



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, NOVEMBER 20, 2025 AT 5:30 PM

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

CALL TO ORDER The meeting was called to order at 5:30 PM. Members present: Fruit, Walters, Schultz. Also present were Director of Public Works Jasen Glasbrenner and Municipal Services Specialist Darcy Perkins. The meeting was properly noticed.

APPROVAL OF MINUTES Motion by Walters to approve the October 16, 2025 meeting minutes as presented. Seconded by Schultz. Motion carried unanimously by voice vote.

APPROVAL OF BILLS The bills from 10/15/2025-11/19/2025 were presented totaling \$101,218.74. Motion by Schultz to forward the Public Works Payment Approval Report to the Finance Committee. Seconded by Walters. Motion carried unanimously by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Lease updates continue; federal/state master plan grant approved with documents expected in December; rental fee feedback has been positive.
- Buildings & Grounds: Ongoing brushing, Rotary Lights support, and gym maintenance; staff completed CPO training; facilities winterized; Vernon Thomson sign installed.
- Streets: Focus on leaf/brush collection, curb and sidewalk support for Utilities, and winter fleet prep.
- Cemetery: 4 full burials, 3 cremations, 6 plots sold; winter fees now in effect.
- Wisconsin Surplus Auction: 4 items sold for ~\$24,000; \$2,500 of chipper proceeds to Utilities; staff gained insight on auction reserve rules.
- Departmental Reorganization: Personnel Committee approved merging the two Public Works crew lead roles into an Assistant DPW position and hiring a fourth Street Crew I; both within budget. Snow removal contingencies discussed, including potential part-time CDL help.
- Equipment Replacement: Plan to retire residential tractors and invest in commercial-grade equipment continues. Recent demos included a 96" Toro (underpowered) and a Ventrac (favorable); equipment sale revenue to offset new purchases.
- Michael Port Sidewalk: Downtown sidewalk collapsed into an old coal tunnel; property owner granted Dec. 10 deadline for engineer-certified repairs. Site remains barricaded, but detour signage has been repeatedly removed. City may proceed and recover costs via special assessment if needed.

DISCUSSION AND ACTION ITEMS

An Ordinance Amending Chapter 101 Relating to Prohibiting Parking on Portions of N Cedar, E 8th and N Pearl Streets

Proposed ordinance addresses safety concerns due to narrow roadways obstructed by parked vehicles, impacting snowplow and emergency vehicle access. Alternate-side parking exemptions and snow emergency declarations were also discussed.

Motion by Fruit to forward Ordinance No. 2025-____, establishing prohibited parking on portions of N. Cedar Street, E. 8th Street, and N. Pearl Street to the Public Safety Committee for consideration. Seconded by Schultz. Motion carried unanimously by voice vote.

A Resolution Adopting Updated Outdoor Recreation Plan

Updated five-year plan developed with Park Board to maintain grant eligibility and guide parks, trails, and recreation priorities. Emphasizes ADA access, sustainability, and outlines current conditions and potential projects without financial commitment.



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Motion by Schultz to forward Resolution 2025-____, regarding updating the Comprehensive Outdoor Recreational Plan, to the Park Board for review and recommendation to the Common Council. Seconded by Walters. Motion carried unanimously by voice vote.

Public Works Heater Replacement

Streets garage secondary heater needs replacement to maintain 55°F for equipment thawing and cleaning. One bid was received—\$5,550 from Jelinek Plumbing and Heating. Cost to be split between Buildings & Properties and Garage repair line items.

Motion by Schultz to recommend that the Finance Committee award the Public Works Heater Replacement project to Jelinek Plumbing & Heating at a cost of approximately \$5,550.00. Seconded by Walters. Motion carried unanimously by voice vote.

REPORTS, REQUESTS, AND CONCERNS

Walters:

- Extended thanks to departing employee Jason Koch for his service.
- Ad Hoc Committee for Council Rules; Reviewing the City's committee structure for potential improvements.

Fruit:

- Praised the performance of the new leaf vacuum but raised concern about leaves clogging storm sewer grates.
- Recognized departing employee Jason Koch for his service.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, December 18th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by Shultz. Motion carried by voice vote. The meeting adjourned at 6:22 PM.

Minutes recorded by Darcy Perkins.