



**MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE**

THURSDAY, DECEMBER 19, 2024 AT 5:15 PM

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

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**CALL TO ORDER** The meeting was called to order at 5:15 PM. Members present: Melby, Fruit, and Walters. The meeting was properly noticed.

**APPROVAL OF MINUTES** Motion by Fruit to approve the October 17, 2024 meeting minutes, with the change to sentence CONTRIBUTION TO ROTARY LIGHTS PROGRAM from “Glad” to “Gald”. Seconded by Walters. Motion carried unanimously by voice vote.

**APPROVAL OF BILLS** The Committee reviewed the bills as presented apart from Fillback Ford, Inc, Total Upfitters LLC and Simpson’s Tractor, Inc “Mower” Amendment. Motion by Melby to approve the presented bills, seconded by Walters. Motion carried unanimously.

**AGENDA AMENDMENT** Motion to amend the agenda due to inclement weather to move public comment before the discussion of possible action items and to move City Management of Veterans Memorial at City Hall to discussion item #4. Motion made by Walters, seconded by Melby. Motion carried unanimously by voice vote.

**PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER**

Streets:

- Melby requested an update on the heat in the maintenance bay not working. We are still waiting to get a quote for this.
- We partnered with City Utilities to share the cost for the purchase of a grapple fork attachment to be used with our skid-steers or toolcats.
- We purchased, picked up, and fitted the 2017 Ram 1-ton truck.

Buildings & Grounds:

- Director Glasbrenner extended an employment offer to an individual for the open Parks & Grounds Lead position. On 12/17 we received their acceptance of the offer. The start date will be around Jan. 20th, 2025. This will place the full-time staff level at four people.
- Pat and Tess expressed concern regarding past leadership.

Airport:

- Decided not to make the purchase on the Runway Broom. We have placed one of the Street Department trucks with a plow at the airport for the winter.
- The airport funding resolution has been completed with the BOA.
- We are actively working with the BOA on an airport runway repair project.

Cemetery:

- It was a quiet month with no cremations and one full burial as well as a small number of places located for headstone placement.
- Veteran’s flag order will be placed this week.
- The GIS map was approved and will be linked to the City website for the public to use. There are a few minor record keeping issues that still need to be corrected. Tess is doing research to resolve these issues and then the corrections will be given to Southwest regional planning as part of the ongoing maintenance of the mapping.

Forestry:



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- The Tree board meeting is January 22nd at 5:00 pm – public will have the opportunity to contest private tree cutting letters at this meeting. Tess is preparing a plan for dealing with letters not received and trees that have not been cut by due date.
- Cutting boulevard trees is expected to start sometime in January.
- Tree City renewal paperwork has been submitted.

#### Other Notes:

- Working toward equipment Inventory and data sheets.
- Working toward creating digital files for all equipment.
- Purchase of Wood Chipper to go to Finance Committee.
- Glasbrenner made the committee aware that Al Sherwood is requesting permission to modify his rented City airport hangar.
- Glasbrenner is requesting directions regarding a memorial bench/plaque program.
  - o Walters recommended working with the Parks Board to come up with a map with available spots to choose from.
- Truck Sale Update: Currently at \$31,100 with an auction close date.

#### DISCUSSION OF POSSIBLE ACTION ITEMS

##### 4. City Management of Veterans Memorial at City Hall

Motion to recommend to the Common Council transitioning the management of the memorial to the City.

Walters request to refer to City Attorney Michael Windle for further research. To be brought to the next PW meeting. Melby requests clarification regarding the budget line item for a Veteran’s Memorial carry-over fund. Walters explained that the City can restrict the budget item to be used strictly for this purpose.

Directive from the Committee to get attorney Windle involved and bring back at a later date.

##### 5. Sale of 2011 Zamboni 200 from Buildings & Grounds Equipment Fleet

Motion by Melby to recommend to the Finance Committee the approval of the sale of a 2011 Zamboni 200. Seconded by Walters. Motion carried unanimously.

##### 6. Sale of 2011 Ford F350 Truck from Buildings & Grounds Fleet

Motion by Fruit to recommend to the Finance Committee the approval of the sale of a 2011 Ford F350 Truck. Seconded by Melby. Motion carried unanimously.

##### 7. Approval of Cost Share for Airport Runway Repair

Motion by Melby to recommend to the Finance Committee the approval of the \$4,000 Sponsor commitment for the Richland Center Airport 2025 Crackseal Project. Seconded by Fruit. Motion carried unanimously.

#### PUBLIC COMMENT

Bob Bellman: Ask for a policy in place for a memorial plaque option in the parks.

##### Leonard Frye: City Management of Veterans Memorial at City Hall

Mr. Frye gave an overview of the history of the Veteran’s Memorial. He is requesting to turn over management of the memorial to the City. Their annual fundraiser Dance is scheduled for March 2, 2025.



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**REPORTS, REQUESTS, AND CONCERNS**

Fruit:

Regarding Bob Bellman's comment about the "plant a tree". We should work to create a policy to make a memorial program in the park.

Lincoln Street was advised of the MSA Study.

Compost and brush area; concern for employees. Is there some way we can designate an area separate for leaves, brush, etc.

Melby:

Regarding the memorial program plaques and benches, do we need to concern ourselves with this prior to Spring? We will discuss it again in February.

**SET NEXT MEETING DATE** Meetings will be scheduled on the third Thursday of each month moving forward. The next meeting was scheduled for Thursday, January 16<sup>th</sup> at 5:30 PM.

**ADJOURNMENT** Motion to adjourn by Walters, seconded by Fruit. Motion carried unanimously by voice vote. The meeting adjourned at 7:19 PM.

*Minutes recorded by Darcy Perkins.*