



OFFICIAL PUBLIC NOTICE

**MEETING OF THE PUBLIC WORKS & PROPERTY
COMMITTEE**

THURSDAY, AUGUST 08, 2024 AT 5:15 PM

COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.

- [1.](#) Public Works Minutes 06-30-2024
- [2.](#) Public Works Minutes 07-11-2024

APPROVAL OF BILLS

- [3.](#) Public Works Bills

PUBLIC WORKS DEPARTMENT REPORTS

4. Buildings & Grounds Report
5. Streets Report
6. Director's Report

DISCUSSION AND POSSIBLE ACTION ITEMS

7. 1050 N Park St - Driveway / Parking Pad

REPORTS, REQUESTS, CONCERNS *No action will be taken on any matter originating under this item.*

SET NEXT MEETING DATE

ADJOURNMENT

Posted this 07 day of August, 2024 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

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, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. 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 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.

Minutes from the Public Works & Property Committee held on June 13, 2024.

Meeting called to order at 5:15pm

Roll Call: Committee members Melby, Fruit, and Walters present.

The meeting was properly noticed.

Approval of the Minutes: There were no minutes submitted for approval.

Approval of Bills: The committee reviewed the bills as presented.

Motion by Melby; second by Fruit. Voice vote all ayes

Discussion and Action Items: There were no items for discussion or action.

Public Works Director's Report:

Lead Worker Jason Koch presented the report.

- Summer hours have started for the public works crew.
- The landfill inspection was held on May 2, 2024. Minor issues were identified, and work has been completed to resolve them. Two spots are leaking out of the mound. Public Works is working with the DNR, and samples were taken and sent in. Results should be returned in 2 weeks. The cleanouts need to be flushed as well.
- The requested deaf child signs have been installed
- Handicap signs have been installed
- Crack sealing is 2/3 complete
- Began mowing operation of landfill and industrial park
- Grates and drains were removed on the 8th Street project along with some trees requiring trimming
- Sand for the rodeo has been hauled in
- The newly purchased leaf vac will be picked up on 6/14/2024

Building and Grounds Director's Report

Lead Worker Spencer Reed presented the report.

- Most of the summer workers started this week. They are working on trimming and spraying. When that is completed, they will focus on the cemetery upkeep.
- Picked up the Bobcat tractor and the Ferris zero turn mower. The only issue reported was the deck belt on the Bobcat broke but it was replaced under warranty.
- There has been a request to do a gender reveal over the airport. The couple is looking at option for the reveal with one option being dyed flour. There are concerns

that this could cause unsafe conditions on the runway. As more information is received about this request, it will be brought to the committee for a final decision.

- Letters were sent out regarding yards not mowed. The due date for property owners to mow the yard is 6/17/24.

Reports, Requests, Concerns:

- It was requested for volunteers to help maintain the flowerbeds. Tess Barr-Hamblin has requested to head up the maintenance of the flowerbeds. There is no issue with this.
- The committee spoke about the comments, both in person and online, regarding the lack of trimming and mowing on city property. Spencer reports it rained for 16 out of the last 30 days which made mowing/trimming a challenge. The banks at Stori Field were too wet to mow safely but have now been mowed since the ground has dried out. The major areas of concern for trimming have been taken care of and the summer workers will now continue the trimming work.

Next Meeting Date: Thursday, July 11th at 5:15pm

Motion to Adjourn by Walters; second by Fruit. Voice vote all ayes.

Respectfully submitted by Melony Walters

Minutes from the Public Works & Property Committee held on July 11, 2024

Meeting called to order at 5:15pm

Roll Call: Committee members Melby, Fruit, and Walters present.

The meeting was properly noticed.

Approval of the minutes: There were no minutes presented for approval.

Approval of Bills: The committee reviewed the bills as presented.

Motion by Melby; second by Fruit. Voice vote all ayes

Monthly Budget Report:

Lead Worker Jason Koch reports that the departmental budget looks good for the year being half over. There are landfill requests that are not budgeted for. Line jetting should be included in the departmental budget each year.

Lead Worker Spencer Reed reports that the departmental budget looks sound for this time of year. He notes there could be a potential larger expense dependent on the dealership's estimate. One of the mower decks was snagged causing damage. The repair cost should be covered by budgeted funds.

Discussion and Action Items:

1. Discussion and Possible Action on Leachate Line Jetting and Televising.
 - a. Jason Koch reports that the water sample tests came back as storm water and not leaching. Line jetting is required to be completed annually and televising every 5 years. Bids were obtained, and it is recommended to the committee to accept the bid from Speedy Clean for \$6480.00. Speedy Clean was the only company that came out and inspected prior to writing their bid. There are not enough funds in the budget line item 10-54500-560 (Landfill Contracted Work) to cover the expense so additional funds will need to be allocated from elsewhere. It was noted that there are other funds associated with the landfill and a review of those funds could yield a potential fund source.
 - b. Motion by Walters and Second by Melby to recommend Finance to accept the bid from Speedy Clean for \$6480 pending the determination of where additional funds will be allocated from. Voice vote all ayes.
2. Discussion Only on Changing the Parking on the 100 Block of South Central
 - a. The request came from a local business owner to change parking on the west side of the block to angle parking. Angle parking may gain 4-5 parking

spots. This would require the parking stalls to be ground or sand blasted to remove the paint. Discussion ensued which questioned if the street is wide enough, would it affect the drive-throughs of the two banks on that block, and are other businesses in favor of a change. It was recommended to have MSA do a quick overview for feasibility.

Public Works Director's Report:

Lead Worker Jason Koch presented the report.

- The department has been busy with storm clean-up and recently finished up their mowing.
- There were 3 roads that had to be regraded after the heavy rainfalls.
 - Tower Hill
 - Landfill Rd
 - Lincoln St
- Municipal Parking Lots
 - Jefferson and Mill will be patched, and new lines painted. Paving will be suspended due to potential development in that area.
 - The fire department is looking into grants to help cover the cost to repave their portion of that lot. Hold on paving to see if fire department is awarded a grant so entire lot can be done at one time.
- The property owner of 382 E Haseltine would like to turn the current vacant property into a green space. The Sheldon St side currently does not have a sidewalk and the owner is concerned the city will make him put in a sidewalk. The property owner wants a statement from the city regarding the sidewalk.
- The property owner of 773 N Church St had been approved for a driveway permit in 2020 and it is now expired. The owner wants to put in a second driveway on the 5th Street side of the property. Current ordinance states one driveway per lot. Request will be made to have the Zoning Administrator review the request and ordinance.
- Jason Koch has been working with the county emergency management regarding levels of the Pine River.

Building and Grounds Director's Report:

Lead Worker Spencer Reed presented the report.

- Cemetery Update: Tess Barr-Hamblin has taken on the role of Cemetery Sexton effective this week. There will be no policy changes now. The website has been updated.

- **Seasonal Worker Update:** Working on identifying priority areas for groundskeeping. Seasonal workers have been assigned to full time employees to assist in their duties. The city currently owns 1134 acres of land. The department has been working to identify which areas are mowed/landscaped, the grade of slopes, square footage of an area. Then they will work to identify estimated time to mow/landscape each area and identify appropriate equipment to be used in each area. This should help improve efficiency. Department employees have been involved in the process and morale has increased.

Reports, Requests, and Concerns:

- Robin Pierson addressed the committee. He lives on E Lincoln St and the portion he lives on is a one lane gravel drive. The only access to his property is via Lincoln St. There have been erosion problems with the heavy rains and the sand/gravel washes into the parking areas and backyards of his and his neighbors' property. He requests the city consider ways to manage the issue. He asks that no more sand be placed on Lincoln St. Could the street be added to the city's overlay list? Discussion ensued that questioned why that one section of Lincoln is not paved and is that portion still considered a city street. Research will need to be done to find out if it is still a street. MSA will be asked to suggest possible solutions.
- Melby and Walters have been contacted multiple times by a citizen in regard to uneven/broken sidewalks and the hazards they pose. Jason Koch reports that he had a meeting with Safe Step. Their company would map the city and identify sidewalk issues. The city needs to identify a certain amount of remove/replace sidewalk before Safe Step will do the mapping. Jason will need to schedule time for the department to walk around the city and look at the sidewalks. Alderperson Teply stated she thought there was a schedule for sidewalk replacement broken down by quadrants of the city.
- Spencer and Jasen G met with the Bureau of Aeronautics regarding the trees at the Sextonville Airport. The rumor that the trees at the airport caused a recent plane crash was deemed unfounded. The Bureau recommended the city sign an agency agreement with the Bureau that would allow the them to obtain easements or land acquisitions and remove the trees.

Next Meeting Date: Thursday, August 8th at 5:15pm

Motion to Adjourn by Fruit, seconded by Melby. Voice vote all ayes.

Respectfully submitted by Melony Walters

2024 ACCOUNT PAYABLE LISTING

PUBLIC WORKS & PROPERTY COMMITTEE

08/08/24

Item 3.

PROPERTY BILLS

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Bailey's Paint and Decorating	10-51850-470	Paint	51.95
Bailey's Paint and Decorating	10-51850-470	Paint, Primer	128.90
Bindl Tire and Auto	10-51850-440	Tube Tire	37.00
Bindl Tire and Auto	10-51850-440	Tire with Fluid	181.00
Fire Protection Specialists	10-51850-365	Annual Extinguisher Inspection	438.63
Fire Protection Specialists	10-51850-365	Annual Extinguisher Inspection	126.55
Fire Protection Specialists	10-51850-365	Annual Extinguisher Inspection	150.01
Fire Protection Specialists	10-51850-365	Annual Extinguisher Inspection	326.28
Fire Protection Specialists	10-51850-365	Annual Extinguisher Inspection	98.80
Jay's Ag and Turf	10-51850-440	Mower Belts	747.51
Homesteader's Store Inc.	10-51850-470	LS Tractor Service	452.93
Klingaman Heating and Cooling	10-51850-670	Service Call/Diagnostic Fee	105.00
Klingaman Heating and Cooling	10-51850-670	Replaced Broken Thermostats	739.90
Klingaman Heating and Cooling	10-51850-670	AC Clean and Check	1,200.00
Klingaman Heating and Cooling	10-51850-670	AC Repair	819.95
MARC	10-51850-520	Graffiti Remover, Bug Spray, Paint S	812.15
Metropolitan	10-51850-470	Graffiti Repellent	543.25
Reyzek Plumbing LLC	10-51850-470	Water Heater Repair	156.00
Strang Heating and Electric RC	10-51850-470	Light Bulbs (Depot lights)	41.97
Simpson's Tractor	10-51850-440	Tractor Deck Repair	260.74
Simpson's Tractor	10-51850-440	Front Spindle	118.82
Simpson's Tractor	10-51850-440	Clutch Harness Pig Tail	25.21
Simpson's Tractor	10-51850-440	PTO Repair	174.30
Simpson's Tractor	10-51850-440	Mower Deck Parts	79.17
Simpson's Tractor	10-51850-440	Front Fork	50.79
Simpson's Tractor	10-51850-440	Service Charge	2.71
Walsh's Ace Hardware	10-51850-530	Weed Control	350.99
Walsh's Ace Hardware	10-51850-470	Paint Strip	54.99
Walsh's Ace Hardware	10-51850-440	Tool Box	16.69
Walsh's Ace Hardware	10-51850-470	Black Spray Paint	6.63
Walsh's Ace Hardware	10-51850-470	Plumbing Repair	8.03
Walsh's Ace Hardware	10-51850-470	Pruning Sheers	34.24
Walsh's Ace Hardware	10-51850-440	Light Bulb (Depot Light)	59.98
Walsh's Ace Hardware	10-51850-470	Paint Brushes	7.67
Walsh's Ace Hardware	10-51850-470	Plumbing Repair	2.56
Walsh's Ace Hardware	10-51850-470	Paint Brushes	7.67
Walsh's Ace Hardware	10-51850-470	Paint Sprayer	64.99

2024 ACCOUNT PAYABLE LISTING

Item 3.

Walsh's Ace Hardware	10-51850-530	Weed Control	169.99
Walsh's Ace Hardware	10-51850-470	Sump Pump	169.99
Walsh's Ace Hardware	10-51850-440	Chainsaw Part	9.99
Walsh's Ace Hardware	10-51850-470	Penetrating Oil	17.99
Walsh's Ace Hardware	10-51850-530	Weed Control	178.67
Walsh's Ace Hardware	10-51850-470	Dry Wall Anchors	31.89
Tim Woodman	10-51850-470	Garage Door Repair	185.00
TOTAL PROPERTY			9,247.48

PUBLIC WORKS BILLS

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
7/31 All American Do-it Center	54200-520	Concrete Crack filler #31622/2	79.96
8/7 All American Do-it Center	54200-520	Supplies #31795/2	50.91
7/31 Badger Scale	54500-560	Landfill Scale Inspection #F039966	634.10
7/31 Badger Welding Supply	54100-560	Welding #3839469	38.75
6/6 Bailey Paint	54230-520	Beads For marking paint #18600	1,920.00
7/25 Decker Supply	54240-520	Lighted Crosswalk #929036	6,252.10
7/25 Napa	54200-440	Sweeper Repair #613973	107.50
7/16 Premier Co-op	54200-520	weed killer #4190607	95.20
7/31 Premier Co-Op	54200-500	Gas #4671541	3,432.62
7/11 Scott Construction	54200-520	Asphalt patch #5181	1,769.68
8/2 Scott Construction	54200-520	Asphalt patch #5296	872.08
7/29 Simpson Tractor	54200-440	Bush hog #CT232307	4.00
7/29 St Joseph Equipment	54200-440	Bush hog gear box #P83599	369.25
7/19 Walchs Ace Hardware	54100-520	garage supply #512779	99.98
7/24 Walchs Ace Hardware	54100-510	Pitch forks #513077	99.98
7/29 Walchs Ace Hardware	54200-520	Silt fence #513346	37.19
7/31 Walchs Ace Hardware	54100-510	gear puller #513517	41.84
TOTAL PUBLIC WORKS			15,905.14
TOTAL PUBLIC WORKS & PROPERTY			25,152.62

Bills Paid Between Meetings:

MiMotion/Credit Card Payment	50000-000	Paint Shaker Repair#WI18-003886C	176.81
TOTAL BILLS PAID ALREADY			176.81

By signing below, I certify I have reviewed the bills listed above and approve them for payment:

DPW Signature

Property Committee Chair