

# Richland County

## Public Works Standing Committee | Agenda

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January 6, 2023

### NOTICE OF MEETING

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Please be advised that the Richland County Public Works Standing Committee will convene at 4:00 p.m., **Thursday, January 12<sup>th</sup>, 2023** 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. 2023 Projects/Status
9. Referendum Update [Supervisor Carrow]

#### **Action Items:**

10. Discussion and Possible Action on Compensation Package for Employees. [Highway]\*

#### **Closed Session:**

11. 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 exercises responsibility.

Performance Evaluations:

  - i. Maintenance Supervisor
  - ii. MIS Director
  - iii. Highway Commissioner
12. Return to Open Session

#### **Closing:**

13. Future Agenda Items
14. 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

December 14, 2022

The Richland County Public Works Standing Committee met on Thursday, December 8<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 Couey to approve the agenda.

All voting aye, motion carried.

### 4. Previous Meeting Minutes

Motion: Moved by Supervisor Manning, seconded by Supervisor McKee to approve and accept the previous meeting minutes.

All voting aye, motion carried.

### 5. Public Comment

Discussion: No Public Comments

### 6. Courthouse Administrative Report - Update

- *Courthouse Roof/Windows/Metal Siding:*
  - Windows: Maintenance Supervisor Nelson will be meeting with Todd Horkan from Wisconsin Glass to move forward with the window project and start taking window measurements.
  - Metal Siding: Metal siding has been completed and the invoice has been paid.
- *DOJ Grant:*
  - *Key Project:* Currently working with departments to create an inventory log that will be accessible in MS excel. Inventory log will show where employees have access as well as their level of clearance. Next step in the project is to hold a meeting to discuss employee access clearance requests as well as how to handle issues as they arise.
  - *Space Assessment:*  
Re-Signage project is nearly completed just waiting on the installation of the last of the signs.
  - *UW Campus Coppertop:* Presenting to Finance and Personnel next week.
  - *Zoning/Land Conservation:* Both department moves have been completed.
  - *Land Swap:* The Pine Valley farm lease and land swap project. Project is currently on hold until the CTH O project is completed.

# Richland County

## Public Works Standing Committee | Meeting Minutes

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### 7. MIS Administrative Report –Update

Discussion: MIS is currently trying to fill a vacant position for MIS assistant. At this time MIS has not received any applications or interest from anyone interested in the job. The Radio Tower Project has starting moving forward.

### 8. Highway Administrative Report

#### a. Highway Monthly Paid Bills

Discussion: Included in this month's bills was the cost of 1 body build. Next month will hopefully have the bill for the other 2 we are currently waiting on to be completed.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to approve and accept the total of \$316,878.59 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

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

Discussion:

##### ▪ Winter Ready:

- Making/screening road sand/salt
- Employees are maintaining routes/sections before, during and after all snow and ice events we have recently had and are currently expecting.
- Employees are continuing with routine equipment maintenance

### 9. Discussion and Possible Action on Updating the Panic Button Located at the Courthouse. [MIS]

Discussion: An antenna purchases and installation is needed for updating. Inquiry of where the funds come from to cover the cost to update and further investigation will be conducted. Possibly looking into using funds from Fund75 to cover the estimated updating cost of \$2,655.

### 10. Discussion and Possible Action on the EMC Purchase. [MIS]

Discussion: Currently looking at \$38,953.66 to cover the cost of updating and adding additional space to the County server. This will keep the County digitally going for a couple more foreseeable years. It was noted that video accounts for a lot of the used space on the current servers.

Motion: Moved by Supervisor Manning, seconded by Supervisor Couey to approve the purchase from JComp for \$38,953.66 for more server space County wide.

All voting aye, motion carried.

### 11. Discussion and Possible Action on Assessed Tax Deed Parcel #186-1833-1470. [Treasury]

Discussion: Nothing available for discussion at time.

### 12. Closing - Future Agenda Items

- Referendum Update – This will be on the agenda for January

**Adjournment** – The next Public Works Committee meeting is set for Thursday, January 12, 2022 at 4:00 pm.

Motion: Moved by Supervisor Manning, seconded by Supervisor Flemming to adjourned the meeting at 4:26 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>	12 January 2023	<b>Action Needed:</b>	Informational // may accept
<b>Disclosure:</b>	Open	<b>Authority:</b>	
<b>Date submitted:</b>	12 January 2023	<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.

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#### 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*

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Department Head

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Administrator, or Elected Office (if applicable)

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## 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 will be held to discuss current access concerns and course of action development. Our intentions through this initiative is to increase security while ensuring staff has necessary access to complete tasks. Currently have about 15 key sets to inventory.

##### **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					
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	\$6,819.53	Total so far (another invoice coming from Aaron		
Horkan-Remove/Install new doors		\$	4,200.00				
		\$	187,146.66				

##### **c. Door replacement on courtroom – underway.**

##### **d. Window replacement:**

They measured on December 27th. Ordering process.

##### **e. Signage updates:**

Done at this time.

## Richland County Committee

### Agenda Item Cover

**f. Land and Zoning Move:**

Near complete. 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 1/30/2023. Looking to paint the conference room when vacated. \$1,855.00 estimate.

g. **Administration move:** Finalizing desk and cubical spaces this week. Anticipating moving before the end of the month, pending feasibility with phone and networking change over.

h. **Exploring possible improvements to the small court room** – improve video conferencing capabilities

i. **Window speaker for Register and Probate** – currently working with maintenance on purchase. Payment through fund #75.

### **OTHER PROPERTY REPORT**

**j. 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).

k. **UW Campus Coppertop** — specification design are posted in this week's paper.

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Highway Commissioner  
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## Richland County Highway Department

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## Voucher Register

## JANUARY MEETING | DECEMBER BILLS

Month	Voucher No.	Vendor Name	Description	Amount Paid
December-22	25P	PAYROLL	Pay Period 11/20-12/3	\$95,102.32
December-22	26P	PAYROLL	Pay Period 12/4-12/17	\$94,798.10
December-22	625	Alliant Energy	Monthly Electric Services [A#3929950000]	\$26.02
December-22	626	Greystone Construction	Sand Salt Shed Construction	\$277,840.00
December-22	627	Gunderson Boscobel Area	Pre-Employment Physical [A#5565843]	\$64.00
December-22	628	Insight FS	Diesel Fuel, 87 Gas w/Eth 10%, Services, Etc.	\$33,611.22
December-22	629	Jcomp Technologies, Inc.	Smartnet Contract 1yr Renewal for Switch	\$243.00
December-22	630	Monroe Truck Equipment	New Equipment Setup Truck#52 [I#1540492]	\$84,410.00
December-22	631	Monroe Truck Equipment	New Equipment Setup Truck#60 [I#1540492-2]	\$84,410.00
December-22	632	Richland Center Utilities	Monthly Utilities-Electirc Water Sewer [A#1605810-00]	\$1,469.58
December-22	633	Stibbe Farms	CTH O Project Phase 1: Land Purchase-.50 Acres [P#020-0334-1000]	\$8,000.00
December-22	634	Town & Country Sanitation	Monthly Disposal & Recycling Fees [A#120]	\$195.47
December-22	635	We Energies	Monthly Energy Services [A#0718844914-00001]	\$275.10
December-22	636	Frontier	Monthly Telephone Services	\$201.55
December-22	637	Richland Electric Coop [REC]	Monthly Electric Services	\$38.93
December-22	636A	All American Do-It Center	Mailbox Post, Mailbox, Etc.	\$125.98
December-22	637A	Aramark	Rugs, Towels, Uniforms, Etc.	\$611.74
December-22	638	Auto Value	Flap Wheel, Fuel Filters, Pigtail, Air Filters, Cable Spool, Battery, Etc	\$2,484.87
December-22	639	Badger Welding Supplies, Inc	Oxygen, Acetylene, Delievery, Etc.	\$335.20
December-22	640	Bindl Tire & Auto	Liquid Tire Gauge [x3], Core Housing [x3], Etc.	\$48.33
December-22	641	Boaz Sunrise Septic Service	Septic Pumping Fees  Gotham&Blue River Waysides	\$425.00
December-22	642	DeBauche Truck & Diesel	Parts: Sensor, Valve Kit, EGR Cooler Kit, Gasket, Clamp, Etc.	\$12,867.61
December-22	643	Decker Supply Center	Various Sianage & Signage Materials	\$1,415.00
December-22	644	Force America Distributing	Relief Differential, Freight, Etc.	\$218.60
December-22	645	Fire Protection Specialists	Annual Fire Extinguisher Inspection, Etc.	\$51.70
December-22	646	Gander's Cleaning Service	Monthly Cleaning Services  January 2023	\$417.08
December-22	647	Halron Lubricants Inc	80W90 Gear Oil, 85W140 Gear Oil, Valvoline, Delivery, Etc	\$2,575.70
December-22	648	Hartje Tire & Service Center	445/65R225GY, 750R-15 Tube, 445/65R225GY, 245/55R18GY, Etc	\$4,014.14
December-22	649	Insight FS	Diesel Fuel, 87 Gas w/Eth 10%, Services, Etc.	\$5,267.25
December-22	650	Istate Truck Center	Emissions Filter, DEF Injector, DEF Pump, Sensor, Cooler, Etc.	\$2,807.44
December-22	651	Insight FS	Diesel Fuel, 87 Gas w/Eth 10%, Services, Etc.	\$24,556.50
December-22	652	Nelson, Earl [La Farge Truck]	Parts: Tensioner Belt, Fan Drive, Clamp, Belt, Etc.	\$636.17
December-22	653	Lakeside International LLC	Service: Truck#38-Air Brk Solenoid Truck#45-Air Temp Sensor	\$4,400.89
December-22	654	Mid-States Equipment	1" Hose, Oring, JIC Swivel, Cylinder, Motor, Diode Kit, Etc.	\$7,611.86
December-22	655	Miller Electric	Service: Junction Box & Service of Power Crane [Parts Equip Labor]	\$1,686.10
December-22	656	Mueller, Lisa	Mileage [16.5]	\$8.42
December-22	657	Jones Auto [NAPA]	Battery Accessories, Crankcase Filter, Exh Wrap, Flap Wheel, Etc	\$976.83
December-22	658	Oil Equipment Company	12V Pump with Meter[3/4"x12"] x2, Freight, Etc.	\$1,075.10
December-22	659	Prairie Sand & Gravel, Inc	Bedding Sand	\$1,333.70
December-22	660	PreCise MRM LLC	Monthly Data Plan x7 Trucks -Nov	\$189.00
December-22	661	Premiere Cooperative	Shop LP Heat   Billing	\$2.30
December-22	662	RC Truck & Auto Inc.	Alignment on Truck#11 Alignment & Parts Truck#44	\$2,091.39
December-22	663	Rhyme Business Products	Monthly Printer Contract Office Supplies, Etc.	\$333.62
December-22	664	St. Joseph Equipment	Parts: Bolts, Nuts, Springs, Seal, Lining Ring, Freight, Etc.	\$547.36
December-22	665	S&S Auto Clinic	Tires, Mount & Balance [Truck#30]	\$1,036.00
December-22	666	Schneider Plumbing & Heating	3" PVC Glue Cap, 3" PVC Pipex1[Truck#26]	\$18.85
December-22	667	Sherwin Industries, Inc	Wand Assembly, 18' Elec Hose, Freight, Etc.	\$4,378.25
December-22	668	Simpson's Tractor	Bearings Truck#14 Web, Mega Crimp Hydraulic Fittings, Etc.	\$383.27
December-22	669	Universal Truck Equipment	Mailhot Cylinder, Flange Bearing 2" 4Bolt, Shipping, Etc.	\$3,887.59
December-22	670	Walsh's Ace Hardware	2 Cycle Oil, Air Regulator W/Gauge, Air Pressure Gauge, Tee, Etc.	\$1,059.61
December-22	671	Wegner Auto Service	Tow   Truck#39 & Truck#42 to Shop & Truck#46 onto Rd.	\$1,075.00
December-22	672	WI Dept of Trans	CTHBB-STH130   STH80-Rctr   STH56-CTHI	\$5,667.87
December-22	673	1st AYD Corporation	Hand Towels, LED Light, Disposable Latex Gloves, Freight, Etc.	\$321.46
December-22	674	Garage Door Express	Service: Fixed Door & Added Tension to Springs [Parts Labor Equip]	\$340.00
<b>BALANCE:</b>				<b>\$777,968.07</b>