



## OFFICIAL PUBLIC NOTICE

### MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, FEBRUARY 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

1. January 11, 2024 Meeting Minutes

#### APPROVAL OF BILLS

2. Public Works & Property Bills

#### MONTHLY BUDGET REPORT

#### PUBLIC WORKS DIRECTOR'S REPORT

#### BUILDINGS AND GROUNDS DIRECTOR'S REPORT

#### DISCUSSION AND ACTION ITEMS

3. Discussion & Possible Action on Snow Blower Attachment for Skid Steer
4. Discussion & Possible Action on Wheel Loader Repair vs. Replacement

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

#### SET NEXT MEETING DATE

#### ADJOURNMENT

Posted this 7 day of February, 2024 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.

**CALL TO ORDER** – Chair Melby called the meeting to order at 5:31 PM. A quorum was present. Oliphant affirmed proper public notice.

Present: Kevin Melby, Connie Hoppenjan, and Tom McCarthy. Others Present: Spencer Reed, Jason Koch, Ashley Oliphant, & Andy Zimmer.

**APPROVAL OF MINUTES** – To be approved at the next meeting.

**APPROVAL OF BILLS** – Motion to approve the bills made by McCarthy, Seconded by Hoppenjan. Motion Carried.

**PUBLIC WORKS DIRECTOR'S REPORT** – Street Crew Lead Jason Koch advised the department had been engaged in routine maintenance work, plowing, and is actively preparing for the imminent snowfall. Koch shared that the street crew plowing start time has mirrored that of the County's. He further advised Darren from the Electric Utility department has been providing plowing assistance with the downtown route.

**BUILDINGS AND GROUNDS DIRECTOR'S REPORT** – Buildings & Grounds Lead Spencer Reed informed the Committee of a change in the leasing program affecting the department's skid steer. Reed explained he was informed the day prior that Simpson's Tractor will no longer be offering a lease program to customers effective immediately. Reed was provided with the option to purchase the leased skid steer and attachments for \$20,000. Reed stated his team relies on a skid steer for grave digging, dike maintenance, and plowing areas like sidewalks. Reed to request authorization to purchase the leased skid steer at the next Finance Committee and Common Council meetings.

#### **DISCUSSION AND ACTION ITEMS**

**Municipal Building Drinking Fountain** – Reed advised the Municipal Utility requested authorization to install a new drinking fountain in the Municipal Building at their own expense. Motion to authorize installation of a new drinking fountain in the Municipal Building at the expense of the Municipal Utility. Motion by Melby, seconded by Hoppenjan. Motion Carried.

**Landfill Monitoring Services Agreement** – Koch explained the City is required to complete ongoing landfill monitoring as part of the landfill closure plan. After reviewing the landfill monitoring data, levels have fluctuated but not beyond an unacceptable level. MiTech has provided landfill monitoring services for the last several years following an initial bid award. Koch requested approval to renew the annual landfill monitoring contract with MiTech. Motion to recommend approval of the annual contract with MiTech for landfill monitoring services to the Finance Committee. Motion by Hoppenjan, seconded by Melby. Motion carried.

**Review bids received for the Phase 3, 2024 Eighth Street Utility and Roadway Improvements Project** – Andy Zimmer of MSA shared the results of the bids received from prequalified bidders. The base bid estimate was \$1.2 million. G-Pro Excavating LLC provided the lowest bid at \$1,069,542. Zimmer advised the Utility Commission approved awarding the base and alternate bid to G-Pro Excavating LLC and recommended their decision to the City.

**Review Department Allocation of low bid and consider recommendation for Common Council approval of Street Department allocation of project costs in the amount of \$377,854.49 as presented by MSA** – Zimmer explained the estimated street related expense was \$58,422.49 over the lowest bid making the City's total expense for Phase 3 without engineering \$377,854.49. Motion to recommend to the Finance Committee to approve the Street Department allocation of project costs in the amount of \$377,854.49 as presented by MSA. Motion by McCarthy, seconded by Hoppenjan. Motion carried.

**REPORTS, REQUESTS, CONCERNS** – None.

**SET NEXT MEETING DATE** – The next regular meeting was scheduled for February 8, 2024 at 6:00PM.

**ADJOURNMENT** – Motion to adjourn. Motion made by Hoppenjan, seconded by Melby. Motion carried.

# 2023 ACCOUNT PAYABLE LISTING

PW & PROPERTY COMMITTEE

Meeting Date: 02/08/24

Item 2.

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
<b>PROPERTY BILLS</b>			
Bindl Tire and Auto	10-51850-440	Tire Repair	22.5
Holiday Wholesale	10-51850-520	Cleaning Supplies/coffee	350.12
Klingaman Heating & Cooling	10-51850-470	Street Department heating	119.95
Napa Auto Parts	10-51850-470	PPS Kit	200.99
Nature's Way Portable Units	10-55300-655	Landfill Portable (10/26-11/30)	200.00
Nature's Way Portable Units	10-55300-655	Park Portables (11/25-12/30)	530.00
Nature's Way Portable Units	10-55300-655	Landfill Portable (11/30-12/28)	160.00
Nature's Way Portable Units	10-55300-655	Park Portables (12/28-2/1)	457.00
Nature's Way Portable Units	10-55300-655	Landfill Portable (12/28-2/1)	190.00
Premier Co-op	10-51850-500	Shop Fuel	1,718.46
Reyzek Plumbing	10-51850-460	Community Center Water Heater	4,469.99
Walsh's ACE Hardware	10-51850-470	Community Center Painting	23.55
Walsh's ACE Hardware	10-51850-470	Filters	24.09
Walsh's ACE Hardware	10-51850-390	Extension Cord	17.99
Walsh's ACE Hardware	10-51850-390	Community Center Clock	13.10
Walsh's ACE Hardware	10-51850-520	Ice Melt	465.12
Walsh's ACE Hardware	10-51850-470	Sand	24.98
Walsh's ACE Hardware	10-51850-470	Paint Supplies	19.78
<b>TOTAL Property</b>			<b>9,007.62</b>
<b>PUBLIC WORKS BILLS</b>			
1/8 Allstate Peterbilt	54200-420	57 Repair #5204211938	257.84
1/17 Allstate Peterbilt	54200-420	57 Repair #5604282498	382.40
1/8 Auto Value	54200-420	57 Repair #529097629	79.76
1/16 Auto Value	54200-520	supplies #529097828	151.90
2/5 Auto Value	54200-520	supplies #529098345	31.25
12/31 Badger Welding	54100-560	cont. work #3805105	38.75
1/31 Brooks Tractor	54200-440	Loader waterpump #702045	1,453.99
1/10 Napa	54200-520	supplies	89.16
1/18 Pioneer Print	54200-110	Scott shirts #5153	224.50
12/23 Premier Co-op	54200-500	Fuel #4671541	5,413.96
9/30 Richland County HWY DEPT	54400-520	plow cut edges/bolts #SEP23	5,577.09
2/1 Town & Country Sanitation	54500-660	transfer cost #481410087842	4,656.61
2/1 Town & Country Sanitation	54700-560	recycling #481410087359	21,637.70
2/1 Town & Country Sanitation	54600-560	garbage #481410087359	14,757.58
2/7 Schmitz Janitorial Supply	54100-520	squeegee/glasses #13908	137.00

## 2023 ACCOUNT PAYABLE LISTING

Item 2.

1/24 Walshs Ace Hardware	54200-520	supplies #502956	25.51
1/26 Walshs Ace Hardware	54100-520	supplies #503097	69.05
1/30 Walshs Ace Hardware	54100-510	Tools #503242	103.39
2/5 Walshs Ace Hardware	54100-520	supplies #503552	68.76
<b>TOTAL Public Works</b>			<b>55,156.20</b>

<b>TOTAL Public Works &amp; Property</b>	<b>64,163.82</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





**NEW HOLLAND**  
AGRICULTURE

DESCRIPTION	TERMS STRICTLY NET CASH. NO DISCOUNT ALLOWED

CASH PRICE	USED UNIT ALLOW	CASH DOWN
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## PAYMENTS OF



# BROOKS TRACTOR SINCE 1945

www.brookstractor.com

## Corporate Office

1900 W. Main St. • PO Box 9

Sun Prairie, WI 53590

608.837.5141 • Fax: 608.837.4012

Milwaukee • 414.254.2777  
De Pere • 920.254.2777  
West Salem • 608.837.4012  
Plover • 715.254.2777  
Mt Pleasant • 262.898.6700  
Sparta • 608-351-2101

Item 4.

Ship to: CITY OF RICHLAND CTR  
141 W ROBB RD  
RICHLAND CENTER, WI  
53581

Invoice to: CITY OF RICHLAND CENTER  
ATTN: ACCTS PAYABLE  
450 S MAIN ST  
RICHLAND CENTER WI 53581

Branch 07 - SPARTA		
Date 01/17/2024	Time 9:24:17 (O)	Page 3
Account No. 16712000	Phone No. 6086473466	No. 02 000704
Ship Via		Purchase Order
Sales Tax No.		
		Salesperson BMJ

ESTIMATE EXPIRY DATE: 01/31/2024

## SERVICE ESTIMATE • NOT AN INVOICE

Part#	Description	Qty	Price	Amount
R524497	V/C GASKET	1	48.34	48.34
RE528096	SCREW WITH WASH	6	4.02	24.12
	Screw With Washer			
R515044	FITTING	6	18.68	112.08
DZ100217	Nozzle Kit	6	674.52	4047.12
DZ104958	Fuel Line	2	46.94	93.88
DZ104957	Fuel Line	2	41.55	83.10
DZ104959	Fuel Line	2	43.93	87.86

Authorization: \_\_\_\_\_

Parts: 4556.85  
Labor: 1360.00  
Subtotal: 5916.85

Parts: 5183.86  
Labor: 3230.00  
Service Call: 1485.00  
Miscellaneous: 80.00  
TOTAL: 9978.86

• All prices are valid for 60 days from estimate date. • Ship dates and availability are valid at time of estimate, and are subject to change. • Products are designed to OEM specifications. Any specifications deviation requested by the Customer will result in non-returnable product that will not be warranted by BTI. • Any alterations for deviation from the above involving extra costs will become an extra charge over and above the estimate. • Estimate may not include unforeseen repairs or parts needed, torch or welding time not included. • Freight and taxes not included unless otherwise noted. • Final payment shall be received within the terms of your account or any/all legal action available may be taken without further notice including a lien on your asset.

**Acceptance of proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete this order as specified.

Date of acceptance: \_\_\_\_\_ By: \_\_\_\_\_