



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, OCTOBER 16, 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 Schultz to approve the September 18, 2025 meeting minutes as presented. Seconded by Walters. Motion carried unanimously by voice vote.

APPROVAL OF BILLS The bills from 9/19/2025-10/14/2025 were presented totaling \$146,005.81. Motion by Walters to forward the Public Works Payment Approval Report to the Finance Committee. Seconded by Schultz. Motion carried unanimously by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Master planning and funding coordination continue. Hangar lease and fee updates underway. Annual fuel farm inspection scheduled.
- Buildings & Grounds: Softball dugout upgrades progressing despite unclear donation parameters; fall completion expected. Parks being winterized. Sunshade project at splash pad moving forward. Transitioned janitorial supply vendor to Schilling, improving cost and delivery efficiency.
- Cemetery: Four cremations and one burial. Maintenance demands continue to strain staff capacity.
- Forestry: Ongoing hazardous tree pruning efforts. Tree Board meeting on 10/22 to finalize winter cut list.
- Streets: Focus on dike and flood canal maintenance ahead of 10/17 inspection. Road painting complete. Leaf and brush pickup ongoing. Sidewalk repair at Police Department scheduled.
- Departmental: Staff reviewed snow plow priority routes and SOP expectations. Fire station lot completed and striped. MSA road inspection scheduled week of 10/27. City is evaluating closure of trash drop-off site. Ongoing equipment replacement planning.
- Continued Projects:
 - Slide resurfacing at Aquatic Center estimated at \$27K–\$35K.
 - Pool pump house insulation on hold; other preventative measures in place.
 - Residential-grade tractors slated for replacement pending budget.
 - Sidewalk repair prioritization under review; consultant mapping planned if budget approved.
 - Policy enforcement discussions ongoing for sidewalk compliance.

DISCUSSION AND ACTION ITEMS

Discussion of Public Works Snow Removal Policy

Staff presented a draft snow removal policy aimed at setting clear expectations for residents and ensuring safe, efficient operations for staff. The policy outlines response readiness, salt application, route prioritization (major/minor collectors, steep routes, school zones), and staffing limitations. Committee members offered feedback, including adding definitions for collector roads and clarifying citywide shutdown procedures during severe storms. The policy is expected to go to Common Council for formal adoption.

No formal action is requested at this time, but staff welcomes general support as the policy is finalized and implemented.

Consideration of Access Easement – Tracy Conner Use of Larson Street Right-of-Way

DPW Glasbrenner reported that property owner Tracy Conner requested access to his lot south of East South Street via the Larson Street right-of-way, which was never formally commissioned as a street. Staff proposed granting an access easement allowing use of the right-of-way as a private driveway to be maintained by the property owner,

while retaining city ownership for possible future improvements. The easement and related documents will be drafted by the City Attorney and reviewed by the Planning Commission before returning to Council.

Motion by Schultz to recommend to the Planning Commission the authorization of the use of the City-owned South Larson Street right-of-way for access to the Conner property via Resolution and Access Easement Agreement as drafted by the City Attorney. Seconded by Walters. Motion carried unanimously by voice vote.

An Ordinance Amending Chapter 101 Relating to Authorization of Stop Signs on N. Congress Street

Staff reported that the Public Safety Committee reviewed and recommended the installation of two new stop signs on N. Congress Street at its intersections with 2nd Street and 4th Street, following Police Department input regarding increased traffic and safety concerns. The ordinance amendment is required under state law to formally authorize the new signs. Public Works will install the signs using existing inventory, with minimal budget impact.

Motion by Walters to recommend to the Common Council the adoption of Ordinance No. 2025-TBD, ‘An Ordinance Amending Chapter 101 of the Municipal Code of the City of Richland Center Relating to Authorization of Stop Signs on North Congress Street at its Intersections with 2nd Street and 4th Street’. Seconded by Schultz. Motion carried unanimously by voice vote.

An Ordinance Amending Chapter 391 Relating to Permits Required for Temporary Use of the Public Rights-of-Way

Staff presented a proposed amendment to Chapter 391 to expand the scope of permits previously limited to dumpsters. The updated ordinance establishes a “Temporary Use of the Public Right-of-Way Permit” covering other common obstructions such as construction equipment, scaffolding, trailers, landscape materials, and other temporary blockages. The \$10 permit fee (valid for 7 days) would apply per item located in the right-of-way and allow for better coordination, enforcement, and public safety. The change was prompted by recent construction conflicts and modeled on best practices from other municipalities.

Motion by Walters to recommend to the Common Council the approval of Ordinance No. 2025-TBD, finding that it enhances public safety, ensures consistent enforcement, and modernizes the City’s rights-of-way permitting process. Seconded by Schultz. Motion carried unanimously by voice vote.

A Resolution Adopting Updated Airport Lease and Rental Fees

Staff presented a proposed 25% increase to airport lease and rental rates for 11 ground leases and 6 city-owned hangar rentals, citing outdated pricing, inflation, and guidance from the Bureau of Aeronautics. New rates include \$0.125/sq ft annually for ground leases, \$187.50/month for heated rentals, and \$156.25/month for non-heated rentals, with an added annual escalator clause (up to 5%) for long-term cost alignment. Updates would take effect January 1, 2026, or upon expiration of current leases.

Motion by Fruit to recommend to the Finance Committee adoption of Resolution 2025-TBD, implementing updated airport lease and rental fees, and to authorize the City Attorney to prepare updated lease and rental agreements utilizing a standardized lease form. Seconded by Schultz. Motion carried unanimously by voice vote.

REPORTS, REQUESTS, AND CONCERNS

Walters:

- Confirmed tree trimming improved visibility but noted one remaining branch may still obscure view for smaller vehicles.



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Fruit:

- Addressed speeding concerns on Church Street; plans to assist with speed trailer monitoring next week.
- Expressed concern with large item pickup compliance and emphasized the need for clearer public communication on timing, weight limits, and disposal rules.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, November 20th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Schultz, seconded by Walters. Motion carried by voice vote. The meeting adjourned at 6:43 PM.

Minutes recorded by Darcy Perkins.