Richland County Public Works Standing Committee

Date Posted: July 7, 2025

NOTICE OF MEETING

Please be advised that the Richland County Public Works Standing Committee will convene on Thursday, July 10, 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 June 17, 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: Resolution To Pay The Bills To The Richland County Snowmobile Alliance And The Hillsboro Trail Blazers From The 2024-25 Snowmobile Maintenance Grant
- 9. Discussion & Possible Action: Resolution Approving Free Admission To Richland County Fairgrounds For The Annual County Fair
- 10. Discussion & Possible Action: Rules & Regulations Of County Parks
- 11. Discussion & Possible Action: Public Works Standing Committee Meeting Frequency
- 12. Future Agenda Items
- 13. Correspondence
- 14. 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

June 17, 2025

The Richland County Public Works Standing Committee convened on Thursday, June 17, 2025 in person and virtually at 6:00 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Couey called the meeting to order at 6:00 PM.

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

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

Approval Of Agenda: Motion by Severson second by Carrow to approve agenda. Motion carried and agenda declared approved.

Approval Of Minutes From May 8, 2025 Meeting: Committee Chair Couey asked if there were any corrections to the minutes from the May 8, 2025 meeting. Hearing none, Committee Chair Couey declared the May 8, 2025 minutes approved as published.

Public Comment: None.

Reports:

- **A.** Property Management Report: Departmental Activities: County Maintenance Manager Randall Nelson reported that only 3 out of 10 air handlers are currently functional.
- **B.** Highway Commissioner Administrative Report: Departmental Activities & Review Of Monthly Bills: County Highway Commissioner Joshua Elder provided brief overview of the monthly bills, departmental road maintenance activities, noted that he would be providing a new highway financial summary/report for the committee at the next meeting, and provided a brief update on the status of the bridge construction at the campus.

Discussion & Possible Action - Approval Of Countywide Vehicle Use Policy:

Administrator Clements provided brief background on policy. Motion by Williamson second by Severson to approve countywide Vehicle Use Policy. Brief discussion followed. Motion carried and countywide Vehicle Use Policy forwarded to full County Board for approval.

Discussion & Possible Action: Approval Of Bids For Boiler: Maintenance Director Nelson & Highway Commissioner Elder noted three bids were received before the stated deadline and briefly reviewed each bid. Bids received were as follows:

- 1.) Thermo Dynamics: option 1 for \$141,000 and option 2 for \$166,000
- 2.) ASAP Heating & Cooling: \$101,000
- 3.) Precision Controls & Service: \$97,171

Motion by Carrow second by Manning to accept bid received from Precision Controls & Service in the amount of \$97,171. Motion carried and item forwarded to full County Board for approval.

Future Agenda Items: None.

Correspondence: None.

Adjourn: Motion by Manning second by Couey to adjourn. Motion carried and meeting adjourned at 6:39 PM.

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Derek S. Kalish Richland County Clerk

Richland County Highway Department

1.1P PAYROLL	mt Paid
PAYPERIOD - 06/01/25 - 06/14/25	105,198.1
SERVICES	74,688.7
SAME ADDITIONS	7.7
SERVICES \$	19,284.3
SECTION SECT	36.1
1079 PREMIER CO-OP MATERIAL S S	19,443.2
SEMENTADE RECETRIC CO-OP MONTHLY ELECTRIC SERVICES S	189.2
SOUND	51.5
STATE STAT	186,925.0
STATES COMPUTER SERVICES S	22.4
MISCHIT FS	83.7
METAL CULVERTS, INC	1,374.4
RICHAND CENTER UTILITIES	24,545.8
SOIL & ENGINEERING SERVICES SOIL & ENGINEERING SUPPLIES SOIL	1,467.1
TOWN & COUNTRY SANITATION	72.0
MONTHLY ENERGY SERVICES S	217.5
BADGER TOOLS AND SUPPLY	66.7
BADGER TOOLS AND SUPPLY	2 000 0
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STH 80 \$ STH	141.4
S56 WISCONSIN METALS PARTS/MATERIAL \$ 577 YAHARA MATERIALS MATERIAL \$	2,221.0
57 YAHARA MATERIALS MATERIAL \$	1,030.0
	1,738.9
AUTO VALUE PARTS/MATERIAL \$	4,841.1

5/31/2025						FUNDS	CURRENT
	January 1	TAX	FUND	YTD	YTD	USED	FUND
WORKING FUND BALANCE	BALANCE	ALLOCATION	BUDGET	REVENUES	EXPENSES	TO DATE	BALANCE
ADMINISTRATION COUNTY HIGHWAY MAINT. &	(413,259.00)	375,000.00	(38,259.00)	26,150.94	246,171.71	220,020.77	(258,279.77)
CONSTRUCTION	7,156.48	887,250.00	894,406.48	264,654.70	841,277.64	576,622.94	317,783.54
COUNTY TRUNK BRIDGE		100,000.00	100,000.00	207,128.00	422,038.65	214,910.65	(114,910.65)
COUNTY AID BRIDGE *	-	21,250.00	21,250.00	11,550.00	38,964.75	27,414.75	(6,164.75)
MACHINERY & EQUIPMENT	-	280,000.00	280,000.00	953,390.95	985,424.80	32,033.85	247,966.15
STATE & LOCAL MAINT. & CONSTRUCTION *	_	_	_	624,510.51	566,410.66	(58,099.85)	58,099.85
MATERIALS & SUPPLIES		- I	-	130,919.22	128,222.39	(2,696.83)	2,696.83
FRINGE BENEFIT COST POOL *	(80,984.13)	-	(80,984.13)	176,458.68	319,128.37	142,669.69	(223,653.82)
TOTALS	(487,086.65)	1,663,500.00	1,176,413.35	2,394,763.00	3,547,638.97	1,152,875.97	23,537.38
Plus Equipment storage portion of Retained E	arnings						264,366.35
							287,903.73
With the 2017 Highway Funds transfer restore	ed: (shown as De	ebt Service Intere	est on the Highw	ay Trial Balance)		1,539,658.22
Total Highway Plan Fund Balance W/O transfe	er						1,827,561.95

Richland County Committee

Agenda Item Cover

Agenda Item Name:

Department	Parks	Presented By:	Joshua Elder
Date of Meeting:	July 10th 2025	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:	July 2nd 2025	Referred by:	
Action needed by no later than (date)	July 10th 2025	Resolution	25-

Recommendation and/or action language:

Background: Annual Function. We are the middle person between the State of Wisconsin and the individual snowmobile clubs within the county. Each year we apply for and manage the grants for the clubs and are tasked with distributing their reimbursements. These funds come straight from the State of Wisconsin and have no affect on the county's tax levy. However proper actions and resolutions must be done to show accountability for the funds.

Attac	hments	and R	efere	nces.
Allac	шисшь	and r	ve e e	111. 65.

Financial Review:

(please check one)

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

Joshua Elder

Department Head Administrator, Tricia Clements

RESOLUTION NO. 25-XX

Resolution To Pay The Bills To The Richland County Snowmobile Alliance And The Hillsboro Trail Blazers From The 2024-25 Snowmobile Maintenance Grant.

WHEREAS State funds are available to counties in Wisconsin for the maintenance and grooming of state snowmobile trail under the County Snowmobile Trail Aids Program which is administered by the State Department of Natural Resources (DNR)and

WHEREAS the Richland County applied for and received the grant, and

VOTE ON EODECOING DECOLUTION

WHEREAS the Richland County Snowmobile Alliance, Hillsboro Trail Blazers, grooming and non-grooming hours eligible for payment of \$14223.85, and

WHEREAS Rule 14 of the Rules of the Board provides that the County Board approval is required for any expenditures over \$10,000.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to pay the bills from the Richland County Snowmobile Alliance and Hillsboro Trail Blazers for grooming and non-grooming hours through the 2024-25 Snowmobile Maintenance grant, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

DECOLUTION OFFEDED DV THE DUDLIC

VOTE ON FOREGOING RESOLUTION	WORKS STANDING CO (10 JULY 2025)	OMMITTEE
AYES NOES	(/	
RESOLUTION	FOR	AGAINST
DEREK S. KALISH	STEVE WILLIAMSON	
COUNTY CLERK	KERRY SEVERSON	
	MARC COUEY	
DATED: JULY 15, 2025	CHAD COSGROVE	
	GARY MANNING	

STEVE CARROW DAN MCGUIRE

Public Works Standing Committee

Agenda Item Cover

Agenda Item Name: Provide Free Access to the Richland County Fair

Department	Fair	Presented By:	Joshua Elder
Date of Meeting:	July 10 th 2025	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:	July 1st 2025	Referred by:	
Action needed by no later than (date)	August 30 th 2025	Resolution	25-

Recommendation and/or action language:

Background: County to allow free access onto fairgrounds during the annual county fair and only charge entrance fees for Grandstand Events. This is to entice more attendance to the annual fair. We have had issues in recent years attracting volunteer staff to man each gate and more requests from the public to lessen the overall cost of attending the fair.

Attachments and References:

Financial Review:

(please check one)

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

Joshua Elder

Department Head Administrator, Tricia Clements

RESOLUTION NO. 25 - XX

Resolution Approving Free Admission To Richland County Fairgrounds For The Annual County Fair.

WHEREAS free admission to the Richland County Fairgrounds during the Richland County Fair is advantageous to Richland County residents and all of those involved, and

WHEREAS free admission may increase attendance at the Richland County Fair and the corresponding events and provide the community with an increased opportunity to attend, and

WHEREAS the lack of volunteer staff has made it difficult in recent years to collect the admission fee at the entry to the fairgrounds, and

WHEREAS admission will be charged for certain grandstand events within the fairgrounds during the annual County Fair, and

WHEREAS a possible reduction in revenues may occur because of no admission being charged, and

WHEREAS a possible increase in expenses may occur because of reduced revenues being collected, and

WHEREAS petty cash is still needed to fund general operations of the fair and will be returned to the General Fund in full after the fair is over, and

WHEREAS the Public Works Standing Committee has carefully reviewed this proposal, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is granted for free admission to the Richland County Fairgrounds for the annual County Fair, and

BE IT FURTHER RESOLVED the resolution be effective upon passage.

VOTE ON FOREGOING RESOLUTION	RESOLUTION OFFERE PUBLIC WORKS STANDING	
AYES NOES	(10 JULY 2025)	
RESOLUTION	FO	R AGAINST
DEREK S. KALISH	STEVE CARROW	
COUNTY CLERK	GARY MANNING	
	CHAD COSGROVE	
DATED: JULY 15, 2025	KERRY SEVERSON	
	STEVE WILLIAMSON	
	MARC COUEY	
	DANIEL MCGUIRE	

Richland County Committee

Agenda Item Cover

Agenda Item Name:

Department	Parks	Presented By:	Joshua Elder
Date of Meeting:	July 10 th 2025	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:	July 7th 2025	Referred by:	
Action needed by no later than (date)	August 30 th 2025	Resolution	25-

Recommendation and/or action language:

Background: County to adopt new rules for the use of County Parks involving camping fees and procedures as recommended forward by the Parks Committee.

Attachments and References:

Financial Review:

(please check one)

Pic	doc officer offic)	
	In adopted budget	Fund Number
	Apportionment needed	Requested Fund Number
	Other funding Source	
X	No financial impact	

Joshua Elder

Department Head

Administrator, Tricia Clements