

Richland County Public Works Standing Committee

Date Posted: June 4, 2025

NOTICE OF MEETING

Please be advised that the Richland County Public Works Standing Committee will convene on Thursday, June 12, 2025 at 4:00 PM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/public-works-committee/>

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or mis@co.richland.wi.us (email).

AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From May 8, 2025 Meeting
6. Public Comment
7. Reports
 - A. Property Management Report: Departmental Activities
 - B. Highway Commissioner Administrative Report: Departmental Activities & Review Of Monthly Bills
8. Discussion & Possible Action: Approval Of Countywide Vehicle Use Policy
9. Discussion & Possible Action: Approval Of Bids For Boiler
10. Future Agenda Items
11. Correspondence
12. Adjourn

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 Public Works Standing Committee.

Derek S. Kalish
County Clerk

Richland County

Public Works Standing Committee

May 8, 2025

The Richland County Public Works Standing Committee convened on Thursday, May 8, 2025 in person and virtually at 4:09 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Couey called the meeting to order at 4:09 PM.

Roll Call: County Clerk Kalish conducted roll call. Committee member(s) present: Steve Carrow, Kerry Severson, Steve Williamson, and Marc Couey. Committee member(s) not present: Gary Manning, Chad Cosgrove, and Daniel McGuire.

Verification of Open Meetings Law Compliance: County Clerk Kalish confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by Carrow second by Severson to approve agenda with removal of item # 9 -Discussion & Possible Action: Approval to obtain bids for courthouse boilers. Motion carried and amended agenda declared approved.

Approval Of Minutes From April 10, 2025 Meeting: Committee Chair Couey asked if there were any corrections to the minutes from the April 10, 2025 meeting. Hearing none, Committee Chair Couey declared the minutes approved as published.

Public Comment: None.

Reports:

A. Property Management Report: Departmental Activities: County Maintenance Manager Randall Nelson reported that his departmental activities included: nearing the end of moving furniture from the campus to various county departments and that a boiler is down in the courthouse and estimates for replacement will be acquired.

B. Highway Commissioner Administrative Report: Departmental Activities & Review Of Monthly Bills: County Highway Commissioner Joshua Elder provided brief overview of the monthly bills, provided brief update on county highway maintenance and the 6-20 ft. structure program, and reported that his departmental activities included: bathrooms in county park facilities are being updated, and replacement of equipment is underway. Commissioner Elder also provided brief overview of County Hwy O project.

Discussion & Possible Action: 50/50 Cost Share With Townships

Commissioner Elder provided brief background on resolution. Motion by Carrow second by Severson to approve resolution relating to the county's contribution to the cost of town highway bridge construction required by Wisconsin Statutes, Section 82.08. Motion carried and resolution forwarded to full County Board for approval.

Future Agenda Items: None noted at meeting.

Correspondence: None

Adjourn: Motion by Severson second by Carrow to adjourn. Motion carried and meeting adjourned at 4:34 PM.



Derek S. Kalish
Richland County Clerk

Richland County Highway Department

MAY 2025 Vouchers JUNE 2025 Meeting			
No.	Vendor Name	Bill Summary/Description	Amt Paid
9P	PAYROLL	PAY PERIOD - 04/20/25 - 05/03/25	107,106.05
10P	PAYROLL	PAY PERIOD - 05/04/25 - 05/17/25	75,026.93
247	ALLIED REDI-MIX	MATERIAL	\$ 1,350.00
248	INSIGHT FS	FUEL	\$ 2,380.07
249	KS STATE BANK	EXCAVATOR LEASE	\$ 49,994.65
250	RICHLAND ELECTRIC CO-OP	MONTHLY ELECTRIC SERVICES	\$ 50.91
251	WE ENERGIES	MONTHLY ENERGY SERVICES	\$ 476.13
252	ALLIANT ENERGY	MONTHLY ELECTRIC SERVICES	\$ 19.16
253	KUDICK CHEVROLET	EQUIPMENT	\$ 49,999.00
254	RICHLAND CENTER UTILITIES	VARIOUS BRIDGES	\$ 1,845.63
255	TOWN & COUNTRY SANITATION	MONTHLY GARBAGE DISPOSAL & RECYCLING FEES	\$ 217.55
256	BOARD OF REGENTS - UW-MILWAUKEE	CTH O DATA RECOVERY	\$ 9,738.19
257	GFC- LEASING	COMPUTER SERVICES	\$ 84.96
258	LARSON CONSTRUCTION	CAMPUS BRIDGE	\$ 222,927.34
259	TOWN OF BLOOM	50/50 COST SHARE	\$ 22,633.76
260	TOWN OF ITHACA	50/50 COST SHARE	\$ 11,676.84
261	TOWN OF MARSHALL	50/50 COST SHARE	\$ 4,654.15
262	INSIGHT FS	FUEL	\$ 2,779.50
263	KUDICK CHEVROLET	ACCESSORIES	\$ 2,860.50
264	ARING EQUIPMENT	PARTS	\$ 14.65
265	ATCO INTERNATIONAL	PARTS	\$ 180.05
266	AUTO VALUE	PARTS	\$ 4,372.64
267	BADGER TECH SALES	PARTS	\$ 118.00
268	BADGER TOOL & SUPPLY	PARTS	\$ 623.90
269	BADGER WELDING SUPPLIES	PARTS/MATERIAL	\$ 807.78
270	BAILEY'S PAINT & DECORATING	GRAFFITI	\$ 803.99
271	BLACKSTONE TECHNOLOGIES	MATERIAL	\$ 4,651.52
272	BROOKS TRACTOR	PARTS	\$ 1,062.56
273	CORNERSTONE SERVICE	SERVICES	\$ 116.32
274	DEBAUCHE TRUCK & DIESEL	PARTS/MATERIAL	\$ 4,186.70
275	DECKER SUPPLY CO	SIGNS/PARTS	\$ 2,046.20
276	DL GASSER CONSTRUCTION	MATERIAL	\$ 2,591.20
277	DIPIAZZA, BONNIE	CLEANING SERVICES (MAY)	\$ 480.00
278	FILLBACK FORD & CHRYSLER	PARTS	\$ 58.25
279	HARTJE LUMBER	MATERIAL	\$ 247.50
279A	HARTJE TIRE & AUTO SERVICE	TIRES	\$ 3,571.60
280	HIGHWAY CONSTRUCTION PRODUCTS	PARTS/MATERIAL	\$ 1,019.24
281	HYNEK PRINTING	OFFICE SUPPLIES	\$ 112.00
282	JOHNSON TRACTOR, INC	PARTS	\$ 158.52
283	K&D TRUCK REPAIR SPECIALISTS	PARTS/LABOR	\$ 2,512.12
284	L&M SALVAGE	PARTS	\$ 60.00
285	METAL CULVERTS	MATERIAL	\$ 11,307.78
286	MIDWEST MOTOR SUPPLY CO	PARTS/MATERIAL	\$ 906.72
287	MONROE TRUCK EQUIPMENT	PARTS	\$ 1,753.68
288	MSA	CAMPUS BRIDGE	\$ 13,572.49
289	NAPA AUTO PARTS	PARTS	\$ 74.16
290	PITNEY BOWES	LEASE	\$ 142.47
291	PRECISE MRM	GPS	\$ 154.00
292	PITNEY BOWES PURCHASE POWER	POSTAGE/RENTAL	\$ 22.90
293	RHYME	OFFICE SUPPLIES	\$ 74.86
294	RUBBER INC	MATERIAL	\$ 334.61
295	SERWE IMPLEMENT	PARTS	\$ 263.98
296	SHERWIN INDUSTRIES	PARTS	\$ 2,175.00
297	SNAP-ON INDUSTRIAL	PARTS/TOOLS	\$ 6,361.75
298	SPRAYER SPECIALTIES	MATERIAL	\$ 284.17
299	VESTIS	RUGS, UNIFORMS, TOWELS, ETC.	\$ 523.79
300	WALSH'S ACE HARDWARE	PARTS/MATERIAL	\$ 1,616.07
301	WI DEPARTMENT OF TRANSPORTATION	STH 80	\$ 1,437.03
302	YAHARA MATERIALS	MATERIAL	\$ 19,274.51
Summary Total:			\$ 655,896.03

Public Works Committee
Agenda Item Cover

Agenda Item Name: Approve a Countywide Vehicle Use Policy

Department:	Administration	Presented By:	Tricia Clements/Josh Elder
Date of Meeting:	June 12, 2025	Action Needed:	Vote
Date submitted:	June 2, 2025	Referred by:	Tricia Clements/Josh Elder

Recommendation and/or action language:

Review the draft Vehicle Use Policy and send to Executive and Finance for their approval.

Background:

Richland County has many departments that utilize county vehicles. There is not a centralized policy that guides the appropriate use of vehicles. A draft policy has been created to guide the use of county owned vehicles.

Attachments and References:

Draft Vehicle Use Policy

Financial Review:

There will be no financial impact to approve the policy.

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		

Department Head

Tricia Clements
Digitally signed by Tricia Clements
Date: 2025.06.02 13:08:39 -05'00'

Administrator, Tricia Clements

Richland County Vehicle Use Policy

Purpose:

To provide guidelines to Richland County employees on the safe operation and use of all county vehicles operated by authorized individuals. It is the intent of this policy to ensure that County vehicles are safe, and that operators adhere to all local, state, and federal laws.

Policy:

Richland County provides vehicles for department related business and may assign a vehicle based on determination of operational efficiency, economic impact to the department, requirements for job duties and other considerations. Any violations of this policy may result in the employee being unable to use the vehicle and they may face disciplinary action. The final decision will be made by the Department Head or County Administrator.

Scope:

This policy applies to all regular full-time, part-time, and temporary employees of Richland County and all owned, non-owned, rented or leased vehicles. Sheriff Office employees are required to follow Policy 703, Vehicle Use, in their LE Manual.

The term vehicle encompasses car, bus, truck, construction equipment, and heavy construction equipment.

Use of Vehicles:

1. Each employee required or authorized to drive a County vehicle shall submit to the Department Head, upon hire or at the required time, a valid Wisconsin driver's license for the type of vehicle to be driven.
2. The validity of the employee's license will be checked through the Wisconsin Department of Transportation.
3. Each employee must notify their immediate supervisor when their license is expired, suspended or revoked and/or is unable to obtain an occupational permit from the State of Wisconsin Department of Transportation and shall not operate a county owned vehicle until their ability to drive a vehicle is restored.
4. Employees are required to submit proof of insurance to their Department Head prior to utilizing a county vehicle.

Purpose of Use:

1. The primary use of Richland County owned vehicles shall be for official business.
2. County vehicles may be assigned to specific positions (employee) at the discretion of the department head and their standing committee.
 - a. Vehicles may be assigned for on-duty and/or take-home use.
 - b. Employees are allowed to make stops or minimally deviate from their normal commuting route to attend to personal business.
 - c. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.
 - d. If an employee resides more than 60 miles from the Richland County limits, they will not have the ability to use the vehicle to drive to and from work.
3. Circumstance may arise where a county vehicle must be used by an employee to commute to and from home. This may only be limited in nature and upon approval of the Department Head. This may only occur when it is fulfilling the needs of the Department.
4. Transportation of family members and members of the general public is allowed at the discretion of the Department Head and final confirmation of the County Administrator as long as the situation follows section 2, sub part b, under Purpose of Use.

Employee Responsibilities:

1. Employees are expected to comply with all State, Federal and Local laws when utilizing a county vehicle.
2. There is to be no smoking or vaping in the vehicle.
3. Driving while intoxicated, fatigued or on medication that affects your driving ability is prohibited.
4. If while using the vehicle, the employee is ticketed for a traffic violation, they will be expected to pay for the ticket and shall report it to their immediate supervisor.
5. Use of a handheld phone is not permitted while driving the county vehicle. Employees are allowed to use a hands-free device.
6. If the employee is in an accident while driving the county vehicle, they shall report the accident to law enforcement and then to their Department Head. Full cooperation by the employee with the law enforcement investigation is expected.

7. County vehicles are never to be used to tow personal equipment unless directly related to work activities.
8. Pets are not allowed in county vehicles.
9. Employees are expected to remove all garbage from the vehicle at the end of their shift.

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**Public Works Committee
Agenda Item Cover**

Agenda Item Name: Approval of Bid for Boiler

Department:	Maintenance	Presented By:	Randy Nelson
Date of Meeting:	6/12/2025	Action Needed:	Vote
Date submitted:	6/9/2025	Referred by:	Randy Nelson

Recommendation and/or action language:

Award of bid to selected vendor for the removal and replacement of the courthouse boilers.

Background:

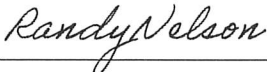
As per discussion at previous Public Works meeting, the need for replacement boilers was identified and deemed necessary to proceed forward with acquiring prices and availability. The current boiler is no longer capable of long-term functioning and in need immediate replacement.

Attachments and References:

Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
X	Other funding Source	Fund 75 and fund 92	
☐	No financial impact		

	
Department Head	Administrator, Tricia Clements
