



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

THURSDAY, FEBRUARY 19, 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, Walters. Also present were Director of Public Works Jasen Glasbrenner and Municipal Services Specialist Darcy Perkins. Perkins affirmed the meeting was properly noticed.

**APPROVAL OF MINUTES** *Motion by Schultz to approve the January 15, 2026 meeting minutes as presented. Seconded by Fruit. Motion carried 2-0 by voice vote; Walters abstained, having been absent from the January meeting.*

**APPROVAL OF BILLS** The bills from 1/16/2026-2/18/2026 were presented totaling \$92,127.67. *Motion by Schultz to forward the Public Works Payment Approval Report to the Finance Committee. Seconded by Walters. Motion carried unanimously by voice vote.*

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

- Airport: Continued outreach to Bureau of Aeronautics with no update on master plan grant. Monitoring system installation planned; segmented flagpole antenna being trialed. Positive feedback received on snow removal. Fuel system display error corrected. Operations otherwise quiet.
- Buildings & Grounds: Ongoing brush clearing in parks, riverbanks, and ballfields. Cross-collaboration between Robb Shop and Jefferson Shop teams. Facility maintenance underway (pickleball nets, painting, repairs, cleaning). Dike vegetation removal planned. Killian Meyer Building plumbing failure due to overheating pumps; PVC components replaced and additional repair scheduled. Staff researching conversion to a 2,000-gallon holding tank to reduce recurring maintenance.
- Streets: Pothole patching ongoing as weather permits, including priority intersections. Public reminders issued for leaf and brush pickup schedules. Street sweeper and crack sealer serviced and operational. Custom in-house skid steer attachment fabricated to improve bridge sidewalk snow clearing.
- Cemetery: One winter burial completed that required thawing; additional cremations scheduled for spring.
- Forestry: Ongoing annual tree removals, including coordination with utilities. Staff participating in forestry training and CTMI program. Planning underway for April 22 Arbor Day event at Community Center.
- DPW Report: Increased collaboration between Buildings & Grounds and Streets Crew. Inventory review completed; surplus items prepared for auction. Trailer refurbished to like-new condition. Evaluating fleet strategy, including retaining low-hour Bobcat tractor pending equipment transition review. Bridge sidewalk snow-clearing attachment fabricated in-house to improve operations. Porta potty contract rebid, resulting in approximately 45% annual cost reduction. Ordinance amendments to Chapter 321 and 606 are now in effect. Snow emergency declared February 19–21, 2026; crews scheduled for early deployment.

**DISCUSSION AND ACTION ITEMS**

**Bancroft and Flag Park Drive – Formal Addressing and Street Recognition**

Staff presented emergency response concerns related to overlapping street names (Bancroft Drive/Flag Park Drive), GIS conflicts, duplicative business addresses, and unclear private drive signage in the Edgewater Estates area. Staff recommended an administrative solution to separate (“unstack”) the road segments without requiring resident address changes. The Committee supported minimizing disruption, maintaining private drive status, and clarifying signage. Consensus favored administrative resolution, with return for formal action only if required.

*Motion by Walters to affirm and support staff’s position to proceed administratively regarding addressing considerations within the Bancroft Drive and Flag Park Drive area and to defer further action pending additional clarification, if necessary. Seconded by Schultz. Motion carried unanimously by voice vote.*



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## REPORTS, REQUESTS, AND CONCERNS

- Landfill Closure Communications: Committee members expressed appreciation for proactive public communication regarding the landfill closure and encouraged continued outreach.
- Michael Port Sidewalk Status: Certified letter delivered January 31, 2026; 30-day compliance period ends late February. Property owner reports retaining engineer (Westbrook) to fill the cold tunnel and replace concrete; no direct confirmation received. Sidewalk permit submitted but incomplete and unpaid. Staff reiterated Chapter 620 requirements and continue follow-up. Water meter relocation coordination reported. Staff may update Council in March.
- Republic Services Waste and Recycling: A resident concern was noted regarding garbage and recycling collection practices. Staff advised that residents contact Republic directly to ensure complaints are logged, with the City maintaining a parallel concern tracker for accountability under the contract. Initial transition challenges were discussed, including staffing and missed pickups. Staff will continue monitoring performance and reporting issues to Republic.
- Stori Field: Staff noted engineering test work is underway.
- Planned Unit Development (PUD): Staff advised a zoning amendment is forthcoming to allow multi-structure development on a single lot.
- MSA WISLR Review: Committee members noted positive feedback regarding the recent WISLR review presentation by MSA.

**SET NEXT MEETING DATE** The next meeting was scheduled for Thursday, March 19<sup>th</sup> at 5:30 PM.

**ADJOURNMENT** Motion to adjourn by Walters, seconded by Schultz. Motion carried unanimously by voice vote. The meeting adjourned at 6:57 PM.

*Minutes recorded by Darcy Perkins.*