

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Director of Public Works Monthly Report

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Public Works Committee on 11-20-2025

October & November 2025 Operations Summary – Airport, Buildings & Grounds, Streets, Cemetery & Forestry

Airport

- Continued work updating 2026 airport leases.

Buildings & Grounds

- Completed brushing in North Park, Ocooch Trail (Orange St.), and other areas citywide.
- Assisted Rotary Lights setup.
- Matt completed Certified Pool Operator (CPO) training, passing the certification exam.
- Winter equipment prep is underway; all facilities have been winterized.
- Installed Vernon Thomson sign; dry ground made excavation difficult.

Streets

- Leaf and brush collection dominated operations this month.
- Assisted Utilities with curb replacement after a sewer break and sidewalk replacement for a pole project.
- Winter prep and fleet maintenance began ahead of snow.
- Jason Koch resignation; last day tomorrow, 11/21/2025.

Cemetery

- High activity month: 4 full burials, 3 cremation burials, 6 plots sold.
- Winter fees in effect Nov. 15–Mar. 30 (+\$200), consistent with posted policy.

Forestry

- Tess attended CTMI Session 1 (ordinances, legal issues, budgeting, utilities).
- Winter cut list has been finalized (11 trees) with notices sent to adjacent owners.
- Tree City USA paperwork is due by year-end.

DPW Notes

- WI Surplus Auction closed on 11/12/25; 4 Items Sold: 2019 Virnig Snow Blower Attachment, 2000 Bandit 90 Towable Chipper w/Box, 2011 Zamboni 200 Ice Resurfacer and 1999 Fair Mfg. 942SI Snow Blower Attachment. Total Revenue: **\$23,969.00** (\$2,450 to Utilities for shared chipper).
- Following the Streets Crew Lead resignation, the Personnel Committee approved for the department to merge the Streets and Buildings & Grounds crew lead roles into a single Assistant Director of Public Works position to improve coordination, flexibility, and efficiency. A fourth full-time Street Crew I position will also be hired. Both roles are posted, with all changes applied within the existing budget.
- We are still planning to retire the residential tractors (Bobcat, LS, and two New Hollands) in 2026.
- Michael Port Sidewalk Discussion