



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

TUESDAY, APRIL 22, 2025 AT 4:45 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 4:45 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 March 20, 2025 meeting minutes. Seconded by Fruit. Motion carried by voice vote. Schultz abstained.

APPROVAL OF BILLS The bills from 3/21/2025-4/15/2025 were presented totaling \$36,972.97. Motion by Schultz to approve the bills as presented, seconded by Walters. Motion carried by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Streets
 - Obsolete items (e.g., air jackhammers, an old broom device from prior operations) were liquidated for \$1,749.
- Buildings & Grounds
 - Updates included a controlled burn, softball field upgrades and repair work, recovered bicycles (in collaboration with the police), and graffiti removal efforts.
- Airport
 - Ongoing planning, including servicing equipment (tractor and attachments) and reviewing maintenance issues on site.
- Cemetery
 - Issues with outdated records for burial plots were discussed; the need to consult with the City attorney regarding reversion of unclaimed plots was noted.
- Forestry
 - Actions have been taken on stump grinding and tree removals (e.g., at Bohmann); additional work on clearing brush and downed trees is planned.
- Director Notes
 - The RCYBS dugout donation is scheduled for presentation at a future council meeting.
 - Challenges with silted kayak landings have been identified; engineering planning and temporary solutions are in discussion.
 - Several items (including American flags donation for light poles, engine braking sign placement, DOT setback issues for Kwik Trip, and trailhead sign naming for the Pine River Trail) were raised as discussion topics needing further policy review before final action.
 - Discussion on American Flags Donation and Signage Policy - The Chamber has offered a non-cash donation of American flags with brackets to be mounted on light poles. Utility and other department input confirmed the installation is feasible; however, concerns were expressed regarding the frequency of changes (due to fading and potential replacement costs) and consistency with existing decorations. The need for a formal policy to govern the donation, maintenance, and replacement of municipal flags and banners was highlighted.
 - Discussion on Engine Braking Sign and DOT Setback - A proposal was reviewed regarding the installation of an engine braking sign near a city entrance. The discussion included DOT requirements, placement criteria, and associated costs (approximately \$200). Technical details on DOT setback requirements for the Kwik Trip driveway were discussed. It was noted that DOT has already implemented several improvements.
 - Discussion on Pine River Trailhead Signs and Naming Conventions - Concerns were raised that overly individualized names for each access point might confuse non-resident trail

users. Suggestions included simplifying the naming (e.g., “Pine River Recreational Trail Access 1, 2, ...”) to create clarity. The issue was recognized as needing a broader, policy-level decision rather than an ad-hoc committee action.

DISCUSSION OF POSSIBLE ACTION ITEMS

4. Richland Airport – QTPod Fuel System 5-Year Subscription Renewal

Glasbrenner presented a contract renewal regarding the QTPod Fuel System at Richland Airport. The report detailed the need to renew the five-year contract for the QT POD fuel system. The system, which allows pilots to fuel their planes via a credit card process, is budgeted at \$7,180 for the upcoming contract period. Motion by Walters to recommend to the Finance Committee and City Council the execution of a five-year contract renewal with QTPOD at a cost of \$7,180. Seconded by Schultz. Motion carried unanimously.

REPORTS, REQUESTS, AND CONCERNS

Fruit:

- A citizen’s request regarding the condition of sidewalks along Sheldon between Seminary was noted.
- Observations were made concerning recently installed cameras on Highway 80.
- Public Safety issues were raised at the intersection of Court and Church Streets, including traffic speed concerns and poor visibility due to improper parking.
- Issues with lighting at Krouskop Park were reported, including multiple transformer failures at North Park. The department is working towards an effective long-term replacement strategy.
- Recognition was given to the Public Works team for prompt street cleanup and tree removal efforts.
- Fruit followed up with Darcy Perkins regarding the Memorial Park Program. Staff confirmed the flash drive was reviewed and functioning. An updated list of existing memorials and approved locations will be emailed to begin identifying sites.

Walters:

- Walters inquired whether there is a timeline for overlaying the Pine River Trail. Director of Public Works and Crew Lead Joe Carstensen recently conducted a ride-through of the main trail and acknowledged existing surface issues. Public Works is currently in preliminary discussions with the seal coating company that last performed work on the trail. At this time, no formal plan or schedule has been established.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, May 15th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by Schultz. Motion carried by voice vote. The meeting adjourned at 5:57 PM.

Minutes recorded by Darcy Perkins.