



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

THURSDAY, OCTOBER 17, 2024 AT 5:15 PM

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

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**CALL TO ORDER** The meeting was called to order at 5:17 PM. Members present: Melby, Fruit, and Walters. The meeting was properly noticed.

**APPROVAL OF MINUTES** Motion by Fruit to approve the September 12, 2024 meeting minutes, seconded by Walters. Motion carried unanimously by voice vote.

**APPROVAL OF BILLS** The Committee reviewed the bills as presented; Motion by Melby to approve the presented bills, seconded by Fruit. Motion carried unanimously by voice vote.

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

**STREETS**

The flood canal and Central St. retention area was cleaned and all dike inlet maintenance performed to prepare for the annual inspection on 10/16/24. All remaining crosswalk paintings have been completed and paint machines are winterized and stored. Leaf collection began on Monday 10/14/24. The preparation for overlays, including sweeping/cleaning, started 10/7/24. Street overlays started 10/14 and to be completed by Thursday 10/17. In addition to the scheduled brush week, 1-2 days/week were spent collecting brush and yard waste. A new leaf collection box was constructed and is now in use with our new leaf vac; it was fitted into our 2017 Ford F-450 dump truck. The water fountains on Court Street have been permanently removed. There was a watermain break in Alison Park resulting in a need for blacktop removal, clean up and replacement.

**BUILDINGS AND GROUNDS (B&G)**

B&Gs Lead Spencer Reed has left City employment as of 10/25/2024. Some seasonal workers will continue to assist B&Gs as needed. With mowing season ending, the crew’s focus will be shifting to snow removal, collecting tables/garbage cans, interior building maintenance and reorganization of the cold storage shed. The Bobcat tractor was repaired by Jay’s Ag & Turf. Following the repair, approximately 20 hours have been put on the tractor without issue. The crew will be collaborating with Parks & Recreation staff to set up Krouskop Park for the Trick or Treat Trail Halloween event and planning for an Ice Rink. There will be a Parks Closure on October 15<sup>th</sup> to empty water lines and remove water fountains.

**AIRPORT**

The airport funding resolution will be considered at the November 12th Council Meeting following a public hearing. This will give access to annual allotments for capital improvements cumulatively totaling approximately \$952,000. Repairs to the runway light system and windsock replacement are planned. Approximately 2,700 lineal feet of the runway is experiencing joint issues which repair costs are estimated to be \$40,000-\$60,000. The outdoor water supply has been shut off for the winter. Exploring the viability of assigning an employee to the airport one to two days per week.

**CEMETERY**

Burials have slowed but interest in available plots by the public has risen. The water supply has been shut off and lines drained.

**FORESTRY**

Boulevard tree cutting letters were mailed with private tree cutting letters soon to follow. The Tree Board meeting is set for January 22nd at 5:00 pm; the public will have the opportunity to contest private tree cutting at this meeting. Boulevard tree cutting is expected to start in January.

**DISCUSSION OF POSSIBLE ACTION ITEMS**

**PURCHASE OF AIRPORT RUNWAY BROOM:** The existing brush for the 14-foot runway broom has worn out and requires replacement. The broom is essential for snow removal on the runway. A new broom can be purchased from



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the original manufacturer, M.B. Companies for \$2085.79 plus shipping. Motion to recommend to the Finance Committee the purchase of a runway broom brush for \$2085.79 plus shipping using either Unallocated Contingency or underutilized Capital Outlay funding. Motion by Melby; second by Walters. Motion carried unanimously by voice vote.

CITY MEMORIAL TREE PROGRAM: Due to the challenges of deferred maintenance and concerns regarding increasing maintenance obligations, DPW Glasbrenner requested a moratorium. During the moratorium, an analysis of the program and future planning will be conducted. Motion to suspend the City Memorial Tree Program with an annual check-in and coordination with the Tree Board. Motion by Walters; second by Melby. Motion carried unanimously by voice vote.

CONTRIBUTION TO ROTARY LIGHTS PROGRAM: DPW Glasbrenner provided a report of the annual in-kind donations made to the Rotary Lights program by the Public Works Department. Annual in-kind Public Works Department donations vary from \$1500 to \$3000. The Public Works Department has also previously paid to sponsor a tree. Utility Manager Glad also informed the Committee of the in-kind donations made by Utility departments. The committee recommended that DPW Glasbrenner speak to Rotarian Keith Behling regarding the City receiving a tree in exchange for their in-kind donations.

**DISCUSSION ITEMS ONLY**

DEFERRED ROAD MAINTENANCE: DPW Glasbrenner identified several roads in need of significant repair and requested an estimate from MSA. Andy Zimmer from MSA provided itemized estimates of probable costs for Sunny Ln, Hillside Dr, Emelia St, Lincoln St, and Ithaca Rd trailhead. DPW Glasbrenner provided information on standard road maintenance, expected life expectancy, and the need to significantly increase the roadways budget. Public Works is waiting for a quote for engineering consulting services to assist in thoroughly updating the Wisconsin Information System for Local Roads (WISLR) - Pavement Surface Evaluation and Rating System (PASER). It was noted that the Finance Committee has been evaluating the budget each year for a potential increase in allocations to road repair/maintenance. DPW Glasbrenner will continue to analyze data and work in conjunction with the Utilities.

SOUTH JEFFERSON PARKING LOT REVIEW: DPW Glasbrenner reported the condition of the Jefferson parking lot was poor and in need of full reconstruction. In 2019, Vierbicher provided an estimate for full reconstruction with a total cost of \$118,569. They now estimate the project will cost 20% more. Due to rising costs and potential redevelopment in the area, DPW Glasbrenner recommended delaying reconstruction. Committee member Walters cautioned against delayed action and requested alternative options to a full reconstruction. DPW Glasbrenner to report back with more information about alternatives to a full reconstruction. Fire Chief Gald noted the Richland Center Fire Department received a grant to pave the L-shaped parking area around the station and questioned if both projects could be completed at the same time which may result in cost savings.

DISCUSSION ON CITY OWNED AND-MAINTENANCE OF LANDSCAPING BEDS AND LAWN MOWING PROTOCOLS: DPW Glasbrenner presented changes to the mowing operations at the intersection of Highway 80 and Highway 14. Currently around 2.5 acres are mowed. With the mowing pattern presented, mowing is reduced to 1-2 width cuts for walking paths and a picnic patch. The estimated mowing time will be reduced from 5 hours to 30 minutes. Areas that will no longer be mowed will be transitioned to prairie grass and wildflowers. DPW Glasbrenner will continue to evaluate areas to reduce mowing operations and provide an informational report to Council upon completion.

CEMETERY GIS SYSTEM: Project nearing completion and will be presented at the next Council meeting.



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SPLASH PAD SHELTER CONCEPT: The Rotary has offered to donate a post and beam shade structure requiring a concrete pad to be installed. Bids for the concrete work came back higher than expected. DPW Glasbrenner expressed concern regarding increasing maintenance obligations with a new shelter. In the original conceptual plans for the aquatic facility, sail shades were planned for the same purpose. The sail shades require less maintenance and are at a reduced cost. The Committee recommended the installation of sail shades rather than erecting a permanent structure. DPW Glasbrenner to discuss the Committee's recommendation with the Rotary and Parks and Recreation Director.

MANAGEMENT OF PUBLIC RIGHT OF WAYS: All cutting in the right of ways requires a permit by number of bore and hand holes DPW Glasbrenner advised of Frontier's current fiber project resulting in permit fees of nearly \$6,000. Frontier has no identified plan to cross the Pine River and NRCS should be involved if boring through the dike. DPW Glasbrenner will request a performance bond from Frontier.

### **REPORTS, REQUESTS, AND CONCERNS**

Fruit expressed concern for snowmobilers using the paved part of the bike path. Melby expressed concern for cars parking too closely or within the crosswalk at Sheldon & Seminary. Walters expressed appreciation for the resurfacing of Hillside Dr but requested the end to be leveled to address the drop off created by the overlay.

**SET NEXT MEETING DATE** The next meeting was scheduled for Thursday, November 21<sup>st</sup> at 5:15PM. For November and December, the meeting date will be changed to the 3rd Thursday of the month and dates for 2025 will be reviewed at the December meeting.

**ADJOURNMENT** Motion to adjourn by Melby, seconded by Fruit. Motion carried unanimously by voice vote. The meeting adjourned at 7:45 PM.

*Minutes recorded by Melony Walters*