

Public Works Monthly Report

For the Months of May & June 2025

7/17/2025

Streets

- All major storm drains/collection spots cleaned of all debris.
- String trimming of tall weeds in the downtown area. Used the street sweeper to clean the curb line of all debris after. Sprayed weed killer to prevent growth.
- Replaced a couple sections of sidewalk that were cracked during tree removal. At the same time assisted Electric department concreting in areas where they placed new poles.
- Weed Spraying continues.
- Crack sealing continues in the AM hours of the day. Generally, until lunch break.
- Brush collection continues to be on weekly demand. One or two days a week.
- Starting prep work for the streets marked for the upcoming chip seal project.
- Mowing operations along roadsides and bike trail completed.
- Necessary supplies for painting parking stalls and crosswalks have arrived. Anticipating the start of this to be the third week of July.
- We are looking at scheduling the road prep that is necessary before doing the Chip Sealing. Chip sealing is expected in August.
- Assisting the Buildings & Grounds team with weekly airport mowing.

Buildings & Grounds

- Successfully supported Taste of the Hills, Thunderfest, and a 29-team youth softball and baseball tournament that attracted over 900 attendees. Responsibilities included site prep, equipment setup, and cleanup.
- The crew continues to support Parks & Recreation Director Jodi Mieden with ongoing needs at the aquatic center.
- Graffiti under the Pine River Bridge and in North Park was removed by the County in early May.
- In response to resident concerns, a board to block rabbit access under the back fence at Old Millpond Park has been installed.
- Replaced missing swing seats at Krouskop Park.
- Simpson completed frame warranty repairs on the Dixie Chopper mower; unit returned to service on June 27.
- City removed birdhouses to allow Clint Hagg to install a sparrow hawk nesting box near Hwy 14 & 80.
- Dike Trail abandoned appliance cleanup completed.
- Relisted the Buildings & Grounds Crew Lead position; currently accepting applications with interviews anticipated to begin as soon as possible.

Public Works Monthly Report

For the Months of May & June 2025

7/17/2025

- Seasonal staffing update: Two teen staff and three adult staff have concluded their employment for various reasons. The current team consists of 2 teen seasonal crew members, 3 adult seasonal crew members and 3 full time adult crew members.
- We have hired a mowing company to mow 5 areas on a week by week basis (Remote Control Airplane Strip, Bowens Cemetery, Dog Park, Lions Park, Bowens Mill Kayak Landing). We have also hired them to do some string trimming in the Cemetery.

Airport

- The Airport Master Plan and the 2026 Runway Crack Repair Project are both progressing as scheduled. The FAA has allocated \$429,567 to Richland Airport 93C through the FY25 Airport Infrastructure Grant (AIG) Program. The funding supports the development of the airport's master plan study.
- Streets Crew continues to perform mowing at the airport.
- New pages have been added to the airport visitor log located inside the terminal building.
- Runway lighting repairs were completed by Scotty Wallace, addressing several non-functioning lights, including a tipped-over unit. Three remaining lights are scheduled for future repair.

Cemetery

- Two full burials, one of which was dug by Carl Haugrud due to the holiday weekend and staff on vacation. He is willing to help in emergency situations.
- Several calls from monument companies to mark out stones.
- Most calls this month have been for information regarding available grave spaces and locates.
- Citizens are increasingly using the GIS mapping to find information. Amanda Keller has updated the city website to make the GIS more accessible as well as including a disclaimer that it is a work in progress and should not be solely relied upon for availability.
- A citizen complaint was addressed regarding a plot that had stones, mulch and shrubs placed over the plot. The plot owner has removed the items.
- Seasonal staff has continued to work on string trimming.
- Working on SOPs for cemetery operations.

Forestry

- Responded to several homeowner requests for advice regarding trees on their property.
- Utilities and Street Department assisted with limbing trees and removal of a hazardous tree.

Public Works Monthly Report

For the Months of May & June 2025

7/17/2025

- A few of the dead trees in the parks were removed.
- Approved planting of one boulevard tree by a homeowner. They submitted the appropriate permit and purchased and planted a tree from the DNR recommended tree list.
- Tree Cutter license renewals were due June 30th. Most of last year's tree cutter's reapplied and were approved. The new list has been posted to the website.
- Tree Board Meeting to take place on 7/23 at 5:00 PM.

Director Notes:

- In the absence of a Buildings and Grounds team lead, the DPW and the Zoning Administrator are taking active and direct management of the Buildings and Grounds Team for substantial reorganization.
- Mayor, Ashly and I met with Mick Cosgrove and Sheila Troxel regarding further aquatic center donation for a new slide. We expressed concern over Aquatic Center maintenance and the city's inability to support any further donations towards the expansion of the aquatic center amenities.
- Cemetery Cost of Maintenance – 120 hours per week
 - We have tracked just string trimming at around 80 hrs – Depends on the trimming technique used as to how frequent you have to repeat the process.
- Hwy 14 retaining wall
- Bobcat tractor issues – Trying to work with Bobcat direct. LS tractor still out of service.
- 2017 Ferris is in for motor replacement.
- Standard Department Hours discussion will be a Personnel Meeting on Monday
- Unable to get to overgrown yards in the City. Working on ordinance update that would handle this through tickets that would be issued.
- We are contemplating changing the service offered by the City in the cemetery and no longer offering grave digging services directly through our staff. Perhaps subcontract the services out.
- We are anticipating that we will bring an agenda item to the committee at the next meeting to request formal discussion on changing city ordinance on management and oversight of park grounds. The current ordinance does not provide clear order that matches the reality of maintenance and management and splits similar tasks between Public Works and the Park Board.