

# Richland County

## Public Works Standing Committee | Meeting Minutes

April 8, 2024

The Richland County Public Works Standing Committee met on **Thursday, March 14<sup>th</sup>, 2024**, 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
Steve Carrow	✓	<input type="checkbox"/>	Chad Cosgrove	✓	<input type="checkbox"/>	Marc Couey	✓	<input type="checkbox"/>
Julie Fleming	✓	<input type="checkbox"/>	Gary Manning	✓	<input type="checkbox"/>	Daniel McGuire	✓	<input type="checkbox"/>
Richard McKee	✓	<input type="checkbox"/>	Steve Williamson	✓	<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 Supervisor Couey, seconded by Supervisor Cosgrove to approve the agenda.

All voting aye, motion carried.

### 5. Previous Meeting Minutes

Committee Chair Williamson approve and accept the previous meeting minutes as presented.

### 6. Public Comment

Discussion: No Public Comment

### 7. Administration | Reports

#### a. Property Management Report:

Discussion: Coils for heating/cooling unit have been ordered, should be here in about 4-6 weeks.

Have been doing a lot of painting in the building. Victim witness room is done. Courtroom lobby will be next.

### 8. Administration | Discussion and Possible Action On:

#### a. Roof Replacement of the Emergency Services Building

Discussion: Emergency Services Building is ~20 years old, used to be the REC building. 5 years left on warranty however some spots on roof need repaired sooner than 5 years. Joint Ambulance Committee had planned to have roof replacement done in 2026, with an estimated cost of \$95,000. Joint Ambulance Committee had requested a quote to repair spots that need immediate attention, and came up with a new quote of entire roof replacement at \$75,000 to complete in 2024. Joint Ambulance Committee would like to move forward with replacement since new quote is \$20,000 cheaper than original. Will do minor patchwork in-house to get through the spring to avoid water issues in building, but would like to start replacement this summer. REC donated \$10,000 to roof repair project that has not yet been spent. The rest of cost will be taken out of the ambulance segregated fund, Fund 51.

Moved by Supervisor Cosgrove, second by Supervisor Manning to approve and move forward to Finance and Personnel to seek out bids for roof replacement instead of repair. All voting aye, motion carried.

#### b. Gunderson Eye Clinic Parking Lot-Use for Parking:

Discussion: Call made to Jason Glasbrenner. Told him we are interested in a short-term rental of the parking lot for courthouse use. Will update at future meeting.

### 9. Highway | Reports

#### a. Administrative Report:

Discussion: Highway shop has switched to 10 hour works days: Monday-Thursday from 6:30am-4:30pm, unless needed for emergency/safety reasons. Brushing, moving hazardous trees, cleaning up right of ways.

Working on clearing the bike trail, budget is specific but will be adding screenings to the trail. Unable to burn piles of brush at this time due to lack of moisture. Radio towers – access roads needed at Westport and Viola

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location. County forces in house can complete this cheaper rather than contracting out. Looking at tearing down winter-readiness and preparing for summertime tasks. Salt shed nearly 100% full - however, will need to add a bit to it next year.

**b. Monthly Paid Bills:**

Discussion: Standard month. Message boards have been paid for this month, budgeted for in the CIP. Message boards can be used as a revenue source. Moved by Supervisor Manning, second by Supervisor Cosgrove to approve and accept the total of \$428,138.40 for the monthly paid bills from Highway. All voting aye, motion carried.

**10. Highway | Discussion & Possible Action On:**

**a. Updated Body Builds Universal**

Discussion: Accepted and awarded to Universal Truck Equipment. Trucks are expected to be here in May. \$189,830.00 each, with a total of \$379,660.00. Moved by Supervisor Couey, second by Supervisor Fleming to approve and accept updated body builds with a grand total of \$379,660.00. All voting aye, motion carried.

**b. Bids for Trees (Campus)**

Discussion: Harvested trees from the campus are at the fairgrounds, separated into 3 lots for bids (2 large, 1 small lot). Need a base price for each lot of wood. Awarded bidder will be responsible to load and haul wood, no cutting on the property will be conducted. Public Works recommends setting bids at a \$500 minimum for large piles, \$350 minimum for small pile. Moved by Supervisor Manning, second by Supervisor Carrow to set minimum bid to large piles at \$500 and small pile at \$350. All voting aye, motion carried.

**c. Use of Highway Department Owned Property (WISConnect) (Quarry)**

Discussion: WISConnect reached out to Highway looking for location in Richland County to place weather station. 15x15 ft area needed. Weather stations monitors moisture in ground, monitors frost, and any weather-related information. No cost to us, solar powered. Will not be disturbed or in the way of highway. Moved by Supervisor Manning, second by Supervisor Cosgrove to approve and accept WISConnect weather station to be placed at the highway department.

Discussion: Sheriff's department looking for a place to put private shooting range. Approached us about land at Quarry, on CTY Rd N. Able to facilitate safe area for this. Moved by Supervisor McKee, second by Supervisor Fleming to move forward with investigating. All voting aye, motion carried.

**d. Fire Department Vehicle Maintenance Contract**

Discussion: Fire Department reached out, would like to utilize highway mechanics since we have resources and shop room to do so. Maintenance and repair work only. Specialty type repairs will not be included in maintenance. Moved by Supervisor Cosgrove, second by Supervisor Manning to move forward with checking the possibility of working with Richland Center Fire Department to conduct maintenance on fire trucks. All voting aye, motion carried.

**e. Resolution for Grant Applications**

Discussion: Discussed doing one resolution to cover applying for all future standard yearly maintenance grants under Highway Commissioner Josh Elder's name as signing authority. Moved by Supervisor Manning, second by Supervisor Fleming to move resolution to county board for approval. All voting aye, motion carried.

**11. MIS| Reports**

**a. Administrative Report:**

Discussion: Working with the vendor for new website, just received access for staff to start putting in content, will hopefully be ready to go mid-April. Received contracts back to be sent to land owners for the tower project, on target and budget with time and money. Email of concern received about clearing of wood that can't be done after March 31<sup>st</sup>, unless signed off with survey.

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### 12. MIS | Discussion & Possible Action On:

#### a. JCI Proposal for FACP Upgrade

Discussion: Visited in July 2023 at Public Works meeting – upgraded speakers and horns needed on old side of courthouse, 2 options were given:

1. Upgrade panels and horns
2. Upgrade only horns

Chose to upgrade horns only. JCI recently came in for inspection, no longer liable for outdated equipment. Can keep outdated panel, but if it goes down it will no longer be supported by JCI. Will then be responsible for wire watch – consisting of someone doing a walk around the building every 30 minutes, 24/7 to make sure there is no fire in the building until there is a functional system installed. Cost is \$22,950.96, not budgeted for, unsure where money will come from. Should be completed by June. Motion by Supervisor Couey, second by Supervisor McKee to move forward to finance and personnel next week. All voting aye, motion carried.

#### b. Meraki Access Points

Discussion: Meraki Access points allow network connectivity in the courthouse and other county buildings. All points need replaced to continue operations. Budgeted appropriately for this.

Moved by Supervisor Couey, second by Supervisor Fleming to approve and move forward to County Board. All voting aye, motion carried.

### 13. Closing - Future Agenda Items

**None stated.**

**Adjournment** – The next regular Public Works Committee meeting is set for **Thursday, April 11<sup>th</sup>, 2024 at 4:00 pm.**

Motion: Moved by Supervisor Manning, seconded by Supervisor Fleming to adjourn the meeting at 4:58 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,

*Taryn Weber*

Taryn Weber

Office Clerk, Highway Department