



OFFICIAL PUBLIC NOTICE
MEETING OF THE PUBLIC WORKS COMMITTEE
THURSDAY, APRIL 17, 2025 AT 5:30 PM

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

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 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. 03-20-2025 Minutes

APPROVAL OF BILLS

2. Bills for Approval

PUBLIC WORKS DIRECTOR'S REPORT

3. Monthly Report

DISCUSSION AND ACTION ITEMS

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

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

SET NEXT MEETING DATE *Third Thursday of the Month - May 15th at 5:30 pm*

ADJOURNMENT

Posted this 14 day of April, 2025 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE Item 1.

THURSDAY, MARCH 20, 2025 AT 5:30 PM

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

CALL TO ORDER The meeting was called to order at 5:30 PM. Members present: Fruit and Walters. Members absent: Melby. The meeting was properly noticed.

APPROVAL OF MINUTES Motion by Fruit to approve the February 20, 2025 meeting minutes. Seconded by Walters. Motion carried by voice vote.

APPROVAL OF BILLS Motion by Walters to approve the presented bills, seconded by Fruit. Motion carried by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Streets
 - Safety training was held on March 4.
 - Completed low-hanging limb removal and assisted with utility line brush clearing.
 - Road patchwork and brush/yard waste collection are ongoing as weather allows.
 - Updated decals on five trucks; transitioning from winter to spring equipment.
 - Maintenance list finalized; street sweeping to begin soon.
 - Jason Koch attended the Farrell Equipment & Supply show.
 - Team meeting was held on street conditions and overlays.
- Buildings & Grounds
 - Tree removals completed; ongoing equipment and facility maintenance.
 - Playground repairs, picnic table painting, T-post removals, and StoryWalk plexiglass repair have been completed.
 - Preparing ballfields and pool for the season.
 - Conducted controlled burn on March 18.
 - Ongoing procurement of rough-cut white oak for footbridge repairs.
- Airport
 - Assessing equipment replacement; fire extinguisher boxes and furnace serviced.
 - Ongoing maintenance includes brush clearing, doorknob repairs, and tractor service.
 - Continued challenges with legacy equipment, planning for equipment liquidation and replacement with support from Bureau of Aeronautics.
- Cemetery
 - One cremation completed; one lot sold.
 - Cemetery cleanup performed; record-keeping and monument planning underway.
- Forestry
 - All designated tree removals were completed.
 - Spring planting trees ordered; stump grinding coordination ongoing.
 - Tess and Joe completed a UW pest course covering No Mow May and pollinator-friendly yard strategies.
- Director Notes
 - Ongoing coordination with Frontier; safety incident reported and addressed with updated protocols.
 - Seasonal adult workers are to be hired earlier to avoid last year's staffing delays.
 - Porta-potty units reduced to seven community locations based on usage data.
 - Pine River Trailhead signage order underway.
 - RCYBS donation includes new dugouts and manual scoreboards for youth fields; school industrial arts class may assist with construction.
 - Rotary Club donation of \$12,400 for an Aquatic Center sunshade pending council approval.

- Softball field light bulbs discovered in storage; plan in progress to change bulbs.
- Exploring sidewalk repair partnership with Safe Step, LLC.
- Considering notification to residents about updated mowing protocols.
- Road maintenance discussion included MSA memo and concerns over limited overlay budget.
- Crack seal tar purchase quotes received; to be forwarded to Council.
- Street crew passed MEUW safety check.
- Presented a spider diagram to illustrate the scope of Economic Development and DPW responsibilities.
- Highlighted major time investment needed for ordinance rewrites and municipal code updates (~1,000+ hours).
- Discussed staffing constraints and the need for more robust interdepartmental support to meet operational goals.

DISCUSSION OF POSSIBLE ACTION ITEMS

4. Streets - Request for End Loader Repair

Glasbrenner presented a report regarding the end loader from the Street fleet. The discussion included findings from a diagnostic that revealed a malfunction in the vehicle controller causing the fan to run on high continuously, potentially impacting reliability. A quote from Brooks Tractor was provided with an estimated repair cost of \$3,139.49 (approximately \$3,200). The discussion acknowledged that the unit remains operable at a limited capacity and that alternative equipment is available for lease if needed. Motion by Fruit to recommend to the Finance Committee and Common Council the approval of the end loader repair at a cost not to exceed \$3,200. Seconded by Walters. Motion carried by voice vote.

REPORTS, REQUESTS, AND CONCERNS

Fruit:

- Concerns were raised about a dead tree near Bohmann hill, noting previous discussions with Tess and the urgency due to thawing ground conditions. Glasbrenner confirmed the issue is still active on their list and noted complications due to Frontier's work in the area. Attempts were made to access the tree using city and utility bucket trucks, but terrain prevented access. Glasbrenner plans to discuss alternatives with Scott Gald, including hiring a service or using a four-wheel drive lift.
- A brief discussion took place regarding a potential volunteer initiative concerning the memorial tree program. Council member Fruit expressed an interest in helping with and providing inventory support (e.g., mapping park bench placements and tree dedication posts). The item was tabled for further discussion.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, April 17th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by Fruit. Motion carried by voice vote. The meeting adjourned at 6:47 PM.

Minutes recorded by Darcy Perkins.

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", "10-61000-941"- "10-61000-948", "10-61000-961", "10-61000-962", "10-61000-971", "10-61000-990", "10-61000-991", "10-51500-250"

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
ALL AMERICAN DO IT CENTER					
ALL AMERICAN DO IT CE	03/20/2025	grind contact	10-51850-470 BLDG-PROP/MAI	29.98	
ALL AMERICAN DO IT CE	03/18/2025	ballfield & spring toy hardware	10-51850-470 BLDG-PROP/MAI	16.45	
ALL AMERICAN DO IT CE	03/19/2025	Saw kit	10-51850-520 BLDG-PROP/SUP	62.99	
Total ALL AMERICAN DO IT CENTER:				109.42	
ALLIANT ENERGY/WPL					
ALLIANT ENERGY/WPL	03/17/2025	street lights 14-walmart	10-54230-320 SIGNS/UTILITIES	18.26	04/02/25
ALLIANT ENERGY/WPL	03/11/2025	Electric Usage Feb 11-Mar 11 202	10-54900-320 AIRPORT/RUNWA	237.15	04/02/25
ALLIANT ENERGY/WPL	04/01/2025	cty Rd BA Hanger/Airport Terminal	10-54900-321 AIRPORT/TERMI	112.42	
Total ALLIANT ENERGY/WPL:				367.83	
AUTO VALUE PARTS STORES					
AUTO VALUE PARTS STO	02/26/2025	bulb & lens	10-51850-440 BLDG-PROP/EQU	15.98	04/02/25
AUTO VALUE PARTS STO	03/07/2025	30/30 kit, panel retainers	10-54200-420 ROADWAYS/TRU	71.38	04/02/25
AUTO VALUE PARTS STO	03/13/2025	Shop supplies	10-54100-520 GARAGE/SUPPLI	93.74	
AUTO VALUE PARTS STO	03/18/2025	battery B&G UTV for street's use	10-54200-440 ROADWAYS/EQUI	142.99	
Total AUTO VALUE PARTS STORES:				324.09	
BAILEY'S PAINT & DECORAT					
BAILEY'S PAINT & DECO	03/18/2025	Paint & brushes	10-51850-470 BLDG-PROP/MAI	151.98	04/02/25
Total BAILEY'S PAINT & DECORAT:				151.98	
BINDL TIRE & AUTO, LTD					
BINDL TIRE & AUTO, LTD	12/23/2024	tires, mount & disposal	10-51850-440 BLDG-PROP/EQU	576.00	
Total BINDL TIRE & AUTO, LTD:				576.00	
BROOKS TRACTOR INC					
BROOKS TRACTOR INC	03/21/2025	loader repair	10-54200-440 ROADWAYS/EQUI	1,790.73	04/02/25
Total BROOKS TRACTOR INC:				1,790.73	
Climbing Bee LLC					
Climbing Bee LLC	04/05/2025	took down dead tree	10-56300-250 FORESTRY/TREE	903.00	
Total Climbing Bee LLC:				903.00	
FERRELLGAS					
FERRELLGAS	03/20/2025	propane	10-54900-310 AIRPORT/HEAT	669.75	
FERRELLGAS	03/26/2025	late charge	10-54900-310 AIRPORT/HEAT	.76	
Total FERRELLGAS:				670.51	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
HOLIDAY WHOLESAL					
HOLIDAY WHOLESAL	03/25/2025	restroom supplies & coffee	10-51850-520 BLDG-PROP/SUP	135.51	
Total HOLIDAY WHOLESAL:				135.51	
LAKES GAS COMPANY					
LAKES GAS COMPANY	03/28/2025	CYLINDER REFILL	10-54200-500 ROADWAYS/GAS	300.00	
Total LAKES GAS COMPANY:				300.00	
PERKINS LOCK & SECURITY					
PERKINS LOCK & SECUR	04/02/2025	Master Key System & Keys	10-51850-470 BLDG-PROP/MAI	100.00	04/02/25
Total PERKINS LOCK & SECURITY:				100.00	
PITNEY BOWES, INC					
PITNEY BOWES, INC	04/03/2025	Property and grounds postage	10-51850-520 BLDG-PROP/SUP	22.01	
PITNEY BOWES, INC	04/03/2025	streets postage	10-54100-340 GARAGE/OFFICE	.96	
Total PITNEY BOWES, INC:				22.97	
RICHLAND COUNTY HIGHWAY					
RICHLAND COUNTY HIG	03/17/2025	sand & salt - Janfeb	10-54400-520 SNOW RMVL/SU	181.75	04/02/25
RICHLAND COUNTY HIG	03/07/2025	sand & salt - Jan	10-54400-520 SNOW RMVL/SU	51.72	04/02/25
Total RICHLAND COUNTY HIGHWAY:				233.47	
RICHLAND COUNTY TREASURER					
RICHLAND COUNTY TRE	04/01/2025	2012 real esate taxes & interest: p	10-55300-655 B&G/SHELTER E	21.79	
Total RICHLAND COUNTY TREASURER:				21.79	
RICHLAND ELECTRIC CO-OP					
RICHLAND ELECTRIC CO	04/02/2025	RC Control Flood Control	10-56200-320 FLOODPLN/UTILI	47.54	
Total RICHLAND ELECTRIC CO-OP:				47.54	
SHAWN'S AUTO REPAIR & PE					
SHAWN'S AUTO REPAIR	01/29/2025	oil change Ford F-250	10-51850-440 BLDG-PROP/EQU	71.11	04/02/25
SHAWN'S AUTO REPAIR	01/29/2025	oil change 2020 Chevrolet Silvera	10-51850-440 BLDG-PROP/EQU	87.29	04/02/25
Total SHAWN'S AUTO REPAIR & PE:				158.40	
SIMPSON'S TRACTOR, INC					
SIMPSON'S TRACTOR, IN	01/21/2025	GEHL Backhoe Bucket Pin	10-51850-440 BLDG-PROP/EQU	129.78	04/02/25
SIMPSON'S TRACTOR, IN	01/28/2025	5600 Toolkat Repairs	10-51850-440 BLDG-PROP/EQU	1,059.84	04/02/25
Total SIMPSON'S TRACTOR, INC:				1,189.62	
TOWN & COUNTRY SANITATION, INC					
TOWN & COUNTRY SANI	04/01/2025	8735 garbage service	10-54600-560 GARBAGE/CONT	16,808.60	
TOWN & COUNTRY SANI	04/01/2025	8735 operator	10-54500-020 LANDFILL/TCS O	889.92	
TOWN & COUNTRY SANI	04/01/2025	8783 recycling	10-54700-560 RECYCLING/CON	5,706.85	
TOWN & COUNTRY SANI	04/01/2025	8784 landfill	10-54500-660 LANDFILL/TRANS	3,860.66	
Total TOWN & COUNTRY SANITATION, INC:				27,266.03	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
U S CELLULAR					
U S CELLULAR	03/10/2025	304-609-7179 Flood Warning Sign	10-56200-300 FLOODPLN/TELE	40.81	04/02/25
Total U S CELLULAR:				40.81	
US BANK					
US BANK	06/19/2024	DATCP - Annual Landfill License	10-54500-580 LANDFILL/LICEN	141.45	07/10/24
US BANK	08/22/2024	Air Nav Fuel Listing Subscription	10-54900-560 AIRPORT/CONTR	30.00	09/09/24
US BANK	08/02/2024	Motion Industries - Repair Parts fo	10-54230-520 SIGNS/SUPPLIES	176.81	09/09/24
US BANK	08/06/2024	Cradlepoint - Annual Rockbridge	10-56200-560 FLOODPLN/CON	235.47	09/09/24
US BANK	09/09/2024	Shawns Auto Repair - Tires	10-51850-440 BLDG-PROP/EQU	167.90	10/09/24
US BANK	09/04/2024	DNR E Bill - Landfill Licenses/Bur	10-54500-580 LANDFILL/LICEN	169.13	10/09/24
US BANK	09/10/2024	Wal-Mart - Office Supplies	10-54100-340 GARAGE/OFFICE	21.36	10/09/24
US BANK	10/04/2024	USPS - Stamps	10-54100-340 GARAGE/OFFICE	16.25	11/09/24
US BANK	11/04/2024	Airport Fuel Test	10-54900-505 AIRPORT/AVIATI	1.98	12/09/24
US BANK	11/05/2024	Airport Fuel Test	10-54900-505 AIRPORT/AVIATI	1.34	12/09/24
US BANK	11/06/2024	Arbor Day Foundation - City Hall	10-51850-525 BLDG-PROP/FLA	67.47	12/09/24
US BANK	12/27/2024	Menards - Supplies	10-54400-390 SNOW RMVL/MIS	63.23	02/09/25
US BANK	01/13/2025	Wal-Mart - Supplies	10-54200-420 ROADWAYS/TRU	27.88	02/09/25
US BANK	01/17/2025	Tickets Lands Humanitix Bldng &	10-56300-410 FORESTRY/TRAI	50.00	02/09/25
Total US BANK:				1,170.27	
WALSH'S ACE HARDWARE					
WALSH'S ACE HARDWAR	03/26/2025	grease gun, shovel, etc	10-54100-510 GARAGE/TOOLS	60.42	
WALSH'S ACE HARDWAR	03/18/2025	battery	10-54230-520 SIGNS/SUPPLIES	22.30	04/02/25
WALSH'S ACE HARDWAR	03/19/2025	supplies for pool	10-51850-440 BLDG-PROP/EQU	3.47	04/02/25
WALSH'S ACE HARDWAR	03/25/2025	pool supplies	10-51850-470 BLDG-PROP/MAI	55.58	
WALSH'S ACE HARDWAR	03/25/2025	shop supplies	10-51850-520 BLDG-PROP/SUP	8.49	
WALSH'S ACE HARDWAR	03/27/2025	ball field supplies	10-51850-470 BLDG-PROP/MAI	12.99	
Total WALSH'S ACE HARDWARE:				163.25	
WI DEPT OF REVENUE-AV FUEL					
WI DEPT OF REVENUE-A	02/28/2025	FEB 2024 Airport Fuel Sales Tax	10-54900-505 AIRPORT/AVIATI	3.42	03/26/25
WI DEPT OF REVENUE-A	03/31/2025	Airport Fuel Tax	10-54900-505 AIRPORT/AVIATI	20.88	04/21/25
Total WI DEPT OF REVENUE-AV FUEL:				24.30	
WICONNECT WIRELESS LLC					
WICONNECT WIRELESS	04/01/2025	WiConnect Wireless Internet - Air	10-54900-300 AIRPORT/TELEP	59.99	
Total WICONNECT WIRELESS LLC:				59.99	
WIL-KIL PEST CONTROL					
WIL-KIL PEST CONTROL	09/18/2024	3722712 - 24147 Cty Rd Aa - Lan	10-54500-470 LANDFILL/REPAI	67.38	04/15/25
WIL-KIL PEST CONTROL	09/04/2024	3722805 - Municipal Building	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
WIL-KIL PEST CONTROL	10/16/2024	3722712 - 24147 Cty Rd Aa - Lan	10-54500-470 LANDFILL/REPAI	67.38	04/15/25
WIL-KIL PEST CONTROL	10/08/2024	3722805 - Municipal Building	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
WIL-KIL PEST CONTROL	10/08/2024	3722805 - Meyer Building - Pest	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
WIL-KIL PEST CONTROL	11/06/2024	3722712 - 24147 Cty Rd Aa - Lan	10-54500-470 LANDFILL/REPAI	67.38	04/15/25
WIL-KIL PEST CONTROL	11/12/2024	3722805 - Municipal Building - Pe	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
WIL-KIL PEST CONTROL	12/04/2024	3722712 - 24147 Cty Rd Aa - Lan	10-54500-470 LANDFILL/REPAI	67.38	04/15/25
WIL-KIL PEST CONTROL	12/03/2024	3722805 - Municipal Building - Pe	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
WIL-KIL PEST CONTROL	12/10/2024	3722805 - Meyer Building - Pest	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
WIL-KIL PEST CONTROL	01/08/2025	3722712 - 24147 Cty Rd Aa - Lan	10-54500-470 LANDFILL/REPAI	67.38	04/15/25
WIL-KIL PEST CONTROL	01/07/2025	3722805 - Municipal Building - Pe	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
WIL-KIL PEST CONTROL	02/12/2025	3722712 - 24147 Cty Rd Aa - Lan	10-54500-470 LANDFILL/REPAI	67.38	04/15/25
WIL-KIL PEST CONTROL	02/11/2025	3722805 - Municipal Building - Pe	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
WIL-KIL PEST CONTROL	02/12/2025	3722805 - Meyer Building - Pest	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
WIL-KIL PEST CONTROL	04/09/2025	3722712 - 24147 Cty Rd Aa - Lan	10-54500-470 LANDFILL/REPAI	67.38	04/15/25
WIL-KIL PEST CONTROL	04/09/2025	3722805 - Municipal Building - Pe	10-51850-470 BLDG-PROP/MAI	67.38	04/15/25
Total WIL-KIL PEST CONTROL:				1,145.46	
Grand Totals:				36,972.97	

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", "10-61000-941"- "10-61000-948", "10-61000-961", "10-61000-962", "10-61000-971", "10-61000-990", "10-61000-991", "10-51500-250"

Public Works Monthly Report

Item 3.

For the Months of March & April 2025

4/17/2025

Streets

- All winter equipment has been removed and necessary repairs completed.
- While equipment was out for teardown, the shop parking area was cleaned and organized. The Wastewater Department assisted by clearing the shop drain using their vac truck.
- Completed storm drain maintenance on Eldon Store Drive, including debris removal, excavation of the bank, and installation of a small retaining wall to prevent soil erosion.
- Ongoing patching as needed; winter patch stock is nearly depleted. Hoping the asphalt plant opens by the end of April.
- Cleaned and leveled the brush and spoils dump area following the winter thaw.
- Assisted the Electric Department with tree removals on Ithaca Road and near the bike trail.
- The street sweeper completed its first full sweep of the city; initial round takes approximately two weeks.
- Heavy brush collection month, with three weeks of pickup including leaves not collected during last fall's vacuum season.
- Added gravel and smoothed transitions and rough areas along E 5th Street.
- Sold surplus items via auction, including an old skid steer broom attachment and unused air jackhammers with accessories - totaling \$1,749.00
- Spring large item collection went smoothly with no reports of missed pickups.
- Transitioned to summer hours effective March 31.

Buildings & Grounds

- Conducted a controlled prairie burn along the Pine River on 3/18/2025. Minor damage to a few boards was addressed with replacements; the burn was successful overall.
- Tilled and leveled all baseball diamonds; added 60 ft. bases to Field 4. Volleyball courts were also tilled due to poor condition. Ordered a load of lime to maintain field quality over the next few years.
- Replaced basketball and soccer nets on several smaller goals.
- Ordered eight replacement boards for the small footbridge after inspecting deterioration underneath; frame will require future attention.
- Created a new pathway under the bridge at North Park for safe access to the east soccer field.
- Set up and tore down equipment for the recent election.
- Modified shelving at the Community Center to store ballot machines on-site, reducing transport needs and complying with separation requirements for machine components.

Public Works Monthly Report

Item 3.

For the Months of March & April 2025

4/17/2025

- Installed emergency parking signage at the Aquatic Center.
- Installed a sump pump at the Aquatic Center to manage standing water and reduce mud hazards around the concrete area.
- Partnered with Darcy to photograph and list recovered bicycles from police storage on Wisconsin Surplus; all units were successfully sold. Totaling \$216.00
- We are evaluating equipment for areas designated for reduced mowing (4x/year). Recommended renting potential options before purchasing to ensure practicality and avoid underutilized assets.
- Covered graffiti at the footbridge; police were notified and are investigating. Batteries in the trail camera were dead at the time of the incident. Replaced batteries and cleared the memory card. Moving forward, batteries will be replaced biannually to ensure ongoing surveillance.

Airport

- Continuing efforts to assess and identify suitable replacement equipment.
- Ongoing maintenance projects include brush removal, doorknob repairs, storage shed maintenance, and tractor servicing.

Cemetery

- One full burial completed; ground conditions allowed for excavation without the use of a frost burner.
- Eight cremation burials scheduled in the coming months, including several family groupings on the same day.
- Increased inquiries from monument companies as spring stone installations begin.
- Upcoming tasks include headstone repairs, holiday décor cleanup, and site restoration from fall burials.

Forestry

- Stump grinding is scheduled to begin this month, with site cleanup handled by the grounds crew.
- The Arbor Day event is set for April 23, 3:00–4:30 PM at the library. Activities include a story reading by Brian Wahl (DNR), 75 seedling giveaways, potential tree planting, and informational handouts on tree planting and native plants. The event has been promoted via Facebook, the electronic billboard, and WRCO outreach.
- Boulevard replacement trees are expected to arrive this month and will be planted promptly.

Public Works Monthly Report

Item 3.

For the Months of March & April 2025

4/17/2025

- The dead tree on the hill near Bohmann Dr and Hwy 14 has been successfully removed. The City contracted Climbing Bee LLC to perform the hazardous tree removal. The original bid was \$1,807 but the final cost was \$903 due to reduced labor time. We will There will be ongoing efforts to clean brush & downed trees in the area.

Director Notes:

- Notifications regarding updated mowing protocols—specifically related to dike maintenance—have been distributed to affected residents.
 - Resident concerns:
- The department has completed the purchase of the Husqvarna Automower 550 EPOS Robot Mower. The equipment has been installed and is now in operation at the softball fields.
- Due to a delay in receiving all the information required, the donation resolution originally planned for the April Council meeting has been postponed to May. The resolution will outline a donation from RCYBS for the installation of new dugouts on Youth Baseball Field #1 and new manual scoreboards for Fields #1 and #2.
- We are working to repair two of our main kayak landings that are unusable. The problem is that sediment is deposited under them in high water and it causes the ramps to come out of adjustment.
- Frontier is still active in the city with fiberoptic installation. Concerns are being raised regarding ground settling. We are communicating with Frontier on a consistent basis to try to assure that repairs are made.
- We are working to schedule a final walk through for the 8th & Park St project from last year.
- We continue to work towards liquidation of obsolete items and underutilized equipment from our equipment fleet. Next on our list is a 3-point hitch tiller. We were able to partner with utilities and use their tiller that attaches to our skid steer.
- Working to gather chip seal or overlay bids for about 6 to 10 blocks of street.

Agenda Item: Richland Airport – QTPod Fuel System - 5-Year Subscription Renewal

Requested & Presented by: Jasen Glasbrenner

Meeting Date: Public Works Committee on 04-17-2025

Committee Review:

Background: The Public Works Department is seeking approval to renew a 5-year Base Access + Cellular Subscription Plan with QTPod (petroleum on demand) to maintain the M4000 fueling terminal at Richland Airport. The renewal cost is \$7,180.00 and it is necessary to dispense fuel at the airport. The subscription also ensures uninterrupted access to critical services including Siteminder Fuel Management Software, cloud database hosting, 24/7 support, and software updates. The 5-year prepaid option offers cost savings of \$1,195 vs. a year to year contract.

Department Recommendation: Approve the execution of a 5-year contract renewal with QTPod at a cost of \$7,180.00.

Financial Impact: \$7,180.00

Funding Source: Budgeted Airport Maintenance Contract Payment line item; 10-54900-480

Requested Action:

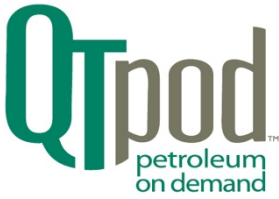
PUBLIC WORKS: Motion to recommend to the Finance Committee and City Council the execution of a 5-year contract renewal with QTPod at a cost of \$7,180.00.

FINANCE: Motion to recommend to the City Council the execution of a 5-year contract renewal with QTPod at a cost of \$7,180.00.

COUNCIL: Motion to approve the execution of a 5-year contract renewal with QTPod at a cost of \$7,180.00.

Attachment(s):

QTPod Invoice



P.O. Box 842417
 Dallas, TX 75284-2417
 303.962.3424

Inv Item 4.

DATE	ORDER #
4/10/2025	0201-SP2025
TERMS	DUE DATE
Net 30	5/10/2025

BILL TO
Accounts Payable Richland Center Airport 450 South Main Street Richland Center, WI 53581

SHIP TO
Accounts Payable Richland Center Airport 450 South Main Street Richland Center, WI 53581
treasurer@richlandcenterwi.gov, ashley.oliphant@richlandcenterwi.gov

P.O. Number

Item	Description	Qty	Rate	Amt
Base Access Plan - 5 Year Renewal	Base Network Access and Support Agreement - Five Year Renewal	1	\$4,780.00	\$4,780.00
Cell Plan - 5 year	Cell Plan - Five Year Renewal	1	\$2,400.00	\$2,400.00
Please send payments to: P.O. Box 842417 Dallas, TX 75284-2417 (303) 962-3424			SUBTOTAL	\$7,180.00
			TAX	\$0.00
			TOTAL	\$7,180.00
			PAYMENTS	\$0.00
			BALANCE	\$7,180.00

NOW PAY ONLINE: To pay online please use link provided in the body of this email.

Renewal for M4000 subscription, and cell service (if applicable).
 Coverage dates 05/01/2025 - 04/30/2030.

Please note the subscription and cell (if applicable), are required for the M4000.

PLEASE SEND PAYMENT TO:
 QT Petroleum on Demand
 P.O. Box 842417
 Dallas TX 75284-2417

All invoices are in USD.

PLEASE REMIT PAYMENT TO: QTPod, PO BOX 842417, Dallas TX 75284-2417. Payment remittances and questions can be emailed to armail@qtpod.com or call 303-962-3424.

PAYMENT TERMS: Net 30. Unpaid balances shall be subject to interest at 1.5% per month until paid in full.

PLEASE REMIT PAYMENT TO: QTPod, PO BOX 842417, Dallas TX 75284-2417. Payment remittances and questions can be emailed to armail@qtpod.com or call 303-962-3424.

PAYMENT TERMS: Net 30. Unpaid balances shall be subject to interest at 1.5% per month until paid in full.