



OFFICIAL PUBLIC NOTICE

MEETING OF THE PUBLIC WORKS COMMITTEE

THURSDAY, OCTOBER 16, 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. 09-18-2025 Minutes

APPROVAL OF BILLS

2. Bills for Approval

PUBLIC WORKS DIRECTOR'S REPORT

3. Monthly Report

DISCUSSION AND ACTION ITEMS

4. Discussion of Public Works Snow Removal Policy
5. Consideration of Access Easement – Tracy Conner Use of Larson Street Right-of-Way
6. An Ordinance Amending Chapter 101 Relating to Authorization of Stop Signs on N. Congress Street
7. An Ordinance Amending Chapter 391 Relating to Permits Required for Temporary Use of the Public Rights-of-Way
8. A Resolution Adopting Updated Airport Lease and Rental Fees

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

SET NEXT MEETING DATE *Third Thursday of the Month - November 20th at 5:30 pm*

ADJOURNMENT

Posted this 13 day of October, 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.



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, Walters, Schultz. Also present were Director of Public Works Jasen Glasbrenner and Municipal Services Specialist Darcy Perkins. The meeting was properly noticed.

APPROVAL OF MINUTES Motion by Walters to approve the August 21, 2025 meeting minutes as presented. Seconded by Schultz. Motion carried unanimously by voice vote.

APPROVAL OF BILLS The bills from 8/22/2025-9/18/2025 were presented totaling \$107,893.77. Motion by Schultz to forward the Public Works Payment Approval Report to the Finance Committee. Seconded by Walters. Motion carried unanimously by voice vote.

DISCUSSION AND ACTION ITEMS

Preliminary Discussion on Possible Driveway or Street from Hive Drive

The City Administrator shared that the County has \$100,000 in grant funds and is seeking City feedback on a proposed access from Hive Drive to the Symons campus. The goal is to add a third, flood-resilient access point. Options include a private driveway or a full street built to City standards. The committee noted a full street may be appropriate only if tied to future housing development; without that commitment, concerns were raised about creating a “road to nowhere.” Safety issues were also discussed, especially increased student foot traffic across Hive Drive. While a driveway wouldn’t require sidewalks, mitigation measures would still be needed.

No action was taken; the City will await further details on the County’s long-term plans.

Emergency Purchase Notification – Court & Church Street Parking Lot Project

This item served as a follow-up to a previously approved emergency purchase for the Court and Cherry Street parking lot project. The first layer of asphalt has been installed, and the project is progressing as planned. The final invoice totaled \$11,108—slightly above the initial estimate but still within the scope of the original emergency authorization.

No further action was required; the update was provided to close the loop.

MSA Street Inventory & Pavement Rating Services Proposal

A proposal from MSA Professional Services was presented for a comprehensive street inventory and pavement rating. This service is required every two years for the city to maintain eligibility for General Transportation Aid (GTA). While done in-house previously, the city’s use of the state-authorized WISLR software has not been kept up to date. The proposal includes MSA re-rating all 30 miles of city roads, providing staff training, and resetting the software to enable better planning for future road maintenance.

Motion by Schultz to recommend to the Finance Committee to approve the MSA Professional Services Agreement for 2025 pavement rating and street inventory services at a cost not to exceed \$5,000. Seconded by Walters. Motion carried unanimously by voice vote.

SWWRPC Cemetery GIS System Correction Proposal

A proposal was discussed from the Southwest Wisconsin Regional Planning Commission to correct discrepancies in the cemetery’s GIS mapping. An issue was identified where the digital map and spreadsheet data did not accurately reflect the physical layout, affecting about 1,000 plots with missing or conflicting information from an incomplete data import. The proposed work will fix alignment and spacing issues for a lump sum of \$1,000 to be paid from unallocated contingency.

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

Motion by Fruit to recommend to the Finance Committee to approve the expenditure of \$1,000 for the Cemetery GIS System correction work from unallocated contingency. Seconded by Schultz. Motion carried unanimously by voice vote.

7. Vierbicher Pine River Dike Annual Inspection Proposal

The committee reviewed a proposal from Vierbicher to perform the required 2025 annual inspection of the Pine River Dike system. This is a recurring, budgeted service.

Motion by Walters to recommend to the Finance Committee to approve the 2025 Vierbicher Pine River Dike Annual Inspection Proposal at a cost not to exceed \$3,000. Seconded by Schultz. Motion carried unanimously by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Master planning and runway resurfacing projects continue in coordination with available funding.
- Buildings & Grounds: Staff registered for Certified Pool Operator training; demoing equipment to replace aging tractors. A \$35,000 aquatic center slide repair quote is being factored into budget planning.
- Cemetery: Three cremations completed and one plot sold. An unmarked 1800s grave was found during a burial; per direction from authorities, remains were respectfully reburied nearby.
- Forestry: Ongoing maintenance of boulevard trees.
- Streets: Chip sealing completed Sept. 9 with excellent results. Crews are painting curbs, sourcing parts for repairs, and patching utility cutouts.
- Departmental: Fire Station lot delays noted. All employee evaluations completed. 2026 budget development underway. Public concerns regarding dike maintenance addressed; mowing follows NRCS and engineer guidance, not a lawn-care standard.

REPORTS, REQUESTS, AND CONCERNS

Walters:

- Confirmed a broken board on the footbridge was repaired.
- Raised concerns about rough boards on the 4th Street spillway bridge and a tree on private property at Sunset and Highway 80 impeding traffic views.
- Commended the Street Crew for their excellent painting work downtown.

Schultz:

- Asked for an update on a potential land sale on Ithaca Road; there have been no recent updates from the interested party.

Fruit:

- Praised the recently completed chip seal work.
- Raised ongoing safety concerns about high traffic speeds at the intersection of Church and Court, where a flexible safety sign has been destroyed for a fifth time. The director will bring the issue to Chief Jones to be explored further at the Public Safety Committee.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, October 16th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Schultz, seconded by Walters. Motion carried by voice vote. The meeting adjourned at 6:49 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
ALLIANT ENERGY/WPL					
ALLIANT ENERGY/WPL	09/16/2025	PW/Streets: Street Lts 14-Walmar	10-54230-320 SIGNS/UTILITIES	17.09	09/25/25
ALLIANT ENERGY/WPL	10/01/2025	PW/Airport: Terminal Building Utilit	10-54900-322 AIRPORT/HANGA	85.90	10/08/25
Total ALLIANT ENERGY/WPL:				102.99	
AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVI	09/24/2025	PW/B&G: Vinyl # Stickers, Pressu	10-51850-520 BLDG-PROP/SUP	43.29	10/08/25
AMAZON CAPITAL SERVI	10/02/2025	PW/B&G: Returned Rubber Spide	10-54100-520 STREETS GARA	47.99	10/08/25
AMAZON CAPITAL SERVI	10/06/2025	PW/Streets: Flashlights	10-54100-510 STREETS GARA	39.95	10/08/25
Total AMAZON CAPITAL SERVICES:				35.25	
AUTO VALUE PARTS STORES					
AUTO VALUE PARTS STO	09/18/2025	PW/Streets: 2006 Chevy Silverad	10-54200-420 STREETS/TRUCK	44.99	10/08/25
AUTO VALUE PARTS STO	09/29/2025	PW/Streets: #28 Leaf Vac Repairs	10-54200-440 STREETS/EQUIP	51.62	10/08/25
Total AUTO VALUE PARTS STORES:				96.61	
BADGER WELDING SUPPLY, INC					
BADGER WELDING SUPP	09/30/2025	PW/Streets: Monthly Cylinder Ren	10-54100-520 STREETS GARA	37.50	10/08/25
Total BADGER WELDING SUPPLY, INC:				37.50	
BFI Waste Services					
BFI Waste Services	10/01/2025	PW/Refuse: Garbage	10-54600-560 GARBAGE/CONT	16,808.60	10/08/25
BFI Waste Services	10/01/2025	PW/Refuse: Transfer Station	10-54500-020 LANDFILL/TCS O	889.92	10/08/25
BFI Waste Services	10/01/2025	PW/Refuse: Recycling Services	10-54700-560 RECYCLING/CON	7,302.25	10/08/25
BFI Waste Services	10/01/2025	PW/Refuse: Transfer Station	10-54500-660 LANDFILL/TRANS	3,212.73	10/08/25
Total BFI Waste Services:				28,213.50	
FAHRNER ASPHALT SEALERS,					
FAHRNER ASPHALT SEA	09/19/2025	PW/Streets: Chipseal	10-54200-560 STREETS/CONTR	80,603.00	10/08/25
Total FAHRNER ASPHALT SEALERS,:				80,603.00	
Gary's Lawn Care LLC					
Gary's Lawn Care LLC	09/04/2025	PW/B&G: Lawncare Services	10-55300-020 B&G/MAINTENAN	800.00	10/08/25
Gary's Lawn Care LLC	09/11/2025	PW/B&G: Lawncare Services	10-55300-020 B&G/MAINTENAN	800.00	10/08/25
Gary's Lawn Care LLC	09/15/2025	PW/B&G: Lawncare Services	10-55300-020 B&G/MAINTENAN	800.00	10/08/25
Gary's Lawn Care LLC	09/20/2025	PW/B&G: Lawncare Services	10-55300-020 B&G/MAINTENAN	800.00	10/08/25
Gary's Lawn Care LLC	09/30/2025	PW/B&G: Lawncare Services	10-55300-020 B&G/MAINTENAN	800.00	10/08/25
Total Gary's Lawn Care LLC:				4,000.00	
GENUINE TELECOM					
GENUINE TELECOM	09/01/2025	PW/B&G: phone	10-51850-300 BLDG-PROP/TEL	45.38	10/08/25

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
GENUINE TELECOM	09/01/2025	PW/CC/SC: alarm	10-51850-565 BLDG-PROP/FIRE	36.88	10/08/25
GENUINE TELECOM	10/01/2025	PW/B&G: phone	10-51850-300 BLDG-PROP/TEL	45.45	10/08/25
GENUINE TELECOM	10/01/2025	PW/CC/SC: alarm	10-51850-565 BLDG-PROP/FIRE	36.88	10/08/25
GENUINE TELECOM	10/01/2025	PW/Streets: phone	10-54100-300 GARAGE/TELEPH	36.13	10/08/25
Total GENUINE TELECOM:				200.72	
HARTLAND LUBRICANTS & CH					
HARTLAND LUBRICANTS	08/01/2025	PW/Streets: Equipment Supplies	10-54100-520 STREETS GARA	1,286.65	10/08/25
Total HARTLAND LUBRICANTS & CH:				1,286.65	
Johnson Tractor Inc.					
Johnson Tractor Inc.	09/25/2025	PW/B&G: Ferris Deck Spindle	10-51850-440 BLDG-PROP/EQU	326.79	10/08/25
Total Johnson Tractor Inc.:				326.79	
KONECRANES INC					
KONECRANES INC	08/29/2025	PW/Streets: New Wire Rope on A	10-54200-440 STREETS/EQUIP	3,398.38	10/08/25
Total KONECRANES INC:				3,398.38	
NAPA AUTO PARTS					
NAPA AUTO PARTS	10/02/2025	PW/B&G: Spray Paint for Park Sig	10-51850-520 BLDG-PROP/SUP	24.95	10/08/25
Total NAPA AUTO PARTS:				24.95	
NATURE'S WAY PORTABLE UNITS					
NATURE'S WAY PORTABL	09/30/2025	PW/B&G: Landfill Porta	10-54500-560 LANDFILL/CONT	168.00	10/08/25
NATURE'S WAY PORTABL	07/31/2025	PW/B&G: Landfill Porta	10-54500-560 LANDFILL/CONT	210.00	10/08/25
NATURE'S WAY PORTABL	09/30/2025	PW/Parks: portable bathrooms, Ol	10-55300-655 B&G/SHELTER E	1,623.00	10/08/25
NATURE'S WAY PORTABL	07/31/2025	PW/Parks: portable bathrooms, Ol	10-55300-655 B&G/SHELTER E	1,694.00	10/08/25
Total NATURE'S WAY PORTABLE UNITS:				3,695.00	
PIONEER PRINT CO LLC					
PIONEER PRINT CO LLC	09/04/2025	PW/Streets: Clothing	10-54200-110 STREETS/UNIFO	419.40	10/08/25
Total PIONEER PRINT CO LLC:				419.40	
PITNEY BOWES, INC					
PITNEY BOWES, INC	10/02/2025	Postage Machine Refill	10-51850-520 BLDG-PROP/SUP	10.98	10/08/25
PITNEY BOWES, INC	10/02/2025	Postage Machine Refill	10-54100-340 GARAGE/OFFICE	.48	10/08/25
Total PITNEY BOWES, INC:				11.46	
PREMIER CO-OP					
PREMIER CO-OP	09/30/2025	PW/Streets: Fuel	10-54200-500 STREETS/GASOL	1,643.05	10/08/25
PREMIER CO-OP	09/30/2025	PW/B&G: Fuel	10-51850-500 BLDG-PROP/GAS	1,756.49	10/08/25
Total PREMIER CO-OP:				3,399.54	
RICHLAND CENTER UTILITIE					
RICHLAND CENTER UTIL	09/10/2025	North End of Central	10-54230-930 SIGNS/STREET LI	25.51	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Flashers Main & Second	10-54230-930 SIGNS/STREET LI	12.50	10/01/25
RICHLAND CENTER UTIL	09/10/2025	5TH & Main	10-54230-930 SIGNS/STREET LI	249.16	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Main & Sixth	10-54230-930 SIGNS/STREET LI	381.06	10/01/25

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
RICHLAND CENTER UTIL	09/10/2025	Intersection First &	10-54230-930 SIGNS/STREET LI	343.10	10/01/25
RICHLAND CENTER UTIL	09/10/2025	W Mill-Linear Park	10-55300-320 B&G/UTILITIES	27.16	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Footbridge Congress	10-55300-320 B&G/UTILITIES	92.83	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Foundry Dr	10-54230-930 SIGNS/STREET LI	852.96	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Bike Path	10-55300-320 B&G/UTILITIES	22.90	10/01/25
RICHLAND CENTER UTIL	09/10/2025	80 HIGHWAY & 14	10-54230-930 SIGNS/STREET LI	113.27	10/01/25
RICHLAND CENTER UTIL	09/10/2025	14 Intersection HWY & 8	10-54230-930 SIGNS/STREET LI	237.18	10/01/25
RICHLAND CENTER UTIL	09/10/2025	US HWY 14 W	10-54230-930 SIGNS/STREET LI	337.10	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Krouskop Park	10-54230-930 SIGNS/STREET LI	131.91	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Westside Park-Footbridge	10-55300-320 B&G/UTILITIES	28.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	West End of Foot Bridge	10-54230-930 SIGNS/STREET LI	9.66	10/01/25
RICHLAND CENTER UTIL	09/10/2025	14 US HWY W	10-54230-930 SIGNS/STREET LI	411.88	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Between Dike & Scorebd	10-55300-320 B&G/UTILITIES	12.50	10/01/25
RICHLAND CENTER UTIL	09/10/2025	HI-Caster Booth	10-55300-320 B&G/UTILITIES	12.50	10/01/25
RICHLAND CENTER UTIL	09/10/2025	US HWY 14 W-B.Fields	10-55300-320 B&G/UTILITIES	298.23	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Event Meter	10-55300-320 B&G/UTILITIES	22.80	10/01/25
RICHLAND CENTER UTIL	09/10/2025	N Orange-Meyer Bldg	10-55300-655 B&G/SHELTER E	178.44	10/01/25
RICHLAND CENTER UTIL	09/10/2025	N Orange-Meyer Bldg	10-55300-655 B&G/SHELTER E	196.32	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Pippin (Fountain)	10-55300-655 B&G/SHELTER E	28.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Ferguson (Fountain)	10-55300-655 B&G/SHELTER E	28.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Krouskop Park Footbr	10-55300-320 B&G/UTILITIES	14.66	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	113.32	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Pavilion	10-55300-655 B&G/SHELTER E	18.58	10/01/25
RICHLAND CENTER UTIL	09/10/2025	8TH & Jefferson (Keepers)	10-55300-655 B&G/SHELTER E	22.55	10/01/25
RICHLAND CENTER UTIL	09/10/2025	WA Fountain-Keepers	10-55300-655 B&G/SHELTER E	41.10	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	83.65	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Anderson (Fountain)	10-55300-655 B&G/SHELTER E	28.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Anderson Shelter	10-55300-655 B&G/SHELTER E	13.80	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Tennis Court (Fountain)	10-55300-320 B&G/UTILITIES	28.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	1100 Block N Main Parking	10-55300-320 B&G/UTILITIES	13.66	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Tennis Court Lights	10-55300-320 B&G/UTILITIES	146.35	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Lions/Conc(Fountain)	10-55300-655 B&G/SHELTER E	28.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	N Park Ballfields	10-55300-320 B&G/UTILITIES	339.43	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Williams Shelter	10-55300-655 B&G/SHELTER E	13.27	10/01/25
RICHLAND CENTER UTIL	09/10/2025	N Park Access Rd by Flag	10-55300-320 B&G/UTILITIES	12.50	10/01/25
RICHLAND CENTER UTIL	09/10/2025	80 HWY North Bridge	10-54230-930 SIGNS/STREET LI	190.53	10/01/25
RICHLAND CENTER UTIL	09/10/2025	North Park Footbridge	10-55300-320 B&G/UTILITIES	28.32	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Pond- Klingaman Shelter	10-55300-655 B&G/SHELTER E	13.41	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Klingaman (Fountain)	10-55300-655 B&G/SHELTER E	10.50	10/01/25
RICHLAND CENTER UTIL	09/10/2025	For Dike Alarm City	10-56200-320 FLOODPLN/UTILI	13.66	10/01/25
RICHLAND CENTER UTIL	09/10/2025	North Park Pond	10-55300-320 B&G/UTILITIES	195.80	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Lions Shelter/Conc	10-55300-655 B&G/SHELTER E	58.88	10/01/25
RICHLAND CENTER UTIL	09/10/2025	US HWY 80 N & Ind	10-54230-930 SIGNS/STREET LI	51.45	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Cemetery-10th Street	10-51850-325 BLDG-PROP/CEM	39.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Tenth & Cedar	10-54230-930 SIGNS/STREET LI	884.95	10/01/25
RICHLAND CENTER UTIL	09/10/2025	3 RT Landfill	10-54500-320 LANDFILL/UTILITI	106.06	10/01/25
RICHLAND CENTER UTIL	09/10/2025	E Robb Rd	10-54230-930 SIGNS/STREET LI	852.96	10/01/25
RICHLAND CENTER UTIL	09/10/2025	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	228.77	10/01/25
RICHLAND CENTER UTIL	09/10/2025	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	140.70	10/01/25
RICHLAND CENTER UTIL	09/10/2025	W Robb Rd	10-54230-930 SIGNS/STREET LI	842.30	10/01/25
RICHLAND CENTER UTIL	09/10/2025	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	7.50	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Industrial Park Sign	10-55300-320 B&G/UTILITIES	120.22	10/01/25
RICHLAND CENTER UTIL	09/10/2025	151 Ind Drive-Dog Park	10-55300-320 B&G/UTILITIES	55.75	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Cemetery-Parkinson/AA	10-51850-325 BLDG-PROP/CEM	39.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Park & Tenth Sts	10-54230-930 SIGNS/STREET LI	31.99	10/01/25
RICHLAND CENTER UTIL	09/10/2025	133 W Robb Rd	10-54230-930 SIGNS/STREET LI	215.21	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Bohmann Dr	10-55300-655 B&G/SHELTER E	13.68	10/01/25

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
RICHLAND CENTER UTIL	09/10/2025	Court & Church St	10-54230-930 SIGNS/STREET LI	525.31	10/01/25
RICHLAND CENTER UTIL	09/10/2025	14 New Highway East	10-54230-930 SIGNS/STREET LI	181.23	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Burton & Main St	10-54230-930 SIGNS/STREET LI	136.41	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Dump Station-Old WWTP	10-55300-320 B&G/UTILITIES	28.60	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Cold Storage Bldg	10-55300-320 B&G/UTILITIES	45.88	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Mill Pond Campground	10-55300-320 B&G/UTILITIES	159.31	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Aud City Parking Lot	10-51850-320 BLDG-PROP/UTIL	92.29	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Mill & Main	10-54230-930 SIGNS/STREET LI	872.10	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Cemetary Bldg	10-51850-325 BLDG-PROP/CEM	20.31	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Cemetary Garage	10-51850-325 BLDG-PROP/CEM	42.88	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Cemetery-Saloutus/Park	10-51850-325 BLDG-PROP/CEM	39.60	10/01/25
Total RICHLAND CENTER UTILITIE:				11,259.20	
RICHLAND ELECTRIC CO-OP					
RICHLAND ELECTRIC CO	10/02/2025	PW/Parks: RC Flood Control	10-56200-320 FLOODPLN/UTILI	40.27	10/08/25
Total RICHLAND ELECTRIC CO-OP:				40.27	
SCHILLING SUPPLY COMPANY					
SCHILLING SUPPLY COM	09/16/2025	PW/B&G: Paper & Cleaning Prod	10-51850-520 BLDG-PROP/SUP	4.13	10/08/25
SCHILLING SUPPLY COM	09/30/2025	PW/B&G: Paper & Cleaning Prod	10-51850-520 BLDG-PROP/SUP	667.16	10/08/25
SCHILLING SUPPLY COM	10/02/2025	PW/B&G: Paper & Cleaning Prod	10-51850-520 BLDG-PROP/SUP	283.12	10/08/25
Total SCHILLING SUPPLY COMPANY:				954.41	
SCOTT CONSTRUCTION, INC					
SCOTT CONSTRUCTION,	10/03/2025	PW/Streets: 2025 Outlay Project -	10-54200-560 STREETS/CONTR	880.88	10/08/25
Total SCOTT CONSTRUCTION, INC:				880.88	
SEXTONVILLE WATERWORKS					
SEXTONVILLE WATERW	09/29/2025	PW/Airport: Water and Sewer Cha	10-54900-324 AIRPORT/WTR&S	163.18	10/08/25
Total SEXTONVILLE WATERWORKS:				163.18	
SHERWIN INDUSTRIES, INC					
SHERWIN INDUSTRIES, I	09/24/2025	PW/Streets: 50lb Glass Beads -H	10-54230-520 SIGNS/SUPPLIES	825.00	10/08/25
Total SHERWIN INDUSTRIES, INC:				825.00	
TC AUTOWORKS LLC					
TC AUTOWORKS LLC	05/28/2025	PW/B&G: 2019 Ford F-250 Brake	10-51850-440 BLDG-PROP/EQU	17.81	10/08/25
Total TC AUTOWORKS LLC:				17.81	
U S CELLULAR					
U S CELLULAR	09/10/2025	PW: Floodplain Telephone	10-56200-300 FLOODPLN/TELE	40.81	10/08/25
U S CELLULAR	08/18/2025	PW/Parks: Parks Cell	10-51850-300 BLDG-PROP/TEL	56.20	09/23/25
U S CELLULAR	08/18/2025	PW/Streets: Streets Cell	10-54200-300 STREETS/TELEP	72.28	09/23/25
U S CELLULAR	08/18/2025	PW/Cemetery: Tess Cell	10-51850-300 BLDG-PROP/TEL	59.11	09/23/25
U S CELLULAR	08/18/2025	PW/Parks: Parks Cell	10-51850-300 BLDG-PROP/TEL	9.25-	09/23/25
U S CELLULAR	08/18/2025	PW/Streets: Streets Cell	10-54200-300 STREETS/TELEP	9.25-	09/23/25
U S CELLULAR	08/18/2025	PW/Cemetery: Tess Cell	10-51850-300 BLDG-PROP/TEL	9.25-	09/23/25
U S CELLULAR	09/18/2025	PW/Parks: Parks Cell	10-51850-300 BLDG-PROP/TEL	56.20	10/31/25
U S CELLULAR	09/18/2025	PW/Streets: Streets Cell	10-54200-300 STREETS/TELEP	72.28	10/31/25
U S CELLULAR	09/18/2025	PW/Cemetery: Tess Cell	10-51850-300 BLDG-PROP/TEL	59.11	10/31/25

Vendor Name	Invoice Date	Description	GL Account and Title		Net Invoice Amount	Date Paid
U S CELLULAR	09/18/2025	PW/Parks: Parks Cell	10-51850-300	BLDG-PROP/TEL	9.25-	10/31/25
U S CELLULAR	09/18/2025	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	9.25-	10/31/25
U S CELLULAR	09/18/2025	PW/Cemetery: Tess Cell	10-51850-300	BLDG-PROP/TEL	9.25-	10/31/25
Total U S CELLULAR:					360.49	
UNITED STATES ALLIANCE F						
UNITED STATES ALLIANC	09/23/2025	PW/B&G: Community Center 5-Ye	10-51850-460	BLDG-PROP/BLD	2,875.00	10/08/25
Total UNITED STATES ALLIANCE F:					2,875.00	
US BANK						
US BANK	09/27/2025	PW/B&G: Walking Path Ground C	10-51850-470	BLDG-PROP/MAI	119.76	
US BANK	10/02/2025	PW/Streets: Supplies	10-54200-390	STREETS/MISC E	99.28	
Total US BANK:					219.04	
WALLACE ELECTRIC LLC						
WALLACE ELECTRIC LLC	07/31/2025	PW/B&G: Generator Repairs	10-51850-470	BLDG-PROP/MAI	750.00	10/08/25
Total WALLACE ELECTRIC LLC:					750.00	
WALSH'S ACE HARDWARE						
WALSH'S ACE HARDWAR	09/17/2025	PW/B&G: Batteries - CC	10-51850-470	BLDG-PROP/MAI	33.98	10/08/25
WALSH'S ACE HARDWAR	09/19/2025	PW/CC: Keys for Rentals	10-51850-470	BLDG-PROP/MAI	51.49	10/08/25
WALSH'S ACE HARDWAR	09/24/2025	PW/B&G: Tools - Scrw Extrctr Set	10-51850-520	BLDG-PROP/SUP	23.99	10/08/25
WALSH'S ACE HARDWAR	09/30/2025	PW/Streets: Paint Supplies	10-54230-520	SIGNS/SUPPLIES	13.14	10/08/25
WALSH'S ACE HARDWAR	10/02/2025	PW/B&G: Fasteners for Signs in P	10-51850-520	BLDG-PROP/SUP	10.70	10/08/25
WALSH'S ACE HARDWAR	10/03/2025	PW/B&G: Shutoff Water Valve for	10-51850-470	BLDG-PROP/MAI	7.19	10/08/25
WALSH'S ACE HARDWAR	09/24/2025	PW/Streets: Blower	10-54100-510	STREETS GARA	172.79	10/08/25
WALSH'S ACE HARDWAR	10/06/2025	PW/B&G: Truck & Shop Supplies	10-51850-520	BLDG-PROP/SUP	36.08	10/08/25
WALSH'S ACE HARDWAR	10/02/2025	PW/Streets: Fasteners	10-54100-520	STREETS GARA	9.59	10/08/25
WALSH'S ACE HARDWAR	10/06/2025	PW/B&G: Screws for Signs	10-51850-520	BLDG-PROP/SUP	1.49	10/08/25
WALSH'S ACE HARDWAR	09/30/2025	PW/B&G: Weedeater String	10-51850-520	BLDG-PROP/SUP	92.65	10/08/25
WALSH'S ACE HARDWAR	10/03/2025	PW/Streets: Extension Cord and	10-54100-520	STREETS GARA	13.42	10/08/25
Total WALSH'S ACE HARDWARE:					466.51	
WERTZ PLUMBING & HEATING						
WERTZ PLUMBING & HE	09/15/2025	PW / B&G: Meyers Building Water	10-51850-470	BLDG-PROP/MAI	172.39	10/08/25
Total WERTZ PLUMBING & HEATING:					172.39	
WI DEPT OF REVENUE-AV FUEL						
WI DEPT OF REVENUE-A	09/30/2025	Aviation Fuel Tax - September 20	10-54900-505	AIRPORT/AVIATI	23.64	10/20/25
Total WI DEPT OF REVENUE-AV FUEL:					23.64	
WICONNECT WIRELESS LLC						
WICONNECT WIRELESS	09/01/2025	Airport Internet Service 3Mb/s Do	10-54900-300	AIRPORT/TELEP	59.99	09/25/25
Total WICONNECT WIRELESS LLC:					59.99	
WIL-KIL PEST CONTROL						
WIL-KIL PEST CONTROL	09/30/2025	PW/Refuse: pest control landfill	10-54500-560	LANDFILL/CONT	67.38	
WIL-KIL PEST CONTROL	09/30/2025	Admin/city office: pest control mun	10-51850-470	BLDG-PROP/MAI	67.38	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total WIL-KIL PEST CONTROL:				134.76	
ZARNOTH BRUSH WORKS					
ZARNOTH BRUSH WORK	09/10/2025	PW/Streets: Tube Broom & Gutte	10-54200-440 STREETS/EQUIP	951.50	10/08/25
Total ZARNOTH BRUSH WORKS:				951.50	
Grand Totals:				146,005.81	

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"

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 3.

Agenda Item: Director of Public Works Monthly Report

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Public Works Committee on 10-16-2025

September & October 2025 Operations Summary – Airport, Buildings & Grounds, Streets, Cemetery & Forestry

Airport

- Planning Grant in final federal/state review; long-term planning to start Nov. 2025.
- Updating hangar leases and fee structure.

Buildings & Grounds

- Ongoing softball dugout repairs.
- Winterizing Park water systems.
- Major tree pruning efforts
- Mower & equipment maintenance efforts
- Deferred park maintenance issues (Westside & Strickland).
- Planning sunshade installation (joint with Streets).
- Sidewalk repairs at Police Station (joint with Streets).
- Matt Williams registered for CPO training in November.
- Assisted with pool closing.
- Transitioned janitorial supplies from Cintas to new vendor.

Streets

- Focused on dike and flood canal maintenance ahead of 10/17 inspection; addressing prior report issues.
- 2010 loader returned 10/9 and back in service at the landfill.
- Leaf truck and vac in use as needed.
- Road painting completed; short on product, but equipment cleaned and stored for winter.

Cemetery

- Four cremations and one full burial this month.

Forestry

- Deferred park tree maintenance underway, focusing on Krouskop Park.
- Tree Board meeting 10/22 at 5:00 PM to finalize winter cut list.

DPW Notes

- Public Works lead meeting 10/17 for fall/winter planning.
- Fire station parking lot completed.
- Citywide road inspection with MSA scheduled week of 10/27; results to populate WISLR.
- Future Closing of City Trash Drop Location

Continued Items

- Cemetery maintenance: ~120 staff hours/week; ~80 hours for trimming alone.
- Planning to retire residential tractors (Bobcat, LS, and two New Hollands).
- Postponing aquatic center pump house insulation; Sanitary Sewer Team assisting with pump winterization.
- Aquatic Center: slide surface maintenance every 5 years costs \$27K–\$35K – One slide

Agenda Item: Discussion of Public Works Snow Removal Policy

Requested & Presented by: Darcy Perkins, Municipal Services Specialist

Meeting Date: Public Works Committee on 10-16-2025

Committee Review:

Background: The Public Works Department has prepared a draft **Snow & Ice Control Policy** for the City of Richland Center. The policy is intended to provide internal consistency, clarify service expectations, and formalize winter operations in response to varying weather conditions.

The draft outlines the City's general approach to:

- **Response readiness**, staffing, and shift duration limits.
- **Salt application strategy** based on storm type, temperatures, and road classification.
- **Route prioritization** (e.g., arterials, school zones, cul-de-sacs, alleys, cemetery, and airport).
- **Procedures for response during and after business hours**, including coordination with the Police Department.
- **Public expectations**, such as mailbox clearance and crosswalk responsibilities.

While the Department retains discretion based on conditions, this document serves as a clear operational baseline for both staff and the public.

Requested Action:

PUBLIC WORKS: *No formal action is requested at this time, but staff welcomes general support as the policy is finalized and implemented.*

Attachment(s):

- DRAFT_POLICY - Snow & Ice Control Policy

SNOW & ICE CONTROL POLICY

SECTION 1. PURPOSE

The purpose of this Snow & Ice Control Policy is to establish a clear and consistent operational framework for winter roadway maintenance in the City of Richland Center. The policy outlines the responsibilities, priorities, and procedures to be followed by the Department of Public Works to ensure public safety and mobility during snow and ice events, while also balancing environmental and fiscal considerations.

SECTION 2. SCOPE

This policy applies to all City-owned and maintained transportation infrastructure, including streets, alleys, public parking lots, cemetery roads, and access routes to critical facilities such as schools, emergency services, and the municipal airport. It also provides general guidance for coordination with other City departments and sets public expectations regarding service levels and responsibilities for sidewalk and driveway maintenance.

SECTION 3. DEFINITIONS

- **Snow Event:** Any period of measurable snowfall that impacts roadway conditions and triggers snow removal or salting operations.
- **Plowing Threshold:** Standard snow accumulation (generally 2 inches or more) at which full City plowing operations are typically initiated.
- **Bare Pavement Policy:** The City does not maintain a "bare pavement" policy; roads may remain partially snow-covered between events.
- **Priority Routes:** A classification system used to determine plowing order based on traffic volume, emergency access, and public use.
- **Sand/Salt Mixture:** A material applied after plowing on lower-priority roads to enhance traction.
- **Passable Condition:** Road surface has been cleared to allow for safe vehicle travel at reduced winter driving speeds, even if snow or ice is still present in spots.

SECTION 4. POLICY STATEMENTS

1. GENERAL

- The ability to react promptly and decisively to varying winter weather conditions with regard to snow removal and ice control on City streets is recognized to be an important and necessary function of government for the safety and well-being of the public. The following Policy has been established to provide information for the public and establish guidelines for Public Works staff to follow in order to ensure consistent practices for snow and ice control during winter storm events. The Department's goal is to have all public roadways, parking lots and publicly maintained sidewalks passable within a reasonable amount of time after a given winter event. Plowing priorities reflect a commitment to insure that key roads are kept open to serve critical facilities. Each decision to mobilize City forces for the clearing and control of snow and ice is a judgment call based on the particular weather conditions combined with past experience along with the resources available at the time, and therefore may not adhere strictly to this general policy.

2. READINESS

- The Director of Public Works maintains the supervisory duty to see that all equipment and personnel are ready for winter street maintenance and that sufficient quantities of salt and de-icing material are available.

3. ROAD SALT (DE-ICING MATERIAL) APPLICATION

- Due to environmental requirements/concerns and economical restraints, it is not the City's intent to provide "bare pavement" driving conditions at all times and at all locations during the winter season. City wide application of road salt will generally be done, however, salt applications will be held to a minimum, as determined by the Public Works Director based on the type of storm, roadway conditions, temperature, effectiveness of application and seasonal reserves.

4. PUBLIC EXPECTATIONS

- City-wide snow plowing operations are generally initiated once snow accumulation reaches or exceeds 2 inches. The Department of Public Works strives to have all City-maintained streets, alleys, and public lots plowed and cleared within 24 hours of the conclusion of a snow event, weather and resource conditions permitting.
- Due to factors such as snow intensity, timing, duration, equipment availability, and back-to-back storm events, there may be variations in exact response times. The City prioritizes main arterials, emergency access routes, and school zones to ensure critical access first.

5. ROUTE PRIORITY

- Priority 1 – Arterials, Major Collectors, steep grades and school approximate areas (Continuous salt)
- Priority 2 – Minor Collectors, Ambulance Garage, Police Station & Fire Stations
- Priority 3 – Local Streets and Cul-de-sacs
- Priority 4 – Alleys
- Priority 5 – Parking Lots (Some lots will be plowed early due to parking situations)
- Priority 6 – Cemetery
- Priority 7 – Airport

6. STAFFING LIMITS

- In an effort to protect the public and the City's PW staff against harm, 16 hours max of plowing followed by 8 hours of rest will be acceptable practice. The Department will make every effort to abide by the requirement, however, there may be an extreme event where following the requirement could put public safety at a greater risk than this best practice. When these conditions warrant such a decision, the Director of Public Works, Mayor, and Police Chief may all be involved in the decision.

7. RESPONSE PROCEDURES

- Normal Working Hours – Street conditions will be monitored during the Department of Public Works normal working hours (7:30 a.m. to 3: p.m.) by the Director of Public Works Director or his/her designee.
- Non-Working Hours – During non-working hours, the Richland Center Police Department will monitor changing street conditions and will promptly notify the Director of Public Works or his/her designee of icy conditions or snow accumulation causing slippery conditions.
 - Depending on the severity of the situation, an appropriate number of trucks will be dispatched to begin operations. The Director of Public Works or his/her

designee shall make the final decision on dispatching plowing operations.

8. STANDARD ICE-CONTROL AND SNOW PLOWING PROCEDURES

- The Director of Public Works may, after being notified by the Police Department and reviewing the necessity for ice control or plowing, call the necessary personnel via telephone and give them instructions.
- The City personnel normally involved in snow plowing and ice control operations includes all Public Works Crew members.
- Crews will begin salting and/or plowing based on priority listing.
- If a snowstorm begins in the afternoon or early evening, the main arterial streets will be kept open and citywide plowing/salting operations will be started early the next morning when traffic volumes have decreased.
- Snowplowing procedures in the downtown business district will vary depending on the amount of snow accumulations.
- It is unrealistic to completely prevent snow from being pushed into driveways when the streets are plowed. Due to limited parking restrictions and enforcement, the Public Works Department must make several passes down a street over an extended period of time to get the snow to the curb. Failure to get the snow to the curb can result in narrowing of the roadways and an increase of flooding potential when the snow melts.

9. RESIDENT RESPONSIBILITY

- To avoid damage to the curb-side mail boxes, snowplow trucks must keep a safe distance away. It is expected that property owners will have to clear around mailboxes.
- Residents are responsible for clearing their own driveways and any abutting sidewalks.
- Snow removal from crosswalk radiuses and handicap ramps is the responsibility of the adjacent property owner unless otherwise posted.

SECTION 5. ROLES AND RESPONSIBILITIES

- **Director of Public Works:** Oversees snow and ice operations, determines response level, ensures readiness, and coordinates with leadership.
- **Public Works Crew Lead:** Supervises field operations, coordinates crew deployment, and reports needs to the Director.
- **Public Works Staff:** Operate plow/salt equipment, report hazards, and follow safety and shift protocols.
- **Police Department:** Monitors roads after hours and notifies Public Works of hazardous conditions.
- **Residents & Property Owners:** Clear adjacent sidewalks/driveways, follow parking rules, and do not push snow into streets.

SECTION 6. REVIEW AND AMENDMENT

- This policy shall be reviewed as needed by the Council or its designated committee.
- Policy amendments require Council approval.

SECTION 7. EFFECTIVE DATE

This policy shall take effect on November 4, 2025

ADOPTED by the Common Council of the City of Richland Center on this 4th day of November by the following votes: AYES _____, NOS ____.

CITY OF RICHLAND CENTER
RICHLAND COUNTY, WI

Todd Coppernoll, Mayor

Attest:

Misty Molzof, Deputy Clerk

Agenda Item: Consideration of Access Easement – Tracy Conner Use of South Larson Street Right-of-Way

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Public Works Committee on 10-16-2025

Committee Review:

Background: Mr. Tracy Conner, property owner of Parcel #276-2100-8350 has requested permission to utilize the unimproved City-owned right-of-way south of East South Street (the South Larson Street extension) to provide driveway access to his lot, on which he plans to build a new home. The right-of-way has not been developed or maintained as a public street. Currently two other adjacent property owners use this portion of South Larson St. to access accessory buildings on their properties. The Public Works staff mailed each of the affected property owners seeking their comment and no responses were received.

Department Recommendation: Staff supports proceeding with formal authorization of this use through an Access Easement Agreement.

Requested Action:

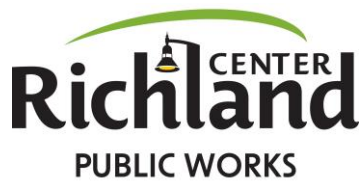
PUBLIC WORKS: Motion to recommend to the Planning Commission the authorization of the use of the City-owned South Larson Street right-of-way for access to the Conner property via Resolution and Access Easement Agreement as drafted by the City Attorney.

PLANNING COMMISSION: Motion to recommend to the Common Council the authorization of the use of the City-owned South Larson Street right-of-way for access to the Conner property as outlined by the presented Resolution and Access Easement Agreement.

COUNCIL: Motion to authorize the use of the City-owned South Larson Street right-of-way south of East South Street for driveway access to the Conner property as outlined by the Resolution and Access Easement Agreement as presented.

Attachment(s):

- Larson St. ROW Easement Letter
- 999 South Larson St - Property Access and Easement Map



City of Richland Center
450 S. Main Street
Richland Center, WI 53581
608-647-3466 Ext. 225

September 23rd, 2025

To: Tracy Conner or Property Owner [REDACTED]

Subject: Notification of Easement Creation for Right of Way Adjacent to Your Property

The City of Richland Center is notifying you that a private citizen has purchased a vacant parcel of land just south of your property, identified as parcel # 27621008350. The new owner plans to improve the property, which may include installing a driveway, clearing the land, and constructing a structure. A map showing the purchased parcel and the adjacent Right-of-Way is attached.

The City is in the process of creating an easement to regulate the use of the City-owned Right of Way land between your property and neighboring properties. An easement is a legal agreement that grants specific rights to use this land, such as for access or utilities, while ensuring it remains under City ownership. Once finalized, the easement will be recorded with the Register of Deeds and attached to both your property and your neighbor's property.

If you have questions or wish to provide input regarding the easement, please contact me at 608-475-0776 within 10 days of receiving this letter.

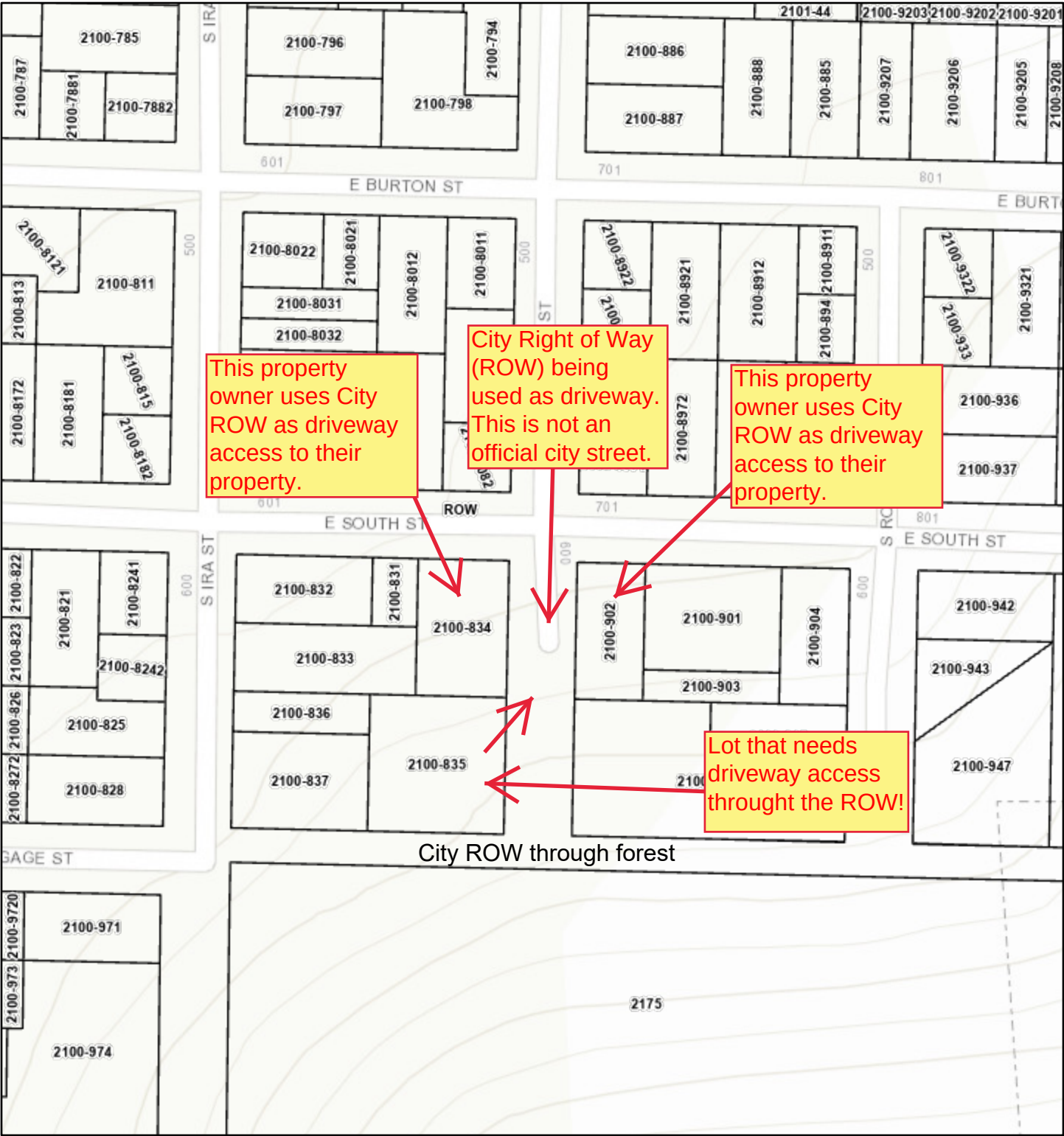
Your feedback is valuable as we finalize this process.

Thank you for your attention to this matter.

Sincerely,

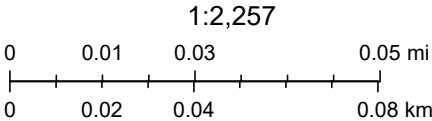
A handwritten signature in black ink that reads "Jasen L. Glasbrenner". The signature is written in a cursive style with a large, stylized 'J'.

Jasen Glasbrenner
Director of Public Works



9/17/2025, 7:21:11 AM

Parcel Numbers
Parcel Lines



Iowa DNR, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA, By Richland County GIS

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 6.

Agenda Item: An Ordinance Amending Chapter 101 Relating to Authorization of Stop Signs on N. Congress Street

Requested & Presented by: DPW Jasen Glasbrenner in consultation with Police Chief Billy Jones

Meeting Date: Public Works Committee on 10-16-2025

Committee Review: The Public Safety Committee recently reviewed the placement of stop signs on North Congress Street in response to increased traffic volume and visibility concerns at several intersections. After review and recommendation from the Police Department, the Public Safety Committee supports the installation of two additional stop signs to improve safety and traffic regulation in the area.

Background:

The proposed ordinance amendment adds the following stop sign locations to Chapter 101 of the City's Code of Ordinances:

- North Congress Street at its intersection with 2nd Street
- North Congress Street at its intersection with 4th Street

This amendment follows the City's established procedure for authorizing stop sign installations by ordinance.

Department Recommendation: Staff recommends that the Public Works Committee recommend approval of the amended ordinance to the Common Council for adoption.

Financial Impact: Minimal due to existing signage supply.

Funding Source: Costs for sign materials and installation will be absorbed within the existing Public Works operating budget.

Requested Action:

PUBLIC WORKS: Motion to recommend to the Common Council the adoption of Ordinance No. 2025-TBD, 'An Ordinance Amending Chapter 101 of the Municipal Code of the City of Richland Center Relating to Authorization of Stop Signs on North Congress Street at its Intersections with 2nd Street and 4th Street'.

COUNCIL: Motion to adopt Ordinance No. 2025-TBD, 'An Ordinance Amending Chapter 101 of the Municipal Code of the City of Richland Center Relating to Authorization of Stop Signs on North Congress Street at its Intersections with 2nd Street and 4th Street'.

Attachment(s):

- Ordinance No. 2025-TBD – Ch 101 Ord Amendment Relating to Authorization of Stop Signs on N Congress Street

ORDINANCE NO. 2025-TBD

AN ORDINANCE AMENDING CHAPTER 101 OF THE CODE OF ORDINANCES OF THE CITY OF RICHLAND CENTER RELATING TO AUTHORIZATION OF STOP SIGNS ON NORTH CONGRESS STREET AT ITS INTERSECTIONS WITH 2ND STREET AND 4TH STREET.

WHEREAS, the Common Council finds that the installation of additional stop signs on North Congress Street will improve public safety, traffic regulation, and neighborhood accessibility, enhancing visibility and reducing potential conflicts at key intersections; and

WHEREAS, the Public Safety Committee has reviewed and recommended approval of the proposed stop sign locations;

NOW THEREFORE BE IT ORDAINED, by the Common Council of the City of Richland Center, Richland County, Wisconsin, as follows:

SECTION 1.

Subparagraph 101.04(1)(ssss) of the Code of Ordinances of the City of Richland Center relating to placement of additional stop signs is created to read:

(ssss) on North Congress Street at its intersections with 2nd Street and 4th Street

SECTION 2.

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 4th day of November, 2025 by the following votes: AYES _____, NOS _____.

Todd Coppernoll, Mayor

Attest:

Misty Molzof, Deputy Clerk

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 7.

Agenda Item: An Ordinance Amending Chapter 391 Relating to Permits Required for Temporary Use of the Public Rights-of-Way

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Public Works Committee on 10-16-2025

Committee Review:

Background: The City of Richland Center currently requires a Dumpster Permit (Chapter 391, Ord. 2001-20) for placement of dumpsters within the public right-of-way (ROW). The existing ordinance is limited in scope and does not adequately address other common ROW obstructions such as scaffolding, construction equipment, or building materials.

In order to improve clarity, compliance, and public safety, staff recommends amending Chapter 391 to transition from a "Dumpster Permit" to a "Temporary Use of the Public Rights-of-Way Permit" applicable to a broader range of temporary uses of City Rights-of-Way.

Department Recommendation: Staff recommends that the Public Works Committee review and recommend approval of the amended Chapter 391 ordinance to the Common Council for adoption.

Financial Impact: N/A

Funding Source: N/A

Requested Action:

PUBLIC WORKS: Motion to recommend to the Common Council the approval of Ordinance No. 2025-TBD, finding that it enhances public safety, ensures consistent enforcement, and modernizes the City's rights-of-way permitting process.

COUNCIL: Motion to adopt Ordinance No. 2025-TBD, 'An Ordinance Amending Chapter 391 of the Municipal Code of the City of Richland Center Relating to Permits Required for Temporary Use of the Public Rights-of-Way'.

Attachment(s): Ordinance No. 2025-TBD

ORDINANCE NO. 2025-TBD

AN ORDINANCE AMENDING CHAPTER 391 OF THE MUNICIPAL CODE OF THE CITY OF RICHLAND CENTER RELATING TO PERMITS REQUIRED FOR TEMPORARY USE OF THE PUBLIC RIGHTS-OF-WAY

WHEREAS, the City of Richland Center previously adopted Chapter 391 requiring permits for the placement of dumpsters within the public rights-of-way; and

WHEREAS, the current ordinance does not adequately address other temporary obstructions such as building materials, scaffolding, landscape materials, and construction equipment; and

WHEREAS, the Common Council finds that updating and renaming Chapter 391 to establish a comprehensive permit process for Temporary Public Right-of-Way Use will improve public safety, consistency, and administrative efficiency;

NOW THEREFORE BE IT ORDAINED, by the Common Council of the City of Richland Center, Richland County, Wisconsin, as follows:

SECTION 1.

Chapter 391 of the Richland Center Municipal Code is repealed and recreated to read as follows:

TEMPORARY USE OF THE PUBLIC RIGHTS-OF-WAY

391.01 PERMIT REQUIRED

No person shall place, store, or maintain any dumpster, building materials, construction equipment, scaffolding, landscape materials, or other obstruction on any street, avenue, lane, alley, sidewalk, terrace, or other portion of the public right-of-way within the City of Richland Center without first obtaining a Temporary ROW Use Permit from the Office of the City Clerk.

391.02 APPLICATION

Applicants shall submit a completed Temporary ROW Use Permit application form to the City Clerk and pay a fee of \$10.00 per seven (7) consecutive days of use. Applications shall include:

1. Address and exact location of proposed placement.
2. Applicant's name, address, and contact information.
3. Type, dimensions, and description of materials or equipment to be placed.
4. Dates of use, not to exceed seven (7) days without renewal.
5. Name and contact information of the contractor/responsible party if different from the applicant.

391.03 REVIEW AND APPROVAL

Applications shall be referred to the Director of Public Works and Chief of Police, or their designees, for review. If the proposed location poses a safety concern, the applicant shall be notified and allowed to reapply within fourteen (14) days for an alternate location without an additional fee.

391.04 SAFETY REQUIREMENTS

All obstructions shall be marked with reflective barricades or reflective tape visible during both day and night, and must comply with all City traffic control and pedestrian access requirements.

391.05 DURATION

Permits shall be valid only for the approved dates and location. Maximum initial duration is seven (7) consecutive days. Renewal is required for continued use.

391.06 LIABILITY AND RESTORATION

Applicants shall be responsible for any damage to public property, indemnify the City against claims, and restore the right-of-way to original condition upon permit expiration.

391.07 ENFORCEMENT

Obstructions placed without a valid permit, or in violation of this chapter, may be removed by the City at the applicant's expense. The City reserves the right to revoke permits for public safety, municipal operations, or special events.

391.08 PENALTIES

Violations shall be subject to a forfeiture of not less than \$25.00 and not more than \$200.00 per offense, plus costs of prosecution. Each day a violation continues shall constitute a separate offense.

SECTION 2.

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 4th day of November, 2025 by the following votes: AYES _____, NOS _____.

Todd Coppernoll, Mayor

Attest:

Misty Molzof, Deputy Clerk

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 8.

Agenda Item: A Resolution Adopting Updated Airport Lease and Rental Fees

Requested & Presented by: Darcy Perkins, Municipal Services Specialist

Meeting Date: Public Works Committee on 10-16-2025

Committee Review:

Background: The City manages eleven (11) private hangar lot lease agreements and six (6) City-owned hangar rental agreements at the Richland Municipal Airport (93c). The current rates have not been comprehensively updated in several years and no longer reflect market conditions or current operational costs.

Staff have reviewed the City's existing data and found that several of the rental and ground lease agreements on file are no longer active, having expired without renewal. To ensure consistency, compliance and adequate cost recovery, staff is proposing the following lease and rental fee updates to be implemented upon expiration of any active lease or on January 1, 2026 for any lease currently expired:

Recommended Adjustment Summary			
Lease Category	Ground Leases (11 Total)	Heated Rentals (2 Total)	Non-Heated Rentals (4 Total)
WI Small General Aviation (SGA) Range	\$0.03 - \$0.33/SF (Annually)	\$150.00 – \$305.83/month Average: \$227.92/month	\$120.00 – \$405.50/month Average: \$184.10/month
Regional Range	\$0.06 - \$0.50/SF (Annually)	\$135.00 – \$250.00/month	\$100.00 – \$500.00/month
Current Rates	\$0.10/SF (Annually)	\$150.00/month	\$125.00/month
Proposed Rates	\$0.125/SF (Annually)	\$187.50/month	\$156.25/month
Rate Increase	+\$0.025/SF (Annually)	+\$37.50/month (+\$450/year)	+\$31.25/month (+\$375/year)
Percentage Increase	+25%	+25%	+25%

These recommendations were developed using comparative data, inflationary trends, and guidance from the Wisconsin Bureau of Aeronautics (BOA). In addition to the updated rates, we are recommending an annual escalator clause not to exceed 5% be added to all new leases. Any future adjustments will be standardized through updated regional and WI SGA comparisons.

Department Recommendation: Staff recommend adoption of Resolution 2025-TBD, implementing updated airport lease and rental fees, and authorization for the City Attorney to prepare updated lease and rental agreements utilizing a standardized lease form.

Financial Impact: Increase of annual lease and rental revenue.

Requested Action:

PUBLIC WORKS: Motion to recommend to the Finance Committee adoption of Resolution 2025-TBD, implementing updated airport lease and rental fees, and to authorize the City Attorney to prepare updated lease and rental agreements utilizing a standardized lease form.

FINANCE: Motion to recommend to the Common Council adoption of Resolution 2025-TBD, implementing updated airport lease and rental fees, and to authorize the City Attorney to prepare updated lease and rental agreements utilizing a standardized lease form.

COUNCIL: Motion to adopt Resolution 2025-TBD, implementing updated airport lease and rental fees, and to authorize the City Attorney to prepare updated lease and rental agreements utilizing a standardized lease form.

Attachment(s):

- Resolution 2025-TBD Adopting Updated Airport Lease and Rental Fees

**CITY OF RICHLAND CENTER
RESOLUTION 2025-TBD**

Item 8.

RESOLUTION ADOPTING UPDATED AIRPORT LEASE AND RENTAL FEES

WHEREAS, the City of Richland Center owns and operates the Richland Center Municipal Airport, which includes both City-owned hangars and privately leased hangar lots; and

WHEREAS, the Code of Ordinances does not currently include a section establishing procedures for setting or amending airport lease and rental rates, the Common Council intends through this resolution to formally establish that such fees and rates may be adjusted on a yearly basis as established in the lease agreements; and

WHEREAS, the current lease and rental rates for hangar land leases and City-owned hangar rentals have not been comprehensively reviewed in several years and do not reflect present market averages or operational costs; and

WHEREAS, City staff have reviewed comparable Wisconsin municipal airport rates and recommend updated fees that align with regional benchmarks while maintaining affordability for tenants; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Richland Center, Richland County, as follows:

- 1) The following revised airport lease and rental rates are hereby adopted, effective upon expiration of each respective active lease or commencing January 1, 2026 for any lease currently expired:
 - a) *Private Hangar Land Lease Rate: \$0.125 per square foot per year*
 - b) *Heated Hangar Rental Rate: \$187.50 per month (\$2,250.00 annually)*
 - c) *Non-Heated Hangar Rental Rate: \$156.25 per month (\$1,875.00 annually)*
- 2) *The rental rate escalator applied to all future years' rents shall be based primarily on the annual percentage change in the Consumer Price Index (CPI-U). The City may also consider comparable market rental rates for similar municipal airports when setting the annual adjustment. Annual adjustments shall not be less than 0% nor greater than 5%.*
- 3) The foregoing revised fees shall remain in effect until further amended by resolution of the Common Council.

ADOPTED by the Common Council of the City of Richland Center on this 4th day of November by the following vote: AYES:_____, NOS:_____

CITY OF RICHLAND CENTER
RICHLAND COUNTY, WISCONSIN

Todd Coppernoll, Mayor

Attest:

Misty Molzof, Deputy Clerk