OFFICIAL PUBLIC NOTICE

MEETING OF THE PUBLIC WORKS COMMITTEE

THURSDAY, NOVEMBER 19, 2026 AT 5:30 PM

COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

TEAMS: http://bit.ly/RCTeamsMeeting

AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF AGENDA

APPROVAL OF MINUTES *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

1. 10-15-2026 Minutes

MONTHLY BUDGET OVERVIEW

2. Monthly Budget Overview

APPROVAL OF BILLS

3. Bills for Approval

PUBLIC WORKS DIRECTOR'S REPORT

4. Monthly Report

DISCUSSION AND POSSIBLE ACTION ITEMS

5. An Ordinance Amending Chapter 301 Regulating Trees and Shrubs

REPORTS, REQUESTS, CONCERNS *No action will be taken on any matter originating under this item.*

SET NEXT MEETING DATE *Third Thursday of the Month - December 17th at 5:30 pm*

ADJOURNMENT

Posted this 13 day of November, 2026 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

PLEASE NOTE: To request disability-related accommodations, please contact City Administrator Ashley Oliphant (608-647-3466 or 450 S. Main St.) at least 24 hours in advance. Notice is hereby given that a quorum of other city governmental bodies may be present at this meeting for informational and discussion purposes only, and no formal action will be taken by those bodies at this meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

MINUTES OF THE MEETING OF TH
PUBLIC WORKS COMMITTEE

THURSDAY, OCTOBER 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: Jarvis, Hoffman, Schultz. Members absent: None. Also present were Director of Public Works Jasen Glasbrenner and Municipal Services Specialist Darcy Perkins. Perkins affirmed proper notice.

APPROVAL OF AGENDA *Motion by Jarvis to approve the October 15, 2026 amended agenda as presented. Seconded by Hoffman. Motion carried 3-0 by voice vote.*

APPROVAL OF MINUTES *Motion by Hoffman to waive the reading and approve the September 17, 2026 meeting minutes as presented. Seconded by Jarvis. Motion carried 3-0 by voice vote.*

MONTHLY BUDGET OVERVIEW Staff reviewed 2026 expenditures and preliminary 2027 budget requests ahead of Budget Committee consideration. The Committee discussed grant opportunities, prioritizing capital projects, refining labor tracking, and evaluating discretionary services to address budget constraints. *No action was taken.*

APPROVAL OF BILLS The bills from 9/17/2026-10/15/2026 were presented totaling $46,510.86. *Motion by Jarvis to forward the Payment Approval Report to the Common Council. Seconded by Hoffman. Motion carried 3-0 by voice vote.*

PUBLIC WORKS DIRECTOR'S REPORT PRESENTED BY DIRECTOR GLASBRENNER

- Airport: Master planning continues through 2028. Fuel farm repairs remain ongoing. Staff are seeking estimates for runway and approach lighting repairs.
- Buildings & Grounds: Seasonal mowing, Arboretum maintenance, and Aquatic Center winterization continue. GTE historical marker refurbishment is complete, pending mounting repairs. City Hall A/C compressor replacement is deferred until spring. Staff cross-training continues.
- Cemetery: Two traditional burials, two cremation burials, five plots sold, and monument installations coordinated.
- Floodplain/Dike: The October 2 inspection identified priority maintenance needs, including spillway sediment removal and riprap restoration, concrete repairs, and tree/brush removal. Preliminary spillway restoration costs are estimated at $75,000–$100,000. The Committee emphasized prioritizing flood protection infrastructure and developing a comprehensive maintenance plan, including costs, timelines, and potential contracted services.
- Forestry: Arboretum pruning and identification of deteriorating boulevard trees continue.
- Streets: Patching, sweeping, leaf/brush collection, and winter preparations continue. Landfill gate fabrication is complete; installation pending. Event barricade support continues.
- Director's Notes/Requests: Employee evaluations are substantially complete. Staff continue coordinating sanctioned group policy improvements, UW Campus redevelopment, and the Foremost/Gage Street storm sewer issue. Valley View Drive is anticipated for substantial completion in November, with Stori Drive and Chestnut Street extending into spring 2027. Mill Street reconstruction begins October 19.
    - Contractor Brush Disposal: Staff are evaluating licensed tree contractor access to the former landfill, including operational requirements and costs. Recommendations will follow.
    - Chapter 301 Review: Staff are reviewing boulevard tree regulations to clarify City and property owner responsibilities, with proposed amendments to follow.
    - Right to Life Memorial Request: Staff advised that the proposed cemetery donation was declined under the City's Donation Policy due to operational priorities, maintenance obligations, and available resources.

- Contracted Mowing: Combined seasonal labor and contracted mowing costs increased approximately $6,894 over 2025, primarily due to full-season contracting and increased precipitation. The line item is projected to exceed budget, but the overall section is expected to remain within budget.

DISCUSSION AND ACTION ITEMS

A Resolution Adopting Updated Airport Lease and Rental Fees

Staff presented proposed 2027 airport lease and rental fees reflecting a 3.3% CPI-U adjustment, consistent with the City's standardized lease structure. The Committee discussed comparable airport rates, utility responsibilities, and opportunities to automate future annual adjustments.

Motion by Jarvis to recommend to the Common Council adoption of Resolution 2026-TBD, implementing updated airport lease and rental fees. Seconded by Hoffman. Motion carried 3-0 by voice vote.

Status Update on City Memorial Program

Staff reviewed the suspended Memorial Program, identifying approximately 50 existing tree memorials and ongoing maintenance concerns. Staff recommended indefinitely extending the moratorium while pursuing designated community improvement projects and accepting appropriate donations under the City's adopted Donation Policy.

Motion by Jarvis to indefinitely extend the moratorium on the City Memorial Program, with existing memorials remaining subject to current City maintenance practices. Seconded by Hoffman. Motion carried 3-0 by voice vote.

REPORTS, REQUESTS, AND CONCERNS

Schultz: The Committee discussed a recent aircraft accident near Richland Airport. Staff clarified that the City's involvement was limited to emergency response.

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

ADJOURNMENT Motion to adjourn by Jarvis, seconded by Hoffman. Motion carried 3-0 by voice vote. The meeting adjourned at 7:17 PM.

Minutes recorded by Darcy Perkins.

Public Works
Summary of Revenue Expense by Area / Type

	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 11/30/2026	2026 Budget Less Actual	% S/B 91.67%	
Administration Office					
Expenses					
Total Municipal Building	*38,550.00*	*21,512.69*	*17,037.31*	*55.80%*	0
Administration Office Expense Total	***38,550.00***	***21,512.69***	***17,037.31***	***55.80%***	
Net Total Administration Office	**(38,550.00)**	**(21,512.69)**	**(17,037.31)**	**55.80%**	
Airport					
Revenues	*29,712.00*	*33,059.25*	*(3,347.25)*	*111.27%*	0
Expenses	*57,400.00*	*41,608.99*	*15,791.01*	*72.49%*	
Net Total Airport	**(27,688.00)**	**(8,549.74)**	**(19,138.26)**	**30.88%**	
Public Works - Buildings & Grounds & Streets					
Revenues					
Total Buildings & Grounds	*15,431.00*	*12,178.00*	*3,253.00*	*78.92%*	
Total Streets	*431,000.00*	*400,556.27*	*30,443.73*	*92.94%*	
Buildings & Grounds & Streets RevenueTotal	***446,431.00***	***412,734.27***	***33,696.73***	***92.45%***	
Expenses					
Total Buildings & Grounds	*107,050.00*	*65,667.68*	*41,382.32*	*61.34%*	
Total Streets	*670,650.00*	*631,613.14*	*39,036.86*	*94.18%*	
Buildings & Grounds & Streets Expense Total	***777,700.00***	***697,280.82***	***80,419.18***	***89.66%***	
Net Total Public Works (B&G & Streets)	**(331,269.00)**	**(284,546.55)**	**(46,722.45)**	**85.90%**	
Cemetery					
Revenues	*34,500.00*	*38,275.00*	*(3,775.00)*	*110.94%*	
Expenses	*87,650.00*	*56,012.08*	*31,637.92*	*63.90%*	
Net Total Cemetery	**(53,150.00)**	**(17,737.08)**	**(35,412.92)**	**33.37%**	
Culture - Aquatic, CC/SC, Parks, Recreation					
Revenues					
Parks & Recreation Revenue Total	***24,300.00***	***18,954.50***	***5,345.50***	***78.00%***	
Expenses					
Total Aquatic Center	*38,350.00*	*12,979.28*	*25,370.72*	*33.84%*	
Total Community / Senior Center	*36,700.00*	*11,521.08*	*25,178.92*	*31.39%*	
Total Parks	*314,985.00*	*246,711.57*	*68,273.43*	*78.32%*	
Parks & Recreation Expense Total:	***390,035.00***	***271,211.93***	***118,823.07***	***69.54%***	
Net Total Culture	**(365,735.00)**	**(252,257.43)**	**(113,477.57)**	**68.97%**	
Refuse					
Revenues					
Total Garbage & Recycling	*331,280.00*	*280,848.07*	*50,431.93*	*84.78%*	
Total Landfill	*14,250.00*	*20,055.00*	*(5,805.00)*	*140.74%*	
Refuse Revenue Total	***345,530.00***	***300,903.07***	***44,626.93***	***87.08%***	
Expenses					
Total Garbage & Recycling	*295,000.00*	*257,120.95*	*37,879.05*	*87.16%*	
Total Landfill	*31,650.00*	*16,961.27*	*14,688.73*	*53.59%*	
Refuse Expense Total	***326,650.00***	***274,082.22***	***52,567.78***	***83.91%***	
Net Total Refuse	**18,880.00**	**26,820.85**	**(7,940.85)**	**142.06%**	

Public Works
Summary of Revenue Expense by Area / Type

	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 11/30/2026	2026 Budget Less Actual	% S/B 91.67%
Revenues	880,473.00	803,926.09	76,546.91	*91.31%*
Expenditures	$ 1,677,985.00	$ 1,361,708.73	$ 316,276.27	*81.15%*
Net Revenue Less Expenditure	**$ (797,512.00)**	**$ (557,782.64)**	**$ (239,729.36)**	
	(797,512.00)	(557,782.64)	(239,729.36)	
Capital Outlay				
Revenues				
ARPA Funds			*0.00*	*#DIV/0!*
Grant Funds			*0.00*	*#DIV/0!*
Other Miscellaneous			*0.00*	*#DIV/0!*
Transfers In			*0.00*	*#DIV/0!*
Capital Outlay Revenue Total	-	-	***0.00***	***#DIV/0!***
Expenses				
Capital Outlay Expense Total	***1,427,600.00***	***420,210.61***	***1,007,389.39***	***29.43%***
Net Capital Outlay	**(1,427,600.00)**	**(420,210.61)**	**(1,007,389.39)**	**29.43%**
Revenues	$ 880,473.00	$ 803,926.09	$ 76,546.91	*91.31%*
Expenditures	$ 3,105,585.00	$ 1,781,919.34	$ 1,323,665.66	*57.38%*
Net Revenue Less Expenditure	**$ (2,225,112.00)**	**$ (977,993.25)**	**$ (1,247,118.75)**	

Report Criteria:

Invoices with totals above $0.00 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "10-54900-000"-"10-54900-999","10-51850-000"-"10-51850-999","10-54240-000"-"10-54240-999","10-55300-000"-"10-55300-999","10-56300-000"-"10-56300-999","10-54100-000"-"10-54100-999","10-54200-000"-"10-54200-999","10-54210-000"-"10-54210-999","10-54220-000"-"10-54220-999","10-54230-000"-"10-54230-999","10-54250-000"-"10-54250-999","10-54260-000"-"10-54260-999","10-54300-000"-"10-54300-999","10-54400-000"-"10-54400-999","10-54500-000"-"10-54500-999","10-54600-000"-"10-54600-999","10-54700-000"-"10-54700-999","10-56200-000"-"10-56200-999","10-51500-250","10-52500-480","10-61000-931"-"10-61000-999"

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
ALL AMERICAN DO IT CENTER					
ALL AMERICAN DO IT CE	10/27/2026	PW/B&G: Footbridge Repairs	10-51850-470 BLDG-PROP/MAI	294.84	
Total ALL AMERICAN DO IT CENTER:				294.84	
ALLIANT ENERGY/WPL					
ALLIANT ENERGY/WPL	10/09/2026	Alliant Energy - Cty Hwy B Hanga	10-54900-320 AIRPORT/RUNWA	36.38	10/22/26
ALLIANT ENERGY/WPL	10/09/2026	Airport: Cty Hwy B Runway Lt	10-54900-320 AIRPORT/RUNWA	145.38	10/22/26
ALLIANT ENERGY/WPL	10/12/2026	PW/B&G: Hwy 80 Shelter	10-55300-655 B&G/SHELTER E	51.19	10/22/26
ALLIANT ENERGY/WPL	10/15/2026	PW/Streets: Street Lts 14-Walmar	10-54230-320 SIGNS/UTILITIES	16.31	11/05/26
ALLIANT ENERGY/WPL	11/02/2026	Airport: Terminal bldg electric	10-54900-321 AIRPORT/TERMI	125.87	11/12/26
ALLIANT ENERGY/WPL	11/09/2026	Airport: Cty Hwy B Hanger	10-54900-322 AIRPORT/HANGA	38.88	
ALLIANT ENERGY/WPL	11/09/2026	Airport: Cty Hwy B Runway Lt	10-54900-320 AIRPORT/RUNWA	170.82	
Total ALLIANT ENERGY/WPL:				584.83	
AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVI	10/18/2026	PW/B&G: Brass Hose Bib Backflo	10-51850-470 BLDG-PROP/MAI	46.99	11/05/26
AMAZON CAPITAL SERVI	10/22/2026	PW/B&G: Brass Faucet Adapters	10-51850-470 BLDG-PROP/MAI	79.90	11/12/26
AMAZON CAPITAL SERVI	11/06/2026	PW/B&G: Two-Way Radio Holster	10-51850-100 BLDG-PROP/BEN	19.98	
Total AMAZON CAPITAL SERVICES:				146.87	
AUTO VALUE PARTS STORES					
AUTO VALUE PARTS STO	09/30/2026	PW/B&G: CRC White Lithium	10-51850-520 BLDG-PROP/SUP	11.99	10/22/26
Total AUTO VALUE PARTS STORES:				11.99	
BADGER WELDING SUPPLY, INC					
BADGER WELDING SUPP	09/30/2026	PW/Streets: Monthly Cylinder PW/	10-54100-520 STREETS GARA	13.50	10/22/26
Total BADGER WELDING SUPPLY, INC:				13.50	
BFI Waste Services					
BFI Waste Services	10/31/2026	PW/Refuse: Garbage & Recycling	10-54600-560 GARBAGE/CONT	16,808.60	11/12/26
BFI Waste Services	10/31/2026	PW/Refuse: Garbage & Recycling	10-54700-560 RECYCLING/CON	5,706.85	11/12/26
Total BFI Waste Services:				22,515.45	
FERRELLGAS					
FERRELLGAS	10/26/2026	PW/Airport: Airport Heat - AIRPO	10-54900-310 AIRPORT/HEAT	40.00	
Total FERRELLGAS:				40.00	
FIRE PROTECTION SPECIALISTS INC					
FIRE PROTECTION SPEC	08/10/2026	PW/B&G: Annual Fire Extinguishe	10-51850-565 BLDG-PROP/FIRE	210.48	
Total FIRE PROTECTION SPECIALISTS INC:				210.48	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
FRONTIER					
FRONTIER	10/09/2026	PW/Airport: 608-383-0969 Phone	10-54900-300 AIRPORT/TELEP	151.42	10/22/26
FRONTIER	10/09/2026	PW/Airport: 608-647-4237 Phone	10-54900-300 AIRPORT/TELEP	151.42	10/22/26
FRONTIER	11/09/2026	PW/Airport: 608-383-0969 Phone	10-54900-300 AIRPORT/TELEP	151.42	
FRONTIER	11/09/2026	PW/Airport: 608-647-4237 Phone	10-54900-300 AIRPORT/TELEP	151.42	
Total FRONTIER:				605.68	
GENUINE TELECOM					
GENUINE TELECOM	11/01/2026	1050 N Orange Ln 2	10-51850-300 BLDG-PROP/TEL	40.63	11/12/26
GENUINE TELECOM	11/01/2026	1050 N Orange - Alarm	10-51850-565 BLDG-PROP/FIRE	36.88	11/12/26
GENUINE TELECOM	11/01/2026	608-647-3559	10-54100-300 GARAGE/TELEPH	36.13	11/12/26
Total GENUINE TELECOM:				113.64	
G-PRO EXCAVATING LLC					
G-PRO EXCAVATING LLC	10/30/2026	PW/Streets: 2026 Valley Vew Driv	10-61000-942 OUTLAY/ST PROJ	17,491.40	
G-PRO EXCAVATING LLC	10/30/2026	PW/Streets: 2026 Mill Street - Pay	10-61000-941 OUTLAY/ROADW	42,389.95	
Total G-PRO EXCAVATING LLC:				59,881.35	
JOHNSON CONTROLS FIRE PROTECTION					
JOHNSON CONTROLS FI	08/24/2026	PW/B&G: City Hall Fire Alarm Sys	10-61000-992 OUTLAY/MAJOR	4,186.00	
Total JOHNSON CONTROLS FIRE PROTECTION:				4,186.00	
Johnson Tractor Inc.					
Johnson Tractor Inc.	11/06/2026	PW/B&G: Fuel Pump for Ferris M	10-51850-440 BLDG-PROP/EQU	441.94	11/12/26
Total Johnson Tractor Inc.:				441.94	
METCO, INC					
METCO, INC	10/15/2026	PW/Airport:Monthly Airport Inspec	10-54900-470 AIRPORT/MAINT-	189.00	10/22/26
METCO, INC	11/09/2026	PW/Airport: Airport Fuel Pump Ma	10-54900-470 AIRPORT/MAINT-	100.00	11/12/26
Total METCO, INC:				289.00	
PINE RIVER LEASING, INC					
PINE RIVER LEASING, IN	08/26/2026	PW/B&G: Brush Hog Rental - BL	10-51850-450 BLDG-PROP/EQU	279.50	10/22/26
PINE RIVER LEASING, IN	08/26/2026	PW/Streets: Brush Hog Rental - S	10-54200-450 STREETS/EQUIP	838.00	10/22/26
Total PINE RIVER LEASING, INC:				1,117.50	
Pine River Tire & Auto LLC					
Pine River Tire & Auto LLC	10/23/2026	PW/B&G: Dismount Old Tire and	10-51850-440 BLDG-PROP/EQU	25.00	11/12/26
Total Pine River Tire & Auto LLC:				25.00	
PREMIER CO-OP					
PREMIER CO-OP	09/30/2026	PW/B&G: Fuel	10-51850-500 BLDG-PROP/GAS	2,146.39	10/22/26
PREMIER CO-OP	09/30/2026	PW/B&G: BLDG-PROP/GASOLIN	10-54200-500 STREETS/GASOL	1,519.40	10/22/26
PREMIER CO-OP	10/31/2026	PW/B&G: BLDG-PROP/GASOLIN	10-51850-500 BLDG-PROP/GAS	1,366.59	
PREMIER CO-OP	10/31/2026	PW/Streets: Fuel	10-54200-500 STREETS/GASOL	3,815.08	
Total PREMIER CO-OP:				8,847.46	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
QTPOD					
QTPOD	10/27/2026	PW/Airport: QTPod Terminal Repa	10-54900-470 AIRPORT/MAINT-	7.00	11/05/26
Total QTPOD:				7.00	
RICHLAND CENTER UTILITIE					
RICHLAND CENTER UTIL	10/09/2026	North End of Central	10-54230-930 SIGNS/STREET LI	24.10	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Flashers Main & Second	10-54230-930 SIGNS/STREET LI	12.50	11/01/26
RICHLAND CENTER UTIL	10/09/2026	5TH & Main	10-54230-930 SIGNS/STREET LI	250.87	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Main & Sixth	10-54230-930 SIGNS/STREET LI	383.68	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Intersection First &	10-54230-930 SIGNS/STREET LI	345.41	11/01/26
RICHLAND CENTER UTIL	10/09/2026	W Mill-Linear Park	10-55300-320 B&G/UTILITIES	27.25	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Cemetary Garage	10-51850-325 BLDG-PROP/CEM	42.88	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Cemetery-Saloutus/Park	10-51850-325 BLDG-PROP/CEM	39.60	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Dump Station-Old WWTP	10-55300-320 B&G/UTILITIES	28.60	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Cold Storage Bldg	10-55300-320 B&G/UTILITIES	33.63	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Mill Pond Campground	10-55300-320 B&G/UTILITIES	163.10	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Aud City Parking Lot	10-51850-320 BLDG-PROP/UTIL	117.93	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Mill & Main	10-54230-930 SIGNS/STREET LI	877.64	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Cemetary Bldg	10-51850-325 BLDG-PROP/CEM	18.93	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Park & Tenth Sts	10-54230-930 SIGNS/STREET LI	32.13	11/01/26
RICHLAND CENTER UTIL	10/09/2026	133 W Robb Rd	10-54230-930 SIGNS/STREET LI	216.43	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Bohmann Dr	10-55300-655 B&G/SHELTER E	12.88	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Court & Church St	10-54230-930 SIGNS/STREET LI	528.75	11/01/26
RICHLAND CENTER UTIL	10/09/2026	14 New Highway East	10-54230-930 SIGNS/STREET LI	182.26	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Burton & Main St	10-54230-930 SIGNS/STREET LI	137.32	11/01/26
RICHLAND CENTER UTIL	10/09/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	131.48	11/01/26
RICHLAND CENTER UTIL	10/09/2026	W Robb Rd	10-54230-930 SIGNS/STREET LI	845.92	11/01/26
RICHLAND CENTER UTIL	10/09/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	6.80	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Industrial Park Sign	10-55300-320 B&G/UTILITIES	95.03	11/01/26
RICHLAND CENTER UTIL	10/09/2026	151 Ind Drive-Dog Park	10-55300-320 B&G/UTILITIES	55.92	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Cemetery-Parkinson/AA	10-51850-325 BLDG-PROP/CEM	39.60	11/01/26
RICHLAND CENTER UTIL	10/09/2026	US HWY 80 N & Ind	10-54230-930 SIGNS/STREET LI	51.96	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Cemetery-10th Street	10-51850-325 BLDG-PROP/CEM	39.60	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Tenth & Cedar	10-54230-930 SIGNS/STREET LI	888.75	11/01/26
RICHLAND CENTER UTIL	10/09/2026	3 RT Landfill	10-54500-320 LANDFILL/UTILITI	56.63	11/01/26
RICHLAND CENTER UTIL	10/09/2026	E Robb Rd	10-54230-930 SIGNS/STREET LI	856.62	11/01/26
RICHLAND CENTER UTIL	10/09/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	265.62	11/01/26
RICHLAND CENTER UTIL	10/09/2026	North Park Footbridge	10-55300-320 B&G/UTILITIES	28.52	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Pond- Klingaman Shelter	10-55300-655 B&G/SHELTER E	12.88	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Klingaman (Fountain)	10-55300-655 B&G/SHELTER E	10.50	11/01/26
RICHLAND CENTER UTIL	10/09/2026	For Dike Alarm City	10-56200-320 FLOODPLN/UTILI	12.50	11/01/26
RICHLAND CENTER UTIL	10/09/2026	North Park Pond	10-55300-320 B&G/UTILITIES	139.55	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Lions Shelter/Conc	10-55300-655 B&G/SHELTER E	28.99	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Tennis Court Lights	10-55300-320 B&G/UTILITIES	105.15	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Lions/Conc(Fountain)	10-55300-655 B&G/SHELTER E	28.60	11/01/26
RICHLAND CENTER UTIL	10/09/2026	N Park Ballfields	10-55300-320 B&G/UTILITIES	425.79	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Williams Shelter	10-55300-655 B&G/SHELTER E	13.23	11/01/26
RICHLAND CENTER UTIL	10/09/2026	N Park Access Rd by Flag	10-55300-320 B&G/UTILITIES	12.50	11/01/26
RICHLAND CENTER UTIL	10/09/2026	80 HWY North Bridge	10-54230-930 SIGNS/STREET LI	191.85	11/01/26
RICHLAND CENTER UTIL	10/09/2026	8TH & Jefferson (Keepers)	10-55300-655 B&G/SHELTER E	18.45	11/01/26
RICHLAND CENTER UTIL	10/09/2026	WA Fountain-Keepers	10-55300-655 B&G/SHELTER E	41.10	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	71.60	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Anderson Shelter	10-55300-655 B&G/SHELTER E	13.00	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Tennis Court (Fountain)	10-55300-320 B&G/UTILITIES	28.60	11/01/26
RICHLAND CENTER UTIL	10/09/2026	1100 Block N Main Parking	10-55300-320 B&G/UTILITIES	13.75	11/01/26
RICHLAND CENTER UTIL	10/09/2026	N Orange-Meyer Bldg	10-55300-655 B&G/SHELTER E	68.49	11/01/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
RICHLAND CENTER UTIL	10/09/2026	N Orange-Meyer Bldg	10-55300-655 B&G/SHELTER E	122.71	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Pippin (Fountain)	10-55300-655 B&G/SHELTER E	28.60	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Krouskop Park Footbr	10-55300-320 B&G/UTILITIES	14.75	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	64.35	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Pavilion	10-55300-655 B&G/SHELTER E	16.32	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Krouskop Park	10-54230-930 SIGNS/STREET LI	132.82	11/01/26
RICHLAND CENTER UTIL	10/09/2026	West End of Foot Bridge	10-54230-930 SIGNS/STREET LI	9.71	11/01/26
RICHLAND CENTER UTIL	10/09/2026	14 US HWY W	10-54230-930 SIGNS/STREET LI	414.70	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Between Dike & Scorebd	10-55300-320 B&G/UTILITIES	12.50	11/01/26
RICHLAND CENTER UTIL	10/09/2026	US HWY 14 W-B.Fields	10-55300-320 B&G/UTILITIES	226.31	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Event Meter	10-55300-320 B&G/UTILITIES	12.62	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Footbridge Congress	10-55300-320 B&G/UTILITIES	70.43	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Foundry Dr	10-54230-930 SIGNS/STREET LI	856.62	11/01/26
RICHLAND CENTER UTIL	10/09/2026	Bike Path	10-55300-320 B&G/UTILITIES	21.74	11/01/26
RICHLAND CENTER UTIL	10/09/2026	80 HIGHWAY & 14	10-54230-930 SIGNS/STREET LI	113.91	11/01/26
RICHLAND CENTER UTIL	10/09/2026	14 Intersection HWY & 8	10-54230-930 SIGNS/STREET LI	238.72	11/01/26
RICHLAND CENTER UTIL	10/09/2026	US HWY 14 W	10-54230-930 SIGNS/STREET LI	354.18	11/01/26
RICHLAND CENTER UTIL	11/11/2026	PW/Streets: Valley View Drive MS	10-61000-942 OUTLAY/ST PROJ	43.64	
Total RICHLAND CENTER UTILITIE:				10,829.50	
RICHLAND ELECTRIC CO-OP					
RICHLAND ELECTRIC CO	11/02/2026	PW/Parks: RC Flood Control	10-56200-320 FLOODPLN/UTILI	47.28	11/12/26
Total RICHLAND ELECTRIC CO-OP:				47.28	
SEXTONVILLE WATERWORKS					
SEXTONVILLE WATERW	10/07/2026	PW/Airport: Water and Sewer Cha	10-54900-324 AIRPORT/WTR&S	159.72	10/15/26
Total SEXTONVILLE WATERWORKS:				159.72	
Sit & Git Portables, LLC					
Sit & Git Portables, LLC	10/19/2026	PW/B&G: Parks Portable Units	10-55300-655 B&G/SHELTER E	289.60	11/05/26
Total Sit & Git Portables, LLC:				289.60	
Slama Equipment					
Slama Equipment	10/26/2026	PW/Streets: Equipment - 2027 Ga	10-61000-991 OUTLAY/MAJOR	11,524.34	10/26/26
Total Slama Equipment:				11,524.34	
TC NETWORKS, INC					
TC NETWORKS, INC	09/18/2026	Office: Cameras - Split 50% with	10-61000-964 OUTLAY/BLDGS/	462.84	10/15/26
Total TC NETWORKS, INC:				462.84	
T-Mobile					
T-Mobile	11/07/2026	PW/Streets: Streets Cell	10-54200-300 STREETS/TELEP	34.81	11/12/26
T-Mobile	11/07/2026	PW/Cemetery: Tess Cell	10-51850-300 BLDG-PROP/TEL	34.81	11/12/26
Total T-Mobile:				69.62	
US BANK					
US BANK	10/04/2026	Business Cards - Sales Tax Refun	10-51850-390 BLDG-PROP/CEM	1.32-	10/09/26
US BANK	10/04/2026	Business Cards - Sales Tax Refun	10-51850-520 BLDG-PROP/SUP	2.63-	10/09/26
US BANK	10/04/2026	Business Cards - Sales Tax Refun	10-54100-520 STREETS GARA	2.63-	10/09/26
US BANK	10/27/2026	PW/Landfill: Closure Camera Sub	10-54500-520 LANDFILL/SUPPL	9.00	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
US BANK	10/28/2026	PW/B&G: Ventrac Belts, Oil, Blad	10-51850-440 BLDG-PROP/EQU	746.71	
US BANK	09/30/2026	PW/Streets: Hot Patch Wagon He	10-54200-440 STREETS/EQUIP	44.91	
Total US BANK:				794.04	
UTILITIES					
UTILITIES	10/22/2026	PW/B&G: City Hall Water Plumbin	10-51850-470 BLDG-PROP/MAI	56.95	11/05/26
UTILITIES	10/22/2026	PW/Landfill: Leachaate Hauled fro	10-54500-680 LANDFILL/LEACH	962.50	11/05/26
Total UTILITIES:				1,019.45	
WALLACE ELECTRIC LLC					
WALLACE ELECTRIC LLC	11/16/2026	PW/B&G: City Hall Fire Alarm Rep	10-61000-992 OUTLAY/MAJOR	425.00	
Total WALLACE ELECTRIC LLC:				425.00	
WALSH'S ACE HARDWARE					
WALSH'S ACE HARDWAR	10/07/2026	PW/Streets: LP for Patch Wagon	10-54100-520 STREETS GARA	278.43	10/22/26
WALSH'S ACE HARDWAR	11/06/2026	PW/Streets: Painting Tools & Sup	10-54100-520 STREETS GARA	36.93	11/12/26
WALSH'S ACE HARDWAR	11/06/2026	PW/Streets: Painting Tools & Sup	10-54100-460 STREETS GARA	8.86	11/12/26
WALSH'S ACE HARDWAR	11/12/2026	PW/ Streets: M18 ANG Grinder	10-54100-510 STREETS GARA	359.98	
WALSH'S ACE HARDWAR	11/12/2026	PW/Streets: Shop Supplies	10-54100-460 STREETS GARA	6.78	
WALSH'S ACE HARDWAR	10/30/2026	PW/B&G: Shop Supplies	10-51850-520 BLDG-PROP/SUP	61.85	
WALSH'S ACE HARDWAR	11/12/2026	PW/Streets: Returned M18 Ang G	10-54100-510 STREETS GARA	179.99-	
Total WALSH'S ACE HARDWARE:				572.84	
WE ENERGIES					
WE ENERGIES	10/12/2026	1300 N Park Cemetery Garage	10-51850-315 BLDG-PROP/CEM	10.89	10/22/26
WE ENERGIES	10/12/2026	950 N Orange - Krouskop Warmin	10-55300-655 B&G/SHELTER E	13.41	10/22/26
WE ENERGIES	10/12/2026	141 W Robb Road	10-54100-310 GARAGE/HEAT	60.96	10/22/26
WE ENERGIES	10/12/2026	1100 N Jefferson Parks Dept Gara	10-51850-310 BLDG-PROP/HEA	10.89	10/22/26
WE ENERGIES	11/09/2026	141 W Robb Road	10-54100-310 GARAGE/HEAT	39.30	
WE ENERGIES	11/09/2026	1100 N Jefferson Parks Dept Gara	10-51850-310 BLDG-PROP/HEA	9.24	
WE ENERGIES	11/09/2026	1300 N Park Cemetery Garage	10-51850-315 BLDG-PROP/CEM	14.60	
WE ENERGIES	11/09/2026	950 N Orange - Krouskop Warmin	10-55300-655 B&G/SHELTER E	17.28	
Total WE ENERGIES:				176.57	
WI DEPT OF REVENUE-AV FUEL					
WI DEPT OF REVENUE-A	10/31/2026	Aviation Fuel Tax	10-54900-505 AIRPORT/AVIATI	36.90	11/20/26
Total WI DEPT OF REVENUE-AV FUEL:				36.90	
WI DEPT OF TRANS-FINANCIAL OPERATIONS					
WI DEPT OF TRANS-FINA	10/01/2026	PW/Airport: Airport Master Plan	10-61000-948 OUTLAY/AIRPOR	1,029.08	11/05/26
Total WI DEPT OF TRANS-FINANCIAL OPERATIONS:				1,029.08	
WICONNECT WIRELESS LLC					
WICONNECT WIRELESS	11/01/2026	Airport Internet Service 3Mb/s Do	10-54900-300 AIRPORT/TELEP	59.99	11/12/26
Total WICONNECT WIRELESS LLC:				59.99	
WIL-KIL PEST CONTROL					
WIL-KIL PEST CONTROL	09/09/2026	Office: Municipal Building Pest Co	10-51850-470 BLDG-PROP/MAI	73.44	10/22/26
WIL-KIL PEST CONTROL	10/14/2026	PW/CC/SC: pest control Meyer S	10-51850-470 BLDG-PROP/MAI	73.44	11/12/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total WIL-KIL PEST CONTROL:				146.88	
Grand Totals:				126,976.18	

The bills presented on this day, having been referred to the Public Works Committee,
and said committee having duly investigated and audited these bills, hereby make the following recommendation:

THAT THE PUBLIC WORKS BILLS PRESENTED ON THIS DAY BE PAID, WITH THE FOLLOWING ADJUSTMENTS AND/OR EXCEPTIONS:

_____

_____

_____

_____

Dated: _____

Public Works: _____

_____

_____

Filed in the office of the City Clerk/Treasurer

Report Criteria:
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.
[Report].GL Account Number = "10-54900-000"-"10-54900-999","10-51850-000"-"10-51850-999","10-54240-000"-"10-54240-999","10-55300-000"-"10-55300-999","10-56300-000"-"10-56300-999","10-54100-000"-"10-54100-999","10-54200-000"-"10-54200-999","10-54210-000"-"10-54210-999","10-54220-000"-"10-54220-999","10-54230-000"-"10-54230-999","10-54250-000"-"10-54250-999","10-54260-000"-"10-54260-999","10-54300-000"-"10-54300-999","10-54400-000"-"10-54400-999","10-54500-000"-"10-54500-999","10-54600-000"-"10-54600-999","10-54700-000"-"10-54700-999","10-56200-000"-"10-56200-999","10-51500-250","10-52500-480","10-61000-931"-"10-61000-999"

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Director of Public Works Monthly Report

Presented by: DPW Jasen Glasbrenner

Meeting Date: Public Works Committee on 11-19-2026

November Operations Summary

Airport

- Continued Airport Master Planning through 2028.

Buildings & Grounds

- Completed park water system winterization.
- Replaced 19 damaged footbridge boards; additional materials on hand.
- Removed nonworking appliances from pool house and North Park concessions.
- Awaiting pricing for recycled plastic lumber to repair picnic tables.
- Coordinating playground repairs and ADA swing installation.
- Continued mowing.

Cemetery

- One traditional and one cremation burial completed; two cremations scheduled.
- One lot sold; monument marking requests slowing.

Floodplain (Dike)

- . Continued planning for dike storm channel spillway maintenance.

Forestry

- Completed Arboretum pruning.

Streets

- Continued leaf collection, street sweeping, and brush pickup.
- Preparing snow removal equipment for winter operations.
- Hauling collected brush and leaves to the landfill.
- Installed new landfill gates; updated procedures forthcoming.

DPW Notes

- Continued coordination with Parks & Recreation on Sanctioned Group process improvements.
- Continued Valley View and Mill St. project oversight; paving scheduled for 11/17 as fall construction wraps up.
- Stori Dr. and Chestnut St. completion anticipated spring 2027. Continued oversight of Stori Field Ct. development.
- Continued UW Campus redevelopment facilitation.
- Second meeting held with Foremost regarding Gage St. and storm sewer concerns; follow-up pending.
- Coordinating City ballfield and dike lighting improvements.
- Coordinating inspections of Industrial Park Dr. bridge, Congress St. storm channel bridge, and Mapleside footbridge.
- Obtaining engineering quotes for City Hall and Keeper Shelter.
- Refining snow removal procedures.
- Streets Crew I employee final day was November 6; position has been reposted.
- Overtime restricted to snow removal, downed trees, and burials.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: An Ordinance Amending Chapter 301 Regulating Trees and Shrubs

Requested & Presented by: Darcy Perkins, Municipal Services Specialist

Meeting Date: Public Works on 11-19-2026
General Government Committee on 11-24-2026

Committee Review:

Background: Adopted in 2009, Chapter 301 is being revised to simplify administration and clarify permits, care, nuisance enforcement, and cost recovery. Committee direction is needed before staff and the City Attorney finalize the amendment.

Practices in Comparable Communities

Nearby communities use different approaches to tree administration and costs. Governance, boulevard removal, and funding remain local choices; no single model is preferred by the reviewed ordinances.

Reedsburg and Lancaster assign tree administration to existing staff. Lancaster manages and trims public street trees; Reedsburg and Cross Plains charge owners for certain nuisance work. Dodgeville requires clearance of private trees over public ways. Reedsburg provides Council appeals and separate planting guidance; Viroqua uses a commercial disposal agreement, fees, controlled access, and usage logs.

Major Ordinance Changes

- **Governance.** Offers Board retention, a Council-appointed Forester, or existing staff; assigns local review to Public Works Committee. (Reedsburg §584-3 assigns Forester duties to existing directors; Lancaster §§386-1–4 uses DPW/designee.)
- **Boulevard work and costs.** Separates who performs or arranges work from who pays; Committee selects duties and funding service. (Lancaster §386-4(B)(2) assigns street-tree management to the City; Cross Plains §66.08 assigns covered terrace nuisance/spraying costs to owners.)
- **Species planting, and care.** Replaces named tree-species bans with NR 40 compliance and DNR-informed approval. Retains boulevard shrub restrictions and technical care rules; uses zoning visibility requirements. (Reedsburg §584-8 uses species approval and a separate management plan; Lancaster §386-2(B) requires site review.)
- **Inspections and safety.** Makes annual inspections and the planting/care program discretionary; requires hazard-report review and records. Extends oak-pruning restrictions through July, with an immediate-safety exception.
- **Permits and licensing.** Uses targeted permits and written approval for pesticide treatment/substantial pruning; routine clearance pruning follows City instructions. Retains annual licensing/insurance, sets fees by Council, and narrows licensing to trees.
- **Contractor disposal.** Adds compliance with a separate Council-adopted policy, fee schedule, and agreement, administered by DPW with notice and review protections.
- **Enforcement and recovery.** Clarifies notice, emergencies, and cost recovery. Provides final Committee review with court/statutory rights preserved and 14-day appeals. Retains $100–$400 daily forfeitures and original owner protections.

Financial Impact: Dependent on service assignments and owner shares. Council retains budget and fee authority.

Potential Action:

PUBLIC WORKS: Motion to forward Chapter 301 amendment recommendations to the General Government Committee for consideration and further action.

GENERAL GOVERNMENT: Motion to forward Chapter 301 amendment recommendations to the Common Council for consideration and adoption.

Attachment(s):

- 301_TREES AND SHRUBS 2009
- Ordinance #2026-XX_Amending Chapter 301 Regulating Trees and Shrubs

Committee Discussion Points

Draft Section	Discussion Options	Department Recommendation
301.02 Responsibilities	**A. City** **B. Owner** **C. Shared work; assign each service.**	**B. Owner**
301.04 Governance	**A. Retain Board.** **B. Council-appointed Forester.** **C. Existing staff.**	**C. Assign Forester duties to existing staff. (City Administrator, Director of Public Works, or designee.)** **Committee review applies to all.**
301.05(4) Contractor Disposal	**A. Pursue this policy option.** **B. Remove section.**	**A. Council-adopted policy, fees, and agreement; staff returns details to Council.**
301.12 Costs	**A. City-funded** **B. Owner-funded** **C. Shared; select by service and specify shares or caps.**	

CHAPTER 301

REGULATING TREES AND SHRUBS

[History: Ord 2009-4]

301.01 FINDINGS AND DECLARATION OF POLICY.

(1) The Common Council of the City of Richland Center finds and declares that trees or shrubs which are dead or dying; which are infected with a plant disease; which are infested with injurious insects or pests; which are located in areas where they interfere with components of the City's utility systems; which are located in areas where they interfere with safe use of the public streets and sidewalks; which are located in areas where they pose a threat of damage to City property or private property and that trees or shrubs which are not properly pruned or maintained endanger the life, health, safety and welfare of persons and property within the City and constitute public nuisances within said City.

It is the purpose of this chapter to promote and protect the life, health, safety, and general welfare of persons and property by providing for the regulation of the planting, maintenance, removal and protection of trees and shrubs in or upon all public areas and boulevards of the City, to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or other public areas of the City; to protect persons and property from dangerous conditions; to promote and enhance the beauty and general welfare of the City; to prohibit the undesirable and unsafe planting, removal, treatment and maintenance of trees and shrubs located in public areas; and to guard all trees and shrubs, both public and private, within the City against the spread of disease, insects or pests.

301.02 DEFINITIONS.

Whenever the following words or terms are used in this chapter, they shall be construed to have the following meanings:

(1) BOULEVARD or BOULEVARD AREA: That portion of the right-of-way of a public street lying outside the edges of the paved roadway of the street.

(2) CITY: The City of Richland Center.

(3) EVERGREEN TREE: Any woody plant normally having one stem or trunk and bearing foliage in the form of needles and crowns which generally extend from ground level throughout its entire height.

(4) HAZARD TREE: Any tree or tree part which by reason of its condition and location reasonably appears to pose a risk upon failure or fracture of causing injury to people or damage to property, as determined by the City Forester.

(5) PERSON: A natural person, partnership, corporation, limited liability company, trust, voluntary association or other public or private legal entity.

(6) PRIVATE TREE: Any tree located upon private property.

(7) PUBLIC AREA: All public parks and other lands owned, controlled or leased by the City, except boulevard areas.

(8) PUBLIC NUISANCE: Any tree or shrub or part thereof which, by reason of its condition, location or species endangers the life, health, safety or welfare of persons or property and which is declared a public nuisance by this chapter.

(9) PUBLIC TREES AND SHRUBS: All trees and shrubs located or to be planted in or upon public areas including boulevard areas, public alley rights-of-way, City parks, waterways, lands under easements to the City and the City's community forest.

(10) SHRUB: Any woody vegetation or woody plant having multiple stems and bearing foliage from the ground upward or any tree which, when mature normally attains a height less than 16 feet above ground level..

(11) SIGHT TRIANGLE: A triangle formed by measuring 30 feet back in both directions from the point of intersection of the curb lines of ~~the~~ two intersecting streets or, where there is no curb, measured from the intersection of the nearest edge or edges of the paved street roadway.

(12) TOPPING: The severe cutting back of limbs to stubs within a tree's crown to such a degree as to remove the normal canopy and disfigure the tree.

(13) TREE: Any woody plant normally having one stem or trunk bearing its foliage or crown which, when mature, normally attains a height of 16 feet or more above ground level.

301.03. URBAN TREE BOARD ESTABLISHED.

(1) Membership; compensation. There is hereby created and established an Urban Tree Board for the City of Richland Center which shall consist of a minimum of five members, consisting of: at least one member of the Common Council of the City of Richland Center. The other members shall be residents of the City of Richland Center, except that one member may be appointed who resides in the County of Richland outside the City of Richland Center.

Members of the Tree Board shall be appointed by the Mayor and confirmed by the Common Council of the City of Richland Center. Members of the Board shall serve without compensation. The Urban Tree Board may alternatively be referred to in this chapter as the Tree Board.

(2) Appointment of Urban Tree Board members. The term of office shall be four years. The Parks and Grounds Commission, upon approval by the Common Council, may appoint an ex officio member to represent such Commission, in addition to Mayoral appointments. In the event a vacancy shall appear during the term, his or her successor shall be appointed by the Mayor for the unexpired

term.

301.04 APPLICABILITY.

This chapter provides full power and authority over all trees, plants, and shrubs located within the boulevards and public areas of the City and over all trees, plants and shrubs located on private property which constitute a hazard, threat or public nuisance as defined and described herein.

301.05 APPOINTMENT OF CITY FORESTER.

The Urban Tree Board, subject to the approval by the Common Council, may designate a municipal employee or citizen to perform the duties of Forester under Ch. 27, Wis. Stats., and may also appoint an assistant city Forester, and may authorize such Forester to perform the duties and exercise the powers imposed on the City by this chapter. The City Forester shall annually be nominated by the Urban Tree Board for appointment, subject to Common Council confirmation, at the City's organizational meeting.

301.06 AUTHORITY OF URBAN TREE BOARD AND FORESTER.

(1) The Urban Tree Board or, if designated by the Urban Tree Board, the City Forester, shall judge trees on public property as to health and safety and recommend remedial action.

(2) The Urban Tree Board or, if designated by the Urban Tree Board, the City Forester shall review and issue all permits required under this chapter.

(3) The City Forester shall order the removal of the dangerous or diseased trees on private property if he/she deems the tree to be a threat to public safety or if tree has a disease which is communicable so as to affect the health of trees on other properties

301.07 INTERFERENCE WITH FORESTER; REFUSAL TO ABATE NUISANCE.

No person shall:

(1) Interfere with or prevent any acts of the City Forester or his/her agents while he/she is engaged in the performance of duties imposed by this chapter.

(2) Permit any public nuisance to remain on any premises owned or controlled by him/her when ordered by the Urban Tree Board to abate such nuisance.

301.08 BUSINESS LICENSE REQUIRED.

(1) License required. No person, firm or corporation shall engage in the business of planting, cutting, pruning, removing, spraying or otherwise treating trees, shrubs or vines within the limits of the City of Richland Center, Wisconsin, without having first obtained a license therefor and having paid an annual license fee in the amount of $25. Such license fee shall be paid on or before July 1 of each year,

and application for renewal of any license issued pursuant to this chapter shall be made before the first day of June of each year.

(2) License application; required insurance. Application for such license shall be made in writing to the City Clerk/Treasurer in such form as the City Clerk/Treasurer or Common Council may require. No license shall be issued until the applicant has furnished to the City Clerk/Treasurer satisfactory evidence that the applicant is covered by workers' compensation insurance, if required by law, and by a currently effective policy of public liability insurance issued by an insurance company duly authorized to carry on an insurance business in the State of Wisconsin with minimum policy limits of not less than $1,000,000 for bodily injury or death and $100,000 for property damage, indemnifying the City or any person injured or damaged by the applicant in its operation of planting, cutting, pruning, spraying or otherwise treating trees. Such insurance policy or contract shall not be cancelable without at least 10 days notice' to the City Clerk/Treasurer. An applicant for a license shall be furnished by the City Clerk/Treasurer with a copy of the ordinances adopted by the City of Richland Center concerning planting, pruning and removal of trees, and the applicant shall acknowledge, as part of the application, receipt of such ordinances and agree to obey and abide by such ordinances and that failure to do so shall be grounds for cancellation of any license issued hereunder, in addition to any other penalties imposed for violations.

301.09 PERMIT FOR TREE PLANTING OR TREE REMOVAL OR EXCAVATIONS NEAR TREES IN BOULEVARD AREAS.

(1) Permit required. No person shall plant or remove any tree or shrub or excavate next to trees in the boulevard area without first completing an application for permit to be approved by the City Forester or Urban Tree Board. The applicant shall comply with the tree planting and removal guidelines set forth in sections 301.10 and 301.12.

(2) Permit exemptions. No permit shall be required to cultivate, mulch, fertilize or water trees or shrubs or for work by City personnel or volunteers working under the supervision of the City, which includes but is not limited to planting, pruning or removing trees on park properties. However, all City personnel or volunteers shall file a report with the City Forester by the 10th day of each month for all work done in the previous month.

(3) Permit requirement and conditions. If the City Forester or Urban Tree Board determines the proposed work or planting described in an application for permit is necessary and in accord with the purposes of this chapter, taking into account the safety, health, and welfare of the public, the location of utilities and sidewalks, driveways, and streetlights, the Master Street Tree Plan, and the height and space requirements for the genus, species, and variety of shrub, the City Forester or Urban Tree Board shall issue the permit to the applicant. All trees planted in accordance with the provisions of this section upon any boulevard areas may be maintained by the adjacent property owner under the provisions of this chapter.

(4) Permit form; expiration; inspection. Every permit shall be issued on a standard form and shall include a description of the work to be done and shall specify the genus, species, variety, size, nursery grade and location of any trees or shrubs to be planted in accordance with the City Tree Inventory System. Any work performed under such permit must be performed in strict accordance with

the terms thereof and the provisions of this chapter. Permits shall expire six months after the date of issuance.

301.10 PLANTING REQUIREMENTS; SPECIES OF TREES AND SHRUBS PROHIBITED IN THE CITY.

(1) Purpose. The Common Council hereby states its determination that the planting, care and protection of the trees within the City is desirable for the purposes of beauty, shade comfort, noise abatement and economic betterment and hereby encourages all persons to assist in a program of tree planting, care and protection.

(2) Tree planting program. The Urban Tree Board shall prepare and update annually a program for tree planting, care and protection for public areas. The Urban Tree Board shall also encourage the planting, care and protection of trees and shrubs on private premises with the City.

(3) Cottonwood and Box Elder trees prohibited in the City. No person shall plant, keep or maintain within the City of Richland Center any tree of the species Populus deltoides, commonly called "Cottonwood," or any tree of the species Acer negundo, commonly called the "seed-bearing Box Elder," and such trees are hereby declared a nuisance. Any person planting any such trees on his/her premises shall cause the same to be removed. If any owner shall fail to remove any such tree within 30 days after receiving written notice from the City Forester, the City shall cause the removal of such tree and report the full cost thereof to the City Clerk/Treasurer, who shall place such charge upon the next tax roll as a special charge against the premises.

(4) Prohibited shrubs in the City. The following shrubs shall not be planted, kept or maintained anywhere within the City:

(a) Multifora Rose (Rosa).
(b) Buckthorn (Rhamnus cathartiea).
(c) Autumn Olive (Elaeagnus umbellata).
(d) Prickly Ash (Zanthoxylum americanum)

and all such shrubs are hereby declared to be nuisances. Any person planting, keeping or maintaining any of said shrubs on his/her premises shall cause the same to be removed. If any owner shall fail to remove any such tree within 30 days after receiving written notice from the City Forester, the City shall cause the removal of such tree and report the full cost thereof to the City Clerk/Treasurer, who shall place such charge upon the next tax roll as a special charge against the premises.

(5) Shrubs in boulevards prohibited. No shrubs shall be planted in a boulevard.

(5) Shrubs in boulevards or within sight triangle prohibited. No shrubs shall be planted or maintained in a boulevard or within any sight triangle.

(6) Planting trees in boulevards. Any tree planted in a boulevard must meet the following requirements:

(a) No trees shall be planted within a sight triangle.

(b) The following trees shall not be planted in the boulevards of the City:

1. Box Elder (Acer negundo)
2. Catalpa (Catulpa speciosa)
3. Chinese Elm (Ulmus parvifolia)
4. Siberian Elm (Ulmus pumila).
5. Cottonwood (Popular deltoides)
6 . Black Locust (Robinia pseudoacacia
7. Honey Locust (Gleditsia triacanthos).
8. Silver Maple (Acer saccharinum).
9. Poplar (Populus grandidenta)
10. Quaking Aspen ((Populus tremuloides)
11. Black Willow (Salix).
12. Weeping Willow (Salix).
13. Any coniferous (Evergreen) tree.
14. Any fruit- or nut-bearing tree, except for the following varieties:
    - [1] Service Berry (Amelanchier).
    - [2] Mountain Ash (Sorbus).
    - [3] Apple varieties known as ornamental or flowering crab varieties (Malus).
    - [4] Oaks (Quercus).
    - [5] Hickories (Carya).
    - [6] Callery Pears (Pyrus calleryana).
    - [7] Cherries (Prunus).
    - [8] Hackberry (Celtis occidentalis).

(c) Large trees with a normal height at maturity of over forty (40) feet shall not be planted closer than thirty (30) feet apart, measured from the center of the trunk..

(d) Smaller trees with a normal height at maturity of less than forty (40) feet shall not be planted closer than twenty (20) feet apart, measured from the center of the trunk.

(e) No tree shall be planted within eight (8) feet from the edge of a driveway.

(f) No tree which has a normal height at maturity of greater than thirty-five (35) feet shall be planted under or within ten (10) feet parallel to any overhead utility wire or over or within five (5) lateral feet of any municipal underground water line or sewer line, municipal underground electric line or other municipal utility line.

(g) Trees may be planted, at the property owner's risk, closer than five (5) lateral feet to any lateral water or lateral sewer line. The cost of repairing any damage caused to the lateral water line or lateral sewer line by any tree so planted shall be borne by the property owner.

(7) Setback of trees from public sidewalks. No tree shall be planted closer than ten (10) feet from any public sidewalk. This prohibition shall not apply to trees planted by the City within a boulevard or on any other public area. An owner of private property desiring to plant a tree within such ten (10) feet may do so only pursuant to a permit from the Tree Board.

(8) Species and placement of trees planted by the City in boulevards. If the City desires to plant a tree within a boulevard, the City's representative will make a reasonable effort to consult with the landowner of the lot fronting on the boulevard to secure the landowner's input as to the species and placement of the tree. However, the City has the ultimate right to determine the species and location of all trees plaited in boulevard areas

(9) Unlawfully planted trees.

(a) Trees, plants or shrubs planted within any boulevard or street right-of-way without the authorization and approval of the City Forester shall be removed.

(b) The City Forester shall notify the owner of the real estate abutting the unlawfully planted tree, plant or shrub, listing the unlawfully planted trees, plants or shrubs, ordering their removal, and establishing a reasonable time within which such removal shall be accomplished.

(c) In the event that removal is not accomplished within the time specified, the City Forester may cause such offending tree, plant of shrub to be removed and shall forthwith report to the City Clerk-Treasurer in writing all costs incurred therefor. The Clerk-Treasurer shall then bill the landowner for the costs thereof. If the costs are not paid by the landowner within 45 days after such billing, the Clerk-Treasurer shall take the steps necessary to collect such costs as a special charge pursuant to sec. 66.0627 Wis. Stats.

(d) All notifications to the landowner and under this chapter and any billings provided for herein shall be made by personal delivery to at least one landowner or record of the abutting real estate or by mailing to the person and address of record to which the most recent real estate tax bills for the property were sent as shown in the records of the Richland County Treasurer.

301.11 REMOVAL OF TREES AND STUMPS IN BOULEVARDS.

(1) Criteria for granting boulevard tree removal permits. Any tree removal in boulevards must be consistent with the City Tree Plan**.** A permit for removal of a tree in a boulevard may be issued for the following reasons:

(a) A tree poses a safety hazard to pedestrian or vehicular traffic or if unmanaged threatens to cause disruption to a public utility service.

(b) A tree poses a safety hazard to a legally existing building or structure.

(c) A tree completely prevents access to a lot or parcel.

(d) A tree unreasonably prevents otherwise permitted development of a lot or permitted physical use thereof. No permit for removal of a tree in a boulevard shall be issued until the applicant furnishes to the City a legible scale map or drawing depicting the location of all of the following: The curb line of the street or edge of the paved roadway of the street; the location of any sidewalks; the location of any driveway or proposed driveway, the location of any existing or proposed improvements on the abutting lot.

(e) A tree is diseased or is so weakened by age, storm, fire, or other injury as to pose a danger to persons, property, improvements or other trees if so determined by the City Forester.

(f) Tree removal would not negatively impact the urban forest, as determined by the City Forester.

(2) Removal standards. In cutting down trees located in public boulevard areas, the tree shall be removed with the stump and roots grubbed out or ground out to a depth of at least six (6) inches below grade measured in a straight line with the normal grade of the top surface of the sidewalk or six (6) inches below grade measured as a straight line from the normal grade of the sidewalk to the top of the curb. All wood and debris shall be removed from the street roadway prior to the end of each working day, and all holes shall be filled to normal grade level with topsoil as soon as practicable. The abutting property owner shall have a right of first refusal to keep the wood, provided that such wood is not diseased and further provided that the wood is removed from the boulevard immediately after the tree is cut down.

301.12 EXCAVATIONS NEAR TREES LOCATED IN BOULEVARDS OR OTHER PUBLIC AREAS.

All trees on any boulevard, parkway or other publicly owned property near any excavation or construction of any building structure or street work shall be sufficiently guarded and protected by the person performing such work sufficiently to prevent any injury to said trees. No person shall excavate any ditch, tunnel, or trench or install pavement, excluding sidewalks, within a radius of eight (8) feet from the trunk of any public tree without a permit from the Tree Board.

301.13 PRUNING.

Trees and shrubs standing in or upon any boulevard or upon any private premises adjacent to any public right-of-way or public area shall be kept pruned by the owner of the land upon which the trunk of the tree is located or, in the case of a boulevard tree, the owner of the land immediately adjacent to the boulevard, in accord with the following standards:

(a) The lowest branches projecting over the paved roadway of any public street or public alley shall be pruned to provide a clearance of not less than 14 feet above the pavement of the street or alley. The City Forester may waive the provisions of this paragraph for newly planted trees if he determines that they do not interfere with public travel, obstruct the light of any streetlight or endanger public safety.

(b) The lowest branches projecting over the paved surface or any sidewalk shall be pruned to provide a clearance from the surface of the sidewalk to the lowest branches of not less than 10 feet. No tree shall be permitted to grow in such a manner as to obstruct the proper diffusion of light from any public street lighting, and trees shall be kept pruned to avoid such obstruction..

(c) All saw cuts to any branch shall be in accordance with standard arboricultural procedures. Flush and topping cuts on any public tree are hereby prohibited.

(d) All deadwood, shrubs, broken branches, badly formed branches, diseased and insect-infested branches, and branches that interfere with public travel, lighting, existing buildings and traffic

signs shall be removed during the pruning operation with consideration given to the symmetry and beauty of the tree or shrub.

(e) The necessity of pruning may be determined by the City Forester.

(f) No oak tree within the limits of the City of Richland Center shall be pruned between April 1 and July 1 of each year, to avoid the spread of oak wilt.

301.14 DECLARATION OF PUBLIC NUISANCES; ABATEMENT OF NUISANCES.

(1) Finding. The Common Council determines that there are many trees or shrubs growing on public and private premises within the City, the loss of which would substantially depreciate the value of public and private property, impair the use and enjoyment of public and private premises and erode the tax base of the City, and that the health and life of such trees or shrubs are threatened by fatal diseases. Further, the Common Council finds that dead, damaged or diseased trees or other hazard trees may pose a threat to persons or property in public areas and/or to improvements on nearby private properties and persons lawfully using such private properties.

Accordingly, the Common Council hereby declares its intention to control and prevent the spread of such diseases and the insect pests and vectors which carry such diseases and trees which pose hazards to persons and improvements on nearby public and private properties.

(2) Declaration of Public Nuisances. The following are hereby declared to be public nuisances:

(a) Any tree or part thereof afflicted with Oak wilt.

(b) Any tree or part thereof afflicted with Dutch Elm disease.

(c) Any tree or part thereof afflicted with Elm bark beetles Scolytus multistriatus (Eichb.) or Hylurgopinus rufipes (Marsh.).

(d) Any living or standing elm tree or part thereof infected with the Dutch Elm disease fungus or in a weakened condition which harbors any of the elm bark beetles, Scolytus multistriatus (Eichb.) or Hylurgopinus rufipes (Marsh.).

(e) Any dead elm tree or part thereof, including logs, branches, stumps, firewood or other elm material from which the bark has not been removed and burned or sprayed with an effective elm bark beetle destroying concentrate.

(f) Any tree or part thereof which is infested by the eastern tent caterpillar or other defoliating larvae.

(g) Any tree infested with the Gypsy moth.

(h) Any tree infested with Emerald Ash Borer.

(i) Any tree or part thereof afflicted with any other deleterious or fatal tree disease.

(j) Any private or public tree or part thereof which by reason of its condition and location is hazardous or dangerous to persons and property using or passing upon any public street, sidewalk, alley, park or other public area, including boulevard areas between the curb and lot line.

(k) Any private or public tree or part thereof which by reason of its condition and location is hazardous or dangerous to improvements on adjoining properties or to persons or permitted uses on adjoining properties.

(l) Any tree or shrub prohibited within the City.

(3) Inspection.

(a) The City Forester may inspect or cause to be inspected all public land within the City to determine whether any public nuisance exists thereon.

(b) Whenever necessary to determine the existence of a tree or shrub that might be a public nuisance, the person inspecting such tree or shrub may remove or cut specimens from the tree or shrub in such manner as to avoid fatal injury thereto and deliver such specimens to the City Forester, who shall forward them to the Wisconsin Department of Agriculture, Trade and Consumer Protection at Madison for analysis to determine the presence of such nuisances.

(c) The City Forester or his/her agents or employees shall have authority to enter upon private lands at reasonable times for the purpose of carrying out any of the provisions of this section with permission of the landowner or pursuant to an administrative warrant under § 66.0119, Wis. Stats. if permission is denied.

(4) Abatement of nuisances.

(a) The Urban Tree Board or City Forester may order, direct, supervise and control the abatement of public nuisances as defined in this chapter by spraying, burying, burning or by other means which it or he/she determines to be necessary to prevent as fully as possible the spread of communicable or deleterious tree diseases or the insect pests or vectors known to carry such diseases.

(b) **Nuisances on Public Land.** Whenever the Urban Tree Board or City Forester after inspection or examination may determine that a public nuisance as herein defined exists on public property in the City, it or he/she shall immediately abate or cause the abatement of such nuisance in such manner as to destroy or prevent as fully as possible the spread of deleterious tree or shrub diseases or the insect pests or vectors known to carry such disease fungus.

(c) **Nuisances on Private Land.**

1. When the Urban Tree Board or City Forester shall determine with reasonable certainty that a public nuisance exists upon private land, it or he/she shall immediately serve or

cause to be served personally or by registered mail upon the owner of such property, if he/she can be found, or upon the occupant thereof, a written notice of the existence of such nuisance and a time and place for a hearing before the Urban Tree Board, not less than 14 days after service of such notice, on the abatement action to be taken. Such notice shall describe the nuisance and recommend procedures for its abatement and shall further state that unless the owner shall abate the nuisance in the manner specified in the notice, or shall appear at the hearing to show that such nuisance does not exist or does not endanger the health of the trees in the City, the City Forester shall cause the abatement thereof at the expense of the property served. If the owner cannot be found, such notice shall be given by publication in a newspaper of general circulation in the City.

2. If, after hearing held pursuant to this section, it shall be determined by the Urban Tree Board that a public nuisance exists, it shall forthwith order the immediate abatement thereof. Unless the property owner abates the nuisance as directed within five days after such hearing, the Urban Tree Board may proceed to abate the nuisance and cause the cost thereof to be assessed against the property in accordance with the procedures provided in this section. The Urban Tree Board may extend the time allowed the property owner for abatement work but not to exceed 10 additional days.

(5) Spraying.

(a) Whenever the Urban Tree Board or Forester shall determine that any tree, shrub, or part thereof is infected with a deleterious or fatal tree disease or is in a weakened condition or harbors insect pests or vectors, the Board may cause all trees or shrubs within an appropriate distance thereof to be sprayed with an effective disease-destroying concentrate or other insecticide, following the prior authorization by the Common Council.

(b) In order to facilitate the work and minimize the inconvenience to the public of any spraying operations conducted under this section, the Urban Tree Board or City Forester shall cause to be given advance public notice of such operations by newspaper, radio, television, public service announcements or other effective means and shall also cause the posting of appropriate warning notices in the areas and along the streets where trees or shrubs are to be sprayed at least 24 hours in advance of spraying. When any residue or concentrate from municipal spraying operations can be expected to be deposited on any public street, the Urban Tree Board or City Forester shall also notify the Police Department, which shall take all necessary steps to make and enforce temporary parking and traffic regulations on such streets as conditions require. Temporary "No Parking" notices shall be posted in each block of any affected street at least 24 hours in advance of spraying operations.

(c) When appropriate warning notices and temporary "No Parking" notices have been given and posted in accordance with Subsection E(2) of this section, the City shall not allow any claim for damages to any vehicle caused by such spraying operations.

(d) When trees on private property are to be sprayed, the City Forester shall notify the owner of such property and proceed in accordance with the requirements of subparagraphs (a) and (b).

301.15 PROHIBITED ACTS.

(1) No person shall, without the consent of the owner in the case of a private tree or shrub, or without a permit from the Tree Board in the case of a boulevard area tree or a public tree or shrub, perform or cause to be performed by another any of the following acts:

(a) Secure, fasten or run any rope, wire sign, unprotected electrical installation or other device or material to, around or through a tree or shrub.

(b) Break, injure, mutilate, deface, kill or destroy any tree or shrub or permit any fire to burn where it will injure any tree or shrub.

(c) Perrmit any toxic chemical, gas, smoke, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub or place cement or other solid substance around the base of the same.

(d) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.

(e) Attach any sign, poster, notice or other object on any tree, or fasten any guy wire, cable, rope, nails, screw or other device to any tree, except that the City may tie temporary "No Parking" signs to trees when necessary in conjunction with street improvement work, tree maintenance or parades.

(f) Cause or encourage any fire or burning near or around any tree.

(g) Except with a written permit from the Urban Tree Board, place or maintain upon the ground any stone, brick, cement or other impervious substance in such manner as may obstruct the free access of air and water to the roots of any tree, shrub or plant in or upon any public way or public place.

(h) Tap any public tree and/or attach any device to such a tree in an attempt to collect sap.

(2) This section shall not be deemed to prohibit or prevent abatement of a nuisance by or at the direction of the Urban Tree Board

(3) Notwithstanding the foregoing, property owners shall retain their common law right to trim parts of private trees which intrude over their boundary lines.

301.16 APPEALS OF ORDERS OF THE CITY FORESTER OR URBAN TREE BOARD.

(1) Any person who receives a determination or order under this chapter from the City Forester and who objects to all or any part thereof shall have the right to appeal such determination or order to the Urban Tree Board.

(2) An appeal shall be made by delivering to the City Clerk, within seven (7) days of delivery or mailing of the determination or order, a written notice of appeal, which sets forth all of the following:

(a) The substance of the determination or order appealed from.

(b) The basis of the appeal,

(c) The mailing address of the appellant, and

(d) The signature of the appellant.

(3) The Urban Tree Board shall hear such appeal as soon as is reasonably practicable. Notice of the time, date and location of the hearing shall be mailed to the appellant at the address set forth in the notice of appeal not less than 5 working days prior to the hearing of the appeal, , and the appellant shall have the right to appear at the hearing in person or by attorney and present any relevant evidence. After such hearing, the Urban Tree Board may reverse, affirm or modify the order or determination appealed from and the grounds for its decision shall be stated in writing. The Urban Tree Board shall, by letter, notify the party appealing the order or determination of its decision within 10 days after the hearing has been concluded. The Urban Tree Board shall file its written decision with the City Clerk/Treasurer.

(4) If the appellant is not satisfied with the determination made by the Urban Tree Board on appeal, he/she may appeal the Urban Tree Board's determination to the Common Council by filing a notice of such appeal with the City Clerk within seven (7) days after mailing of the notice from the Urban Tree Board of its determination. The Common Council may review the Urban Tree Board's determination based upon the record made before the Urban Tree Board or may hear additional evidence, in the Council's discretion, and shall thereafter affirm, reverse, or modify the Urban Tree Board's determination.

301.17 RECOVERY OF COSTS.

(1) Assessment on public lands. The entire cost of planting, removal, spraying, pruning or treatment of trees, shrubs and plants in front of or upon any lot or parcel of land abutting on any public way may be chargeable to and assessed upon such lot or parcel of land. The Common Council of the City of Richland Center shall determine what percentage of said costs may be chargeable and assessed by July 1 prior to the year of assessment.

(2) Assessment on private lands. The entire cost of planting, removal, spraying, pruning or treatment of trees, shrubs and plants on private land, but excluding any cost for the employment of the City Forester, shall be chargeable to and assessed upon such lot or parcel of land on which the work was performed.

(3) Account to be kept. The City Forester shall keep a strict account of the cost of planting, removing, pruning or treating any tree, shrub or plant in front of or on each lot or parcel of land and prior to the 10th day of November in each year shall make a report to the City Clerk/Treasurer of all work done which are chargeable to any lot or parcel of land for which assessments are to be made, stating and certifying the description of the land, lot, parts of lots or parcels of land as to which any such work shall have been done and the amount chargeable to each piece of property. The description may be made by using the tax parcel number of the land. The City Clerk/Treasurer at the time of making the annual report to the Common Council of the lots or parcels of land subject to special assessments shall include therein the lots or parcels of land so reported during the preceding year.

(4) Basis for calculating costs. The cost of abating any nuisance declared as such by this Chapter and all other costs chargeable to a landowner pursuant to this Chapter shall be calculated as follows:

(a) If the work is done by a private contractor hired by the City, the actual cost of the contracted work.

(b) If the work is done by City employees, the cost shall be based upon the hours expended and equipment used, priced at the current Wisconsin state equipment rates for equipment used and for labor at the current City employee labor rates as set by the Common Council.

(c) As to any trees or shrubs procured by the City, the actual the purchase price paid by the City.

(5) Amounts chargeable as lien. The amounts so reported to the Council shall be levied as a special tax or charge on said lots or parcels of land, respectively, to which they are chargeable and shall constitute a lien thereon and shall be collected by the City. The Board shall advance out of the proper fund sufficient money for doing said work, and said special assessment shall be credited to said fund of the City and shall not be diverted or used for any other purpose.

301.18 ANNUAL INSPECTION.

An annual inspection under the supervision of the Urban Tree Board shall be made of all trees and shrubs within the boulevard along every public way within the City, and also those trees on private lands which are located within falling distance of any public way or public place.

301.19 VIOLATIONS AND PENALTIES.

(1) Forfeiture. Any person, partnership, corporation, limited liability company, voluntary association or other legal entity who shall violate or fail or refuse to comply with any section of this ordinance may be prosecuted bor such violation and shall, upon conviction, forfeit to the City of Richland Center not less than $100.00 nor more than $400.00, plus all applicable costs, fees and surcharges imposed under Ch. 814 Wis. Stats., and in the event such forfeiture, costs, fees and surcharges are not paid, such person, any partner of such partnership, or any officer, director or managing member of any corporation or limited liability company or any officer of such voluntary association may, upon order of the Circuit Court, be imprisoned in the Richland County jail until such forfeiture, costs and assessment are paid, but not to exceed 90 days, or may be subject to any other sanctions imposed by the Court for such failure to pay. Each day that a violation is maintained or permitted to exist shall constitute a separate violation.

(2) Other Remedies. In addition to the imposition of a forfeiture for a violation, the City may in circumstances deemed appropriate by the City proceed by court action against any violation or violator of this Chapter for injunction, abatement of a nuisance or other remedy available to it.

(3) Remedies Not Exclusive. A proceeding seeking other remedies shall not be deemed waived or barred by the imposition of a forfeiture for the same violation, nor shall the imposition of a forfeiture be deemed a waiver of or a bar to a proceeding seeking other remedies. Abatement of a nuisance by or at the direction of the Urban Tree Board shall not be a bar to imposition of a forfeiture or any other remedy.

SECTION 2:

Chapter 302 of the Code of Ordinances of the City of Richland Center is repealed.

Enacted the 7th day of April, 2009

Date Published: _____, 2009

ORDINANCE NO. 2026-XX

AN ORDINANCE AMENDING CHAPTER 301 OF THE CODE OF ORDINANCES OF THE CITY OF RICHLAND CENTER REGULATING TREES AND SHRUBS

SECTION 1. Repeal and Recreation of Chapter 301

Chapter 301 is repealed and recreated to read as follows:

CHAPTER 301

REGULATING TREES AND SHRUBS

[History: Ord 2009-4]

301.01 Purpose

This chapter regulates tree planting, care, removal, and nuisance abatement to protect public safety and the community forest.

301.02 Responsibilities

(1) Pruning and maintenance. [A. The Adjoining Owner / B. The City / C. Shared Responsibility] shall prune and maintain boulevard trees under section 301.09.(2) Removal. [A. The Adjoining Owner / B. The City] shall arrange required removal of dead, diseased, or hazardous boulevard trees with Forester approval under section 301.08. City action after owner default shall follow sections 301.10 and 301.12.

(3) Related work. Stump grinding: [work ___; costs ___]. Restoration, including soil and grass: [work ___; costs ___]. Replacement planting: [work ___; costs ___]. Storm cleanup: [work ___; costs ___]. Owner-requested development or access removal: [work ___; costs ___]. Section 301.12 governs owner charges.

301.03 Definitions

In this chapter:

(1) BOULEVARD: The portion of a public street right-of-way outside the paved roadway.

(2) CITY: The City of Richland Center; COUNCIL: its Common Council.

(3) CITY FORESTER or FORESTER: The person appointed or designated under section 301.04.

(4) HAZARD TREE: A tree or part that, in the Forester's judgment, risks injury or property damage from falling or breaking because of its condition and location.

(5) PERSON: A natural person, partnership, corporation, limited liability company, trust, voluntary association, or other public or private legal entity.

(6) PRIVATE TREE: A tree on private property.

(7) PUBLIC AREA: City-owned, controlled, or leased parks and land, excluding boulevards.

(8) PUBLIC NUISANCE: A tree, shrub, or part of either declared a nuisance under section 301.10

(9) PUBLIC TREES AND SHRUBS: Trees and shrubs in public areas, boulevards, and alleys, or City easements within the City's easement authority.

(10) SHRUB: A woody plant with multiple stems or normally maturing below 16 feet.

(11) TRAFFIC VISIBILITY TRIANGLE: The area subject to the visibility requirements of section 400.04(7).

(12) TOPPING: Cutting crown limbs to stubs, removing the normal canopy and disfiguring the tree.

(13) TREE: A woody plant normally having one trunk and maturing at 16 feet or taller.

301.04 Administration

(1) Governance.

Option A — Retain the Tree Board. The Board nominates the Forester and the Public Works Committee reviews decisions under section 301.11.

Option B — Council-appointed Forester. Dissolve the Board; Council appoints the Forester. The Public Works Committee provides policy oversight and reviews decisions under section 301.11.

Option C — Existing staff. Dissolve the Board and discontinue separate Forester position; assign duties to the City Administrator, Director of Public Works, or a designee of either. The Public Works Committee provides policy oversight and reviews decisions under section 301.11.

(2) The Forester shall administer and may enforce this chapter, oversee public-tree planting, care, protection, and removal, and may obtain qualified advice and prioritize work by apparent risk, resources, and law. Workers shall be trained for assigned work.

(3) The Forester may inspect public trees and private trees near public areas for hazards and disease, take samples without unnecessary injury, and select appropriate responses. Private-property entry requires consent, a warrant under section 66.0119, Wis. Stats., or other lawful authority.

(4) The Forester shall receive and record reports of tree damage, disease, and hazards, review apparent risk, and document the response and reasons for no inspection or corrective action.

301.05 Tree Service License

(1) Persons engaged in planting, pruning, removing, spraying, or treating trees for business in the City shall obtain an annual license from the Clerk/Treasurer and pay the Council-set fee. Licenses run July 1–June 30; renewal applications are due June 1 and fees July 1.

(2) Applicants shall submit a complete application, acknowledge this chapter, agree to comply, and provide proof of workers' compensation insurance when legally required and liability insurance of at least $1,000,000 for bodily injury or death and $100,000 for property damage. The insurer shall be authorized in Wisconsin; the policy shall provide at least 10 days' cancellation notice to the City.

(3) The Clerk/Treasurer shall issue or renew licenses upon compliance. The Clerk/Treasurer may deny a license for unmet requirements or materially false information or revoke it for a material chapter violation after notice and an opportunity to be heard. In the event of license denial or revocation, written justification and conditions for appeal shall be provided.

(4) Contractors using City brush facilities shall comply with the Council-adopted disposal policy, fee schedule, and agreement. The Director of Public Works or designee shall administer the program and may reject unauthorized loads or suspend or revoke access for violations. Nonemergency restrictions require written reasons and an opportunity to respond; immediate safety restrictions require prompt notice and review.

301.06 Permits and Approvals

(1) Planting, removal, relocation, or structural-root cutting of public trees or shrubs requires a Forester permit. Construction near public trees requires a permit under section 301.09. Pesticide treatment and substantial pruning of public trees or shrubs require written Forester approval, which may be by email. Substantial pruning means removing at least 25 percent of the live crown within 12 months or cutting a main trunk. All work shall comply with this chapter.

(2) No permit or individual approval is required for watering, mulching, fertilizing, cultivating, work by City personnel or City-supervised volunteers, or routine clearance pruning under written City instructions and section 301.09. Section 301.10(5) still governs City pesticide treatment; section 301.10(6) governs emergencies.

(3) The Forester shall consider safety, site suitability, mature size, utilities, public access, and applicable City tree plans and shall approve or deny requests in writing. Conditions may require protection, restoration, replacement, deadlines, and lawful costs. Permits expire six months after issuance.

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(4) The Forester may suspend or revoke permits or approvals for material violations after written notice and a reasonable opportunity to respond and correct, if possible. Written decisions shall state reasons, effective date, corrective work, and review rights. Timely appeals stay nonemergency action.

(5) Utilities shall coordinate planned public tree work with the Forester and follow applicable law, franchises, and accepted practices. Lawful emergency work may proceed with notice as soon as practical. Statutory utility authority is unchanged.

301.07 Planting

(1) Invasive-species activities shall comply with Wis. Admin. Code ch. NR 40, including classifications and exceptions. Species alone does not require removal under this chapter unless a nuisance exists under section 301.10. State-law removal requirements remain applicable.

(2) Boulevard shrubs are prohibited. Trees and shrubs shall meet section 400.04(7) visibility requirements; no tree shall be planted within its traffic visibility triangle.

(3) The Forester may approve suitable species and locations after considering DNR guidance, site conditions, public safety, utilities, and diversity. DNR recommendations are not City approval. Planting shall comply with this section.

(4) Before City boulevard planting, the City shall reasonably attempt to consult adjoining owners and shall determine species and location. Required statutory notice and hearings shall be provided, including under section 27.09, Wis. Stats.

(5) The Forester may order unauthorized boulevard plantings removed by written notice identifying the planting and allowing reasonable time. City abatement and charges shall follow sections 301.10 and 301.12.

(6) Quality. Planting stock and methods shall suit the site and comply with the permit and City instructions. The Forester shall consider usable space, soil, drainage, mature roots and canopy, utilities, and public-service access.

(7) Spacing. Minimum trunk-center distances shall be 30 feet for trees maturing at 40 feet or taller and 20 feet for shorter trees. Trees shall be at least eight feet from driveway edges.

(8) Utilities and access. The Forester shall coordinate species and locations with affected utilities, considering mature height and spread. Trees shall not conflict with overhead lines or be within five lateral feet of municipal underground utilities. Underground utilities shall be located before planting. Planting shall not obstruct access to hydrants, utility equipment, drainage, traffic controls, or public improvements; permit conditions shall be coordinated with responsible departments or utilities.

(9) Sidewalks. No tree shall be planted within 10 feet of a public sidewalk unless planted by the City or approved by the Forester based on mature size, available space, sidewalk access, and utilities.

(10) Replacement. The Forester shall consider site suitability, space, mature size, utilities, diversity, and planned improvements and may approve another suitable location or determine replacement at the site unsuitable. Permits or lawful orders shall state required replacement. Sections 301.02 and 301.12 govern work and costs.

301.08 Boulevard Tree Removal

(1) Approval. The Forester may permit removal for hazards to travel, utilities, or lawful structures; blocked access; unreasonable interference with permitted development or use; hazardous disease, damage, or weakness; or a documented public purpose without an adequate reasonable alternative. The Forester shall consider applicable tree plans, health, safety, canopy loss, utilities, replacement, and reasonable alternatives to removal and state the criterion in writing. Nonemergency City removal

requires adjoining-owner notice and any statutory hearing. Section 301.02 assigns work and section 301.12 governs costs.

(2) Removal and restoration. Stumps and roots shall be removed or ground at least six inches below surrounding finished grade. Roadway wood and debris shall be removed by each workday's end. Holes shall be filled with topsoil to surrounding grade as soon as practical. Soil and grass restoration shall follow the permit or lawful order. Handling, transport, and disposal shall comply with applicable disease, pest, quarantine, disposal, and burning requirements. The adjoining property owner shall have first refusal to keep nondiseased wood if it is removed from the boulevard immediately after the tree is cut down.

301.09 Care and Protection

(1) Construction. Persons working near public trees shall protect them. A Forester permit is required for excavation, tunneling, trenching, or pavement other than sidewalks within eight feet of a public-tree trunk. The Forester shall review protection before construction and may designate a larger protection area and required methods in writing based on tree size, species, condition, roots, and site. Required protection shall be installed before work and maintained through completion. Excavation, compaction, storage, equipment operation, and fill within the designated area require written approval. Persons performing the work shall promptly report tree injuries to the Forester.

(2) Responsibility. Owners shall prune private trees adjoining public areas; section 301.02 assigns boulevard work. Trees shall not obstruct safe travel, lighting, signs, or service access. The Forester may determine necessary pruning.

(3) Clearance. Branches shall provide at least 14 feet of clearance over streets and alleys and 10 feet over sidewalks and shall not obstruct lighting, signs, or safe travel. The Forester may temporarily allow less clearance for newly planted trees when public safety is maintained.

(4) Methods. Pruning shall follow accepted arboricultural practices. Flush cuts and topping of public trees are prohibited. Dead, broken, diseased, infested, or interfering branches shall be removed as needed, considering tree health and form.

(5) This chapter neither requires nor authorizes owners or unqualified workers to prune near energized conductors. Line-clearance work shall be coordinated with the utility and performed only by qualified persons.

(6) No person shall prune an oak from April 1 through July 31 without Forester approval for an immediate safety hazard. Approved work shall include measures reducing oak-wilt risk.

301.10 Nuisances and Abatement

(1) A tree, shrub, or part is a public nuisance if its condition or location endangers persons or property, impedes safe public use, or harbors disease or pests threatening other trees. Species or insect presence alone is insufficient.

(2) The Forester may order lawful pruning, treatment, removal, or handling of infected material and arrange public-land abatement consistent with section 301.02. Owner-assigned work requires the following protections before City action on default.

(3) Before City abatement on private property without consent, the Forester shall serve written notice identifying property, affected plant, nuisance and reasons, required work, deadline, potential costs, Public Works Committee hearing time and place, and objection rights. Serve personally or by registered mail; publication requires legal authority. The Public Works Committee hearing shall be at least 14 days after service.

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(4) Appeals. The Public Works Committee shall consider evidence and issue written findings, work requirements, deadline, and further-review rights. Owners shall have at least five days after service to comply; the Committee may allow 10 additional days. Except for emergencies, irreversible abatement shall await compliance deadlines and applicable review periods and stays. The Forester may then arrange lawful abatement. Section 301.12 governs costs.

(5) Emergency work. If the Forester determines that delay would materially increase an imminent threat of serious injury or substantial property damage, the City may take only reasonably necessary lawful action. Private entry requires consent, a warrant, or other lawful authority. The Forester shall document the condition, emergency reasons, and work; notify owners beforehand when practical or promptly afterward; and provide prompt section 301.11 review of the determination and proposed costs. Emergency authority creates no independent cost-recovery right.

(6) Spraying notice. The Forester shall notify affected private owners, give public notice, and post affected areas at least 24 hours before spraying. If street residue or traffic restrictions are expected, the Forester shall notify Police. Temporary parking restrictions shall be posted at least 24 hours ahead. Additional or longer legally required notices apply. Compliance does not waive any legal claim or defense.

(7) Infected material. Written nuisance orders may specify handling, treatment, transport, or disposal of infected or infested wood, bark, branches, stumps, or firewood when necessary to prevent spread. The Forester shall state required methods in writing. Pesticide, quarantine, disposal, and burning requirements apply.

301.11 Prohibited Acts

(1) No person shall interfere with lawful work or disobey a lawful abatement order. Without Forester approval, no person shall damage, destroy, attach objects to, remove protective devices from, tap, or obstruct air or water reaching roots of a public tree or shrub. Temporary City parking signs and lawful abatement are exempt. Private-tree work requires owner consent; legal rights concerning encroaching branches and roots remain unchanged.

301.12 Appeals

(1) Affected persons may obtain Public Works Committee review of Forester decisions, Clerk/Treasurer licensing decisions, or disposal decisions by filing signed objections with the Clerk/Treasurer within 14 days after service, identifying the decision, grounds, and mailing address. Timely objections stay nonemergency enforcement.

(2) The Committee shall hear objections as soon as practical, mail hearing notice at least five working days ahead, permit personal or attorney appearance and relevant evidence, retain a hearing record, and issue written reasons, decision, and judicial-review instructions within 10 days after hearing. Persons who participated in making or reviewing the challenged decision shall not decide its review. If recusals prevent a quorum, Council shall appoint an impartial substitute reviewer who did not participate in that decision; the same procedures apply.

(4) Decisions and orders shall be served personally or by registered mail unless law requires otherwise; retain service proof. Decisions shall state filing location and review deadlines, which run from lawful service. Under section 68.16, Wis. Stats., the City elects this local review procedure in place of ch. 68 procedures, except judicial review under section 68.13 remains available. Other mandatory statutory notice, hearing, and review rights are preserved. This procedure does not replace hearings or decisions assigned by law to Council or another body.

301.12 Costs

(1) [City pays ___; owner pays ___; shared services ___, owner percentage ___ or cap ___].

(2) Authorized private-property work and nuisance costs may be recovered only as law allows. The Forester shall keep itemized parcel records and report chargeable work before November 10 annually to the Clerk/Treasurer and section 27.09(6), Wis. Stats. Private-property charges shall exclude any cost of employing the City Forester. Other costs shall use actual contractor and plant charges, current City labor rates, and Wisconsin state equipment rates.

(3) Before charging, the City shall provide an itemized statement of property, work, authority, proposed charges, and objection opportunity. For section 27.09 assessments, Council shall hold the required public hearing after ch. 985 class 2 notice; section 66.0627 charges shall comply with that statute. Liens and tax-roll charges require legal authority and procedures.

301.13 Enforcement

Violations carry $100–$400 forfeitures plus applicable costs, fees, and surcharges; each day is a separate offense. Persons authorized under section 980.06 may issue citations. The City may seek injunctions, nuisance abatement, or other lawful remedies.

SECTION 2. Repeal of Conflicting Provisions

Conflicting ordinances or parts of ordinances are repealed.

SECTION 3. Severability

If any provision of this ordinance is held invalid, the remaining provisions remain in effect.

SECTION 4. Effective Date

This ordinance shall take effect upon passage and publication as provided by law.

ADOPTED by the Common Council of the City of Richland Center on this 1st day of December, 2026 by the following votes: AYES _____, NOS _____.

_____

Karin Tepley, Mayor

Attest:

_____

Amanda Keller, Clerk

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