

Richland County

Public Works Standing Committee | Meeting Minutes

February 21, 2023

The Richland County Public Works Standing Committee met on Thursday, February 9th, 2023, 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 twenty point[20-point] agenda. All voting aye, motion carried.

4. Previous Meeting Minutes

Motion: Moved by Supervisor Couey, seconded by Supervisor McKee to approve and accept the previous meeting minutes. All voting aye, motion carried.

5. Public Comment

Discussion: No Public Comment

6. Courthouse

a. Maintenance Report

- Courthouse:
 - Key Project: Inventory of keys has been completed. Five[5] Doors will be rekeyed/restricted. Considering having vendors come in for presentations.
 - DOJ Grand: New applications.
 - Land/Zoning Move: EMS has vacated the Conference room which will allow for the painting to take place at the end of February. Estimated cost of \$1,885.00.
 - New/Replacement Doors: Installation of new Courtroom door is still underway.
 - Window Replacement: Windows were measured back at the end of December and have currently moved onto the ordering process.
 - Administration Move: Moves have been completed.
 - Small Courtroom: Exploring the possibility of updating/improving video conferencing capabilities.
 - DMV Kiosk: Public self-service now located on the 1st floor.
 - Mailbox: Moving the mailbox to new location on 1st floor.
 - Register & Probate Window Speaker: Installation completed.
- UW Campus Coppertop: Bids are due February 3rd for the roof. A recommendation will be prepared and presented to the Education Committee.
- Land Swap: The Pine Valley farm lease and land swap project. Project Status: Suspended until the CTH O project has been completed.

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b. Radio Tower Project – Greenfield Site Near Keysville

Discussion: Greenfield site location is CTH N & Keysville Ridge Drive. At this location the County owns 2.44 acres and is hoping this is a viable location to construct a new Radio Tower. First step would be to make sure the undeveloped land is a viable option to move forward with construction.

Motion: Moved by Supervisor Couey, Seconded by Supervisor Manning to researched the undeveloped land for future construction. All voting aye, motion carried.

7. MIS

a. Administrative Report

Discussion: Currently working a lot with the Radio Tower Project as well as on a new Software Project.

8. Highway

a. Administrative Report

Discussion: No Update | Report given at this time.

b. Highway Monthly Paid Bills

Motion: Moved by Supervisor Carrow, seconded by Supervisor Couey to approve and accept the total of \$299,908.97 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

9. Discussion and Possible Action on JamF Renewal [MIS]

Discussion: JamF is software that is used on iPads | iPhones that limits or controls websites and availability or access.

Motion: Moved by Supervisor Couey, Seconded by Supervisor Carrow to approve the 1-year contract renewal of JamF for the estimated budgeted cost of \$10,400.

All voting aye, motion carried.

10. Discussion and Possible Action on Barracuda Renewal [MIS]

Discussion: Barracuda is a software that is used to archive e-mails as well as block potentially dangerous sites or spam e-mails.

Motion: Moved by Supervisor Couey, Seconded by Vice Chair Cosgrove to approve the renewal contract of Barracuda for the estimated budgeted amount of \$22,054.80.

All voting aye, motion carried.

11. Discussion and Possible Action on Reassessment of Tax Deed Parcel #006-0634-4100-Town of Buena Vista [Treasury]

Discussion: Tax Deed parcel #006-0634-4100 in the Township of Buena Vista was acquired by the County through foreclosure. This parcel had been advertised for bids to be submitted by January 12, 2023. The County had received no interest in the parcel as no bids or inquiries were received. This property is being presented again to Public Works Committee to re-assess the value for sale and to set the minimum bid of \$1,000.00 with a 3-year deadline to get the property up to code. Deadline is by the April 6, 2023 meeting.

Motion: Moved by Supervisor McKee, Seconded by Supervisor Couey to set the minimum bid to \$1,000.00 with a 3-year timeline to get the property up to code as well as a bid submission deadline of April 6, 2023.

All voting aye, motion carried.

12. Discussion and Possible Action on Acquisition of Tax Deed Parcels [Treasury]

a. Tax Deed Parcel #020-4212-4200 -Town of Orion

Discussion: Tax Deed parcel #020-4212-4200 in the Township of Orion has fallen into severe tax delinquency with efforts to contact the property owners. Property tax delinquency total of \$3,151.29 located at 22561 Thiede Road. The next step would be to pursue taking ownership of the tax deed foreclosure.

Motion: Moved by Supervisor Carrow, Seconded by Supervisor Manning to move forward with the tax deed foreclosure and pursue tax deed possession per WI Stat. 75.14.

All voting aye, motion carried.

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b. Tax Deed Parcel #186-1833-1470 -Village of Viola

Discussion: Tax Deed parcel #186-1833-1470 in the Village of Viola has fallen into severe tax delinquency with efforts to contact the property owners. Property tax delinquency total \$4,743.42 and is located at 204 East Wisconsin Street. The next step would be to pursue taking ownership of the tax deed foreclosure.

Motion: Moved by Supervisor Couey, Seconded by Vice Chair Cosgrove to move forward with the tax deed foreclosure and pursue tax deed possession per WI Stat. 75.14.

All voting aye, motion carried.

13. Discussion and Possible Action on Reviewing and Awarding 2023 Bids [Hwy]

a. Bid Review | Award: Two[2] 2024 Tandem Axel Plow Trucks

Bid[s]:	Truck#1	Truck#2
Lakeside International	\$125,493.30	\$125,493.30
Delivery Date:	Est. 18-24 Months [No Guarantee]	
Additional Cost:	-	-
I State Truck Center	\$148,713.00	\$146,542.00
Delivery Date:	2023 -3 rd Quarter Availability [Sep/Oct]	June 2, 2023
Additional Cost:	-	Comes with Universal Truck Equipment Body Build [Cost=\$110,766]

Motion: Moved by Supervisor Couey, Seconded by Vice Chair Cosgrove to award the bid of two[2] tandem axel plow trucks with delivery dates in 2023 to *I State Truck Center*.

All voting aye, motion carried.

b. Bid Review | Award: Loader [1 Year Term or Equivalent Program]

Bid[s]:	Loader Price	Terms	Annual Cost
OPTION A RENTAL			
Aring Equipment	-	-	\$73,200.00
Brooks Tractor	-	-	\$107,000.00
Miller-Bradford & Risberg Inc	-	-	\$41,500.00
OPTION B LEASE-TO-OWN			
FABIC CAT	\$289,000.00	5-Years	\$52,640.64
Additional Terms:	-		
Titan Machinery	\$259,533.57	12-Months	\$63,000.00
Additional Terms:	\$259,533.57 Buyout @ End of 12-Months		
Brooks Tractor	\$289,000.00	5-Years	\$47,302.72
Additional Terms:	\$105,775 Final Payment @ End of 5-Years		
OPTION C SWAP			
Aring Equipment	\$295,500.00	5-Years	\$24,625.00
Add'l Program Information:	> Loader swapped 1 time per year [old for new] >Annual transportation expenses accrued during loader swap are that of the Highway Departments >Allotted a set number of hours of operation per calendar year >Subject to possible Overage charges if used more than allotted hours >Strict maintenance plan to follow		

Motion: Moved by Supervisor Couey, Seconded by Supervisor Fleming to award the bid of the rental loader [1-year term or equivalent program] to *Miller-Bradford & Risberg, Inc.* under option A | Rental for an annual cost of \$41,500.00.

All voting aye, motion carried.

c. Bid Review | Award: Seal Coating Aggregate [Chips]

Bid[s]:	Tons	Price/Ton	Total
Milestone	2989.93	\$31.25/Ton	\$93,435.31
Quarry Utilized:	Rock Springs Quarry		
Farhner	3000.00	\$28.25/Ton	\$84,750.00
Quarry Utilized:	Rock Springs Quarry		

Motion: Moved by Supervisor Manning, Seconded by Supervisor Couey to award the bid of the seal coating aggregate chips to *Farhner* at the price of \$28.25/ton and a total cost of \$84,750.00.

All voting aye, motion carried.

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d. Bid Review | Award: Asphalt Bituminous Materials

Bid[s]:	Tons	Price/Ton	Total
DL Gasser			
CTH JJ[1.02-Mi]	2844	\$62.07	\$176,527.08
CTH OO[3.05-Mi]	7794	\$62.07	\$483,773.58
CTH W[2.75-Mi]	7027	\$62.07	\$436,165.89
Iverson Construction			
CTH JJ[1.02-Mi]	-	-	-
CTH OO[3.05-Mi]	-	-	-
CTH W[2.75-Mi]	-	-	-
SCOTT Construction			
CTH JJ[1.02-Mi]	-	-	-
CTH OO[3.05-Mi]	-	-	-
CTH W[2.75-Mi]	-	-	-

Motion: Moved by Supervisor Couey, Seconded by Supervisor Fleming to award the bid of Asphalt Bituminous Materials[Hot Mix] to *DL Gasser* at the price of \$62.07/ton and a total cost of \$176,527.08 for County Highway JJ, \$483,773.58 for County Highway OO, and \$436,165.89 for County Highway W. All voting aye, motion carried.

e. Bid Review | Award: Asphalt Emulsions [Chip Seal Oil]

Bid[s]:	Price/Gal	Application	Total
Meigs	\$2.44	\$0.34	\$2.7800
Farhner Flinthills	\$2.50	\$0.39	\$2.8860

Motion: Moved by Supervisor Couey, Seconded by Supervisor McKee to award the bid of the asphalt emulsions to *Meigs* for the price of \$2.7800 which includes the cost of application per gallon. All voting aye, motion carried.

f. Bid Review | Award: Pulverizing [Full Depth]

Bid[s]:	Total
WK Construction	\$129,869.00
Tri County Paving	\$163,860.00
The Kraemer Co	-
Kartechner Brothers LLC	-

Motion: Moved by Supervisor McKee, Seconded by Supervisor Fleming to award the bid of the full depth pulverizing of county road JJ, county road OO and county road W to *WK Construction* with the total of \$129,869.00.

All voting aye, motion carried.

g. Bid Review | Award: Culverts [Culverts, Endwalls & Bands]

Bid[s]:	CULVERT [Price/Foot]			BANDS			ENDWALLS		
	Metal Culverts	True North	Contech	Metal Culverts	True North	Contech	Metal Culverts	True North	Contech
Diameter Guage									
12" 16	\$13.35	\$16.07	\$15.50	\$20.03	\$24.11	\$23.25	\$72.70	\$83.60	\$77.00
15" 16	\$16.80	\$19.30	\$20.15	\$25.20	\$28.95	\$30.00	\$92.45	\$105.60	\$100.00
18" 16	\$19.95	\$22.21	\$23.25	\$29.93	\$33.32	\$34.00	\$119.75	\$136.40	\$129.00
24" 16	\$26.70	\$30.36	\$29.45	\$40.05	\$45.54	\$45.00	\$178.65	\$212.67	\$193.00
30" 14	\$40.98	\$48.15	\$46.50	\$61.47	\$72.23	\$69.00	\$305.95	\$385.00	\$351.00
36" 14	\$48.87	\$57.49	\$55.80	\$73.31	\$86.24	\$83.00	\$492.40	\$534.60	\$567.00
48" 12	\$90.87	\$104.23	\$100.75	\$136.31	\$208.46	\$150.00	\$1,516.85	\$1,090.11	\$1,171.00
60" 10	\$144.80	\$56.97	\$159.65	\$289.60	\$313.94	\$300.00	\$2,798.30	\$1,938.20	\$2,150.00
72" 10	\$172.87	\$197.44	\$195.60	\$345.74	\$394.88	\$400.00	\$3,334.65	\$2,308.91	\$2,481.00
84" 8	\$251.16	\$0.00	\$344.00	\$502.32	\$0.00	\$688.00	\$3,940.95	\$3,342.91	\$2,946.00
96" 8	\$285.94	\$0.00	\$456.00	\$571.88	\$0.00	\$1,010.00	\$5,228.15	\$6,153.40	\$4,005.00

Motion: Moved by Supervisor Couey, Seconded by Supervisor McKee to award the culvert bid to *Metal Culverts* for the 2023 calendar year.

All voting aye, motion carried.

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14. Discussion and Possible Action on Replacement of Fleet Vehicles or Equipment [Hwy]

a. Truck(s)

Discussion: Looking at updating fleet vehicle. Sleep Hollow in Viroqua will offer \$1,500 trade value on the 2007 Chevrolet Pickup with the purchase of a 2016 Ford F550. Total price \$43,830.00 with the addition of a crane included.

Motion: Moved by Supervisor Manning, Seconded by Supervisor Couey to purchase the 2016 Ford F550, using the 2007 Chevrolet as trade for a total cost of \$43,830.00.

All voting aye, motion carried.

b. Hot Box

Discussion: Currently the Highway Department has a tow-behind hot box that is expensive to use. Casper's Truck Equipment has quoted two[2] options for purchasing a high output full size hot patching unit. Option 1 is just the unit at a cost of \$9,000.00. Option 2 is the unit as well as delivery and the installation of amber LED strobes and arrow sticks for the cost of \$10,353.00

Motion: Moved by Supervisor Couey, Seconded by Vice Chair Cosgrove to purchase the hot box patching unit with option 2 at a total cost of \$10,353.00.

All voting aye, motion carried.

15. Discussion and Possible Action on Wage Modifiers for Highway Employees [Hwy]

Discussion: The Recruitment | Retention Package specifics were reviewed and discussed.

Motion: Moved by Supervisor McKee, Seconded by Supervisor Couey to table this discussion until the next meeting in March. In the meantime, more information should be gathered so more discussion and a better decision can be made.

All voting aye, motion carried.

16. Discussion and Possible Action on Courthouse Mailbox [Admin]

Discussion: This agenda item was previously discussed.

Motion: No Motion

17. Move into Closed Session pursuant Wisconsin State Statute 19.85[1][c] Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercise responsibility.

Performance Evaluations:

i. Maintenance Supervisor

ii. MIS Director

iii. Highway Commissioner

Motion: Moved by Supervisor Carrow, Seconded by Supervisor Couey to move into closed session.

All voting aye, motion carried.

18. Return to Open Session

Motion: Moved by Supervisor McKee, Seconded by Supervisor Couey to return to open session.

All voting aye, motion carried.

19. Closing - Future Agenda Items

- Courthouse Vehicle

Adjournment – The next Public Works Committee meeting is set for Thursday, March 9, 2023 at 4:00 pm.

Motion: Moved by Supervisor Carrow, seconded by Supervisor McGuire to adjourn the meeting at 4:54 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller

Bookkeeper, Highway Department