



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, JANUARY 15, 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 5:30 PM. Members present: Fruit, Schultz. Members absent: Walters. Also present were Director of Public Works Jasen Glasbrenner, Assistant DPW Matt Williams, and Municipal Services Specialist Darcy Perkins. The meeting was properly noticed.

APPROVAL OF MINUTES Motion by Schultz to approve the November 20, 2025 meeting minutes as presented. Seconded by Fruit. Motion carried 2-0 by voice vote.

APPROVAL OF BILLS The bills from 11/20/2025-01/15/2026 were presented totaling \$119,055.25. Motion by Schultz to forward the Public Works Payment Approval Report to the Finance Committee. Seconded by Fruit. Motion carried 2-0 by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Coordination on master plan pending grant award; lease and rental rate updates effective Jan. 1; monitoring system/antenna ordered.
- Buildings & Grounds: Snow removal ongoing; Finley Hamblin hired as third full-time crew member (start date Jan. 10); trailhead signage prep underway; Rotary Lights teardown coordinated.
- Streets: Snow procedures refined; salt reduction measures in place; landfill closure outreach in progress; 2025 PASER ratings completed with MSA; Jesse Jensen transferred from B&Gs; Christmas tree pickup ongoing; furnace maintenance completed and sign installs pending Diggers Hotline clearance.
- Cemetery: Two burials completed; no frost issues reported.
- Forestry: Tree City USA renewal in progress; Arbor Day event planned for April 22; winter cleanup ongoing along dikes, bridges, boulevards, and fields.
- DPW Report: Transitioning to a unified team model; Matt Williams promoted to Assistant DPW; cost-saving efforts (e.g., curb feelers, Badger tank purchases, Gale trailer refurbishment); improved communication (Rapid radios, joint staff meetings); asset sales to offset costs; upcoming capital equipment planning and potential fleet trade-ins to be presented to Council.

DISCUSSION AND ACTION ITEMS

MSA 2025 Street Rating Project Report

MSA completed the 2025 PACER street ratings in December, uploading results to WISLR. A windshield survey, GIS mapping, and photo documentation were conducted. Staff added 0.1 mile of GTA-eligible roadway (~\$400/year). The City’s 30-mile network includes 18.5 miles (62%) needing maintenance and 5.6 miles for capital work. The consultant presented a five-year prescriptive plan and budget scenarios. Under flat funding (\$150K/year), the backlog worsens; \$250K/year for four years would eliminate backlog and bring all segments to a condition rating of six or higher. Future focus would shift to maintenance. *No action taken.*

Award Landfill Monitoring Services Agreement

Staff recommended renewing landfill monitoring services with MiTech Services, Inc. for 2026. MiTech’s proposal totals \$10,605, reflecting a \$665 increase over last year due to updated DNR testing requirements. No new RFP was issued, as this is considered an ongoing professional service. MiTech cost remains below the second-lowest bidder from the prior year.

Motion by Schultz to recommend to the City Council to approve the execution of a landfill monitoring agreement with Mi-Tech Services Inc. at a cost not to exceed \$11,000.00. Seconded by Fruit. Motion carried 2-0 by voice vote.



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Consider Acceptance of a Non-Monetary Donation and Naming Proposal Application

The Committee reviewed a request from Southwest Partners and the Woodman Foundation to complete blacktopping of the trail segment between Wegner Auto and RC Middle School. The proposal included a non-monetary donation (construction funding and signage) and a naming request for the Dale Bender Community Wellness Trail. The trail project dates back to 2013, with prior grant efforts, land and easement donations, and partial improvements completed. The Woodman Foundation agreed to fund final surfacing contingent on naming the trail in honor of Dale Bender, citing his long-time public service. Signage will be provided and maintained by the donor.

The City's Naming and Branding Policy was followed; a completed application was submitted. Staff noted an existing maintenance agreement with the School District and discussed challenges related to winter access and trail encroachment. Future funding opportunities were noted.

Motion by Schultz to recommend forwarding the naming request for the "Dale Bender Community Wellness Trail" and acceptance of the proposed non-monetary donation facilitated by Sheila Troxel for trail blacktopping improvements to the Finance Committee and Common Council for consideration, in accordance with the City's adopted Naming & Branding Policy and SOP. Seconded by Fruit. Motion carried 2-0 by voice vote.

Private Use of Public Barricades

Staff outlined concerns with the informal practice of lending city barricades to private users without permits, agreements, or fees. Issues discussed included lack of inventory tracking, staff time and vehicle use, damaged or missing equipment, liability exposure, unrecovered costs associated with special events, and potential competition with private rental businesses. The Committee discussed balancing budget responsibility with community goodwill and differentiating between city-sponsored/permitted events and ad hoc private use. Options considered included tying barricade use to event permits, establishing a formal rental/fee structure, deposits and liability terms, and clearer policy guidance.

Motion by Schultz to direct staff to explore and present options for a formal barricade use policy and/or fee system for private, non-City-sponsored events. Seconded by Fruit. Motion carried 2-0 by voice vote.

An Ordinance Amending Chapter 321 Relating to Control of Weeds, Grasses and Brush

Staff presented a draft ordinance to repeal and recreate Chapter 321, improving clarity, enforcement, and consistency. Key revisions include: defined height standards, allowances for intentional natural landscapes, removal of the weed commissioner role, a citation forfeiture schedule, and a \$75 administrative abatement fee. Enforcement may now be initiated by designated agents of the City. Committee discussion addressed native plantings, No Mow May, and targeting of neglected or absentee properties.

Motion by Schultz to forward Ordinance 2026-___, amending Chapter 321 relating to control of weeds, grasses, and brush, to the Finance Committee for review and recommendation to the Common Council. Seconded by Fruit. Motion carried 2-0 by voice vote.

A Resolution Establishing the Forfeiture Schedule and Administrative Fee for Abatement of Weeds, Grasses and Brush

Staff presented a resolution to implement the forfeiture schedule and administrative abatement fee associated with the amended Chapter 321 ordinance. The resolution establishes the penalty structure and cost recovery mechanism for weed, grass, and brush abatement.

Motion by Fruit to forward Resolution 2026-___, establishing the forfeiture schedule and administrative fee for abatement of weeds, grasses and brush, to the Finance Committee for review and recommendation to the Common Council. Seconded by Schultz. Motion carried 2-0 by voice vote.



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An Ordinance Amending Chapter 606 Relating to Removal of Snow and Ice from Public Sidewalks

Staff presented a draft ordinance amending Chapter 606, simplifying enforcement and abatement procedures and establishing consistent penalties for repeated noncompliance. The ordinance maintains the existing 12-hour requirement for sidewalk snow and ice removal following snowfall and emphasizes public safety considerations. Staff noted the ordinance works in tandem with a related resolution establishing the forfeiture schedule and administrative fee.

Motion by Schultz to forward Ordinance 2026-___, amending Chapter 606 relating to removal of snow and ice from public sidewalks to the Finance Committee for review and recommendation to the Common Council. Seconded by Fruit. Motion carried 2-0 by voice vote.

A Resolution Establishing the Forfeiture Schedule and Administrative Fee for Sidewalk Snow and Ice Removal Violations

Staff presented a resolution to implement the forfeiture schedule and administrative abatement fee associated with the amended Chapter 606 ordinance. The resolution establishes the penalty structure and cost recovery mechanism for sidewalk snow and ice removal.

Motion by Fruit to forward Resolution 2026-___, establishing the forfeiture schedule and administrative fee for sidewalk snow and ice removal violations, to the Finance Committee for review and recommendation to the Common Council. Seconded by Schultz. Motion carried 2-0 by voice vote.

REPORTS, REQUESTS, AND CONCERNS

Committee members noted recent curb and pothole repairs and acknowledged upcoming patching work. No formal requests or additional items were raised.

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

ADJOURNMENT Motion to adjourn by Schultz, seconded by Fruit. Motion carried 2-0 by voice vote. The meeting adjourned at 7:31 PM.

Minutes recorded by Darcy Perkins.