

OFFICIAL PUBLIC NOTICE



MEETING OF THE PROPERTY COMMITTEE

THURSDAY, DECEMBER 15, 2022 AT 5:00 PM

CONFERENCE ROOM OF THE MUNICIPAL BUILDING AT 450 S MAIN ST, RICHLAND CENTER, WI

AGENDA

ROLL CALL:

1. Roll Call and Affirmation of Proper Public Notice

APPROVAL OF MINUTES:

- [2.](#) September 22, 2022 Meeting Minutes
- [3.](#) August 11, 2022 Meeting Minutes

CONSIDER AND POSSIBLE ACTION:

4. Replacement of Ballpark Lights at Krouskop Park Softball Field Diamonds
5. Planning for Airport Pavement Project

SUPERINTENDENT REPORT:

6. Security Camera Installation
7. Airport Tree Trimming
8. Replacement of Damaged Dike Lights
9. Other Updates

SET REGULAR MEETING DATE:

10. Set Regular Meeting Date for the Property Committee

REPORTS, REQUESTS, ANNOUNCEMENTS:

11. Committee Member Reports, Requests, Announcements

ADJOURN:

12. Adjournment

Posted this 13th day of December, 2022 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

A handwritten signature in cursive script, appearing to read "Aaron Joyce".

Aaron Joyce, City Clerk/Treasurer

Please Note: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-6428.

Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member in attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting.

The City of Richland Center is an equal opportunity employer, provider, and lender.

Property committee Minutes
5:00 PM – Thursday, September 22, 2022
Council Room of the Municipal Building

CALL TO ORDER

The meeting was called to order by Chair Fruit at 5:17PM.

ROLL CALL

Members Susan Fruit, Scotty Wallace and Kevin Melby were all present.

APPROVAL OF BILLS

Motion by Wallace to approve the payment of bills. Seconded by Melby. Motion carried unanimously.

REPLACEMENT OF BALLPARK LIGHTS AT KROUSKOP PARK SOFTBALL DIAMONDS

Due to budgetary constraints, Superintendent Fry previously requested modifying the lighting project at Krouskop Park. Fry obtained estimates for the installation of floodlighting. The anticipated total project cost to be approximately \$50,000. This option will provide adequate lighting for night events. Fry was directed to continue pursuing this option.

PURCHASE OF SECURITY CAMERAS

Fry provided four quotes he had obtained for the installation of security cameras at the Community Center, Aquatic Center, Park Shop and other park locations. The Committee reviewed the quotes and recommended contracting with TC Networks to the Finance Committee.

Motion by Wallace to recommend entering into a contract with TC Networks for the purchase and installation of security cameras to the Finance Committee. Seconded by Melby. Motion carried unanimously.

REPLACEMENT OF DAMAGED DIKE LIGHTS

Fry reported with the continued vandalism to the dike lights, he has explored several options for replacement as replacement parts are no longer manufactured. Fry explained they could replace only the tops, the tops and posts, or the tops, posts, and update the wiring. Fry to obtain quotes for all options and report back.

PARK SYSTEM MAINTENANC AND USE

Discussed the aging equipment at a portion of Krouskop Park (where Rotary Lights are) and infrequent use by the community. It was noted this area is located within the floodplain restricting improvements. Fry sought feedback in determining whether continued maintenance and investment in this location should be pursued. Or if it was more appropriate to discontinue use and improve other parks. Lions Park was identified as an option for redirecting resources. The Committee acknowledged the challenges the floodplain poses for further investment in that location.

Motion by Wallace to recommend the discontinuation of the use of a portion of Krouskop Park (where Rotary Lights are) and consideration of improving other parks with equipment designed for small children as well as ADA equipment to the Park Board. Seconded by Fruit. Motion carried 2-1.

2023 BUDGET PLANNING

Discussed various department needs/requests for the 2023 budget such as weed eaters, bark, pool pump, firepits, playground equipment, and other items.

PARKS & GROUNDS SUPERINTENDENT REPORT

Fry conveyed his concerns about storage space. Several organizations were allowed to store their equipment by the Parks and Recreation Department. While providing storage space to organizations has been a great convenience to them, it has created unintended negative consequences. As a result, the Parks & Recreation Department will no longer allow organizations to store their equipment on City premises.

Fry advised he was replacing a damaged windshield on a truck slated for replacement. A replacement truck was ordered in early 2022 but has yet to be received due to supply chain delays. Once a replacement truck is received, this truck will be listed for sale on wisconsinsurplus.com. At this time, it is unknown whether the new truck will be received in 2022 or 2023.

REPORTS, REQUESTS, OR ANNOUNCEMENTS

None.

ADJOURNMENT

The meeting of the Property Committee was unanimously adjourned at 6:33PM.
Motion by Melby to adjourn. Seconded by Wallace. Motion carried unanimously.

Minutes recorded by Ashley Oliphant

Property committee Minutes
5:00 PM – Thursday, August 11, 2022
Council Room of the Municipal Building

CALL TO ORDER

The meeting was called to order by Chair Fruit at 5:12pm.

ROLL CALL

Susan Fruit, Scotty Wallace and Kevin Melby all present.

APPROVAL OF BILLS

Motion by Wallace to approve the payment of bill. Seconded by Melby. Motion carried.

INSTALLATION OF EV CHARGING STATION AT THE MUNICIPAL BUILDING

Request by Electric Superintendent Scott Gald to allow for the installation of an electric vehicle charging station at the Municipal Building. He advised the Utility had purchased an electric vehicle available to all employees to use for City business like attending conferences. However, the City must own the meter for charging the vehicle due to WPPI regulations. The proposed charging station would be purchased by WPPI but the City would be responsible for an ongoing \$9 per month charge and the cost of kilowatts used. At this time, the use of charging stations is low. As such, the cost for kilowatts used is likely to be minimal. Gald advised the cost of a charging station requiring payment for kilowatts is four or more times greater than what WPPI has agreed to purchase.

Motion by Wallace to recommend to the Finance Committee the installation of an EV charging station at the Municipal Building. Seconded by Melby. Motion carried.

REPLACEMENT OF BALLPARK LIGHTS AT KROUSKOP PARK SOFTBALL DIAMONDS

Parks & Grounds Superintendent Dave Fry advised he budgeted \$200,000 for the replacement of ballpark lights at Krouskop Park but the quotes received exceeded the budgeted amount. He recommended considering other options in lieu of replacement. It was suggested to consider floodlighting similar to what had been implemented at the fairgrounds and transitioning night recreation to the ballparks at North Park.

Motion by Melby to authorize Fry to explore other available lighting options for Krouskop Park. Seconded by Wallace. Motion carried.

PURCHASE OF SECURITY CAMERAS

Fry advised he had received several quotes for the installation of security cameras at the aquatic center, Community Center, and Parks & Grounds Shop to include some coverage of park areas. Unfortunately, total project costs are greater than anticipated. Fry advised he is working through the many variables related to this project and will provide a recommendation for purchase at a subsequent meeting.

REPLACEMENT OF DAMAGED DIKE LIGHTS

Fry reported ongoing vandalism to the dike lights. He indicated that he has repaired 12 lights but 14 remain damaged. He has attempted to purchase replacement parts but they are no longer being produced which isn't entirely unexpected as the lights are about 20 years old. He has found a replacement fixture at a cost of approximately \$1,000 each. Given the high cost and unexpected

nature of this expense, Fry advised other options may be explored. Fry explained one alternative could be removing every other light. It was also noted that the wiring for the lights has required repair at least once per year due to faults. If significant changes are to be made, it was recommended that the wiring should also be replaced.

The Committee expressed concern that repair and replacement will not resolve the habitual vandalism. Security cameras in high-risk areas were desired. Fry explained the challenges the area poses for utilizing security cameras but would explore options. Adding lights behind the former wastewater treatment building was suggested. This matter is to be forwarded to Public Safety for consideration.

DEPARTMENT STRUCTURE AND ORGANIZATION

Oliphant provided an overview of the organizational structure of the Parks & Grounds Department and discussed potential restructuring options upon future retirements and/or vacancies. Oliphant advised some duties of the department may be better served if moved into other departments or contracted out. As an example, the role of airport manager may be an appropriate role to assign to another department such as Public Works or to seek contracted management. Oliphant will continue to review the department and provide recommendations as appropriate/necessary.

PARKS & GROUNDS SUPERINTENDENT REPORT

Fry described changes to procedures for campsite rentals to avoid double bookings. He further advised self-check ins have been problematic and will be phased out. Fry also described misuse of garbage receptacles by the public and the difficulty in determining who offenders are without security cameras.

REPORTS, REQUESTS, OR ANNOUNCEMENTS

None.

ADJOURNMENT

The meeting of the Property Committee was unanimously adjourned at 6:35pm.
Motion by Wallace to adjourn. Seconded by Melby. Motion carried unanimously.

Minutes recorded by Ashley Oliphant