

Richland County

Public Works Standing Committee | Meeting Minutes

April 17, 2024

The Richland County Public Works Standing Committee met on **Thursday, April 11th, 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"/>	<input type="checkbox"/>
Richard McKee	✓	<input type="checkbox"/>	Steve Williamson	✓	<input type="checkbox"/>	Attorney Michael Windle	✓	<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 Manning 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 are here, cost around \$11,000. Around May 1st will start installing them, will be about a 2-3 day project, will be without heating/cooling until installed. Doing some painting around courthouse and changing more lights to LED. Losing current pop machines, going with a new vendor, will now only have one machine. AC unit outside making a lot of noise, will be getting price for replacement. Group of people coming Saturday to volunteer and work on courthouse landscape. HHS wants to put pin wheels in grounds, which is recurring yearly. They will set up and remove on their own.

8. Highway | Reports

a. Administrative Report:

Discussion: Still dealing with on and off winter weather. State is finishing up brush cutting, working on guardrail repairs, looking to start growth inhibitor application to all state highways. Bike trail clean-up is complete, including new screenings. New parks and maintenance employee has transitioned into new position. Looking to possibly start radio tower roads as soon as possible.

b. Monthly Paid Bills:

Discussion: Larger bills include bridge inspections by Westbrook, pavement designs, chemicals for spraying - will be reimbursed, and machine lease payments.

Moved by Supervisor Manning, second by Supervisor Couey to approve and accept the total of \$363,982.36 for the monthly paid bills from Highway. All voting aye, motion carried.

9. Highway | Discussion & Possible Action On:

a. Bids for Trees (Campus)

Discussion: 1 bid received from L&M Salvage. \$2,000 for lot one, \$1,800 for lot two, \$1,300 for lot three.

Moved by Supervisor Carrow, second by Supervisor McKee to approve and accept bid from L&M Salvage with a grand total of \$5,100. All voting aye, motion carried.

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b. Plow Truck Body Builds

Discussion: Three companies were solicited for bids following the county's RFPs on 1 Tandem and 1 Tri Axle. Casper Truck, Universal, Monroe Truck Center. Casper declined the opportunity. Bids received from:

- Universal: \$186,925.00 for the Tri Axle, \$181,820.00 for the Tandem
- Monroe: \$215,804.00 for the Tri Axle, \$208,608.00 for the Tandem.

Recommend Universal Truck Equipment to be awarded both bids.

Moved by Supervisor Couey, second by Supervisor Cosgrove to approve and accept both bids from Universal for plow truck body builds. All voting aye, motion carried.

c. 50/50 Culvert Cost Share

Discussion: Culvert cost share program that is available for townships to utilize through the county – any culvert over 6' in diameter, can ask to get 50% reimbursement back. Township of Henrietta looking to be reimbursed for two cost share projects: on South Shore Drive for \$9,514.14 and on Shellington Drive for \$5,873.90.

Moved by Supervisor McKee, second by Supervisor Couey to approve giving 50% reimbursement for the 50/50 culvert cost share program to the Town of Henrietta. All voting aye, motion carried.

d. Continued Equipment Purchases

Discussion: Continuing to be utilized more by county to keep work more internal to save time and money, and increasing security at the highway shop facility, have necessity in updating equipment, or adding new. Looking to acquire a couple trailers, UTV used for parks and trails, coded entry gates, and badge entry on doors. Six badged doors cost: \$13,000, one new gate entry cost: \$30,000 and Purchases can be made underneath current budget, at no additional request of funds. Spending limit of no more than \$50,000 per purchase.

Moved by Supervisor Manning, second by Supervisor Cosgrove to move forward with continued equipment purchases. All voting aye, motion carried.

e. Maintenance Contract – Highway Shop/County

Discussion: Other departments wanting to utilize highway, especially shop usage. Worked with Attorney Windle to draft contract. Contract outlines that if highway completes work for another department, you are required to pay for the services highway provides.

Moved by Supervisor McKee, second by Supervisor Fleming to approve and move forward with maintenance contract. All voting aye, motion carried.

10. MIS| Reports

a. Administrative Report:

Discussion: Working on many projects. Started to switch over to website but then attention was needed elsewhere. Radio tower project still moving along. Email upgrades and passwords changes for all staff being enforced in the next week.

11. MIS | Discussion & Possible Action On:

a. Approval for Barracuda Essentials Software Purchase

Discussion: Annual renewal of maintenance contract. Cost is \$20,736 - budgeted expense. Software that does web filtering, email archiving, and allows us to confidential emails.

Motion by Supervisor Carrow, second by Supervisor Couey to approve and move forward with Barracuda Essentials Software Purchase. All voting aye, motion carried.

b. Approval for Log Analytics & Anomaly Detection Subscription

Discussion: Need to get into place, will also have to go to county board. Used to monitor end points/computers, will be a requirement of cyber insurance. Total amount annually is \$15,940.80 - has enough in budget to cover it this year, but will need to add into budget next year. Absolute necessity, being proactive about this and getting it done ahead of time.

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Moved by Supervisor Carrow, second by Supervisor Fleming to approve and move forward with Log Analytics & Anomaly Detection Subscription. All voting aye, motion carried.

c. Panel Addition for Emergency Power Circuits

Discussion: Currently do not have enough electrical panels in the building for all new electronics that are being put in. 2 circuits & 1 panel - \$5,260 - in Radio Tower Budget. Motion by Supervisor Cosgrove, second by Supervisor Couey to approve of panel addition for emergency power circuits. All voting aye, motion carried.

12. Closing - Future Agenda Items

- **Charter Easement**
- **Future Agreement**
- **Town of Orion Landowner to Transfer Land**

Adjournment – The next regular Public Works Committee meeting is set for **Thursday, May 2nd, 2024 at 4:00 pm.**

Motion: Moved by Supervisor Manning, seconded by Supervisor Carrow to adjourn the meeting at 4:37 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,

Taryn Weber

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Office Clerk, Highway Department