

# Richland County

## Public Works Standing Committee | Meeting Minutes

May 12, 2022

The Richland County Public Works Standing Committee met on Thursday, May 12<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	Guests
Steve Williamson	✓	□	Randy Nelson	✓	□	_____
Josh Elder	✓	□	Richard McKee	✓	□	_____
Lisa Mueller	✓	□	Steve Carrow	✓	□	_____
Barb Scott	✓	□	Marc Couey	✓	□	_____
Jason Marshall	✓	□	Chad M. Cosgrove	✓	□	_____
John Couey	✓	□	Gary Manning	✓	□	_____

#### 1. Call to Order

Committee Chair Williamson called the meeting to order at 4:05 p.m.

#### 2. Election of Vice Chair

Chair Williamson opened the floor for nominations for Committee Vice Chair.

Supervisor M. Couey nominate Supervisor Cosgrove for Committee Vice Chair, seconded by Supervisor McKee. Supervisor Cosgrove accepted the nomination. Supervisor Manning moved to close the nominations for Committee Vice Chair, seconded by Supervisor McKee. Then Supervisor McKee moved to cast a unanimous ballot to approve nomination of Supervisor Cosgrove for Public Works Committee Vice Chair, seconded by Chair Williamson.

All voting aye, motion carried.

#### 3. Proof of Notification

Committee Chair Williamson verified with Commissioner Elder that the meeting had been properly noticed.

#### 4. Agenda Approval

Committee Chair Williamson noted that the number of the agenda skips from 6 to 8 making this actually a 16-point agenda.

Motion: Moved by Supervisor Manning, seconded by Supervisor M. Couey to approve the agenda.

All voting aye, motion carried.

#### 5. Previous Meeting Minutes

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

All voting aye, motion carried.

#### 6. Public Comment

Discussion: Introduction of all Public Works Committee Members.

#### 8. Administrative Report – MIS

Discussion: MIS currently manages 19 different departments. The goal is to have each department accurately track their IT/Tech needs.

#### 9. Administrative Report – Highway

Discussion: Highway maintains a total of 300 miles of road in Richland County. The goal for 2022 is to sealcoat approximately 20 miles and pave about 5 miles. [CTH E, CTH BR & STH 60] Work is scheduled to start on State Highway 14 in 2024.

#### 9a. Highway – Monthly Bills

Discussion: Total amount of monthly bills \$287,519.29

Motion: Moved by Supervisor McKee, seconded by Vice Chair Cosgrove to approve the Highway monthly bills.

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All voting aye, motion carried.

### **9b. Highway – Status on 2022 Projects**

Discussion: Current projects were previously discussed in Administrative Report for Highway. [CTH E, CTH BR & STH 60]

### **10. Administrative Report – Courthouse Roof Project**

Discussion: The Courthouse roof is coming along nicely and the work is continuing ahead of schedule.

### **11. Report on Financial & Capital Improvement Planning**

Discussion: Consolidation of Maintenance

### **12. Possible Action Item – Interview Room for the Sheriff's Office**

Discussion: Supervisor Nelson presented his proposal to purchase materials to construct an interrogation room for the Sheriff's Office.

Motion: Moved by Supervisor Carrow, seconded by Supervisor McKee to approve Supervisor Nelson to purchase materials needed and construct the interrogation room.

All voting aye, motion carried.

### **13. Possible Action Item – Courthouse Grounds Use by Public Organization**

Discussion: The High School Administration is requesting the use of the grounds May 21, 2022 to have an assembly for Ukraine.

Motion: Moved by Supervisor M. Couey, seconded by Vice Chair Cosgrove to approve the High School to assemble on the Courthouse grounds on May 21, 2022.

All voting aye, motion carried.

### **14. Possible Action Item – Change Order to Courthouse Roofing Project**

Discussion: Cost to repair and replace the deteriorating flat roof of the Courthouse is \$72,200. This is an additional add-on to the current Courthouse roofing project.

Motion: Moved by Supervisor McKee, seconded by Supervisor Carrow to move forward with changing the Courthouse roofing project order to include the flat roof repair and replacement.

All voting aye, motion carried.

### **15. Personnel – Restructure Highway Personnel**

Discussion: The current Parts Clerk is retiring. The proposed restructuring plan consists of combining both the Parts Clerk position and the Shop Foreman's position all into one. This new position would be titled Shop Superintendent. The restructure would include increasing the Office Clerks hours from 35 to 40 to accommodate for the additional workload added by the elimination of the Parts Clerk position. This restructure proposal is moving forward to be presented to the Finance and Personnel Committee.

### **16. Closing - Future Agenda Items**

Discussion: Set time of Public Works meetings for 4:00 p.m.

**Adjournment** – The next meeting will be held on Thursday, June 9<sup>th</sup>, 2022 at 4:00 p.m.

Motion: Moved by Supervisor Carrow, seconded by Vice Chair Cosgrove to adjourn the meeting 4:40 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,

*Lisa Mueller*

Lisa Mueller

Bookkeeper, Highway Department