

# Richland County

## Public Works Standing Committee | Meeting Minutes

April 25, 2023

The Richland County Public Works Standing Committee met on Thursday, April 13<sup>th</sup>, 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 4:00 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 Couey, seconded by Supervisor McKee 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:
  - Window Project: All windows are ready to be installed.
  - Door Project: Project is still underway.
  - Key/Security Project: Inventory completed. Discussed the next steps. Vendor presentations.
  - County Board Room: Reviewing vendor walk through for set-up. Waiting for status update.
  - Small Court Room: Still exploring possibilities to improve video conferencing capabilities.
  - Dark Skies Review: Waiting for the results of the completed assessment.
  - Jail: New console, jail door and key fob scanner projects are in progress.
  - DMV Kiosk: Public self-service completed and located on the 1<sup>st</sup> floor.
  - Mailbox: Moving the mailbox to new location on 1<sup>st</sup> floor.
  - Register & Probate Window Speaker: Installation completed.
- East Hall: Discuss future plans.

### 7. Administration | Discussion and Possible Action on:

#### a. Requested Use of Courthouse Grounds by a Public Organization

Discussion: Requesting to use the Courthouse Grounds on Thursday May 4, 2023.

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to approve the Public Organization to use the Courthouse Grounds on Thursday May 4, 2023.

All voting aye, motion carried.

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### b. Contract Review | Acceptance: East Hall contract/Lease, Maintenance, Cleaning & Security

Discussion: Resolution 23-19 declares the removal of East Hall from the UW. Richland School District has interest in use of the East Hall for the purpose of the Alternative School for grades 8-12. [Charter School] Timeline projected to be ready to open by September for the new school year.

### c. Maintenance Department Job Descriptions

Discussion: Review and re-organize job descriptions for Maintenance Manager and Maintenance Tech. Possibly discuss future contracting out of Maintenance Custodial position. Make sure job descriptions include Government Center, Community Services Building and Campus under Purpose of Position and the wording of "Ability to comfortably lift and carry up to 50lbs." under physical requirements. Job descriptions and wage scales have been sent to Carlson Dettman for review and approval.

Motion: Moved by Supervisor Couey, seconded by Supervisor Carrow to refer the job descriptions for the Maintenance Department to Carlson Dettman.

All voting aye, motion carried.

### d. Order 3 Heating Units

Discussion: Have ordered 3 heating units previously in 2022 and would like to order 3 more of the same to replace 3 out of the 4 units that currently have failed.

Motion: Moved by Supervisor McKee, seconded by Supervisor McGuire to purchase 3 Trane heat pump units from Precision Controls & Service LLC for the cost of \$19,795.

All voting aye, motion carried.

### e. Health and Human Services Wall

Discussion: The Extension Office will need to relocate due to the alternative use of the East Hall building that had been released from the UW Agreement.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to authorize the relocation of the Extension Office to the Community Services building. Approval has been given to build or install a barrier wall or doors to provide the Extension Office with their own space.

All voting aye, motion carried.

### f. UW Campus Tree Identification and Trimming

Discussion: Any dead trees that are located on campus currently pose a possible danger not only to those walking on the campus grounds but to the buildings and assets as well. This agenda item will be discussed more in depth at a later designated date.

## 8. Treasury | Discussion and Possible Action on:

### a. Bid Opening Acceptance: Tax Deed Parcel #006-0634-411-Town of Buena Vista

Bid[s]:	TOTAL	BRING TO CODE Details
Logan/Tiffany Olson	\$1,000	Demolition[Green Space] within 2 years   Future beyond unknown
Alvin C. Christianson	\$1,001	Renovate for future rental units.

Motion: Moved by Supervisor Carrow, seconded by Supervisor McKee to accept the bid from Alvin C. Christianson.

#### Roll Call Vote:

	Aye	Nay	
Richard McKee	✓	☐	<b>AYE = 3 votes</b> <b>NAY = 3 votes</b>
Chad Cosgrove	☐	✓	
Daniel McGuire	✓	☐	
Steve Carrow	✓	☐	
Marc Couey	☐	✓	
Steve Williamson	☐	✓	

Discussion: This agenda item is to be postponed until the next regular Public Works Committee Meeting which is to be held on May 11, 2023, at 4:00 p.m.

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### 9. Highway

#### a. Administrative Report

Discussion: Getting mowers ready, preparing County Highway JJ, State Highway 154 starts project.

#### b. Highway Monthly Paid Bills

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to approve and accept the total of \$426,981.54 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

### 10. Highway | Discussion and Possible Action on:

#### a. Bid Review | Awarding: Truck Body & Equipment [Includes 2 Additional Sanders]

Bid[s]:	TOTAL	DELIVERY DATE
Monroe Truck Equipment	\$337,059	90-120 after arrival of truck chassis & equipment Equipment estimated 300 days from order
Universal Truck Equipment	\$244,758	220 days or less after arrival of truck chassis & equipment

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to award the bid of the Truck Body & Equipment (including 2 additional sanders) to: *Universal Truck Equipment*.

All voting aye, motion carried.

#### b. Office Cleaning Services

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Carrow to proceed forward with inquiries into new custodial services for Highway.

All voting aye, motion carried.

### 11. Move into Closed Session Pursuant Wisconsin State Statute 19.85(1)(e) Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting of Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session

#### i. Status of UW Campus

Motion: Motion to move into closed session passed by unanimous vote. motion carried.

### 12. Return to Open Session

Motion: Moved by Supervisor Carrow, seconded by Vice Chair Cosgrove to return to open session.

All voting aye, motion carried.

### 13. Possible Action on Items Discussed in Closed Session

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to prepare the Community Services building to receive the UW Extension staff.

All voting aye, motion carried.

### 14. MIS

#### a. Administrative Report

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

### 15. MIS | Discussion and Possible Action on:

#### a. Contract Review | Acceptance: County Website and Meeting Management

Discussion: Current website is outdated and needs brought current. Both Meeting Management and updated website will have better public interfaces. Received demonstrations and quotes and have come to an agreement with CATALIS.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to approve the contract with CATALIS for Website Management and Meeting Management for a total annual cost of \$15,200.

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### **b. County Board Room Audio Project**

Discussion: Replacing and updating the older system that already exists in the conference room. This replacement and update will alleviate for meetings to be held offsite as well as the demands on the MIS personnel to be present at all meetings.

Motion: Moved by Supervisor Couey, seconded by Supervisor McKee to refer the motion to the County Board Committee to review the approval of an amount not to exceed \$55,000 to upgrade the AV system in the County Board Room with Lifeline Audio Video Technologies of Platteville.

All voting aye, motion carried.

### **c. Printing Software AS/400**

Discussion: To move forward smoothly with a County wide printer contract, software will need purchased in order to print from printers that don't support AS400.

Motion: Moved by Supervisor Carrow, seconded by Supervisor Carrow to approve the purchase of printing software for the AS/400 at the cost of \$3,116.

All voting aye, motion carried.

### **d. Barracuda Renewal**

Discussion: Barracuda is used as our security gateway, encrypted email and email archiver and this is a subscription services that needs renewed annually.

Motion: Moved by Supervisor Carrow, seconded by Supervisor Couey to approve the renewal of Barracuda Software from Jcomp Technologies for the total amount of \$22,054.80.

All voting aye, motion carried.

## **16. Discussion and Possible Action on the Boat Landing**

Discussion: Item has been struck from meeting/discussion.

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

- Nothing at this time.

**Adjournment** – The next Public Works Committee meeting is set for **Thursday, May 11, 2023 at 4:00 pm.**

Motion: Moved by Supervisor Carrow, seconded by Supervisor Couey to adjourn the meeting at 6:29 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller

Bookkeeper, Highway Department