



**OFFICIAL PUBLIC NOTICE**

**MEETING OF THE PUBLIC WORKS COMMITTEE**

THURSDAY, JANUARY 16, 2025 AT 5:30 PM

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

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**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.](#) 12-19-2024 Minutes

**APPROVAL OF BILLS**

- [2.](#) Bills for Approval

**PUBLIC WORKS DIRECTOR'S REPORT**

- [3.](#) Monthly Report

**DISCUSSION AND POSSIBLE ACTION ITEMS**

- [4.](#) Sale of Snocrete Loader Mount Snow Blower from Public Works Fleet
- [5.](#) Sale of Virnig Skidsteer Attachment Snowblower from Public Works Fleet
- [6.](#) Purchase of Husqvarna Automower 550 EPOS Robot Mower
- [7.](#) City Management of Veterans Memorial at City Hall
- [8.](#) Landfill Monitoring Services Agreement
- [9.](#) Memorial Program in City Parks
- [10.](#) Discussion on Courtesy Vehicle at Richland Airport
- [11.](#) Discussion on Sun Shade for Aquatic Center

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

**SET NEXT MEETING DATE**

**ADJOURNMENT**

Posted this 15 day of January, 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.



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

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

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

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

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

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

Streets:

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

Buildings & Grounds:

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

Airport:

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

Cemetery:

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

Forestry:



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

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

Other Notes:

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

**DISCUSSION OF POSSIBLE ACTION ITEMS**

4. City Management of Veterans Memorial at City Hall

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

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

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

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

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

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

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

7. Approval of Cost Share for Airport Runway Repair

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

**PUBLIC COMMENT**

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

Leonard Frye: City Management of Veterans Memorial at City Hall

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



**MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE**  
THURSDAY, DECEMBER 19, 2024 AT 5:15 PM

Item 1.

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

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**REPORTS, REQUESTS, AND CONCERNS**

Fruit:

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

Lincoln Street was advised of the MSA Study.

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

Melby:

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

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

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

*Minutes recorded by Darcy Perkins.*

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
<b>ALLIANT ENERGY/WPL</b>					
ALLIANT ENERGY/WPL	12/10/2024	28694 Co Hwy B Runway Lighting	10-54900-320 AIRPORT/RUNWA	220.06	01/09/25
ALLIANT ENERGY/WPL	12/13/2024	street lights 14-walmart	10-54230-320 SIGNS/UTILITIES	14.71	01/09/25
Total ALLIANT ENERGY/WPL:				234.77	
<b>AMAZON CAPITAL SERVICES</b>					
AMAZON CAPITAL SERVI	12/17/2024	ACCT #A2D4H70ZB1JL0D - PUB	10-51850-520 BLDG-PROP/SUP	69.40	01/09/25
AMAZON CAPITAL SERVI	12/17/2024	ACCT #A2D4H70ZB1JL0D - PUB	10-54200-440 ROADWAYS/EQUI	149.99	01/09/25
AMAZON CAPITAL SERVI	12/24/2024	ACCT #A2D4H70ZB1JL0D - PUB	10-54100-510 GARAGE/TOOLS	191.02	01/09/25
AMAZON CAPITAL SERVI	12/27/2024	ACCT #A2D4H70ZB1JL0D - PUB	10-54200-400 ROADWAYS/EMP	155.67	01/09/25
Total AMAZON CAPITAL SERVICES:				566.08	
<b>AUTO VALUE PARTS STORES</b>					
AUTO VALUE PARTS STO	12/04/2024	ACCT #52900051 - RC Public Wo	10-54200-420 ROADWAYS/TRU	43.10	01/09/25
AUTO VALUE PARTS STO	12/02/2024	ACCT #52900051 - RC Public Wo	10-54100-520 GARAGE/SUPPLI	31.98	01/09/25
AUTO VALUE PARTS STO	12/16/2024	ACCT #52900051 - RC Public Wo	10-51850-440 BLDG-PROP/EQU	5.00	01/09/25
AUTO VALUE PARTS STO	12/16/2024	ACCT #52900051 - RC Public Wo	10-51850-440 BLDG-PROP/EQU	12.99	01/09/25
Total AUTO VALUE PARTS STORES:				93.07	
<b>BADGER SPORTING GOODS</b>					
BADGER SPORTING GO	12/16/2024	ACCT #R40-PARK RECREATION	10-51850-430 BLDG-PROP/EQU	495.00	01/09/25
Total BADGER SPORTING GOODS:				495.00	
<b>CARROT-TOP INDUSTRIES IN</b>					
CARROT-TOP INDUSTRIE	12/17/2024	ACCT #2793038-PARK DEPT	10-51850-525 BLDG-PROP/FLA	1,472.89	01/09/25
Total CARROT-TOP INDUSTRIES IN:				1,472.89	
<b>CITY UTILITIES</b>					
CITY UTILITIES	12/19/2024	INV #5810-LANDFILL LEACHATE	10-54500-680 LANDFILL/LEACH	612.50	12/20/24
Total CITY UTILITIES:				612.50	
<b>FERRELLGAS</b>					
FERRELLGAS	12/26/2024	ACCT #52693934-AIRPORT	10-54900-310 AIRPORT/HEAT	650.30	01/09/25
Total FERRELLGAS:				650.30	
<b>FILLBACK FORD, INC</b>					
FILLBACK FORD, INC	12/16/2024	PUBLIC WORKS	10-54200-420 ROADWAYS/TRU	952.62	01/09/25
Total FILLBACK FORD, INC:				952.62	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
<b>GENUINE TELECOM</b>					
GENUINE TELECOM	12/31/2024	PUBLIC WORKS (608)647-3559	10-54100-300 GARAGE/TELEPH	37.13	01/09/25
Total GENUINE TELECOM:				37.13	
<b>HYNEK PRINTING</b>					
HYNEK PRINTING	12/20/2024	INV #73194-LANDFILL RECEIPT	10-54500-520 LANDFILL/SUPPL	1,097.00	01/09/25
Total HYNEK PRINTING:				1,097.00	
<b>LEE RECREATION LLC</b>					
LEE RECREATION LLC	12/19/2024	PLAYGROUND INV #16868-24	10-51850-470 BLDG-PROP/MAI	430.00	01/09/25
Total LEE RECREATION LLC:				430.00	
<b>MI-TECH SERVICES, INC</b>					
MI-TECH SERVICES, INC	12/23/2024	LANDFILL monitoring services	10-54500-670 LANDFILL/TESTI	4,850.00	01/09/25
Total MI-TECH SERVICES, INC:				4,850.00	
<b>NATURE'S WAY PORTABLE UNITS</b>					
NATURE'S WAY PORTABL	11/30/2024	PORTA POTTIES-BIKE TR, WED	10-55300-655 B&G/SHELTER E	630.50	01/09/25
NATURE'S WAY PORTABL	12/31/2024	PORTA POTTIES-LANDFILL DEC	10-54500-560 LANDFILL/CONT	160.00	01/09/25
NATURE'S WAY PORTABL	12/31/2024	PORTA POTTIES-BIKE TR, WED	10-55300-655 B&G/SHELTER E	200.00	01/09/25
Total NATURE'S WAY PORTABLE UNITS:				990.50	
<b>NORTH WOODS SUPERIOR CHE</b>					
NORTH WOODS SUPERI	08/30/2024	ACCT #6172850-STREET DEPT	10-54100-520 GARAGE/SUPPLI	210.52	12/20/24
Total NORTH WOODS SUPERIOR CHE:				210.52	
<b>PREMIER CO-OP</b>					
PREMIER CO-OP	12/31/2024	bdg & grounds	10-51850-500 BLDG-PROP/GAS	576.99	01/09/25
PREMIER CO-OP	12/30/2024	ACCT #4671541-STREET DEPT	10-54200-500 ROADWAYS/GAS	1,494.49	01/09/25
Total PREMIER CO-OP:				2,071.48	
<b>SECURIAN FINANCIAL GROUP, INC</b>					
SECURIAN FINANCIAL G	11/01/2024	December 24 Life Insurance	10-51850-100 BLDG-PROP/BEN	30.59	12/23/24
SECURIAN FINANCIAL G	11/01/2024	December 24 Life Insurance	10-54200-100 ROADWAYS/BEN	58.67	12/23/24
SECURIAN FINANCIAL G	12/01/2024	Jan 25 Life Insurance	10-51850-100 BLDG-PROP/BEN	33.53	12/23/24
SECURIAN FINANCIAL G	12/01/2024	Jan 25 Life Insurance	10-54200-100 ROADWAYS/BEN	58.67	12/23/24
Total SECURIAN FINANCIAL GROUP, INC:				181.46	
<b>TOWN &amp; COUNTRY SANITATION, INC</b>					
TOWN & COUNTRY SANI	12/30/2024	ACCT #8783-RECYCLING	10-54700-560 RECYCLING/CON	1,903.20	01/09/25
TOWN & COUNTRY SANI	01/01/2025	ACCT #8783-RECYCLING	10-54700-560 RECYCLING/CON	5,706.85	01/09/25
TOWN & COUNTRY SANI	12/31/2024	ACCT #8784-LANDFILL	10-54500-660 LANDFILL/TRANS	2,883.37	01/09/25
TOWN & COUNTRY SANI	01/02/2025	ACCT #8784-LANDFILL	10-54500-660 LANDFILL/TRANS	448.90	01/09/25
Total TOWN & COUNTRY SANITATION, INC:				10,942.32	
<b>U S CELLULAR</b>					
U S CELLULAR	12/10/2024	dec changes	10-56200-300 FLOODPLN/TELE	40.51	01/09/25

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total U S CELLULAR:				40.51	
<b>WALSH'S ACE HARDWARE</b>					
WALSH'S ACE HARDWAR	12/23/2024	PUBLIC WORKS	10-51850-430 BLDG-PROP/EQU	443.48	01/09/25
WALSH'S ACE HARDWAR	12/16/2024	PUBLIC WORKS	10-51850-520 BLDG-PROP/SUP	10.36	01/09/25
WALSH'S ACE HARDWAR	12/26/2024	PUBLIC WORKS	10-51850-520 BLDG-PROP/SUP	59.90	01/09/25
WALSH'S ACE HARDWAR	12/20/2024	ACCT #100601 PUBLIC WORKS	10-54400-390 SNOW RMVL/MIS	16.73	01/09/25
Total WALSH'S ACE HARDWARE:				530.47	
<b>WDATCP-LICENSE RENEWAL</b>					
WDATCP-LICENSE RENE	01/07/2025	Vehicle Scale Operators License	10-54500-580 LANDFILL/LICEN	115.00	01/09/25
Total WDATCP-LICENSE RENEWAL:				115.00	
<b>WE ENERGIES</b>					
WE ENERGIES	12/09/2024	ACCT #070014806400001-CEME	10-51850-315 BLDG-PROP/CEM	86.41	12/20/24
WE ENERGIES	12/09/2024	ACCT #070852515300001-MEYE	10-55300-655 B&G/SHELTER E	138.89	12/20/24
WE ENERGIES	12/09/2024	ACCT #071031598000001-PARK	10-54100-310 GARAGE/HEAT	138.56	12/20/24
WE ENERGIES	12/09/2024	ACCT #070894498700001-STRE	10-54100-310 GARAGE/HEAT	246.58	12/20/24
Total WE ENERGIES:				610.44	
<b>WICONNECT WIRELESS LLC</b>					
WICONNECT WIRELESS	12/31/2024	AIRPO1   RICHLAND MUNICIPAL	10-54900-300 AIRPORT/TELEP	59.99	01/09/25
Total WICONNECT WIRELESS LLC:				59.99	
Grand Totals:				27,244.05	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
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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:

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Dated: \_\_\_\_\_

Public Works: \_\_\_\_\_

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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 Dec 2024 – Jan 2025*

*1/16/2025*

## Streets

- Maintenance/Repairs on truck and equipment continues.
- Jelenik Plumbing and heating looked at the maintenance bay heater. They have ordered the part to be repaired just waiting for it to arrive.
- Dump hoist on truck #61 (2018 chevy 3500) broke free from the frame putting the truck out of service. The quoted price for parts to fix this is around \$3500. We fabricated new brackets and reinforced what is there in house getting the truck back in service. We will be monitoring this closely to see if the repair will work for a long-term fix.
- Street patching when weather allows. The Patch wagon is currently in the shop getting repairs. Light wiring, new jack, and axle work. Expected to be done this week yet.
- Used the new grapple for the skid steer for the first time. Works great
- Christmas tree pickup on Mondays. Also getting any other yard waste at the same time.
- The first major snow event went well. Successfully cleared the town and hauled excess snow with no issues or breakdowns.
- We continue to work on plowing SOPs – ie. Orange St.
- Working on surplus equipment sales
- 2022 - ¾ ton truck successfully sold for \$39,000
- Work towards truck decal updates

## Buildings & Grounds

- This was a quiet month due to the holidays.
- Snow removal – we had one snow event that required Buildings & Grounds assistance with plowing. Tess adjusted her route to pick up the route that would be covered by the vacant position. Jasen Glasbrenner assisted by plowing City Hall and the Airport. Tess started earlier than previous years to coordinate with the Street Team so that snow from some of the City Parking lots could be moved to the larger piles made by Street Dept instead of piled in lots. It seemed to work well, and the earlier start time allowed all lots to be completed before they were being heavily used.
- Picnic Tables - Pat and Doug painted several rounds of tables and placed them back out into the parks once they cured.
- Community Outreach – Tess participated in the library’s “Mystery Reader” program, reading *Katy and the Big Snow* by Virginia Lee Burton which is a classic story about a snowplow during a big snow event. She answered questions about snow removal, Forestry and general Public Works activities.

# Public Works Monthly Report

Item 3.

*For the Months of Dec 2024 – Jan 2025*

*1/16/2025*

- Garbage – Some garbage cans have been removed for the winter. They are cans that are in low use areas or where multiple cans are placed in the summer but are not required for the winter. They will be put back in the Spring.
- Green Truck – Stickers were removed from the Green Truck and it was cleaned to prepare it for sale.
- Building Maintenance – Various small building maintenance tasks.
- Meyer Building Furnace – The Meyer Building was briefly closed due to furnace issues. It is back open now.
- Plans for the coming month:
  - Continue Painting picnic tables
  - Continue organizing shop and office
  - Continue Building maintenance tasks
  - Tree cutting
- Continued search for Buildings & Grounds Lead. The candidate that we previously reported offering the position to declined, after accepting, due to a counter by his current employer.

## **Airport**

- Meetings with engineering firms for Airport Master Planning
  - Strategic planning around what the long-term plan options may be
- Snow removal is a 6-to-8-hour job for a single person
  - Snow Removal Equipment – Considering changes
- Courtesy Car discussion
- Continued work by BOA on our Runway Sealcoat Project

## **Cemetery**

- One cremation and one burial. The burial required using the burner to thaw the gravesite. Several inquiries about plots.
- Tess continues to work on sorting out GIS map issues.
- The map is linked to the city website for the public to use but should not yet be relied on until all issues are sorted out and updated.

# Public Works Monthly Report

*For the Months of Dec 2024 – Jan 2025*

*1/16/2025*

## **Forestry**

- Tree board meeting January 22<sup>nd</sup> at 5:00 pm – public will have the opportunity to contest private tree cutting letters at this meeting.
- We were unable to start tree cutting as Utilities is tied up with a project installing meters that must be completed by the end of January. We will start in February. Our list is short this year so it should not be a challenge to complete regardless of a later start date.
- Tree City paperwork was approved at the local and State level and is now waiting on final approval.
- Tess is working with several vendors on sourcing for boulevard and park trees for the upcoming Spring plantings.
- Planning has begun for Arbor Day/Earth Day events.

## **Other Notes:**

- Working toward equipment Inventory and data sheets
- Working toward creating digital files for all equipment
- We ordered the Chipper that was approved

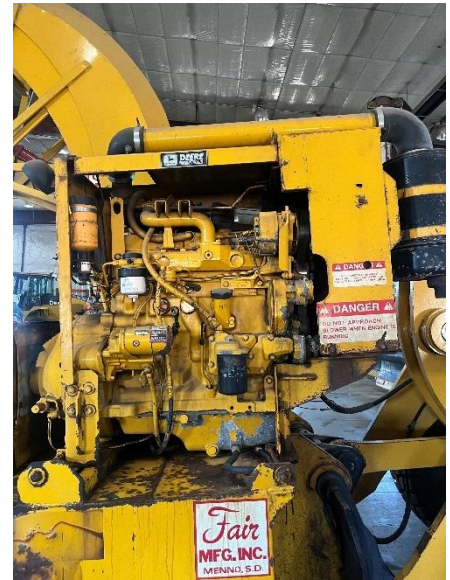
## CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

**Agenda Item:** Sale of 1999 Model 942SI – SNOCRETE - Fair End Loader Snow Blower

**Requested & Presented by:** Jasen Glasbrenner

**Meeting Date:** Public Works on 01-16-2025  
Finance Committee on 02-04-2025 and Common Council on 02-04-2025

**Background:** We currently have two End Loader Snow Blowers and are seeking approval to sell one of them. With our newest model being a 2018 Larue Model D30123, we propose selling our 1999 Fair Model 942SI as we cannot foresee use that warrants us keeping it in storage. According to Fair Manufacturing equipment dealer the unit may bring between \$10,000 and \$15,000 at auction and the funds could be used for more highly needed equipment for our fleet.



**Department Recommendation:** Authorize the sale of the 1999 Model 942SI – SNOCRETE - Fair End Loader Snow Blower.

**Financial Impact:** Revenue from Sale

**Funding Source:** N/A

**Requested Action:**

**Public Works:** Motion to recommend to the Finance Committee and Common Council the approval to sell the 1999 Model 942SI - Fair End Loader Snow Blower.

**Finance Committee:** Motion to recommend to the Common Council the approval to sell the 1999 Model 942SI - Fair End Loader Snow Blower.

**Council:** Motion to approve of the sale of the 1999 Model 942SI - Fair End Loader Snow Blower.

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

**Agenda Item:** Sale of Virnig Skid Steer Mount Snow Blower

**Requested & Presented by:** Jasen Glasbrenner

**Meeting Date:** Public Works on 01-16-2025  
Finance Committee on 02-04-2025 and Common Council on 02-04-2025

**Committee Review:**

**Background:** In 2019, the Buildings and Grounds Department purchased a Virnig V50 Model VBWB-25 Loader Mount Snow Blower for approximately \$8,000.00. As this Snow Blower does not fit any equipment currently in the Buildings & Grounds inventory, we cannot foresee use that warrants us keeping it in storage. Research shows the unit may bring between \$6,000 and \$9,000 at auction and the funds could be used for more highly needed equipment for our fleet.



**Department Recommendation:** Authorize the sale of the 2019 Virnig V50 Model VBWB-25 Loader Mount Snow Blower.

**Financial Impact:** Revenue from Sale

**Funding Source:** N/A

**Requested Action:**

**Public Works:** Motion to recommend to the Finance Committee and Common Council the approval to sell the 2019 Virnig V50 Model VBWB-25 Loader Mount Snow Blower.

**Finance Committee:** Motion to recommend to the Common Council the approval to sell the 2019 Virnig V50 Model VBWB-25 Loader Mount Snow Blower.

**Council:** Motion to approve the sale of the 2019 Virnig V50 Model VBWB-25 Loader Mount Snow Blower.

# CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

Item 6.

**Agenda Item:** Purchase of Husqvarna Automower 550 EPOS Robot Mower

**Requested & Presented by:** Jasen Glasbrenner

**Meeting Date:** Public Works on 01-16-2025  
Finance Committee on 02-04-2025 and Common Council on 02-04-2025

**Committee Review:**

**Background:** In the fall of 2024 we had a demo of a Husqvarna Automower 550 EPOS Robot Mower for approximately a 2-week period where it maintained the majority of the lawn at City Hall. We are proposing the purchase of a single unit to further test the reliability and functionality of the mower as a tool in our lawn maintenance fleet. The expectation is that the mower will increase efficiency and reduce costs as it frees up staff for other critical duties such as landscaping maintenance, tree care, and grounds improvements as well as reducing costs associated with manual mowing, fuel consumption, and equipment maintenance.

**Department Recommendation:** Authorize the purchase of a new Husqvarna Automower 550 EPOS Robot Mower.



5 blade disc with Enhance HSS  
SKU: 970 65 67-05

**Capacity**

Lawn Size (±20)	2.5 acre
Boundary type	Virtual wire
Maximum slope performance at boundary	15 %
Maximum slope performance inside installation	45 %
Max active time	24 h
Follow guide	Virtual transport path
Charging system	Automatic

Typical mow time on one charge	210 min
Typical charging time	60 min
Area capacity - Standard 48	2.5 acre
Area capacity - Sports 24	1.25 acre
Area capacity - Max 72	3.7 acre
Area capacity per hour without charging	0.075 acre

**Cutting System**

Cutting system	5 pivoting razor blades
Cutting height, max (approximate)	2.4 in
Cutting height, min (approximate)	0.8 in
Cutting width	9.45 in
Cutting height adjustment	Electric
Skid plate	Yes
Dual cutting direction	Yes

**Financial Impact:** Approximately \$4,500.00 for the unit, reference station, charging station and installation. The installation cost can vary.

**Funding Source:** Proceeds from the sale of City equipment.

**Requested Action:**

**Public Works:** Motion to recommend to the Finance Committee the approval of the purchase of a new Husqvarna Automower 550 EPOS Robot Mower from a local vendor for approximately \$4,500 using funds from proceeds from the sale of City equipment.

**Finance:** Motion to recommend to the Common Council the approval of the purchase of a new Husqvarna Automower 550 EPOS Robot Mower from a local vendor for approximately \$4,500 using funds from proceeds from the sale of City equipment.

**Council:** Motion to approve the purchase of a new H Husqvarna Automower 550 EPOS Robot Mower from a local vendor for approximately \$4,500 using funds from proceeds from the sale of City equipment.

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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**Agenda Item:** City Management of Veterans Memorial at City Hall

**Requested & Presented by:** Jasen Glasbrenner

**Meeting Date:** Public Works Committee on 12-19-2024  
Common Council on 1-7-2025

**Committee Review:**

**Background:**

**01/16/2025 Meeting Update:** The City Attorney has reviewed and made the following comments:

- Ownership should have transferred at the time this agreement became effective. If it didn't, I can draft a deed to execute the transfer.
- Dissolution of a non-profit is not something I've done before. It would also just be more appropriate for the organization to manage its own dissolution. That being said, according to the terms of this agreement it can't spend any money to do so. In the absence of another option I could figure out how to do the dissolution.
- If and when it is dissolved, no action is necessary by the city - RCVHR is responsible for transferring any remaining funds

**12/19/2024 Meeting:** Jasen G. spoke with The Richland County Veterans Honor Roll, Inc. (RCVMHR) Representative Leonard Frye about his proposal for the City to take over the care of the Veterans Memorial at City Hall. Leonard would like the City Attorney to help with the dissolution for their 501C3 in the process of turning over the funds and oversight to the City; The funds are currently between \$20,000.00-\$30,000.00. With the current 501(c)(3) funding, the Memorial can be managed for roughly the next 16-24 years not including maintenance costs or insurance. The requested transition date is June-July 2025

**9. Cessation of Existence of Richland County Veterans Honor Roll, Inc. In the event that the Richland County Veterans Honor Roll, Inc. ceases to exist it shall transfer all of its funds which have not been expended on the veterans honor roll to the City of Richland Center for the City's use in insuring and maintaining the veterans honor roll.**

In March of 2016, the City Council passed a resolution approving of an agreement that contains the following clause (See packet for full agreement):

**Proposed Commitment (Upon the dissolution of the RCVHR):**

- The City will remain responsible for insurance coverage on the memorial.
- The City will become responsible for the cost of all maintenance-type repairs.
- The City will become responsible for adding additional names to the memorial, including coordinating the payments and the placement by appropriate subcontractors.
  - Kraemer Blasting & Engineering adds ~ 6-7 names per year at \$35/name (~\$250/year)
- The City will become responsible for managing all flags associated with the memorial.
  - ~\$1000 per year to take care of the 13 Flags at the memorial

**Department Recommendation:**

**Financial Impact:** The City will be taking over approximately \$1,250 annually for name additions and flags as well as the cost of any routine maintenance. The City will continue to provide liability insurance.

**Labor Impact:** This transition will require additional labor from the Buildings & Grounds Crew.

**Funding Source:** RCVHR 501(c)(3) Fund – Approximately \$20,000.00-\$30,000.00 currently in Fund

**Potential Action:**

**Public Works:** Motion to recommend to the Common Council transitioning the management of the memorial to the City.

**Council:** Motion to approve transitioning the management of the memorial to the City.



**AGREEMENT TERMINATING LAND LEASE FOR VETERANS  
MEMORIAL AND TRANSFERRING ALL LEASEHOLD  
IMPROVEMENTS TO THE CITY OF RICHLAND CENTER**

**WHEREAS**, the City of Richland Center (hereinafter alternatively referred to as "City") as Lessor and Richland County Veterans Honor Roll, Inc. (alternatively referred to herein as "RCVMHR") as Lessee did heretofore enter into an **AMENDED DEVELOPER'S AGREEMENT AND LAND LEASE FOR VETERANS MEMORIAL** made effective December 31, 2006;

**AND WHEREAS**, Richland County Veterans Honor Roll, Inc. has now completed construction of the veteran's honor roll project on a portion of the City Municipal Building grounds located at 450 South Main Street, Richland Center, WI, pursuant to said lease and desires to transfer the leasehold improvements on the heretofore leased property to the City of Richland Center and terminate the said land lease;

**AND WHEREAS**, the City of Richland Center has agreed to accept such transfer of the leasehold agreements and terminate the land lease on the terms set forth hereinbelow; now, therefore,

**NOW, THEREFORE**, for and in consideration of the mutual terms, covenants, conditions and provisions herein contained, Lessor and Lessee agree as follows:

**1. Transfer of Leasehold improvements to the City.** The Richland County Veterans Honor Roll, Inc., does hereby transfer to the City of Richland Center title to all leasehold improvements heretofore installed by it on the City Municipal Building grounds hereafter described in Exhibit 1 (Legal Description) attached hereto and incorporated herein by reference.

**2. Conditional Acceptance of Leasehold improvements by the City.** The City of Richland Center does hereby accept title to all structures and other improvements comprising the veterans memorial (alternatively referred to herein as the veterans honor roll), subject to the conditions set forth herein.

**3. Continued Existence of The Richland County Veterans Honor Roll, Inc.** The Richland County Veterans Honor Roll, Inc., may continue in existence and shall be permitted to continue to add names to the honor roll and to collect fees to defray the cost of such addition of names. Notwithstanding the foregoing, no additional structures not existing at the execution of this Agreement shall be placed on the property without the advance consent of the City Council. The Richland County Veterans Honor Roll, Inc. shall not expend any funds currently held by it or in the future received by it for any purpose other than adding names to the honor roll or for repairs to the honor roll structures.

**4. Permitted Alterations to the Monument Site.** The RCVMHR shall have the right to

alter the northwest corner adjacent to the Peace Monument by adding internal steps and appropriate safety hand rails. The Richland County Veterans Honor Roll, Inc. will bear all costs of such alterations and shall be responsible for assuring that all such alterations are made in compliance with the Americans with Disabilities Act and all other applicable laws.

**5. Responsibility for Future Repairs.** In the event that the structures and other improvements comprising the veterans memorial should in the future become in need of maintenance-type repairs, if the Richland County Veterans Honor Roll, Inc. is still in existence it shall be responsible for the cost of such repairs, either out of their funds on hand or by soliciting donations to defray the cost thereof. The Richland County Veterans Honor Roll, Inc. agrees to actively solicit funds to defray the cost of any such needed repairs.

**6. Insurance.** The City will bear the cost of liability insurance coverage on the memorial. The City will also bear the cost of insurance coverage for casualty losses or damage to the memorial.

**7. Adding Additional Names to the Memorial.** The Richland County Veterans Honor Roll, Inc. will continue to collect and collate names to be added to the existing memorials. They will handle and coordinate the payments for added names and the placement of names on the memorial by appropriate subcontractors.

**8. Flags.** So long as The Richland County Veterans Honor Roll, Inc. continues to exist, it assumes responsibility for continuing to keep the 13 flags flying at the memorial, on a schedule set by the RCVHR.

**9. Cessation of Existence of Richland County Veterans Honor Roll, Inc.** In the event that the Richland County Veterans Honor Roll, Inc. ceases to exist it shall transfer all of its funds which have not been expended on the veterans honor roll to the City of Richland Center for the City's use in insuring and maintaining the veterans honor roll.

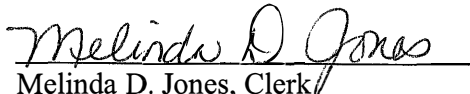
Execution of this Agreement shall constitute a mutually-agreed termination of the **AMENDED DEVELOPER'S AGREEMENT AND LAND LEASE FOR VETERANS MEMORIAL** made effective December 31, 2006, upon and subject to the terms set forth herein.

Dated effective the 28<sup>th</sup> day of March, 2016, nunc pro tunc.

City of Richland Center, Lessor, By:



Paul F. Corcoran, Mayor

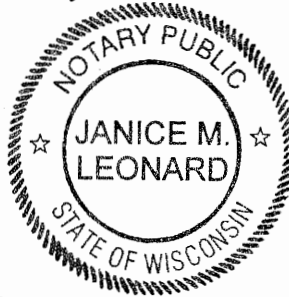
  
Melinda D. Jones, Clerk

State of Wisconsin )  
(ss.  
County of Richland )

Personally came before me this 28<sup>th</sup> day of March, 2016, the above named Paul F. Corcoran, Mayor, and Melinda D. Jones, Clerk, respectively, of the City of Richland Center, to me known to be such officers and to me known to be the persons who executed the foregoing instrument and acknowledged the same as the act of the City of Richland Center.

Janice M. Leonard

Notary Public  
Richland County, Wisconsin  
My commission expires: 9-28-18



Richland County Veterans Honor Roll, Inc., Lessee, By:

Patricia A. Greeley  
Patricia A. Greeley, President

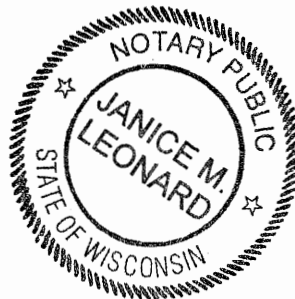
Leonard W. Frye  
Leonard W. Frye, Vice President

State of Wisconsin )  
(ss.  
County of Richland )

Personally came before me this 29<sup>th</sup> day of March, 2016, the above named Patricia A. Greeley, President, and Leonard W. Frye, Vice President, respectively, of Richland County Veterans Honor Roll, Inc., to me known to be such officers and to me known to be the persons who executed the foregoing instrument and acknowledges the same as the act of Richland County Veterans Honor Roll, Inc.

Janice M. Leonard

Notary Public  
Richland County, Wisconsin  
My commission expires: 9-28-18



This instrument was drafted by City Atty. James J. Robb

**EXHIBIT 1**

All that part of Lot Two (2), Block 51, Haseltine's Addition, Second Plat, a part of Kinder Street and a part of Tract 47, Assessor's Plat, being located in the Southwest Quarter (SW 1/4) of the Northwest Quarter (NW 1/4) of Section Twenty-one (21), Town Ten (10) North, Range One (1) East, City of Richland Center, Wisconsin, bounded and described as follows:

Commencing at the Northwest Corner of Block 69, Haseltine's Addition, Second Plat to the City of Richland Center;

Thence North  $51^{\circ} 37' 29''$  West, 456.28 feet to an iron pipe situated on the Easterly Right-of-Way of United States Highway "14", per Right-of-Way Project Number 1643-06-22, the Point of Beginning;

Thence South  $20^{\circ} 56' 30''$  East, 10.74 feet along said right-of way;

Thence South  $88^{\circ} 48' 52''$  East, 32.73 feet;

Thence North  $00^{\circ} 04' 55''$  West, 97.29 feet to an iron pipe;

Thence North  $88^{\circ} 48' 52''$  West, 77.69 feet to an iron pipe on said right-of way;

Thence South  $25^{\circ} 03' 58''$  East, 97.36 feet along said right-of way to the Point of Beginning.

The above described parcel contains 4,986 square feet or 0.114 acre.

**Agenda Item:** Landfill Monitoring Service Agreement

**Requested & Presented by:** Jasen Glasbrenner

**Meeting Date:** Public Works Committee on 01-16-2025

**Committee Review:**

**Background:** The City landfills are monitored twice annually, In March and September, per WDNR requirements. All sampling and analysis are completed in accordance with all applicable State and Federal codes and in accordance with the current sampling plans for the landfills. Mitech has provided the landfill monitoring service since 2016 and provided the service last year at a rate of \$9,700. Mitech has provided a quote for 2025 service at a price of \$9,950.

**Department Recommendation:** Approve executing a landfill monitoring agreement

**Financial Impact:** Up to a \$9,950 expenditure

**Funding Source:** Budgeted Landfill Monitoring line item; Reimbursable from the landfill long-term care account.

**Requested Action:**

**PUBLIC WORKS:** Motion to recommend to the Finance Committee and City Council the execution of a landfill monitoring agreement at a cost not to exceed \$9,950.

**FINANCE:** Motion to recommend to the City Council the execution of a landfill monitoring agreement at a cost not to exceed \$9,950.

**COUNCIL:** Motion to approve the execution of a landfill monitoring agreement at a cost not to exceed \$9,950.

**Attachment(s):**

Proposals

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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**Agenda Item:** Memorial Program in City Parks

**Requested & Presented by:** Jasen Glasbrenner

**Meeting Date:** Public Works Committee on 01-16-2025

**Committee Review:**

**Background:** In October of 2024, the Public Works Committee approved the suspension of the Memorial Tree Program pending reevaluation and restructuring. The concerns were centered around deferred maintenance and physical planting elements. Due to renewed interested in the program, the department is working to put together a new Memorial Program.

The proposed Memorial Program will feature the option to donate a bench or tree with plaque to one of the City's many parks.

- The Public Works and Parks & Recreation departments will create a map/list specifying a predetermined choice of locations where benches or trees will be placed. All location selections are subject to final approval.
- The departments will create new specifications for the benches, tree types and placards for both benches and trees.
- Installations will take place season and weather permitting.
- Prices will be reviewed and will cover the cost of the bench, plaque, tree and any installation materials.
- The City will periodically evaluate the condition for proper appearance of the trees, benches and plaques. Once a donated item no longer meets the condition for proper appearance, the City will remove the item and may offer the space for rededication.

**Department Recommendation:**

**Financial Impact:**

**Funding Source:**

**Potential Action:**

**Public Works:**

**Council:**

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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**Agenda Item:** Consider Addition of a Courtesy Vehicle at Richland Airport

**Requested & Presented by:** Jasen Glasbrenner

**Meeting Date:** Public Works Committee on 01-16-2025

**Committee Review:**

**Background:** Research shows that surrounding communities including Reedsburg, Viroqua and Prairie du Chien, Lone Rock all provide courtesy vehicles at their Municipal Airports.

Benefits of Providing a Courtesy Vehicle:

- Attracting Visitors: Makes the airport more appealing to visiting pilots, potentially boosting transient traffic and associated revenue.
- Increased Local Spending: Pilots utilizing the courtesy car are more likely to patronize local businesses (restaurants, hotels, shops), stimulating the local economy.
- Improved Airport Image: Demonstrates a commitment to serving the aviation community and fostering a welcoming environment.

Public Works spoke with a potential donor who is interested in providing up to \$5,000 toward the purchase of a courtesy vehicle for Richland Airport.

**Department Recommendation:**

**Financial Impact:**

**Funding Source:**

**Potential Action:**

**Public Works:**

**Council:**

# CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

**Agenda Item:** Discussion on Sun Shade for Aquatic Center

**Requested & Presented by:** Jasen Glasbrenner

**Meeting Date:** Public Works on 01-16-2025  
Finance Committee on 02-04-2025 and Common Council on 02-04-2025

**Committee Review:**

**Background:** Currently, there is no shade cover at or near the Aquatic Center Splash Pad. Conversations have been taking place regarding the addition of a shelter/sun shade. The best solution from a design, cost and maintenance standpoint is a hipped roof sun shade structure as pictured below.



The department has done significant research and has collected quotes from 6 different vendors. Pricing ranges from \$7,100.00 - \$15,066.00.

Vendor	Shade Type	Size	Life Expectancy	Warranty	Total Price
Gerber Leisure	Hip Shade	18' x 18'	~12 Years	20-Yr, Steel   10-Yr, Fabric	\$ 7,410.00
Gerber Leisure	Hip Shade	20' x 20'	~12 Years	20-Yr, Steel   10-Yr, Fabric	\$ 8,235.00
WillyGoat	Hip Shade	18' x 20'	~12 Years	1-Yr, Steel   10-Yr, Fabric	\$ 9,400.00
WillyGoat	Hip Shade	20' x 20'	~12 Years	1-Yr, Steel   10-Yr, Fabric	\$ 7,100.00
Play Design Scapes	Hip Shade	18' x 18'	~10 Years	20-Yr, Steel   10-Yr, Fabric	\$ 7,250.00
Play Design Scapes	Hip Shade	20' x 20'	~10 Years	20-Yr, Steel   10-Yr, Fabric	\$ 7,993.10

**Department Recommendation:** Affirm the general style of the Sun Shade to be installed next to the Splash Pad at the Aquatic Center. Once affirmed, Public Works will further the conversation with Parks & Recreation and potential donors to try to secure the new structure.

**Financial Impact:**

**Funding Source:**

**Requested Action:**