



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, MARCH 19, 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 5:32 PM. Members present: Fruit, Schultz, Walters. Also present were Director of Public Works Jasen Glasbrenner and Municipal Services Specialist Darcy Perkins. Perkins affirmed the meeting was properly noticed.

APPROVAL OF MINUTES *Motion by Schultz to approve the February 19, 2026 meeting minutes as presented. Seconded by Walters. Motion carried unanimously by voice vote.*

APPROVAL OF BILLS The bills from 2/19/2026-3/19/2026 were presented totaling \$20,532.41. *Motion by Walters to forward the Public Works Payment Approval Report to the Finance Committee. Seconded by Schultz. Motion carried unanimously by voice vote.*

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: BOA grant re-engaged for runway crack repair and striping; project active, with contractor to be procured by BOA.
- Buildings & Grounds: Ongoing maintenance and repairs; weather-dependent responsiveness noted.
- Streets: Sunken manhole repair planned (concrete/structure rebuild); targeting upcoming favorable weather; potential traffic control or closure coordination with DOT.
- DPW Report: Seasonal hiring expected to be challenging; outlay budget finalized; continued cost-saving efforts (notably ~30%+ reduction in porta potty contract with added ADA units).
- Personnel: Committee supported creation of a part-time/seasonal custodial position to improve efficiency and reallocate staff time toward maintenance priorities.
- Solid Waste / Large Item Pickup: Monthly pickup begins mid-April; increased public education needed on new limitations; enforcement and communication strategies in development. Transfer station closure (Lone Rock) requires updated public messaging.

DISCUSSION AND ACTION ITEMS

Consider Agreement for Annual Contracted Mowing Services

Staff presented a 2026 contracted mowing agreement following successful use in 2025 to address seasonal staffing constraints. An RFB yielded multiple bids; staff recommended the lowest responsible bidder, Gary’s Lawn Care LLC, based on cost and prior performance. Scope and cost will adjust based on budget and staffing. Discussion included transparency regarding the selected contractor’s familial relationship to the Assistant Director of Public Works; the Committee acknowledged the relationship and supported the competitive bid process.

Motion by Schultz to support entering into a 2026 Contracted Mowing Services Agreement with the lowest responsible bidder, Gary’s Lawn Care LLC, and to forward the item to the Common Council for consideration. Seconded by Walters. Motion carried unanimously by voice vote.

Consider Agreement for Warning System Annual Inspection & Preventative Maintenance

Staff presented the required annual inspection and preventative maintenance agreement for the City’s outdoor warning siren system. An informal RFB was issued to five vendors, with two responses received. Staff recommended a four-year agreement with Sheboygan Warning Systems LLC based on lower cost, no escalator clause, enhanced diagnostics, and positive references from comparable municipalities. Discussion noted this as the City’s first competitive procurement for this service and emphasized cost savings and reliability.

Motion by Walters to recommend to the Common Council the approval of a 4-Year Agreement for Warning System Annual Inspection & Biennial Preventative Maintenance with Sheboygan Warning Systems, LLC at a cost not to exceed \$12,500.00. Seconded by Schultz. Motion carried unanimously by voice vote.



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, MARCH 19, 2026 AT 5:30 PM

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

Consider Sale of Surplus Equipment

Staff presented a list of equipment identified as surplus due to age, redundancy, or limited use, with intent to sell via Wisconsin Surplus and apply proceeds toward capital outlay needs. The LaRue snowblower was removed from the list pending further evaluation. Discussion focused on fleet right-sizing, operational efficiency, and ensuring equipment decisions are based on need rather than funding replacement purchases. Staff outlined ongoing efforts to modernize equipment, reduce CDL requirements, and improve utilization.

Motion by Schultz to recommend to the Finance Committee the approval of the sale of surplus equipment as amended. Seconded by Walters. Motion carried unanimously by voice vote.

REPORTS, REQUESTS, AND CONCERNS

- Committee members expressed appreciation for Public Works staff efforts during recent snow events, recognizing strong performance despite operational challenges and public criticism. Staff acknowledged feedback and noted ongoing efforts to refine snow removal operations and improve service.
- Committee members expressed appreciation for Public Works staff efforts during recent snow events, recognizing strong performance despite operational challenges and public criticism. Staff acknowledged feedback and noted ongoing efforts to refine snow removal operations and improve service.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, April 23rd at 5:30 PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by Schultz. Motion carried unanimously by voice vote. The meeting adjourned at 6:51 PM.

Minutes recorded by Darcy Perkins.