c. Window replacement:

Maintenance Supervisor Nelson will be meeting with Todd Horkan from Wisconsin Glass on 12/14 or 12/15 to get windows measured.

d. Metal Siding Estimate:

Siding has been completed and invoice paid.

e. Signage updates:

Signage is almost complete. A few signs still need hung.

Richland County Committee

Agenda Item Cover

f. Land and Zoning Move:

Underway. Land conservation has vacated their old office. Zoning will have everything moved by 12/31/22. Conference room cannot be accessed until EMS gets an occupancy permit for their new building. Anticipated access to set up the conference room will be after 1/1/2023.

g. Administration move: Oral report given by Administrative Assistant and Administrator.

OTHER PROPERTY REPORT

h. 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).

i. UW Campus Coppertop — working with Russ preparing specification design.

Richland County Highway Department

November Vouchers | December Meeting

No.	Vendor Name	Bill Summary/Description	Amt Paid
23P	Payroll	Pay Period 10/23/2022-11/5/2022	\$ 90,236.99
24P	Payroll	Pay Period 11/6/2022-11/19/2022	\$ 63,461.19
574	Frontier	Monthly Telephone Services	\$ 200.23
575	Insight FS	Diesel Fuel, 87 Gas w/Eth 10%, Services, Etc.	\$ 2,627.01
576	Richland Electric Coop [REC]	Monthly Electric Services[STH 58 Location]	\$ 45.52
577	Town & Country Sanitation	Monthly Disposal & Recycling Fees	\$ 195.47
578	WI Dept of Trans	STH56-CTH STH80-RC	\$ 22,157.18
579	Alliant Energy	Monthly Electric Services	\$ 22.96
580	First Advantage	Drug & Alcohol Testing	\$ 711.75
581	Garage Door Express	Service Call, Misc Materials, Trans. Cost, Etc.	\$ 240.00
582	Premiere Cooperative	LP & Propane Services Shop Heat	\$ 280.86
583	Richland Center Utilities	Monthly Utilities[Electric Water Sewer]	\$ 1,310.55
584	We Energies	Monthly Energy Services	\$ 348.41
585	1ST AYD Corporation	LED Fixture, Gloves, Starting Fluid, Diesel Starting Fluid, Etc.	\$ 344.51
586	All American Do-It Center	Sping Link, Fuel Chainsaw Kit, Etc.	\$ 514.97
587	Aramark	Rugs, Towels, Uniforms, Etc.	\$ 615.19
588	Auto Value	Axle Bearing, JIC Flare, Relay, HD Fuel Fleet, Seal, Fuel Filter, Etc	\$ 3,088.11
589	Burns Industrial	Male JIC, Freight, Etc.	\$ 54.76
590	DL Gasser Construction	Asphalt Cold Mix	\$ 2,469.60
591	DeBauche Truck	Parts Orders:Axle Shaft, Sensor, Starter, Wiring, Horn Kit, Etc.	\$ 6,838.17
592	Decker Supply Center	Various Signage & Signage Materials	\$ 4,044.37
593	Gander's Cleaning Service	Monthly Cleaning Services [December]	\$ 417.08
594	General Communications	Radio Equipment [#5]	\$ 2,992.11
595	Gruber Consulting LLC	CTH O Phase 1:ROW negotiations	\$ 3,081.59
596	Halron Lubricants Inc	Rotella, Tellus, Drum Dep, Empty Cr, Handling, Etc.	\$ 3,881.80
597	Hartje Tire & Service Center	Tire Purchases[Cooper, Hankook Dynapro, Etc.	\$ 4,296.56
598	Havlik, Dave	Recompense Monetary Fund	\$ 10.01
599	Hynek Printing	Time Off Request Forms 1 Box	\$ 62.00
600	Imperial Supplies LLC	Deutsch Pin, Deutsch Plug, Deutsch Lock, 12 Cavity AT, Etc.	\$ 194.30
601	Istate Truck Center	Lower Radiator Tube, Etc.	\$ 134.53
602	Kasten Tools & Equipment [Matco Tools]	Valve Core Installer, Etc.	\$ 157.95
603	Madison Spring Incorporated	U-Bolt Washer, Deep Nut, Bent U-Bolt, T-Style LF, Etc.	\$ 420.85
604	Mid-States Equipment	Cylinder, Seal, Die Set Screw, Adapters, Freight, Etc.	\$ 731.49
605	Miller-Bradford & Risberg	Wiper Motor, Wiper Arm, Wiper Blade, Freight, Etc.	\$ 657.19
606	Monroe Truck Equipment	Body Build, Hydraulics, Electric, Hitch, Plow & Wing New #61	\$ 85,982.07
607	Milestone Materials	Washed Chips [Seal Coating]	\$ 1,486.66
608	Mueller, Lisa	Mileage	\$ 11.22
609	Jones Auto Parts dba NAPA	Wiring Terminals, Seal Ring, Hydraulic Filter, Etc.	\$ 128.13
610	Nelson, Earl [dba LaFarge Truck]	Parts Orders ABS Harn, Crankshaft Sensor, Etc.	\$ 132.40
611	Nimocks, Cerrera	Mileage	\$ 5.36
612	Pine River Leasing	Z-55 Mini Excavator [STH154 & STH 58]	\$ 300.00
613	Pitney Bowes	Quarterly Postage Machine Lease [Oct-Dec]	\$ 142.53
614	PreCise MRM LLC	Monthly Data Plan [x7 Trucks] -Oct 2022	\$ 772.65
615	Rhyme Business Products	Monthly Printer Contract Office Supplies, Etc.	\$ 337.38
616	Richland Center Utilities	Monthly Utilities[Electric Water Sewer]	\$ 2,737.00
617	S&S Auto Clinic	Alignment on #5	\$ 90.00
618	Schilling Supply Company	Light Weight White Wipe Roll	\$ 181.17
619	Serwe Implement	Dish Kit, Freight, Etc.	\$ 3,477.87
620	S.E.H. Inc. [Short Elliott Hendrickson]	CTH O Project Phase 1: Design	\$ 2,562.93
621	Simpson's Tractor	Seal, Washer, High Pressure Wire, Mega Crimp, Yoke, Belt, Etc.	\$ 996.28
622	St. Joseph Equipment	Washer, O-Ring, Shim, Ball Joint, Yoke, Flex Cable, Freight, Etc.	\$ 29.72
623	Walsh's Ace Hardware	Misc. Shop Supplies, Cutoff Wheels, Coupling, Trailer Jacks, Etc.	\$ 518.73
624	Wiedenbeck Inc	5/8-11x2 Plow Bolts	\$ 141.23

Summary Total: \$ 316,878.59

Proposal



**MID-WISCONSIN
SECURITY, INC.**

(608) 233-5039

5157 Anton Drive, Fitchburg, WI 53719

PROPOSAL SUBMITTED TO Barb Scott	PHONE 608-649-5922	DATE 11/16/2022
STREET 181 West Seminary Street	JOB NAME Richland County Court House	
CITY, STATE AND ZIP CODE Richland Center, Wis. 53581	JOB LOCATION	
ARCHITECT Jim Cooper	JOB PHONE barbara.scott@co.richland.wi.us	

We hereby submit specifications and estimates for:

Addition and update to panic button system due to moving office to lower level with no RF communication.

- 1- DSC HS2128 control panel installed in lower level electrical room with battery backup, power connections and phone
- 1- DSC HS2LCDRF touch pad installed by control panel
- 1- DSC PG9920 wireless Repeater installed in this area hallway
- 6- PG9938 wireless panic buttons installed at 6 desk's in basement vault

Setup and programming

This system will be warranted for one year.

The current system is no longer made. We will install a new system for this lower level vault area protection only. This way if the older system should need replacing we can use all the existing wiring with new repeaters and new panic buttons. This would make the update if ever needed easier.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: _____ dollars (\$ 2,655.00)

Payment will be made as follows:

1/3 down and full payment upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature Jim Cooper

Note: This proposal may be withdrawn by us if not accepted within 90 days.

Acceptance of Proposal - The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Richland County Committee

Agenda Item Cover

Agenda Item Name: EMC Purchase

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	12/08/2022	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	11/30/2022	Referred by:	

Recommendation and/or action language:

Motion to ... approve the purchase of EMC Unity 380XT hybrid DPE from Jcomp Technologies for the amount of \$38,953.66.

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

Richland County's Data continues to grow in size every day. As we implement more video cameras, not only on county owned buildings but in the Sheriff's Department we find that the needs for storage are increasing at a rate not anticipated by MIS. Currently we are at a critical threshold for space and need to purchase more storage. There are requirements for the length of time that we must keep data and the need for more storage will continue to grow. This will help us to bridge the gap that currently exists.

Our current EMC was purchased from J Comp Technologies and this will be an addition to the existing system.

Attachments and References:

Quote from Jcomp Technolgies	
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Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval: *Barbara J Scott*

Review: *Clinton Langreck*

Department Head

Administrator, or Elected Office (if applicable)



Richland Co. MIS
September 15, 2022

Prepared By:
Robert C. Carns MCSE, CCNA, CCDA, MCNE, CCA

Qty.	Description	Price
1	EMC Unity 380XT Hybrid DPE 21 x 1.8TB 2.5" 10k SAS Hard Drive 3 x 400GB Fast Cache SSD 60 Month - ProSupport - 4Hr Mission Critical Hardware 2 x 4port 10GBE Optical IO Card	\$ 38,953.66

Total

\$ 38,953.66

Server Name	Total Disk Space	Total Used Space	Percentage Used		OS Version
mis-security	250	77	31%	<div><div></div></div>	2012 R2
pv-data	380	172	45%	<div><div></div></div>	2019
richland-dc1	250	31	12%	<div><div></div></div>	2012 R2
richland-grs	99	30	30%	<div><div></div></div>	2012 R2
richland-mdt	140	102	73%	<div><div></div></div>	2012 R2
sheriff-data	1000	838	84%	<div><div></div></div>	2012 R2
spillman	750	620	83%	<div><div></div></div>	2012 R2
rc-ex13-2	870	86	10%	<div><div></div></div>	2012 R2
gcs-web	199	107	54%	<div><div></div></div>	2012 R2
gis-web	199	164	82%	<div><div></div></div>	2012 R2
hhs-data	780	640	82%	<div><div></div></div>	2012 R2
hod-ps	299	15	5%	<div><div></div></div>	2012 R2
rc-ex13-1	870	300	34%	<div><div></div></div>	2012 R2
richland-data	2000	1696	85%	<div><div></div></div>	2012 R2
richland-dc2	249	26	10%	<div><div></div></div>	2012 R2
richland-ftp	780	641	82%	<div><div></div></div>	2012 R2
richland-gcs	750	260	35%	<div><div></div></div>	2012 R2
richland-gis	750	233	31%	<div><div></div></div>	2012 R2
richland-rod	150	84	56%	<div><div></div></div>	2012 R2
symons-data	300	287	96%	<div><div></div></div>	2012 R2
liquidfiles	30	7	23%	<div><div></div></div>	Linux
MICollab v9.4.1.8					Linux
rc-console	200	40	20%	<div><div></div></div>	Windows 10
rc-orthos	923	904	98%	<div><div></div></div>	2012 R2
rc-viewu	150	56	37%	<div><div></div></div>	2012 R2
rc-watchguard	5000	900	18%	<div><div></div></div>	Centos Linux
spillman-maps	750	51	7%	<div><div></div></div>	2012 R2
vMBG-2022					Linux
vMBG-2022-911					Linux
rc-backup	149	66	44%	<div><div></div></div>	2012 R2
rc-insight	149	35	23%	<div><div></div></div>	2012 R2
zoom-vrc	100	5	5%	<div><div></div></div>	Centos Linux

2012 R2 EOL

October 10, 2023

* Used Spaced
noted to the left is
the Data Drive of
the Server