



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, SEPTEMBER 17, 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 5:33 PM. Members present: Schultz (Chair), Hoffman, Jarvis. Members absent: none. Also present were DPW Jasen Glasbrenner and MSS Darcy Perkins. Perkins affirmed the meeting was properly noticed.

APPROVAL OF AGENDA *Motion by Jarvis to approve the September 17, 2026, meeting agenda as presented. Seconded by Hoffman. Motion carried unanimously by voice vote.*

APPROVAL OF MINUTES *Motion by Hoffman to waive the reading and approve the August 20, 2026, minutes with minor spelling corrections. Seconded by Jarvis. Motion carried unanimously by voice vote.*

MONTHLY BUDGET OVERVIEW Staff reviewed year-to-date Public Works financials and clarified that preliminary 2027 figures were removed from the report. Wage and benefit allocations continue to be refined to better reflect actual departmental labor. Staff noted certain line items exceed budget due to planned equipment purchases, with surplus equipment sale proceeds available for reallocation if needed. Overall spending will be closely monitored through year-end. No action was taken.

APPROVAL OF BILLS The bills from 8/19/2026-9/16/2026 were presented totaling \$50,856.36. The Committee selected the vendor-based report format for future meetings. Discussion included leaf vacuum and Police Interceptor repairs, contracted mowing, and Republic Services charges.

Motion by Jarvis to forward the Public Works Payment Approval Report to the Common Council. Seconded by Hoffman. Motion carried unanimously by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Master planning continues. Runway lighting maintenance and approach-area tree concerns were discussed; both remain under coordination with appropriate contractors and the Bureau of Aeronautics.
- Buildings & Grounds: Seasonal mowing is wrapping up due to budget constraints. Aquatic Center shutdown/cleanup is underway.
- Cemetery: One traditional burial completed; two cremation burials scheduled; six plots sold.
- Forestry: Priority tree removals evaluated; boulevard tree ordinance work continues.
- Streets: Curb/crosswalk painting, dike wall caulking, brush collection, and pavement maintenance continue. New patch material was ordered for testing.
- DPW Report: Staff continue Stori Field, UW Campus redevelopment, Jefferson Parking Lot, capital improvement, 2027 budget, and ROW coordination. A high-priority storm sewer issue near Gage St./Hwy 80 resulted from DOT boring work; staff determined the affected line appears to be privately owned by Foremost. Verizon/Frontier coordination continues regarding outstanding infrastructure issues and ROW standards. Employee evaluations are underway, and the department remains short-staffed.

DISCUSSION AND ACTION ITEMS

Request by Brewer Public Library to Install Signage on City Property

Staff reviewed Brewer Public Library's request to replace its existing sign with an electronic message center on City-owned property. The Library will fund and coordinate removal, installation, and maintenance, with no anticipated City expense.

Motion by Jarvis to approve Brewer Public Library's request to install a sign on City property at no cost to the City. Seconded by Hoffman. Motion carried unanimously by voice vote.



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DISCUSSION ITEMS

2025 City Dike Inspection Report

The Committee reviewed the annual inspection report and current maintenance efforts, including crack sealing, sediment and vegetation removal, fence repairs, and planned brush/riprap work. Staff noted inspection items are prioritized based on condition, safety, available labor, and budget. The Committee requested a maintenance tracker documenting the inspection item, completed work, and outstanding needs. No action was taken.

2025 City Pavement Rating Study

Staff reviewed how PASER ratings guide street maintenance and capital planning. Current work prioritizes geographic efficiency while considering pavement condition and preventative maintenance opportunities. Staff continue compiling historical maintenance records and developing a long-term capital improvement plan. PASER ratings are updated as required by the State. Available transportation aid and Local Road Improvement Program funding were also discussed. No action was taken.

REPORTS, REQUESTS, AND CONCERNS

- Schultz: Requested ongoing reporting of Dike progress to be added to the Director's Report; requested continued follow-up regarding 798 N. Church St.; requested review of a fire-damaged property in the 600 block of N. Central Ave. for potential nuisance or safety concerns.
- Jarvis: Requested continued development of a long-term street capital improvement plan and regular progress reporting; requested a dike maintenance closeout tracker documenting progress on annual inspection items.
- Hoffman: Raised airport maintenance, capital planning, hangar demand, and airport camping ordinance considerations.

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

ADJOURNMENT Motion to adjourn by Hoffman, seconded by Schultz. Motion carried unanimously by voice vote. The meeting adjourned at 6:51 PM.

Minutes recorded by Darcy Perkins.