



**OFFICIAL PUBLIC NOTICE**  
**MEETING OF THE PUBLIC WORKS & PROPERTY**  
THURSDAY, OCTOBER 12, 2023 AT 5:30 PM

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

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**AGENDA - AMENDED**

**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**

1. September 21, 2023 Meeting Minutes

**APPROVAL OF BILLS**

2. Public Works & Property Bills

**PUBLIC WORKS DIRECTOR'S REPORT**

**DISCUSSION AND ACTION ITEMS**

3. Bid for painting
4. Intent to Involve City in Developing Prequalifying List of Contractors for 2024 Public Works Projects

**BUILDINGS AND GROUNDS DIRECTOR'S REPORT**

5. Transition to Winter
6. Calendar

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

**SET NEXT MEETING DATE**

**ADJOURNMENT**

Posted this 11 day of October, 2023 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

Amended on October 11, 2023 at 4:30 PM

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, 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.

THURSDAY, SEPTEMBER 21, 2023 AT 5:30 PM

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CONFERENCE ROOM OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

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**CALL TO ORDER** Chair Melby called the meeting to order at 5:34 PM. Present: Kevin Melby, Connie Hoppenjan, and Tom McCarthy. Personnel Present: Dave Fry, Spencer Reed, Ashley Oliphant. A quorum was present. Oliphant affirmed proper public notice.

**APPROVAL OF MINUTES** Motion to approve the August meeting minutes. Motion made by Melby, seconded by McCarthy. Motion Carried.

**APPROVAL OF BILLS** No bills were presented for approval.

**PUBLIC WORKS DIRECTOR'S REPORT** Oliphant provided an update on the hiring process for Street Crew, advised street overlays were underway as well as an overlay for the basketball court, shared information regarding the City providing wastewater assistance to RCRE, and advised the Street Crew would be assisting the Water Department with curb repairs needed following lead service replacements.

**DISCUSSION AND ACTION ITEMS**

Carpet Replacement in the Municipal Building – Reviewed and discussed all quotes received from Spaeth's Flooring Unlimited and Badgerland Flooring for the removal and replacement of carpet in the Municipal building. Spaeth's provided a quote of \$15,714.17 and Badgerland provided a quote of \$17,519.46. Reed advised Spaeth's quote included two additional boxes for future tile replacement needs and indicated the carpet tiles had a 15-year warranty. If the project is approved, Reed will coordinate with the selected vendor to complete carpet removal and installation after hours and/or on weekends to minimize disruption to normal operations. Motion to accept the quote from Spaeth's Flooring Unlimited and recommend approval of purchase with ARPA funds to the Finance Committee. Motion made by Melby, seconded by Hoppenjan. Motion carried.

Director of Public Works - Contracted Services – Oliphant apprised the Committee of a proposal from MSA for contracted Director of Public Works (DPW) Services. Proposed DPW services would consist of MSA providing a qualified employee to be onsite twice per week to act as the DPW until the vacancy is filled by the City. Concerns regarding the expense of the service were expressed. Oliphant to review the proposal with the Finance Committee. Motion to recommend to the Finance Committee approving contracted services with MSA for the role of interim Director of Public Works. Motion made by Melby, seconded by McCarthy. Motion carried.

Appointment of City Forester & Weed Commissioner – Oliphant advised upon Superintendent Fry retiring in October, a new Weed Commissioner will be established subject to City ordinances. However, the Tree Board determines the appointment of the City Forester.

Tree Cut List - Discussion Only – Superintendent Fry informed the Committee of training efforts he's undertaken with department personnel related to forestry. During training, a cut list was developed. Fry advised 15 boulevard trees are to be removed and 32 trees in private yards were deemed to be a safety hazard requiring removal. Fry stated he mailed letters to the 32 property owners directing the removal of the hazardous trees within a certain timeframe. Included with the letters was a list of licensed tree cutters and information regarding extensions. After completing the mailing, Fry stated he had received a confrontation call from one property owner.

Cemetery Management - Discussion Only – Oliphant apprised the Committee of GIS Mapping research being conducted to improve the process for locating plots as well as making information easily accessible by the public. More information will be shared when available. Fry explained the layout of the cemetery and the process for locating plots. Fry also advised he had made a concerted effort to train Reed and other department personnel in locating plots and cemetery operations.

**BUILDINGS AND GROUNDS DIRECTOR'S REPORT**

Painting Quotes – Bids were requested for painting the interior of the Municipal Building which will be presented when available.

Item 1.

Electric Outlet Installation – Reed reported installing an electrical outlet in the Council Room to allow for the voting machines to be periodically plugged in as required without removing them from their secure location.

Budget Development – The department has been engaged in developing the 2024 budget to include obtaining cost estimates for equipment and meeting with the Administrator.

Pond Aerator Update – The aerator was replaced and both aerators were relocated to maximize circulation. After this was completed, the pond was treated.

Lighting Behind Old Wastewater Treatment Plant – Additional lighting was installed by the Electric Department greatly improving visibility.

Recap of Season – Due to a lack of rain, previously delayed projects like painting were addressed and the department has been able to address some items like tree cutting earlier than is typical. Overall, the seasonal crew performed well. The department is anticipating several seasonal workers to return next summer. Seasonal workers must be at least 16 years of age or older with a valid driver's license due to transportation requirements.

Planning for Upcoming Season – The department is actively preparing to transition to fall work.

Brush Collection/Logging Grass Violations – The department assisted the Street Crew in brush collection which assisted in identifying potential improvements to logging potential mowing violations. Only one mowing violation was identified this season.

Department Communication and Evaluations – Annual employee performance evaluations were completed. Reed has been focused on developing and improving communications within the department while also seeking to improve communication and collaboration with other departments.

**REPORTS, REQUESTS, CONCERNS** Hoppenjan requested the consideration of diagonal parking on one side of Central Avenue from Mill St to Seminary St be placed on a future agenda.

**SET NEXT MEETING DATE** The next regular meeting of the Public Works Committee was scheduled for October 12, 2023 at 5:30PM.

**ADJOURNMENT** The meeting was adjourned at 8:00PM. Motion to adjourn. Motion made by Hoppenjan, seconded by Melby. Motion carried.

# 2023 ACCOUNT PAYABLE LISTING

## PUBLIC WORKS & PROPERTY COMMITTEE

Meeting Date: 10/12/23

Item 2.

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
<b>PROPERTY BILLS</b>			
All American Do It Center	51850-470	Drain Cleaner Rental	23.65
All American Do It Center	51850-470	Keeper Shelter Toilet	189.99
Bailey's Paint and Decorating	51850-470	Paint Supplies	37.04
Bailey's Paint and Decorating	51850-470	Caboose	1,197.46
Bailey's Paint and Decorating	51850-470	Drywall Patch	42.00
Bailey's Paint and Decorating	51850-470	Basketball Court Paint	107.40
Dog Waste Depot	51850-390	Dog Bag Dispenser	497.88
Holiday Wholesale	51850-520	Building Supplies	406.37
Holiday Wholesale	51850-520	Building Supplies	162.08
Holiday Wholesale	51850-520	Building Supplies	140.55
Holiday Wholesale	51850-520	Building Supplies	173.86
The Homesteader's Store	51850-440	Ferris Mower Key Switch	31.58
Nature's Way Portable Units	55300-655	Port-a-potty	1,438.00
Summit Fire Protection	51850-565	Fire Extinguisher Inspect-Landfill	103.75
Uline	48100-000	Garbage Can Donation	2,343.84
Uline	48100-000	Bench Donation	768.12
Walsh's Ace Hardware	51850-520	Building Supplies	14.00
Walsh's Ace Hardware	51850-520	Building Supplies	97.58
Walsh's Ace Hardware	51850-470	Furnace Filters	13.98
Walsh's Ace Hardware	51850-470	Furnace Filters	68.32
Walsh's Ace Hardware	51850-470	Furnace Filters	35.04
Walsh's Ace Hardware	56300-390	Chainsaw Chains	66.20
Walsh's Ace Hardware	51850-520	Building Supplies	44.90
Walsh's Ace Hardware	51850-430	Power Tools	979.98
Walsh's Ace Hardware	51850-470	Furnace Filters	179.76
Walsh's Ace Hardware	51850-440	Mower Parts	7.19
Walsh's Ace Hardware	51850-470	Furnace Filters	65.69
Walsh's Ace Hardware	51850-440	Mower Fasteners	0.86
Walsh's Ace Hardware	51850-520	Shop Supplies	42.51
<b>PUBLIC WORKS BILLS</b>			
Badger Welding Supplies	54100-520	Welding Supplies	37.50
Nature's Way Portables Units	54500-560	Landfill Portable	160.00
Premier Co-op	54200-500	Gas	1250.56
St. Joseph Equipment	54200-450	Tractor Rental	1160.00

## 2023 ACCOUNT PAYABLE LISTING

Item 2.

Town & Country	54600-560	Garbage	15872.75
Town & Country	54500-020	Landfill Operator	839.00
Town & Country	54600-560	Garbage UW Campus	332.00
Town & Country	54700-560	Recycling	7016.70
Town & Country	54500-660	Landfill Transfer Costs	3150.41

<b>TOTAL</b>	<b>9,279.58</b>
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Bills Paid Between Meetings:

<b>TOTAL BILLS PAID ALREADY</b>	<b>0.00</b>
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*By signing below, I certify I have reviewed the bills listed above and approve them for payment:*

\_\_\_\_\_  
Parks/Grounds Superintendent

\_\_\_\_\_  
Property Committee Chair

## November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Pat Off Clean/Check Airport	2 Pat Off Clean Depot	3 Bills/Agenda Timecards Pat Off	4
5	6 Pat Off Garbage	7 Pat Off	8 Pat Off Clean/Check Airport	9 Property Meeting 5:30 Pat Off Clean Depot	10 Veteran's Day-Off	11
12	13 Garbage Decorate CC for X-mas before craft fair	14	15 Clean/Check Airport	16 Clean Depot	17 Timecards	18
19	20 Garbage	21	22 Clean/Check Airport	23 Thanksgiving	24 Black Friday	25
26	27 City Hall X-mas Decorations Garbage Help with Rotary Light set up	28	29	30 Review and post December Calendar Clean Depot Measure Airport Fuel, Clean/Check Airport		

November:

Remove Dead/Hazard Trees

Deep Clean Buildings

Snow Removal As Needed

Work on putting together seasonal packet, check with Steve, update information in Hannah's "Bible"

Tree City paperwork

Start bringing in tables and benches to paint

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Timecards	2
3	4 Garbage	5	6 Clean/Check Airport	7 Clean Depot	8 Bills/Agenda	9
10	11 Garbage	12	13 Clean/Check Airport	14 Property Meeting 5:30 Clean Depot	15 Timecards	16
17	18 Garbage	19	20 Clean/Check Airport	21 Clean Depot	22 Off	23
24	25 Christmas (off)	26 Garbage	27 Clean/Check Airport	28 Timecards Review and post January Calendar Clean Depot	29 Off	30
31 Measure Airport Fuel						



December:

Tess: Work on updating LegacyMark

Deep Clean Buildings

Paint Tables/Benches

Remove Dead/Hazard Trees

Snow Removal As Needed

Tree City paperwork?

## October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> McCorkle burial (Funeral home to fill)	<b>2</b>	<b>3</b>	<b>4</b>  Clean/Check Airport	<b>5</b>  Clean Depot Meeting w/Scott 7:30	<b>6</b> Set up for wine walk 3 tables, 2 cans Garbage Bills/Agenda Timecards	<b>7</b> Fall Parade 7 PM
<b>8</b>	<b>9</b> Garbage Bills/Agenda	<b>10</b>  Tess off	<b>11</b>  Clean/Check Airport Finish Bills	<b>12</b> Property Meeting 5:30 Clean Depot	<b>13</b> Garbage	<b>14</b>
<b>15</b>	<b>16</b> Garbage Shut off water Blow all water lines Remove Fountains Pull SS Pump	<b>17</b> Remove cemetery flags	<b>18</b> Clean/Check Airport	<b>19</b> Clean Depot	<b>20</b> Garbage Timecards	<b>21</b>
<b>22</b>	<b>23</b> Garbage Start cleaning summer equipment to move to storage	<b>24</b> Start bringing winter equipment to shop	<b>25</b> Clean/Check Airport 10:30 Clare cemetery plots	<b>26</b> Clean Depot	<b>27</b> Trick or Treat Storywalk 4:30-6:30 PM Garbage	<b>28</b>
<b>29</b>	<b>30</b> Pat Off Garbage	<b>31</b> Review and post November Calendar Pat Off Tess Off Measure airport fuel				

October:

Finalize list for seasonal training packet.

Let Adult Seasonals go for season, depending on weather

Trunk or Treat at StoryWalk

Winterize drinking fountains, Keepers Shelter, etc

Swap Mowers for Plows as weather requires. Prepare Snow removal equipment

Remove Port-a-Potties once soccer is done. Leave bike trail, dog park and Krouskop. Call Amy @ 608-583-2708