



OFFICIAL PUBLIC NOTICE
MEETING OF THE PUBLIC WORKS & PROPERTY
THURSDAY, JULY 13, 2023 AT 5:30 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. June 8, 2023 Meeting Minutes

APPROVAL OF BILLS

2. Property Bills
3. Public Works Bills

ITEMS FOR DISCUSSION & ACTION

4. Installation of Disabled Child Sign

PUBLIC WORKS DIRECTOR'S REPORT

BUILDINGS AND GROUNDS DIRECTOR'S REPORT

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

SET NEXT MEETING DATE

ADJOURNMENT

Posted this 11th day of July, 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, JUNE 08, 2023 AT 5:30 PM

CALL TO ORDER - Chair Melby called the meeting to order at 5:32 PM. Present: Kevin Melby and Tom McCarthy. A quorum was present. Dave Fry affirmed proper public notice. In attendance from the public was Charles Aber.

APPROVAL OF MINUTES - Motion to approve the May meeting minutes with corrections as stated. Motion made by Kevin Melby, seconded by Tom McCarthy. Motion Carried.

APPROVAL OF BILLS - Motion to approve the Public Works bills as presented. Motion made by Kevin Melby, seconded by Tom McCarthy. Motion carried.

Motion to approve the Buildings & Grounds bills as presented. Motion made by Tom McCarthy, seconded by Kevin Melby. Motion carried.

MONTHLY BUDGET REPORT - Superintendent Nelson advised all funds budgeted for the current phase of the ongoing street project had been expended. No other reports were provided.

PUBLIC WORKS DIRECTOR'S REPORT - Superintendent Nelson reported obtaining an estimate for frame damage on a plow. While plowing, a cast iron structure on a curb was struck causing the damage. The estimate was higher than anticipated; however, a claim was filed with the insurance company reducing the City's repair expense to \$1,000 (deductible). Nelson also provided an update on Phase 2 of the street project stating the sewer line had been installed and the water main was soon to start. It was noted that crew interviews were being arranged and Nelson's final day on duty will be June 16th. Nelson was thanked for his nearly 24 years of service with the City.

DISCUSSION AND ACTION ITEMS - None.

BUILDINGS AND GROUNDS DIRECTOR'S REPORT - Superintendent Fry advised the department hired eight seasonal crew members and two part-time crew members. He expressed gratitude for the high performing workers that have come on board. Fry reported assisting the Parks & Recreation Director with pool maintenance and repairs, as well as having his team assist with curb cleaning in preparation for painting and with brush collection. Fry further advised seasonal crew members will be pressure washing and staining the deck at the Railroad Depot. Fry was unable to obtain additional carpet replacement quotes due to a lack of responsiveness. He intends to continue pursuing this. Fry advised he requested a quote to refurbish the industrial park sign. After inspection, it was determined that the internal components failed. As the sign utilizes outdated technology refurbishment rather than component replacement was deemed necessary.

REPORTS, REQUESTS, CONCERNS - The Committee was addressed by citizen Charles Aber regarding a graveled area at the end of E 5th Street. Mr. Aber requested the City improve the graveled area as part of the current street project. Mr. Aber explained several adjacent property owners support the requested improvement. Mr. Aber was advised that the graveled area extending beyond E 5th Street was not a legal/open city street and as such it was not included in the scope of the street project, nor were improvements to that area budgeted for. The Committee discussed concerns regarding existing utility infrastructure, the process of legally opening the area as a public roadway, lack of funding, and creating nonconforming structures. The Committee also discussed the need to review other areas of concern within the City to adequately plan and budget for the correction of deficits on existing public roadways prior to committing to improving an area not designated as a legal city street. It was noted that this process may be delayed due to Superintendent Nelson's upcoming retirement.

SET NEXT MEETING DATE - The next regular meeting of the Public Works Committee was scheduled for July 13, 2023 at 5:30PM.

ADJOURNMENT - The meeting was adjourned at 7:03PM. Motion to adjourn. Motion made by McCarthy, seconded by Melby. Motion carried.

Minutes recorded by Ashley Oliphant

Park/Property Bills

Total

\$7,140.24

13-Jul-23

Vendor	Item	Date	Cost
All American Do-It Center	10-51850-470 Depot Decking	6/12/2023	\$11.99
All American Do-It Center	10-51850-470 Lumber	6/19/2023	\$12.48
Auto Value	10-51850-440 Equipment Supplies	6/12/2023	\$164.55
Auto Value	10-51850-440 Oil/Filters	6/29/2023	\$98.05
Auto Value	10-51850-440 Paint	6/29/2023	\$25.99
Bailey's Paint & Decorating	10-51850-470 Depot Paint	6/16/2023	\$49.99
Bailey's Paint & Decorating	10-51850-390 Dry-wall supplies	7/6/2023	\$31.38
Bauer, Pat	10-51850-400 Boot reimbursement	7/5/2023	\$141.37
Dog Waste Depot	10-51850-520 Dog Bags	6/27/2023	\$432.94
Fire Protection Specialists	10-51850-670 Extinguisher Maintenance	6/22/2023	\$103.31
Fire Protection Specialists	10-51850-670 Airport Fire Extinguisher Maintenance	6/22/2023	\$52.35
Holiday Wholesale	10-51850-520 Bathroom supplies	6/9/2023	\$602.92
Holiday Wholesale	10-51850-520 Supplies	6/14/2023	\$440.50
Holiday Wholesale	10-51850-520 Supplies	6/21/2023	\$99.05
Holiday Wholesale	10-51850-520 Supplies	6/28/2023	\$572.59
Nature's Way	10-55300-655 Port-a-potties	5/31/2023	\$1,479.00
Nature's Way	10-55300-655 Port-a-potties	6/30/2023	\$1,244.00

Vendor	Item	Date	Cost
Simpson's Tractor	10-51850-440 Dixie Belt	5/16/2023	\$71.98
Simpson's Tractor	10-51850-440 Repairs	5/25/2023	\$144.64
Simpson's Tractor	10-51850-440 Parts	6/12/2023	\$276.39
Walmart	10-51850-390 Already Paid	6/19/2023	\$93.42
Walsh's ACE Hardware	10-51850-470 Door stop	6/2/2023	\$11.31
Walsh's ACE Hardware	10-51850-390 Fasteners	6/5/2023	\$3.46
Walsh's ACE Hardware	10-51850-390 Pliers/trimmer line	6/6/2023	\$83.79
Walsh's ACE Hardware	10-51850-390 Hose	6/6/2023	\$16.99
Walsh's ACE Hardware	10-51850-440 Hardware	6/7/2023	\$14.18
Walsh's ACE Hardware	10-51850-440 Oil	6/7/2023	\$31.93
Walsh's ACE Hardware	10-51850-390 Sponges	6/8/2023	\$9.54
Walsh's ACE Hardware	10-61000-961 Concrete	6/12/2023	\$19.98
Walsh's ACE Hardware	10-61000-961 Firepit fasteners	6/12/2023	\$43.16
Walsh's ACE Hardware	10-61000-961 Concrete for Firepits	6/12/2023	\$99.90
Walsh's ACE Hardware	10-51850-470 Lock	6/13/2023	\$32.39
Walsh's ACE Hardware	10-51850-460 Hardware	6/13/2023	\$13.50
Walsh's ACE Hardware	10-51850-390 Hardware	6/13/2023	\$13.50
Walsh's ACE Hardware	10-51850-470 Hardware	6/13/2023	\$14.39
Walsh's ACE Hardware	10-51850-390 Keys	6/14/2023	\$6.37
Walsh's ACE Hardware	10-51850-390 Keys	6/14/2023	\$6.37

Vendor	Item	Date	Cost
Walsh's ACE Hardware	10-51850-470 Hose	6/15/2023	\$17.25
Walsh's ACE Hardware	10-51850-470 Primer/cement	6/15/2023	\$22.30
Walsh's ACE Hardware	10-51850-520 coffeemaker	6/19/2023	\$20.75
Walsh's ACE Hardware	10-51850-470 Hardware	6/19/2023	\$2.08
Walsh's ACE Hardware	10-51850-470 Hardware	6/19/2023	\$68.29
Walsh's ACE Hardware	10-51850-390 Keys	6/21/2023	\$6.37
Walsh's ACE Hardware	10-51850-530 Spray	6/27/2023	\$163.67
Walsh's ACE Hardware	10-51850-520 Bleach	6/27/2023	\$52.70
Walsh's ACE Hardware	10-51850-390 Batteries	6/28/2023	\$27.18
Walsh's ACE Hardware	10-61000-963 Pool Hardware	6/29/2023	\$15.90
Walsh's ACE Hardware	10-51850-440 Trimmer Line	7/3/2023	\$86.16
Walsh's ACE Hardware	10-51850-440 Pump	7/6/2023	\$87.94
Total			\$7,140.24

2023 ACCOUNT PAYABLE LISTING

Item 3.

PUBLIC WORKS COMMITTEE

Meeting Date: 07/13/23

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Allstate Peterbilt	54200-420	Truck Repair	1,071.42
Auto Value	54200-420	Oil & Filter	74.04
Badger Welding Supplies	54100-520	Welding Supplies	38.75
Bailey's Paint	54200-520	Paint Strainer	7.99
Fire Protection Specialists	54100-560	Fire Extinguishers	55.83
G-Pro Excavating	61000-942	Street Project	6,583.50
MSA Services	61000-942	7-8th Street Project	2,144.74
MSA Services	61000-642	7-8th Street Project	2,007.11
NAPA Auto Parts	54200-500	DEF Fluid	51.96
Nature's Way Portable Units	54500-560	Porta Potty	200.00
Nature's Way Portable Units	54500-560	Landfill Portable	160.00
Premier Co-op	54240-520	Weed Spray	156.50
Simpson's Tractor	54900-440	Tractor Repair	809.08
Town & Country	54500-560	Garbage	17,083.75
Town & Country	54500-660	Trans Cost	2,096.42
Town & Country	54700-560	Recycling	7,575.90
Town & Country	54600-560	Garbage	15,872.75
Town & Country	54500-020	Operator	839.00
Town & Country	54600-560	UWPR	332.00
Town & Country	54700-560	Recycling	7,389.90
Town & Country	54500-660	Landfill Transfer	7,202.66
Walsh's ACE Hardware	54100-520	Weed Eater String	16.99
Walsh's ACE Hardware	54200-520	Paint Supplies	52.04
Walsh's ACE Hardware	54500-470	Landfill Gate	16.73
TOTAL			71,839.06

Bills Paid Between Meetings:

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

Street Superintendent

Public Works Committee Chair