
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 and Walters. Members absent: Melby. The meeting was properly noticed.

APPROVAL OF MINUTES Motion by Fruit to approve the February 20, 2025 meeting minutes. Seconded by Walters. Motion carried by voice vote.

APPROVAL OF BILLS Motion by Walters to approve the presented bills, seconded by Fruit. Motion carried by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Streets
 - Safety training was held on March 4.
 - Completed low-hanging limb removal and assisted with utility line brush clearing.
 - Road patchwork and brush/yard waste collection are ongoing as weather allows.
 - Updated decals on five trucks; transitioning from winter to spring equipment.
 - Maintenance list finalized; street sweeping to begin soon.
 - Jason Koch attended the Farrell Equipment & Supply show.
 - Team meeting was held on street conditions and overlays.
- Buildings & Grounds
 - Tree removals completed; ongoing equipment and facility maintenance.
 - Playground repairs, picnic table painting, T-post removals, and StoryWalk plexiglass repair have been completed.
 - Preparing ballfields and pool for the season.
 - Conducted controlled burn on March 18.
 - Ongoing procurement of rough-cut white oak for footbridge repairs.
- Airport
 - Assessing equipment replacement; fire extinguisher boxes and furnace serviced.
 - Ongoing maintenance includes brush clearing, doorknob repairs, and tractor service.
 - Continued challenges with legacy equipment, planning for equipment liquidation and replacement with support from Bureau of Aeronautics.
- Cemetery
 - One cremation completed; one lot sold.
 - Cemetery cleanup performed; record-keeping and monument planning underway.
- Forestry
 - All designated tree removals were completed.
 - Spring planting trees ordered; stump grinding coordination ongoing.
 - Tess and Joe completed a UW pest course covering No Mow May and pollinator-friendly yard strategies.
- Director Notes
 - Ongoing coordination with Frontier; safety incident reported and addressed with updated protocols.
 - Seasonal adult workers are to be hired earlier to avoid last year's staffing delays.
 - Porta-potty units reduced to seven community locations based on usage data.
 - Pine River Trailhead signage order underway.
 - RCYBS donation includes new dugouts and manual scoreboards for youth fields; school industrial arts class may assist with construction.
 - Rotary Club donation of \$12,400 for an Aquatic Center sunshade pending council approval.

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- Softball field light bulbs discovered in storage; plan in progress to change bulbs.
- Exploring sidewalk repair partnership with Safe Step, LLC.
- Considering notification to residents about updated mowing protocols.
- Road maintenance discussion included MSA memo and concerns over limited overlay budget.
- Crack seal tar purchase quotes received; to be forwarded to Council.
- Street crew passed MEUW safety check.
- Presented a spider diagram to illustrate the scope of Economic Development and DPW responsibilities.
- Highlighted major time investment needed for ordinance rewrites and municipal code updates (~1,000+ hours).
- Discussed staffing constraints and the need for more robust interdepartmental support to meet operational goals.

DISCUSSION OF POSSIBLE ACTION ITEMS

4. Streets - Request for End Loader Repair

Glasbrenner presented a report regarding the end loader from the Street fleet. The discussion included findings from a diagnostic that revealed a malfunction in the vehicle controller causing the fan to run on high continuously, potentially impacting reliability. A quote from Brooks Tractor was provided with an estimated repair cost of \$3,139.49 (approximately \$3,200). The discussion acknowledged that the unit remains operable at a limited capacity and that alternative equipment is available for lease if needed. Motion by Fruit to recommend to the Finance Committee and Common Council the approval of the end loader repair at a cost not to exceed \$3,200. Seconded by Walters. Motion carried by voice vote.

REPORTS, REQUESTS, AND CONCERNS

Fruit:

- Concerns were raised about a dead tree near Bohmann hill, noting previous discussions with Tess and the urgency due to thawing ground conditions. Glasbrenner confirmed the issue is still active on their list and noted complications due to Frontier's work in the area. Attempts were made to access the tree using city and utility bucket trucks, but terrain prevented access. Glasbrenner plans to discuss alternatives with Scott Gald, including hiring a service or using a four-wheel drive lift.
- A brief discussion took place regarding a potential volunteer initiative concerning the memorial tree program. Council member Fruit expressed an interest in helping with and providing inventory support (e.g., mapping park bench placements and tree dedication posts). The item was tabled for further discussion.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, April 17th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by Fruit. Motion carried by voice vote. The meeting adjourned at 6:47 PM.

Minutes recorded by Darcy Perkins.