



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, MAY 15, 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 Schultz to approve the April 22, 2025 meeting minutes. Seconded by Walters. Motion carried by voice vote.

APPROVAL OF BILLS The bills from 4/16/2025-5/14/2025 were presented totaling \$65,573.02. Motion by Walters to approve the bills except for \$75.00 Computer Doctors LLC “council laptop work” which was removed due to improper coding. Seconded by Schultz. Motion carried by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Streets
 - Streets crew successfully repaired and restored functionality to the crack sealer machine; performance significantly improved.
 - Crews are moving quickly through crack sealing routes, with full streets already completed.
 - Street staff are also assisting with brush collection and have taken on mowing duties at the airport due to current workload pressure.
 - Strong collaboration noted between Streets and Buildings & Grounds crews.
- Buildings & Grounds
 - Staffing remains tight with only four employees; seasonal help has not yet started.
 - Streets crew has supplemented B&G efforts, with up to 10 staff working at the cemetery for weed trimming.
 - Support provided to Parks & Recreation for aquatic center prep; deep cleaning performed for first time since original construction.
 - Labor tracking report in development to document time and effort spent on aquatic center maintenance.
 - Water has been turned on; some broken lines due to possible incomplete winterization.
 - Mowing practices under review; continued efforts to streamline operations and reduce inefficiencies.
- Airport
 - Ongoing work on the master plan and 2026 crack repair project.
 - Limited maintenance was completed due to staffing and time constraints.
- Cemetery
 - Weed trimming demands significant labor; exploring the cost of outsourcing cemetery maintenance for budget planning.
- Director Notes
 - Ongoing coordination with Frontier on legacy ductwork issues affecting street repairs; ducts collapsed under roads due to age.
 - Eighth Street Project final repairs are underway (curb, sidewalk, and seeding).
 - **American Flag Display Project** – Flags will be placed at approx. 53 downtown locations (same as flower baskets). Chamber of Commerce will fund flags; treated as in-kind donation.



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- **Trail Signage Updates** – Pine River Trail and Otto Bellman Trail signage updated to reflect correct historical names. Dedication signs for Darla Wentz and Otto Bellman finalized; signs will match city branding. Signs coordinated through B&L Signs.
- **North Park Dugouts** – Roof replacements underway for North Park dugouts used by youth softball/baseball. Two dugouts rebuilt with white steel roofing, replacing deteriorating shingle roofs; coordinated with high school industrial arts team.
- **Fire Alarm Systems** – City Hall fire system needs replacement; quote received for approx. \$8,000. Community Center system likely also due for replacement; inspection pending. No current budget allocation; item flagged for future budget discussion.
- **Smoke-Free Parks Signage** – Request received to increase signage supporting the smoke-free ordinance. Staff concerns include visual clutter, branding consistency, and enforcement feasibility. Committee discussed alternative methods including adding “no smoking” notice to park shelter rental agreements and limiting signage to park entrances or existing rule boards. Staff will conduct park signage review; potential agenda item for next meeting.

DISCUSSION OF POSSIBLE ACTION ITEMS

4. Removal of High Caster Booth & Scoreboard in Krouskop Park

Glasbrenner provided an overview of the deteriorating condition of the high-caster booth and nonfunctional scoreboard, citing safety and maintenance concerns. The structures will be removed by City crews with assistance from the utility department. Staff will notify Richland County Bank regarding signage removal and follow up with Police Chief Billy Jones concerning the Crime Stoppers sign. Motion by Walters to approve the removal of the high caster booth & scoreboard in Krouskop Park. Seconded by Schultz. Motion carried unanimously.

5. Sale of 2006 Case IH Tractor

Staff recommended the sale of a 2006 Case IH tractor (approx. 1,410 hours) that is unused and has recently been repaired. The estimated value was discussed, but no reserve price was set in motion to allow flexibility. The listing is to occur via Wisconsin Surplus. Motion by Schultz to recommend to the Finance Committee the approval of the sale of the 2006 Case IH Tractor. Seconded by Walters. Motion carried unanimously.

6. Sale of 2016 Ford Explorer Interceptor

Staff recommended the sale of a 2016 Ford Explorer Interceptor that has known transmission and electrical issues. A functioning replacement has been provided by the Police Department. The listing is to occur via Wisconsin Surplus. Motion by Walters to recommend to the Finance Committee the approval of the sale of the 2016 Ford Explorer Interceptor. Seconded by Schultz. Motion carried unanimously.

REPORTS, REQUESTS, AND CONCERNS

Walters:

- Utility staff raised concerns about Frontier’s use of bike trail ROWs; Walters noted permits were properly reviewed and fees collected.
- Utility locates have increased significantly due to Frontier work; coordination ongoing through regular City-Utility meetings.
- Discussion held on need for multi-year project planning; current efforts limited by budget constraints. Staff are developing a prioritized project list based on Utility input.
- Utility Commission approved purchase of a new trencher (fully funded by Electric Utility); available for use by other City departments.



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Fruit:

- Expressed concern over rummage and advertisement signs improperly affixed to utility poles and streetlights, noting safety and maintenance issues. Recommended public reminders (e.g., Facebook, radio) encouraging proper placement in boulevards only. Staff acknowledged ordinance inconsistencies and noted enforcement procedures are under review.
- Commended the prompt installation of pedestrian signage at the Church & Court intersection.
- Recognized utility staff (JJ) for professionalism and positive representation during recent Frontier utility marking efforts.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, June 19th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Schultz, seconded by Walters. Motion carried by voice vote. The meeting adjourned at 6:44 PM.

Minutes recorded by Darcy Perkins.