



OFFICIAL PUBLIC NOTICE

MEETING OF THE PUBLIC WORKS & PROPERTY

THURSDAY, DECEMBER 14, 2023 AT 6:00 PM

COMMUNITY CENTER GYM

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

- [1.](#) October 12, 2023 Meeting Minutes
- [2.](#) November 09, 2023 Meeting Minutes

APPROVAL OF BILLS

3. Public Works & Property Bills

DISCUSSION AND ACTION ITEMS

4. Discussion & Possible Action Regarding Furnace Replacements
5. Discussion of Phase 3 (8th & Park St) Project Modifications

PUBLIC WORKS DIRECTOR'S REPORT

BUILDINGS AND GROUNDS DIRECTOR'S REPORT

6. Tree Cutting Update
7. Municipal Building Painting Update

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

SET NEXT MEETING DATE

ADJOURNMENT

Posted this 13 day of December, 2023 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

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.

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

CALL TO ORDER Chair Melby called the meeting to order at 5:31 PM. Present: Kevin Melby, Connie Hoppenjan, and Tom McCarthy. Personnel Present: Spencer Reed and Ashley Oliphant. A quorum was present. Oliphant affirmed proper public notice.

APPROVAL OF MINUTES Motion to approve the September 21, 2023 meeting minutes. Motion made by McCarthy, seconded by Hoppenjan. Motion Carried.

APPROVAL OF BILLS Motion to approve the bills as presented. Motion made by Melby, seconded by McCarthy. Motion carried.

PUBLIC WORKS DIRECTOR'S REPORT No report was provided.

DISCUSSION AND ACTION ITEMS

Bid for Painting: Reed reported meeting with three contractors onsite. However, only one provided a bid for painting in the Municipal Building. Chair Melby opened the only sealed bid received from A+ Remodeling at 5:39PM. *Eight rooms with two coats of any color paint with minor repairs for \$4,350. Doors, window frames, shelving, and cabinets in the same eight rooms for \$6,600. The total cost for all work was \$10,950.* Motion to take no action on the bid received. Motion made by Melby, seconded by McCarthy. Motion carried. Reed to evaluate the department's capacity and budget to determine if the work could be completed with the aid of a seasonal/temporary worker.

Intent to Involve City in Developing Prequalifying List of Contractors for 2024 Public Works Projects: As part of Phase III of the current Utility & Street project, a contractor prequalification process is being pursued by the Utility Commission. This process was also executed for Phase II and will result in allowing only prequalified contractors to submit bids for Phase III. The Utility Commission recommended working with the Public Works Committee to complete the process and would have their designated subcommittee join the Public Works Committee at their next meeting on November 9th if approved. Motion to place an agenda item on the next meeting agenda for the purpose of prequalifying 2024 contractors for public works projects. Motion made by Melby, seconded by Hoppenjan. Motion carried.

BUILDINGS AND GROUNDS DIRECTOR'S REPORT

Transition to Winter: Reed reported transitioning equipment in preparation for the winter season, creating & updating inventory logs, conducting maintenance on equipment and evaluating remaining useful life, and identifying areas within the department where efficiencies and process improvements can be made. Reed also reported inspecting the wood columns at the Brewer Public Library. Repair is needed but not full replacement.

Calendar: Reed reported on the department developing a calendar identifying the events they assist with, projects they will be engaged in, and other work. The calendar will aid in strategic planning at the department level as well as a resource for the Committee to utilize. Reed also noted working on developing standard operating procedures for the events listed in the calendar. Once finalized, the calendar will be provided to the Committee.

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 November 9, 2023 at 5:30PM.

ADJOURNMENT The meeting was adjourned at 6:45PM. Motion to adjourn. Motion made by Melby, seconded by Hoppenjan. Motion carried.



**MINUTES OF THE JOINT PUBLIC WORKS
PROPERTY COMMITTEE AND UTILITY PERSONNEL
& FINANCE COMMITTEE**

Item 2.

THURSDAY, NOVEMBER 09, 2023 AT 5:30 PM

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

CALL TO ORDER: Posting of the meeting was confirmed. Present was Lenny Schaub, Scott Sawle for the Utility Personnel and Finance Committee with Jim Heier absent. Public Works & Property Committee members present were Kevin Melby, Connie Hoppenjan, Tom McCarthy. Others Present: Spencer Reed, Park Department Lead. A quorum was present from each committee.

DISCUSSION AND ACTION ITEMS

Motion by Sawle and second by Schaub, to go into closed session per statute 66.0901(2), for the review and consideration of bidder's proof of responsibility or qualification statements as they relate to the proposed 2024 Utility and Street Improvements project and subsequent Utility and/or Public Works over which the governmental bodies have jurisdiction or exercise responsibility. Motion carried 2-0 for Utility Personnel & Finance Committee and 3-0 for Public Works & Property Committee.

Motion by Sawle and second by Schaub to enter open session at 6:17. Motion accepting all eight names to be on qualified bidder list, deemed as responsible bidders for the 2024 street improvement projects and possible projects thereafter. Motion by Sawle and second Schaub motion carried 2-0 for Utility Personnel & Finance Committee. Motion by Melby and second by McCarthy. Motion carried 3-0 for Public Works & Property Committee.

ADJOURN UTILITY PERSONNEL & FINANCE COMMITTEE

Motion by Sawle and seconded by Schaub to adjourn the Utility Personnel & Finance Committee, motion carried 2-0.

APPROVAL OF MINUTES

Motion by Hoppenjan to approve the minutes for October 12, 2023 Public Works & Property Committee, second by McCarthy, motion carried 3-0.

APPROVAL OF BILLS

Motion by Hoppenjan and second by McCarthy to approve Public Works & Property Committee Bills 11-09-2023, motion carried 3-0.

DEPARTMENT REPORTS

PUBLIC WORKS & PROPERTY DISCUSSION AND ACTION ITEMS

Update on Adjoining West Side of Airport Property: Reed reported the property on the west side of the airport is now for sale. Wendy (DOT/FAA contact) provided an aerial photo/plot map showing the property. The deed does have restrictions on it: agricultural equipment cannot be left sitting on the property for any period of time, crops planted on the property have a height limit, and no buildings can be placed on the property in the future. There is no easement needed for the property. Reed is recommending once the property sells that someone reaches out to the new owner to notify them of the restrictions on the deed. No action was taken on this matter.

Update on Municipal Building Furnace and Police Department Furnace: Jerrod Klingaman of Klingaman Heating & Cooling found two furnaces in need of replacement (during routine checks). Heat exchangers are at the point that they need to be dealt with. He is seeing higher than normal CO₂ levels, not to the

point of being concerned but it isn't going to get better. Reed has spec'd out some furnaces and made recommendations on what to look for. Looking for a direct replacement of what is currently in use; just newer and more efficient. Funds were set aside for this year and have been budgeted for next year as well. Request for bid forms have been drafted. No action was taken on this matter.

Update on Municipal Building Carpet: Carpet is projected to start on November 26th starting in the Council Room as it has the highest traffic and is in disrepair. The plan is to paint the rooms prior to replacing the carpet, if possible, otherwise they will utilize drop cloths, etc. No action was taken on this matter.

Update on Brush Collection: Reed spoke on the brush collection being done by the streets department with the help of the parks department due to leaf collection also going on by the streets department. No action was taken on this matter.

Update on Rotary Lights: Working with Keith Behling as needed. Everything is sectioned off to determine whose tree will be in each location, extension cords are out, and live traps have been placed for squirrels and they are being relocated to different properties due to damage to the equipment. The live traps have become a hot topic within the city. No action was taken on this matter.

REPORTS, REQUESTS, CONCERNS Nothing reported.

SET NEXT MEETING DATE The next regular meeting of the Public Works Committee was scheduled for December 14, 2023, at 5:30PM.

ADJOURNMENT Motion to adjourn by Melby, seconded by Hoppenjan. Motion carried 3-0 at 6:44 PM.

Minutes transcribed by Elizabeth Paasch.