

Richland County

Public Works Standing Committee | Meeting Minutes

July 18, 2023

The Richland County Public Works Standing Committee met on Thursday, July 13, 2023, in the Richland County Board Room, at 181 W. Seminary St., Richland Center, WI 53581.

1. Call to Order

Committee Chair Williamson called the meeting to order at 4:00 p.m.

2. Roll Call:

	Present	Absent		Present	Absent		Present	Absent
Josh Elder	✓	<input type="checkbox"/>	Daniel McGuire	✓	<input type="checkbox"/>	Marc Couey	✓	<input type="checkbox"/>
Lisa Mueller	✓	<input type="checkbox"/>	Steve Carrow	✓	<input type="checkbox"/>	Julie Flemming	✓	<input type="checkbox"/>
Randy Nelson	✓	<input type="checkbox"/>	Richard McKee	✓	<input type="checkbox"/>	Jon Hochkammer	✓	<input type="checkbox"/>
Barb Scott	✓	<input type="checkbox"/>	Gary Manning	✓	<input type="checkbox"/>	Cheryl Dull	✓	<input type="checkbox"/>
Jason Marshall	✓	<input type="checkbox"/>	Chad Cosgrove	✓	<input type="checkbox"/>	Jeffrey Even	✓	<input type="checkbox"/>
John Couey	<input type="checkbox"/>	✓	Steve Williamson	✓	<input type="checkbox"/>	Michael Windle	<input type="checkbox"/>	✓
			Candace Pesch	✓	<input type="checkbox"/>	Alan Lins	✓	<input type="checkbox"/>

3. Proof of Notification

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

4. Agenda Approval

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor McKee to approve the agenda with the one change of moving item number 14 to in-between agenda items 9 and 10.

All voting aye, motion carried.

5. Previous Meeting Minutes

Motion: Moved by Supervisor Manning, seconded by Chair Williamson to approve and accept the previous meeting minutes as presented.

All voting aye, motion carried.

6. Public Comment

Discussion: No Public Comment

7. Administration | Reports:

a. Property Management Report

i. East Hall Survey

Discussion: Administrator Jon Hochkammer will check into the property boundary lines before the next Public Works regular committee meeting in August.

8. Symons Recreation Complex[SRC] | Reports:

a. SRC Foundation Capital Fundraising Effort

Discussion: Information presented by Alan Lins on how everyone will be able to help the SRC. Alan also explained the SRC Foundation Capital Fundraising Efforts and that it will run through the end of the year. The fundraising efforts will help with replacing and/or updating exercise equipment, air exchangers, etc.

9. Symons Recreation Complex[SRC] | Discussion and Possible Action on:

a. SRC Managed Grounds | Facilities

i. Campus Gymnasium

ii. Tennis Courts

iii. Basketball Courts

Discussion: Alan Lins brought to the Public Works Committees attention the interest that the SRC has in the campus gymnasium, tennis and basketball courts and how the SRC feels they would be a good fit/addition. An ADHOC Committee has been formed.

b. Resolution to Senator Howard Marklein | Wisconsin Administrative Rules – SRC Lifeguards

Discussion: Currently SRC is drafting up a resolution to send to Howard Marklein's office for approval.

Currently the State requirements for lifeguards is determines by the square footage of the pool not the

depth. SRC would like to reduce cost by offering an adult swim with no lifeguards. This agenda item is being

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postponed until the August 10th meeting to allow for more research to be done.

10. *Treasury* | Discussion and Possible Action on:

a. **Assessed Tax Deed Property for Sale | Parcel #186-1833-1470 Village of Viola**

Discussion: This property in Viola was taken by the County by tax deed on 5/5/2023. The required waiting period has ended and this property is now eligible for the County to sell. The assessed value of the tax deed parcel was determined to be \$10,400.

Motion: Moved by Supervisor Manning, seconded by Vice Chair Cosgrove to ask for minimum opening bid of \$6,000. The bids will be due by September 1, 2023.

All voting Aye, motion carried.

b. **Assessed Tax Deed Property for Sale | Parcel #020-4212-4200 Town of Orion**

Discussion: This property was taken by the County by tax deed on 5/5/2023. The required waiting period has ended and this property is now eligible for the County to sell.

Motion: Moved by Chair Williamson, seconded by Supervisor McKee to ask for a minimum opening bid of \$2,500 due by September 1, 2023

All voting Aye, motion carried.

c. **Acquisition of Tax Deed Property | Parcel #276-1673-7000 City of Richland Center**

Discussion: Tax deed property has fallen into severe delinquency with attempts to contact the property owner of record unsuccessful. The redemption period to pay the delinquent balance has expired. Its now eligible to execute tax deed acquisition.

Motion: Moved by Supervisor McKee, seconded by Supervisor Couey to approve and move forward with the acquisition of tax delinquent parcel 276-1673-7000.

All voting Aye, motion carried.

11. *Highway* | Report[s]:

a. **Administrative Report**

Discussion: Current projects are still pushing forward even though there has been a set-back with plant availability causing a competition delay.

Howard Marklein's office passed through funding to complete the ongoing County Highway O project. Total County cost \$7M, total funding \$8M

b. **Highway Monthly Paid Bills**

Motion: Moved by Supervisor McKee, seconded by Supervisor Manning to approve and accept the total of \$678,334.60 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

12. *Highway* | Discussion and Possible Action on:

a. **Ash Creek Septic**

Discussion: The following specs were included in the total bid price: ✓ Complete install of new State approved mound septic system for Ash Creek Church ✓ Disconnect, removal, and proper disposal of all septic tanks and drain field components from old existing system. ✓ Seeding and mulching of new septic system. ✓ Black dirt cover needed for mound system.

Bid[s]:	Total
Kraemer Plumbing	\$43,190.00
Wertz Plumbing	\$26,465.00
Reyzek Plumbing	\$25,620.30
Rynes Marshall Plumbing	\$14,400.00

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to award the Ash Creek septic bid to Rynes Marshall Plumbing for the total of \$14,400.00. All voting aye, motion carried.

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b. Hydroseeder

Discussion: Bidding process was done through Sourcewell where it was suggested to go with LFGeorge Inc. the price quote is for a new FINN T75 hydroseeder for a total of \$48,750.00.

Motion: Moved by Supervisor Manning, seconded by Supervisor Carrow to purchase the new FINN T75 Hydroseeder through LFGeorge for the total of \$48,750.00.

All voting Aye, motion carried.

c. Reimbursements for Culvert Cost Shares

Discussion: Resolution relating to the State Statutes requirement that counties pay approximately 50% of the cost of construction or repair of any culvert or bridge on a town highway or village street when requested by the Town or Village board. The following requests have been submitted:

Town Village	Road Name	Project Total	County Cost
Town of Henrietta	High Hill Dr.	\$15,466.56	\$7,733.28
Town of Henrietta	Quarry Dr.	\$13,476.03	\$6,738.02
TOTALS		\$28,942.59	\$14,471.30

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to approve the payments as financial aid from the County as mandated by State Statutes for a total County cost of \$14,471.30.

All voting Aye, motion carried.

d. Job Reclassification | Bookkeeper

Discussion: Job reclassification from Bookkeeper to Office Manager has been discussed prior to the meeting with Administrator Jon Hochkammer as well as Carlson Dettmann Consulting. Considering an implementation date of 1/1/2024.

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Manning to postpone this matter until the next meeting, August 10, 2023 to allow for more investigating and information gathering.

13. MIS | Reports:

a. Job Reclassification | MIS Director

Discussion: Job reclassification for MIS Director has been submitted to Carlson Dettmann. More information will be discussed at next months meeting, August 10, 2023.

14. MIS | Discussion and Possible Action on:

a. Johnson Controls

Discussion: Discussed replacing 7 horns for the fire alarm system. Currently some are not working on the 3rd floor of the Courthouse. This replacement process can be done in phases. Public Works Committee would like to see a quote or paperwork that will show the breakdown and total cost.

This agenda item is being tabled and the full proposal will be discussed at the August 10, 2023 meeting.

b. Maintenance of New Structures

Discussion: Need to discuss who is going to pay for maintenance or what is involved in maintaining (mowing, plowing etc.) the radio tower sites, generator sites, etc. Need to set up a meeting to sit down with all departments involved.

c. New Computer Policy

Discussion: The current computer policy in place is from 2018. Technology has changed since then thus making the current policy irrelevant. A new policy has been drafted and is going through the process steps to get passed. Some new key points/updates include thumb drive and iCloud usage.

d. Purchase of Papercut Software

Discussion: Cost account software that would be used to track printing activity, creating logs and reports, reduce waste. Would require a badge or code to print. Health and Human Services will be the first to implement this new

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printing software. Software purchase includes unlimited user licenses, software implementation, configuration and training, 5-years support and maintenance.

Motion: Moved by Supervisor McKee, seconded by Supervisor Carrow to approve the purchase for PaperCutMF Print Management Solution by Macro for the amount of \$5,670.50

15. Closing - Future Agenda Items

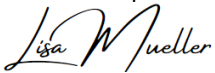
- Trees on Campus Location – 25 Ash | 3 Maple
- Public Works Responsibilities in regards to SRC

Adjournment – The next regular Public Works Committee meeting is set for **Thursday, August 10, 2023 at 4:00 pm.**

Motion: Moved by Supervisor Manning, seconded by Chair Williamson to adjourn the meeting at 5:15 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller

16. Bookkeeper, Highway Department