
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.](#) July 13, 2023 Meeting Minutes

APPROVAL OF BILLS

- [2.](#) Property Bills
- [3.](#) Public Works Bills

MONTHLY BUDGET REPORT

DISCUSSION AND ACTION ITEMS

- [4.](#) City Hall Carpet Replacement
- [5.](#) Airport Tree Trimming & Easements

PUBLIC WORKS DIRECTOR'S REPORT

6. Update on Open Positions

BUILDINGS AND GROUNDS DIRECTOR'S REPORT

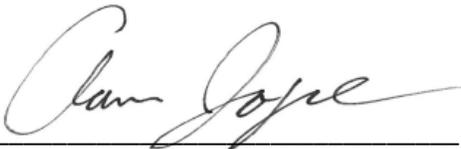
7. Airport Flight Pattern Update
8. Brush Pick Up
9. Summer Employee Updates
10. Update on North Pond
11. Phone Change
12. Dike Lights

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

SET NEXT MEETING DATE

ADJOURNMENT

Posted this 8 day of August, 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.

MINUTES OF THE PUBLIC WORKS & PROPERTY

THURSDAY, JULY 13, 2023 AT 5:30 PM

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

CALL TO ORDER - Chair Melby called the meeting to order at 5:32 PM. Present: Kevin Melby, Connie Hoppenjan, and Tom McCarthy. Personnel Present: Dave Fry, Spencer Reed, Ashley Oliphant. Others Present: Chuck Aber. A quorum was present. Oliphant affirmed proper public notice.

APPROVAL OF MINUTES - Motion to approve the June meeting minutes. Motion made by McCarthy, seconded by Hoppenjan. Motion Carried.

APPROVAL OF BILLS - Motion to approve the Buildings & Grounds bills as presented. Motion made by McCarthy, seconded by Hoppenjan. Motion carried. Motion to approve the Public Works bills as presented. Motion made by Melby, seconded by McCarthy. Motion carried.

ITEMS FOR DISCUSSION & ACTION – Installation of Disabled Child Sign – Oliphant to work with Public Works crew to order and install signage provided no other approvals are required.

PUBLIC WORKS DIRECTOR'S REPORT – In the absence of a Public Works Director, Oliphant advised several concerns/complaints had been received recently related to curb or flow line deficits. The concerns were communicated to the crew and were being addressed. Oliphant further advised one open crew position had been filled leaving two vacant positions in the department.

BUILDINGS AND GROUNDS DIRECTOR'S REPORT – Superintendent Fry advised of his upcoming October retirement and ongoing training of Spencer Reed. Reed to assume Fry's responsibilities upon retirement. Reed reported the following: with the lack of rainfall, the department has been able to address several projects that they were unable to previously; an aerator at the pond is being repaired and the pond was treated; seasonal crewmembers have been assisting other departments in need with tasks like brush pick up and tree trimming. Reed advised operations are running smoothly and he anticipates a smooth transition upon Fry's retirement.

REPORTS, REQUESTS, CONCERNS – Member of the public Chuck Aber provided the Committee with a complaint related to his unfulfilled request for an agenda item to be placed on the agenda. Mr. Aber also provided a list of city streets that do not have curb and gutter.

SET NEXT MEETING DATE – The next regular meeting of the Public Works Committee was scheduled for August 10, 2023 at 5:30PM.

ADJOURNMENT - The meeting was adjourned at 6:44PM. Motion to adjourn. Motion made by Hoppenjan, seconded by McCarthy. Motion carried.

2023 ACCOUNT PAYABLE LISTING

Item 2.

PROPERTY COMMITTEE

Meeting Date: 08/10/23

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT

All American Do it Center	10-55300-655	Hardware	180.64
All American Do it Center	10-51850-390	Lumber	8.99
All American Do it Center	10-51850-390	Door Stop Community Center	11.99
All American Do it Center	10-5530-655	Lumber-Horse shoe pit	73.55
All American Do it Center	10-55300-655	Lumber	65.46
All American Do it Center	10-51850-390	Cemetery hardware	1.29
Auto Value	10-51850-440	Oil	19.98
Auto Value	10-51850-440	Battery	177.99
Auto Value	10-51850-440	Lights	125.98
Auto Value	10-51850-440	Deep Well socket for Rangers	3.99
Auto Value	10-51850-440	Battery	64.99
Auto Value	10-51850-440	Lights	56.48
Auto Value	10-51850-440	Bar Lamp	282.48
Auto Value	10-51850-390	Auto Supplies	16.47
Bailey's Paint	10-51850-470	Paint	117.86
Chets Feed Seed N Such	10-51850-470	Grass Seed-all property	185.70
Holiday Wholesale	10-51850-520	Concessions/supplies	388.52
Holiday Wholesale	10-51850-520	Cleaning Supplies	773.04
Holiday Wholesale	10-51850-520	Supplies	1,465.59
Holiday Wholesale	10-51850-520	Supplies	335.01
Klingaman Heating and Cooling	10-51850-670	AC Clean and Check	1,500.00
Klingaman Heating and Cooling	10-51850-670	City Hall water issue	75.00
Nature's Way Portable Units	10-55300-655	Port-a-potties	1,410.00
Osborne Stump Removal	10-56300-260	Osborne Stump Removal	75.00
Premier Co-op	10-51850-500	Diesel	2,173.02
Reyzek Plumbing	10-51850-470	PD Faucet repair	101.20
Simpson's Tractor, Inc	10-51850-440	Belts	25.50
Simpson's Tractor, Inc	10-51850-440	Blades for lawn tractor	288.75
The Homesteader's Store	10-51850-440	Blades	204.06
Walsh's Ace Hardware	10-51850-440	Chainsaw/Blacktop supplies	78.51
Walsh's Ace Hardware	10-51850-440	Project Supplies	20.62
Walsh's Ace Hardware	10-51850-390	Spraypaint	4.76
Walsh's Ace Hardware	10-51850-470	Plumbing Supplies	23.63
Walsh's Ace Hardware	10-51850-470	Plumbing/Electrical Supplies	(16.67)
Walsh's Ace Hardware	10-51850-470	Clear Coat- Airport	44.29
Walsh's Ace Hardware	10-51850-390	Wall repair- Community Center	9.72
Walsh's Ace Hardware	10-51850-470	Door Stop return- C Center	(3.89)

2023 ACCOUNT PAYABLE LISTING

Item 2.

Walsh's Ace Hardware	10-51850-470 Post Eye Light Control	6.80
Walsh's Ace Hardware	10-51850-440 Chainsaw Bar	10.80
Walsh's Ace Hardware	10-51850-390 Bar Oil	39.98
Walsh's Ace Hardware	10-51850-390 Concrete	24.02
Walsh's Ace Hardware	10-51850-470 Brushes	28.10
Walsh's Ace Hardware	10-51850-700 K-Cups	39.98
Walsh's Ace Hardware	10-51850-440 Project Supplies	10.84
Walsh's Ace Hardware	10-51850-440 Project Supplies	32.53
Walsh's Ace Hardware	10-51850-470 Door Stop	3.98
Walsh's Ace Hardware	10-51850-440 Hose	28.06
Walsh's Ace Hardware	10-51850-390 Cemetery hardware	7.34
Walsh's Ace Hardware	10-51850-440 Trimmer Line	258.49
Walsh's Ace Hardware	10-51850-440 Tractor Antifreeze	12.85
Walsh's Ace Hardware	10-51850-390 Wasp spray	40.70
Walsh's Ace Hardware	10-51850-440 Weed Eater Supplies	114.78
Walsh's Ace Hardware	10-51850-520 City Hall cleaning	24.77
Walsh's Ace Hardware	10-51850-440 Buffer	14.99

TOTAL	11,068.51
--------------	------------------

Bills Paid Between Meetings:

TOTAL BILLS PAID ALREADY	0.00
---------------------------------	-------------

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

Parks/Grounds Superintendent

Property Committee Chair

2023 ACCOUNT PAYABLE LISTING

PUBLIC WORKS COMMITTEE

Meeting Date: 08/10/23

Item 3.

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Auto Value Parts Store	54500-560	Garage Supplies	59.94
Badger Scale Inc	54500-560	Landfill/Contracted Work	579.10
Badger Welding Supplies, Inc	54100-520	Garage Supplies	38.75
Bailey's Paint & Decorating	54100-520	Garage Supplies	25.00
Brooks Tractor	54200-440	Equipment Repair - Loader	1,075.19
K & D Truck Repair	54200-420	Truck Repair	6,576.15
MSA	61000-942	7th, 8th & Cedar St Project	4,023.07
NAPA Auto Parts	54200-420	Truck Repair	69.76
NAPA Auto Parts	54200-420	Truck Repair	66.28
Nature's Way Portable Units	54500-560	Landfill Port-a-Potty	160.00
Richland County Highway Comm.	54400-520	Salt	30,520.00
Scott Constuction	54200-520	Cold Patch	919.60
Town & Country Sanitation	54600-560	Garbage Service	15,872.75
Town & Country Sanitation	54500-020	Transfer Station	839.00
Town & Country Sanitation	54600-560	UW-Campus	332.00
Town & Country Sanitation	54700-560	Recycling	7,007.10
Town & Country Sanitation	54500-660	Landfill	2,982.65
Walsh's ACE Hardware	54200-520	Screwdriver	3.34
Walsh's ACE Hardware	54200-520	Oil	15.97
WI Dept of Transportation	61000-990	USH 14	1,405.14
TOTAL			72,570.79

Bills Paid Between Meetings:

TOTAL BILLS PAID ALREADY	0.00
---------------------------------	-------------

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

Street Superintendent

Public Works Committee Chair

Badgerland Flooring of Southwest WI, LLC

1475 US Hwy 14 East
Richland Center, WI 53581
(608) 649-3567
Badgerlandfloor@mwt.net

Item 4.

Estimate

Date	Estimate #
------	------------

3/7/2023

2219

Name / Address

City of Richland Center
450 South Main St
Richland Center WI 53581

Project

Description	Qty	Rate	Total
50' cove base, cove base adhesive, carpet tile adhesive		165.00	165.00
Tear out and disposal or existing carpeting	193.68	0.40	77.47
Installation of new carpet tile and cove base		268.68	268.68
Mohawk carpet tile allowance - 3 cartons (Library - Total \$1,783.23)	290.52	3.89	1,130.12
45' cove base, cove base adhesive, carpet tile adhesive		215.00	215.00
Tear out and disposal or existing carpeting	290.52	0.40	116.21
Installation of new carpet tile and cove base		380.00	380.00
Shipping will be figured once # of Rooms to be completed is determined!			

Estimates are good for 30 Days!

Subtotal	\$17,519.46
Sales Tax (5.5%)	\$0.00
Total	\$17,519.46

50% down payment to get product order and job scheduled

Signature _____

ESTIMATE
DATE: July 19
10:00 am

**FLOORING
UNLIMITED**

117 FS Drive
Viroqua, WI 54665
(608) 637-2300

To: Richland Center Park and Grounds
(Municipal/Police Bldg)
450 S. Main St.
Richland Center, WI 53581

Phone Dave Fry
608.604.6713
Order Taken By:

TERMS: 1/2 DOWN UPON ORDERING.

QTY	YDS	MATERIAL	PRICE	AMOUNT
48	300.1	Tread Installation	22.19	6659.22
2	ct	Exstia		
		sgal		3400.00
		Adhesive		
		4771A Cove Base		475.00
		Total Estimates		10,711.47
*		With New Cove Base		10,026.87
*		Without New Cove Base		

QTY.	MATERIAL	DESCRIPTION OF WORK	PRICE	TOTAL
*	Carpet	288.1 yds installed	6.50	1872.65
	Ceramic			
	Hardwood			
	Vinyl			
	Laminate			
	VCT			
	Under Layment			
	Stairs			
*	Floor Prep	Scrape and Adhesive for Concrete		300.00
*	Base	Installation		285.00
	Appl.			
	Furniture			
	Toilet			
*	Removal	Shipping + Disposal		220.00
	Metal Trim			500.00
WORK ORDERED BY:			TOTAL MATERIAL	3,177.65
			TOTAL LABOR	
			TAX	

SIGNATURE: Floor by check up to the surface preparation of the floor (standard work)

Thank You!

(MAY BE CONTINUED ON OTHER SIDE)

Item 4.

Badgerland Flooring of Southwest WI, LLC

1475 US Hwy 14 East
Richland Center, WI 53581
(608) 649-3567
Badgerlandfloor@mwt.net

Estimate

Item 4.

Date	Estimate #
3/7/2023	2219

Name / Address

City of Richland Center
450 South Main St
Richland Center WI 53581

Project

Description	Qty	Rate	Total
Mohawk carpet tile allowance (Surface Stitch) - 13 cartons (CITY ROOM - Total \$7,304.31)	1,248.39	3.89	4,856.24
120' cove base, cove base adhesive, carpet tile adhesive		570.00	570.00
Tear out and disposal or existing carpeting	1,248.39	0.40	499.36
Installation of new carpet tile and cove base		1,628.39	1,628.39
Mohawk carpet tile allowance - 6 cartons (Mayor's Office - Total \$3637.46)	581.04	3.89	2,260.25
140' cove base, cove base adhesive, carpet tile adhesive		470.00	470.00
Tear out and disposal or existing carpeting	581.04	0.40	232.42
Installation of new carpet tile and cove base		791.00	791.00
Mohawk carpet tile allowance - 2 cartons (Conference Room - Total \$1,225.83)	193.68	3.89	753.42
50' cove base, cove base adhesive, carpet tile adhesive		165.00	165.00
Tear out and disposal or existing carpeting	193.68	0.40	77.47
Installation of new carpet tile and cove base		268.68	268.68
Mohawk carpet tile allowance - 3 cartons (EC Development - Total \$1,783.23)	290.52	3.89	1,130.12
60' cove base, cove base adhesive, carpet tile adhesive		215.00	215.00
Tear out and disposal or existing carpeting	290.52	0.40	116.21
Installation of new carpet tile and cove base		380.00	380.00
Mohawk carpet tile allowance -2 cartons (City Admin - Total \$1,225.83)	193.68	3.89	753.42

Estimates are good for 30 Days!

50% down payment to get product order and job scheduled

Subtotal
Sales Tax (5.5%)
Total

Signature

David Fry

From: Davis, Howard - DOT <Howard.Davis@dot.wi.gov>
Sent: Monday, July 31, 2023 2:30 PM
To: David Fry
Subject: RE: airport trees

Hi Dave,

There's no set amount of time to get it done. The expectation is simply that the City continues to make a good faith effort on a reasonable timeline to address the trees. The first step is deciding how to proceed, which I understand may take a few months in and of itself. If the City decides to go the easement route, that is likely to take a couple years to complete, which again we understand.

Thanks,

Hal

Hal Davis, C.M. | Airport Compliance Manager
Wisconsin Department of Transportation | Bureau of Aeronautics
howard.davis@dot.wi.gov | 608-267-2142



From: David Fry <dave.fry@richlandcenterwi.gov>
Sent: Monday, July 31, 2023 12:01 PM
To: Davis, Howard - DOT <Howard.Davis@dot.wi.gov>
Subject: airport trees

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Howard I have a question on the tree cutting we are not sure which way we want to go, work with the people on getting the trees cut or pursue getting a easement, so my question is how much time do we have to get this done.
Thanks DAVE



Dave Fry
Parks & Grounds Superintendent
City of Richland Center
1050 N Orange Street
Richland Center, WI 53581
P: 608.647.8108
E: dave.fry@richlandcenterwi.gov

Note my email address has changed, please update your address book.

David Fry

From: Davis, Howard - DOT <Howard.Davis@dot.wi.gov>
Sent: Tuesday, July 25, 2023 2:25 PM
To: David Fry
Cc: Hottenstein, Wendy - DOT
Subject: Richland Airport Obstructions Maps
Attachments: Richland Airport Obstructions Maps.pdf

Hi Dave,

Attached are several maps of the obstructions on runways 17 and 27. The obstructions are shown in red. Trees which are within 5' or 10' of the surface were also highlighted in orange and yellow respectively. Typically, when conducting approach clearing, we also recommend addressing these areas to avoid the need to conduct additional clearing in the near future.

As you may remember from my inspection letter last year, depending on which surfaces are obstructed, different compliance and operational impacts are possible. To start, Wisconsin Administrative Code Trans 57 establishes approach clearing requirements for public-use airports in Wisconsin. As a public-use airport, these standards must be met or the runway thresholds will need to be displaced. The highest priority should go to addressing Trans 57 obstructions. Additionally, it should be the long-term goal of all airports that receive federal and state funding to clear the FAR Part 77 approach surface. Clearing this surface would be a prerequisite to improved instrument approach procedures at the airport; however, due to my limited knowledge of instrument approach procedure design and also recognizing the terrain in the area, I can't say definitively that clearing the FAR Part 77 approach surface would necessarily lead to improved instrument approach procedures.

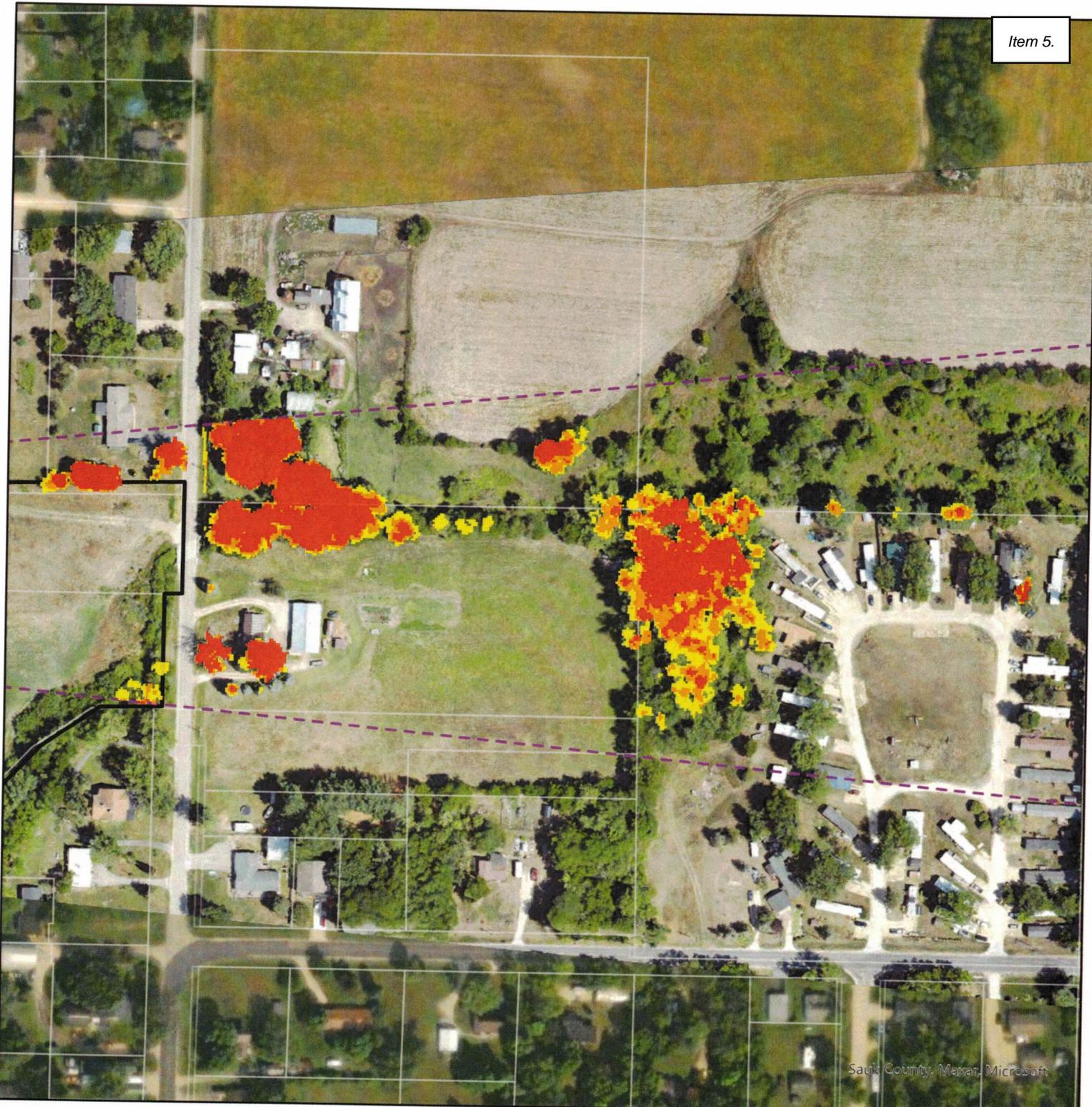
On runway 27, both the Trans 57 and FAR Part 77 surfaces are identical. On runway 17, both surfaces have a 20:1 slope, but because the FAR Part 77 surface starts 200' beyond the runway end, it is 10' more restrictive than the Trans 57 surface.

Since the majority of the obstructions appear to be on private property over which the airport does not own an easement, there are a few options to address the obstructions. First, the City/airport could pursue local means and agreements to work with the property owners to trim/remove the trees. This would likely be the fastest options. However, it would be a one-time fix which does not guarantee the ability to address future obstructions, if and when those may occur in the future. Additionally, the City/airport would be on its own to pay for the trimming/removal. The other option would be to initiate a federally and state-funded project to acquire the necessary easement rights and then trim/remove the trees. The advantages of this option are perpetual rights to address future obstructions if and when they occur, and the City would only pay 5% of the project costs. Additionally, the property owners would be compensated. The disadvantage is that this type of project typically takes several years to be completed. The first step in pursuing this option would be to notify your BOA airport project manager, Wendy Hottenstein.

The final and least desirable alternative would be to displace the thresholds. The published runway length would remain the same, but the length available for landing on runway 17 and runway 27 would be shortened. By my calculations runway 17 would need to be displaced about 450' and runway 27 would need to be displaced 470'.

Finally, if you could send me the contact info for the gentleman taking over for you when you retire in October, that would be much appreciated.

Please let me know if you have any questions.



Legend

-  FAR Part 77 Approach Surface
-  Surface Obstructions
-  Less than 5' below Surface
-  10' - 5' below Surface
-  Fee Simple Airport Property
-  Airport Clear Zone Easement
-  Airport Avigation Easement
-  Statewide Parcels V8 - 2022



Richland Airport

Runway 27

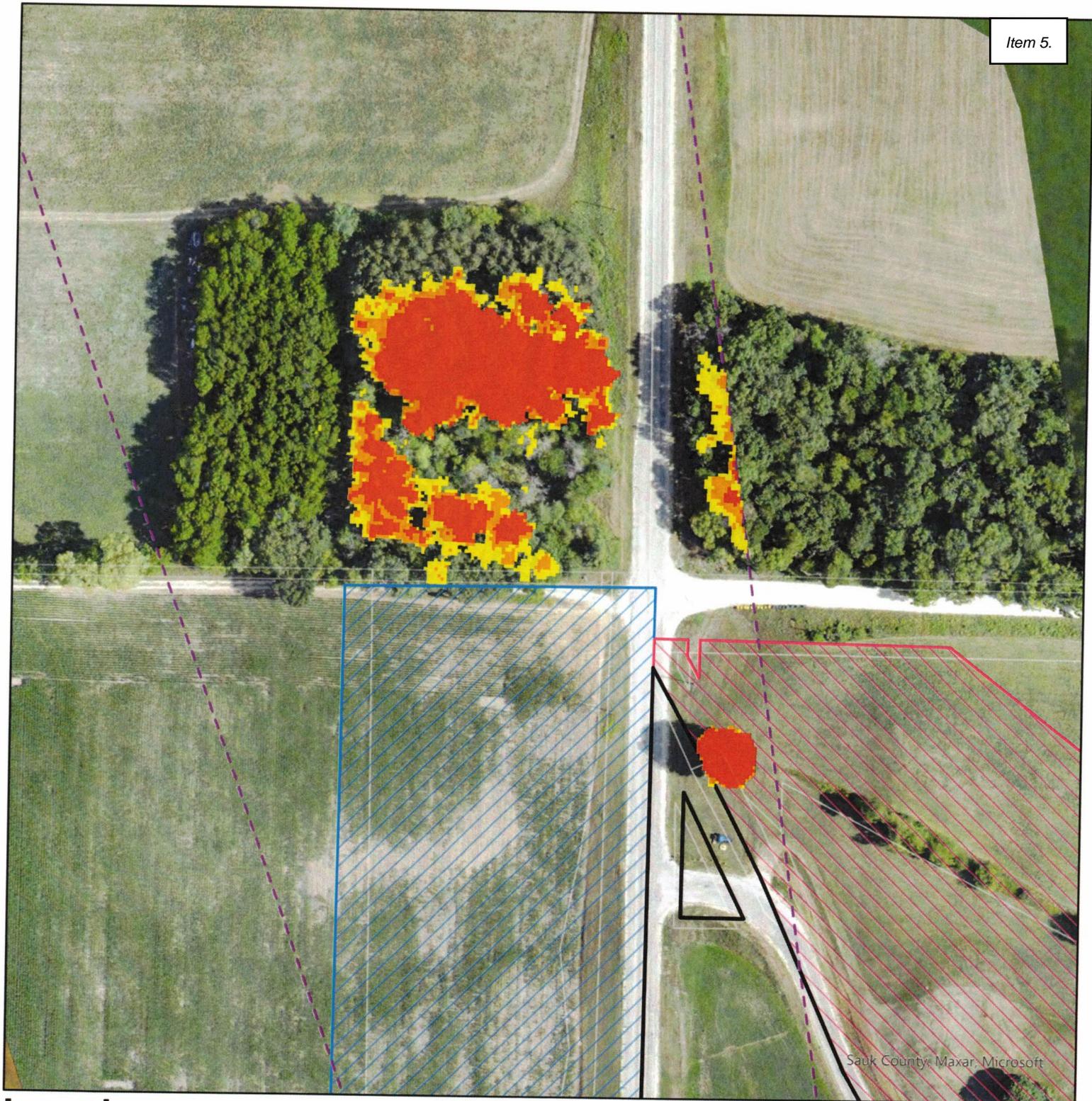
FAR Part 77 Obstructions

Bureau of Aeronautics
Wisconsin Department of Transportation



Prepared By: HD Date: 7/24/2023

This map was created by the Wisconsin Department of Transportation's Bureau of Aeronautics. Any use or recompilation of the information, while not prohibited, is the sole responsibility of the user. WisDOT expressly disclaims all liability regarding fitness of the use of this information other than DOT business. Airport information depicted on this map is for generalized use



Sauk County Maxar, Microsoft

Legend

-  FAR Part 77 Approach Surface
-  Surface Obstructions
-  Less than 5' below Surface
-  10' - 5' below Surface
-  Fee Simple Airport Property
-  Airport Clear Zone Easement
-  Airport Avigation Easement
-  Statewide Parcels V8 - 2022



Richland Airport

Runway 17

FAR Part 77 Obstructions

Bureau of Aeronautics
Wisconsin Department of Transportation



Prepared By: HD Date: 7/24/2023

This map was created by the Wisconsin Department of Transportation's Bureau of Aeronautics. Any use or recompilation of the information, while not prohibited, is the sole responsibility of the user. WisDOT expressly disclaims all liability regarding fitness of the use of this information other than DOT business. Airport information depicted on this map is for generalized use.



Legend

-  FAR Part 77 Approach Surface
-  Surface Obstructions
-  Less than 5' below Surface
-  10' - 5' below Surface
-  Fee Simple Airport Property
-  Airport Clear Zone Easement
-  Airport Avigation Easement
-  Statewide Parcels V8 - 2022



Richland Airport

Runway 27

FAR Part 77 Obstructions

Bureau of Aeronautics
Wisconsin Department of Transportation



Prepared By: HD Date: 7/24/2023

This map was created by the Wisconsin Department of Transportation's Bureau of Aeronautics. Any use or recompilation of the information, while not prohibited, is the sole responsibility of the user. WisDOT expressly disclaims all liability regarding fitness of the use of this information other than DOT business. Airport information depicted on this map is for generalized use.



Sauk County, Maxar, Microsoft

Legend

-  FAR Part 77 Approach Surface
-  Surface Obstructions
-  Less than 5' below Surface
-  10' - 5' below Surface
-  Fee Simple Airport Property
-  Airport Clear Zone Easement
-  Airport Avigation Easement
-  Statewide Parcels V8 - 2022



Richland Airport

Runway 17

FAR Part 77 Obstructions

Bureau of Aeronautics
 Wisconsin Department of Transportation



Prepared By: HD Date: 7/24/2023

This map was created by the Wisconsin Department of Transportation's Bureau of Aeronautics. Any use or recompilation of the information, while not prohibited, is the sole responsibility of the user. WisDOT expressly disclaims all liability regarding fitness of the use of this information other than DOT business. Airport information depicted on this map is for generalized use