



OFFICIAL PUBLIC NOTICE

MEETING OF THE PUBLIC WORKS COMMITTEE

THURSDAY, JULY 16, 2026 AT 5:30 PM

COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

CALL TO ORDER The meeting was called to order at ~ 5:30PM. Members present: Chair – Rachel Schultz, Chris Jarvis, Frank Hoffman. Members absent: None. Also present was Director of Public Works - Jasen Glasbrenner. Glasbrenner affirmed proper meeting notice.

APPROVAL OF AGENDA - Motion by Jarvis to approve July 16, 2026, meeting agenda. Seconded by Hoffman. Motion carried 3-0 by voice vote.

APPROVAL OF MINUTES

1. *Motion by Hoffman to waive the reading and approve the May 21, 2026 meeting minutes as presented. Seconded by Jarvis. Motion carried 3-0 by voice vote.*

MONTHLY BUDGET OVERVIEW

2. Monthly Budget Overview – Presented by DPW Glasbrenner

APPROVAL OF BILLS

3. The bills from 05/22/2026-07/16/2026 were presented totaling \$200,210.62. *Motion by Jarvis to forward the Payment Approval Report to the Common Council. Seconded by Hoffman. Motion carried 3-0 by voice vote.*

PUBLIC WORKS DIRECTOR'S REPORT

4. Public Works Director's Report - Presented by DPW Glasbrenner
 - **Airport:** Continued work on Airport Master Planning process; Camera monitoring system upgrade; Secured a short-term summer lease on the hay ground in lieu of brush-hog mowing.
 - **Buildings & Grounds:** Substantial weed and grass trimming control efforts underway; new wood chips being placed in playground and tree areas as time allows; sunshade pillars built and structure assembled; concrete slab completed; new Ventrac commercial, all-terrain mower delivered; significant movement of picnic tables and garbage cans to support events; shelter rentals remain busy, requiring regular trash removal; consistent maintenance repairs at facilities.
 - **Cemetery:** 5 traditional and 8 cremation burials completed with one traditional and one cremation burial scheduled in the coming weeks; two lots sold; addressing continued public inquiries for stone location marking and cemetery information.
 - **Forestry:** Tess completed CTMI training; storm-related limb damage addressed on several trees; and stump removals are ongoing.
 - **Streets:** Blacktop patching has used nearly all of the line-item budget; continued preventive maintenance on equipment in both shops; repaired kayak landing at Old Mill Pond Park; storm damage repairs to minor streets; street sweeping; brush pickup; mowing operations; dike storm water channel maintenance consists of approximately 80 hours logged to date with an estimated 300+ hours for crack sealing, tree/brush removal, spillway work; confined spaces training completed by the full Robb Shop crew; landfill brush drop-off area remains busy (approx. 5 hrs/week); landfill mowing to begin next week using a rented tractor.
 - **DPW Notes:** Continued coordination on Stori Field and UW Campus redevelopment; HUD Community Project Funding grant scope work - City Master Plan/DOT/Traffic Impact/Wetland review; Capital outlay project work continuing - Congress St. storm channel bridge, UTV, dike lights, ball field lights, city fire alarm system; Jefferson parking lot project plan development continuing with Vierbicher. Safe Step Sidewalk program still in development for future Public Works Committee consideration; continued review and approval of Public Works permits (sidewalks, ROW cuts, temporary ROW use); Ongoing GIS system development; landfill area repair planning; 2027 budget development, including capital

improvement needs on Church St./Peebles Drive and DOT coordination on Hwy 80/14; Clarifications around boulevard tree clearance responsibilities of city vs. citizen; PW Department is short-staffed - one new hire resigned after one day, one employee out on a non-work-related medical leave; LTE position posted; considering a fee structure for event rentals of picnic tables and garbage cans.

DISCUSSION AND ACTION ITEMS

5. **Consider Naming Proposal Application:** Discussion surrounding donation of a park bench for the cemetery by Richland County Right to Life along with a recognition / naming placard. Concern was raised regarding long term maintenance and deferred maintenance in the city and the potential for conflict around naming and controversial or divisive topics. Further legal review was requested in addition to research on cemetery ordinances. Also, the Memorial Bench and Tree Program for parks is still suspended pending further review. *Motion by Hoffman to table for future consideration. Seconded by Jarvis. Motion carried 3-0 by voice vote.*
6. **Airport Fuel Pricing Resolution:** *Motion by Hoffman to approve the Resolution Authorizing the Director of Public Works and City Administrator to Establish and Adjust Aviation Fuel Prices at the Richland Center Municipal Airport (93C). Seconded by Jarvis. Motion carried 3-0 by voice vote.*
7. **Airport Fuel Purchase:** Discussion - The emergency purchase provision had to be used due to delivery scheduling complication arising out of shared fuel loads with other neighboring airports. This did not allow for full approval by the Budget Committee and Common Council. *Motion by Jarvis to approve the aviation fuel purchase from Arrow Fuel Services and take delivery on July 17, Seconded by Schultz. Motion carried 3-0 by voice vote.*

REPORTS, REQUESTS, CONCERNS

Hoffman: Ordinance enforcement

Jarvis: Snow removal policy, Concerns List

Schultz: Nothing

Staff: Nothing

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, August 20 at 5:30 pm

ADJOURNMENT Motion to adjourn by Schultz, seconded by Hoffman. Motion carried 3-0 by voice vote.
The meeting adjourned at ≈ 7:20 PM.

Minutes recorded by Jasen Glasbrenner.