

Richland County

Public Works Standing Committee | Meeting Minutes

March 22, 2023

The Richland County Public Works Standing Committee met on Thursday, March 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 4:04 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 Couey to approve the sixteen point[16-point] 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 as presented. All voting aye, motion carried.

5. Public Comment

Discussion: No Public Comment

6. Courthouse

a. Maintenance Report

- Courthouse:
 - Video Conferencing: This has been put out for bids. At this time nothing has been received.
 - *Would like to improve video conferencing capabilities in small court room.*
 - Key Project: Inventory is completed. Using short-term borrowing to complete the key fob transition.
 - Land/Zoning Move: Conference room will be painted the week of March 13th. Estimated cost of \$1,855.
 - New/Replacement Doors: Installation of new Courtroom doors is still ongoing. Currently on the installation of 3rd door.
 - Window Replacement: Window replacement and installment is currently underway. So far 51 windows have been replaced with 20 still remaining.
 - Dark Skies Review: An assessment of County owned property lighting will be completed by a consultant free of charge.
 - Jail: Currently underway is a new console, jail door and new key FOB scanner.
 - 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: Contract has been signed.

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- Land Swap: The Pine Valley farm lease and land swap project. Project Status: Suspended until the CTH O project has been completed.

7. MIS

a. Administrative Report

Discussion: Currently working on a county wide printer contract for bundling and cost savings.

8. Highway

a. Administrative Report

Discussion: No Update | Report given at this time.

b. Highway Monthly Paid Bills

Motion: Moved by Supervisor Couey, seconded by Chair Williamson to approve and accept the total of \$321,887.48 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

9. Discussion and Possible Action on Recommending a Change to the Richland County Committee Structure Document

[Admin]

Discussion: Agenda item to be deferred until the April Public Works Committee Meeting. In April the Committee would like to review the policy being developed as well as the document information currently available.

10. Discussion and Possible Action on a Courthouse Vehicle [Admin]

Motion: Moved by Supervisor Couey, Seconded by Vice Chair Cosgrove to approve the donation to the Courthouse of a pickup truck from the Highway Department.

All voting aye, motion carried.

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

a. Bid Review | Award: Garage Doors

Bid[s]:	TOTAL	Rated
Carey's Seamless Gutters & Doors	\$69,385.00	R17
Location Belmont		
David Allen Sales, Service & Installation	\$45,450.00	R18.4
Location Reedsburg		
Garage Door Express	\$58,905.00	R18
Location Lone Rock		
Northland Door Systems	\$75,749.00	R17.5
Location Prairie du Sac		

Motion: Moved by Supervisor McGuire, Seconded by Supervisor Couey to award the bid of replacement of the Highway shop garage doors to *Garage Door Express*.

voting 5-aye | 1-nay[Supervisor Carrow], motion carried.

b. Bid Review | Award: Fuel

Bid[s]:	Price/Gal	Transportation	Taxes Fees	TOTAL	\$51,000 total cost [Updating Fuel System]
Insight FS	2.758 [-.020]	\$0.1030	\$0.3611	\$3.2021	.223/gal for 5yrs [average 55k annual gals]
Vesbach	\$2.758[+.046]	\$0.0670	\$0.4090	\$3.2800	.25/gal for 5yrs [average 55k annual gals]

Discussion: Bid Information the bid will represent the Junction City OPIS UBD RACK AVG, [plus or minus] per gallon price for the year of 2023. Should also include verification of pricing for the day of product delivery and a Cetane rating no less than 41. Payment terms are the first week of the following month. Also note on bids the consideration of replacing of our outdated fuel system, up fronting the cost and working out terms for paying off over a 5-year period.

Motion: Moved by Supervisor Couey, Seconded by Supervisor Carrow to award the bid for fuel to *Insight FS* and to put in updated fuel system at Richland County Highways own expense.

All voting aye, motion carried.

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

a. Lowboy Trailer

Discussion: Looking to replace the current lowboy trailer.

Bid[s]:	TOTAL	Price Details
Midwest Trailer Sales	\$29,442.00	Price of new trailer after trade of 2 of our current trailers in fleet.
Brooks Tractor	\$68,000.00	Price of new trailer after trade of 1 of our current trailers in fleet.
Tegeler Auto Inc	\$34,962.50	Price of used 2014 trailer after trade of 1 of our current trailers in fleet.

Motion: Moved by Supervisor Couey, Seconded by Vice Chair Cosgrove to go with *Midwest Trailer Sales* for the total cost of \$29,442.

All voting aye, motion carried.

13. Discussion and Possible Action on 2023 Equipment Replacement [Hwy]

Discussion: Checking into leasing or upgrading the current two-wheeled excavator for the 2024 budget cycle. Present the leasing terms and information at the next Public Works Committee meeting.

14. Discussion and Possible Action on the Consideration of County Website and Meeting Management [MIS]

Discussion: Current website is functional but not very user friendly. Would like to upgrade for ease of finding agendas and meeting minutes and ability to operate GIS system. Catallis is the recommended system with estimated cost of about \$10,000 for setup and \$7,500 annually for meeting management as well as \$8,500/ year for the website.

Motion: Moved by Vice Chair Cosgrove, seconded by supervisor Couey to bring the recommended system and information to the next department head meeting for the next steps to move forward.

All voting aye, motion carried.

15. Closing - Future Agenda Items

- Committee Structure
- Boat Landing [Richland County Side]

Adjournment – The next Public Works Committee meeting is set for Thursday, April 13, 2023 at 4:00 pm.

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to adjourn the meeting at 4:54 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller

Bookkeeper, Highway Department