



# MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, APRIL 23, 2026 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: Schultz, Hoffman, Jarvis. Also present were DPW Jasen Glasbrenner and MSS Darcy Perkins. Glasbrenner affirmed the meeting was properly noticed.

**NOMINATE AND ELECT CHAIR** *Hoffman nominated Schultz as Chair. Seconded by Jarvis. No other nominations were made. Motion by Jarvis to close nominations and cast a unanimous ballot for Schultz as Chair. Seconded by Hoffman. Motion carried unanimously by voice vote.*

**APPROVAL OF MINUTES** *Motion by Hoffman to waive the reading of the minutes of the last meeting in lieu of printed copies and approve the March 19, 2026 meeting minutes as presented. Seconded by Jarvis. Motion carried unanimously by voice vote.*

**APPROVAL OF BILLS** The bills from 3/20/2026-4/22/2026 were presented totaling \$114,209.10. *Motion by Jarvis to forward the Public Works Payment Approval Report to the Common Council. Seconded by Hoffman. Motion carried unanimously by voice vote.*

**PUBLIC WORKS DEPARTMENT REPORTS** PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Master planning and runway crack repair planning continue; hangar inspections are 64% complete. Staff attended FAA/BOA planning workshop.
- Buildings & Grounds: Facility maintenance continues. Aquatic Center pump house flooding damaged three motors; repairs and prevention measures are underway.
- Cemetery: Two cremation burials, four full burials, and four lots sold. GIS mapping updates continue.
- Forestry: Arbor Day programming completed with partner agencies. Tree trimming/removals continue with Utilities support as needed.
- Streets: Patching, yard waste, and brush collection continue amid staffing, weather, and stormwater challenges. Collection SOP updates are under review. Chestnut Street demolition work is complete; erosion/runoff monitoring continues.
- DPW Report: Staff reviewed deferred maintenance, equipment limits, budget pressures, and efforts to improve maintenance, staffing efficiency, risk management, and cost control.

**DISCUSSION AND ACTION ITEMS**

**Award Annual Leachate Line Jetting Work**

Staff explained that annual landfill leachate line jetting is required under WI Admin Code and DNR compliance requirements, regardless of the landfill’s closed status. Televising is required every five years and was completed in 2024. Two quotes were received: Speedy Clean Drain & Sewer at \$4,050 and Superior Jetting at \$4,580.

*Motion by Jarvis to recommend Common Council approve the 2026 landfill jetting services agreement with Speedy Clean Drain & Sewer at a cost not to exceed \$4,250. Seconded by Hoffman. Motion carried by voice vote.*

**REPORTS, REQUESTS, AND CONCERNS**

- The Committee requested budget status reporting to track spending by section; staff will provide an overview at a future meeting.
- Members expressed interest in a Public Works facilities tour to better understand operations, equipment, and maintenance needs.

**SET NEXT MEETING DATE** The next meeting was scheduled for Thursday, May 21<sup>st</sup> at 5:30 PM.

**ADJOURNMENT** Motion to adjourn by Hoffman, seconded by Jarvis. Motion carried unanimously by voice vote. The meeting adjourned at 7:01 PM.

*Minutes recorded by Darcy Perkins.*