



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, SEPTEMBER 18, 2025 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 5:30 PM. Members present: Fruit, Walters, Schultz. Also present were Director of Public Works Jasen Glasbrenner and Municipal Services Specialist Darcy Perkins. The meeting was properly noticed.

APPROVAL OF MINUTES Motion by Walters to approve the August 21, 2025 meeting minutes as presented. Seconded by Schultz. Motion carried unanimously by voice vote.

APPROVAL OF BILLS The bills from 8/22/2025-9/18/2025 were presented totaling \$107,893.77. Motion by Schultz to forward the Public Works Payment Approval Report to the Finance Committee. Seconded by Walters. Motion carried unanimously by voice vote.

DISCUSSION AND ACTION ITEMS

Preliminary Discussion on Possible Driveway or Street from Hive Drive

The City Administrator shared that the County has \$100,000 in grant funds and is seeking City feedback on a proposed access from Hive Drive to the Symons campus. The goal is to add a third, flood-resilient access point. Options include a private driveway or a full street built to City standards. The committee noted a full street may be appropriate only if tied to future housing development; without that commitment, concerns were raised about creating a “road to nowhere.” Safety issues were also discussed, especially increased student foot traffic across Hive Drive. While a driveway wouldn’t require sidewalks, mitigation measures would still be needed.

No action was taken; the City will await further details on the County’s long-term plans.

Emergency Purchase Notification – Court & Church Street Parking Lot Project

This item served as a follow-up to a previously approved emergency purchase for the Court and Cherry Street parking lot project. The first layer of asphalt has been installed, and the project is progressing as planned. The final invoice totaled \$11,108—slightly above the initial estimate but still within the scope of the original emergency authorization.

No further action was required; the update was provided to close the loop.

MSA Street Inventory & Pavement Rating Services Proposal

A proposal from MSA Professional Services was presented for a comprehensive street inventory and pavement rating. This service is required every two years for the city to maintain eligibility for General Transportation Aid (GTA). While done in-house previously, the city’s use of the state-authorized WISLR software has not been kept up to date. The proposal includes MSA re-rating all 30 miles of city roads, providing staff training, and resetting the software to enable better planning for future road maintenance.

Motion by Schultz to recommend to the Finance Committee to approve the MSA Professional Services Agreement for 2025 pavement rating and street inventory services at a cost not to exceed \$5,000. Seconded by Walters. Motion carried unanimously by voice vote.

SWWRPC Cemetery GIS System Correction Proposal

A proposal was discussed from the Southwest Wisconsin Regional Planning Commission to correct discrepancies in the cemetery’s GIS mapping. An issue was identified where the digital map and spreadsheet data did not accurately reflect the physical layout, affecting about 1,000 plots with missing or conflicting information from an incomplete data import. The proposed work will fix alignment and spacing issues for a lump sum of \$1,000 to be paid from unallocated contingency.

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Motion by Fruit to recommend to the Finance Committee to approve the expenditure of \$1,000 for the Cemetery GIS System correction work from unallocated contingency. Seconded by Schultz. Motion carried unanimously by voice vote.

7. Vierbicher Pine River Dike Annual Inspection Proposal

The committee reviewed a proposal from Vierbicher to perform the required 2025 annual inspection of the Pine River Dike system. This is a recurring, budgeted service.

Motion by Walters to recommend to the Finance Committee to approve the 2025 Vierbicher Pine River Dike Annual Inspection Proposal at a cost not to exceed \$3,000. Seconded by Schultz. Motion carried unanimously by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Master planning and runway resurfacing projects continue in coordination with available funding.
- Buildings & Grounds: Staff registered for Certified Pool Operator training; demoing equipment to replace aging tractors. A \$35,000 aquatic center slide repair quote is being factored into budget planning.
- Cemetery: Three cremations completed and one plot sold. An unmarked 1800s grave was found during a burial; per direction from authorities, remains were respectfully reburied nearby.
- Forestry: Ongoing maintenance of boulevard trees.
- Streets: Chip sealing completed Sept. 9 with excellent results. Crews are painting curbs, sourcing parts for repairs, and patching utility cutouts.
- Departmental: Fire Station lot delays noted. All employee evaluations completed. 2026 budget development underway. Public concerns regarding dike maintenance addressed; mowing follows NRCS and engineer guidance, not a lawn-care standard.

REPORTS, REQUESTS, AND CONCERNS

Walters:

- Confirmed a broken board on the footbridge was repaired.
- Raised concerns about rough boards on the 4th Street spillway bridge and a tree on private property at Sunset and Highway 80 impeding traffic views.
- Commended the Street Crew for their excellent painting work downtown.

Schultz:

- Asked for an update on a potential land sale on Ithaca Road; there have been no recent updates from the interested party.

Fruit:

- Praised the recently completed chip seal work.
- Raised ongoing safety concerns about high traffic speeds at the intersection of Church and Court, where a flexible safety sign has been destroyed for a fifth time. The director will bring the issue to Chief Jones to be explored further at the Public Safety Committee.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, October 16th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Schultz, seconded by Walters. Motion carried by voice vote. The meeting adjourned at 6:49 PM.

Minutes recorded by Darcy Perkins.