



AGENDA

1. **CALL TO ORDER:** 5:30 pm

2. **ROLL CALL**

Committee Members: **Present** - Scott Stechmesser, Doug Brandt; **Excused** - Bill LeClair
Staff and Others: Matthew Heckenlaible, Scott Ahl

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the February 5, 2025, Public Works Committee meeting

Doug Brandt made a motion to approve the February 5, 2025, Public Works Committee meeting minutes, seconded by Scott Stechmesser. Motion carried.

4. **PUBLIC INPUT**

Adam Coshow, 2540 45th Street, Two Rivers

Mr. Coshow wished to discuss the invoice that he received for the clearing of the minimal snow that was on his sidewalk from the January 12-13, 2025, snow event. He requested information related to the complaint including who the complainant was. He stated that all the invoices could not have the same cost because the ordinance states reasonable costs and based upon that, each invoice should be charged separately. There should be a definable amount of snow. Is equipment charged the actual cost to run the equipment? Finally, is there a formal process to dispute the invoice?

He contested that the breakdown provided to him has unsubstantiated costs, the entire invoice has no basis and his, along with everyone else's invoices, should be voided. He contested that since there was no complaint on record he should not have to pay the charge for processing the complaint. He was at home when the DPW piece of equipment came through and performed the work, so he knows the travel time is not legitimate as they came from across the street. He also contests the time to process, document, and discuss these invoices is also unsubstantiated as it relates to his invoice.

He feels that if DPW was to perform work in the future that notice should be provided along with minimums such as minimum amount of snow and minimum cost spelled out in the ordinance.

Justin & Taylor Molanders, 1417 21st Street Two Rivers

The Molanders stated that they called city hall and were told that photos were not available to the public. Taylor Molanders came to DPW/Engineering in person and Director Heckenlaible freely shared and provided copies of the photos with her. They too wished to dispute the sidewalk snow removal invoice for the minimal amount of snow that was on the sidewalk. They feel that the ordinance is not clear and should state how much is acceptable to have and that it should state what a minimum charge should be. They were also concerned that if they did not pay the invoice that a lien would be placed onto their property.

After the Public Input portion of the agenda there was some minor dialogue between committee members, public and staff.

5. NEW ITEMS

A. Snow Sidewalk Clearing

Director Heckenlaible addressed some concerns raised by the two property owners present along with those owners who wrote letters (5) to contest their invoices. The invoice payment due date is still net 30, which if not paid by March 14th, can be rolled onto their tax bill as a special charge. It should be noted that if the invoices do roll onto property taxes as a special charge, that special charge is paid off first prior to the payment of taxes.

Letters were received from the following properties:

- 1922 Adams Street
- 613 22nd Street
- 1813 22nd Street
- 1417 21st Street
- 1611 18th Street

Director Heckenlaible is not aware of any formal dispute process, so he is utilizing past experience that it would be taken to the department's oversight committee and then potentially city council for formal action.

The \$71.72 invoice charge was revised after the January 12-13, 2025, snow event. It was revised because in January 2023, Director Heckenlaible developed a justification of the charges based on the current process in place at the time and assigned rates and estimated times per task to produce the original cost of \$167.75. This rate included the police department investigating the complaint, tagging the property, reinspecting the property and creating a list of noncompliant properties, etc. The current process has significantly reduced the police department's role in the process and, as such, reduces the billable rate to the \$71.72 that was invoiced. The current rate is an average cost based upon actual time spent plowing and reasonable travel time as well as processing the associated photos and documentation necessary to produce the invoices.

Why are we cracking down on noncompliance this winter season? In the early part of the 2024-25 winter season, we received numerous complaints regarding unshoveled sidewalks. Senior city staff discussed the issue with our legal counsel to determine the course of action to be taken. We provide a published notification in the Herald Times Reporter (our official newspaper), that is the only notice the city is required to provide. After each winter event, the city opted to provide additional general notices on the City's Web and Facebook pages that the snow ended and sidewalks need to be cleared by within 24 hours after the snow stopped. If sidewalks were not cleared, DPW crews would address areas with complaints. These areas include around the elementary and middle schools, the downtown area, the MMT bus routes and areas where a larger presence of pedestrian traffic may exist such as churches, grocery stores, restaurants, clinics, etc.

Director Heckenlaible reviewed the criteria of how DPW addresses street plowing along with sidewalks managed by DPW. He also noted that vehicular traffic is better equipped to traverse snow covered roadways than pedestrians, especially mobility challenged individuals, are on snow and ice-covered sidewalks. If there is snow or ice on roadways, motorists need to adjust their driving habits appropriately. Pedestrians do not have that option.

Sidewalks are not only governed by City Municipal Code, Section 4-1-6, but also under State Statute section 66.0907(5)

“SNOW AND ICE. The board of public works shall keep the sidewalks of the city clear of snow and ice in all cases where the owners or occupants of abutting lots fail to do so, and the expense of clearing in front of any lot or parcel of land shall be included in the statement to the comptroller required by sub. (3)(f), in the comptroller’s statement to the city clerk and in the special tax to be levied. The city may also impose a fine or penalty for neglecting to keep sidewalks clear of snow and ice.”

Director Heckenlaible noted that past practice was an arbitrary \$50 flat fee charged to clear sidewalks. There was no substantiated basis for this charge. The \$71.72 rate is based on actual time spent clearing the sidewalks along with estimated travel duration (not the furthest distance nor the shortest distance) along with approximate and reasonable times associated with processing the data and information to generate the invoices. It was suggested that all the invoices should be voided because they didn’t represent actual times and just estimated durations. The amount of extra time and effort that it would have taken to track the actual time for each individual noncompliant property would have increased the total time and as such, would have increased the amount due. The method utilized in the opinion of the Director, was the most fair and equitable for all.

Discussion with the committee members occurred.

Scott Stechmesser – Did the attorneys review the charges as prepared? No

Doug Brandt – Feels that the charges are reasonable.

Scott Stechmesser made a motion that no further action would be taken on any unpaid invoices and to extend the net payment term to 90 days to facilitate that and to table this discussion until the next Public Works Committee meeting. The motion was seconded by Doug Brandt. Motion carried.

6. ONGOING PROJECT STATUS AND ACTION, IF NEEDED

A. Sandy Bay Highlands Phase 3 update

With the recent heavy rains there were reports of water flowing over the gravel roadway of Orchard Lane. Therefore, public works was instructed to place barricades to keep vehicles off the roadway to protect the investment that the city has made into this new subdivision.

B. Harbor Street, 16th Street and Emmet Street Reconstruction

Per preliminary discussions with the WDNR, they believe, but have not confirmed, that they will have appropriate funding. Based on that information along with advice from our consultant that if the funding should be confirmed, the city would still need to meet the WDNR deadline for awarding and executing contracts and returning them to the WDNR by the end of May, 2025. Therefore, this project is out for bid to be opened on March 20th. The intent is not to award for several weeks (end of April) to allow time for the special assessment process to occur.

C. Pierce Street

Park & Recreation had secured funds to improve bike & pedestrian accommodation along with additional parking focusing on the Pierce Street corridor. A plan view of the proposed parking and trails along with the repaving of Pierce Street was presented to the committee. It was noted that the construction plans are about 60 percent complete and hoping to be finalized so that the road paving portion of the project can be completed before Memorial Day.

D. Public Works Shop Repairs – Discuss / Recommendation

As discussed during the tour of the public workshop/campus, the majority of the roofs as well as all of the service doors need to be replaced. The quotation by Hamann Construction proposed having all overhead doors and openers replaced with new openers with obstruction safety eyes included, along with repairs to some of the vertical, structural columns in the 1969 portion of the shop. The estimate that Hamann Construction provided to complete that work was for \$468,950 in August of 2024. Along with that work, there was a proposal to add security and monitoring at the DPW campus for an additional \$25,000. The original request for DPW facility improvements was \$500,000, however that amount was reduced by \$25,000 leaving a total of \$475,000 to make all of those improvements.

Since then, there have been some heating and ventilation failures, especially in the large southerly garage where the air scrubber (air cleaner) has failed and is estimated to cost around \$27,000 to replace. That air scrubber has been ordered and will be replaced this winter season.

During the tour, Director Heckenlaible noted that the overhead garage doors are for the most part, in good condition. Doug Brandt had inquired whether they were insulated and upon inspection it appears that they are. By not replacing the doors, but just the openers with safety eyes, it is anticipated that there will be enough savings to complete all the other necessary work.

The roof replacement would also be tied into a roof replacement project for the waste water treatment plant. Hoping for a cost savings by combining all roof replacements under one project.

Scott Stechmesser made a motion to proceed with identified and necessary shop and campus repairs/improvements including structural column repairs, service entry door replacement, overhead door opener with safety sensors and weather stripping, window replacement, sealing up exterior siding, roof replacement, heating and ventilation replacements, salt and sand shed deficiencies and site security and monitoring improvements to be completed utilizing the \$475,000 budget allocation.

7. PROPERTY OWNER REQUESTS - N/A

8. DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION

A. Sidewalk Maintenance Clearance Requirements

The Attorneys have reviewed and provided a few minor wording modifications for additional clarity towards intent. Staff recommendation would be to forward to city council for formal action and adoption of the proposed revisions.

Doug Brandt made a motion to approve the proposed ordinance language and forward them to city council for formal adoption, seconded by Scott Stechmesser. Motion carried.

B. Dumpster Permit Requirements

The Attorneys have reviewed and provided a few minor wording modifications to provide additional clarity towards intent. Staff recommendation would be to forward to city council for formal action and adoption of the proposed revisions.

Scott Stechmesser made a motion to approve the proposed ordinance language and forward them to city council for formal adoption, seconded by Doug Brandt. Motion carried.

C. Driveway/Approach Ordinance Revisions – No update

D. Pavement Repair Policy – No update

9. COMMITTEE AND COUNCIL MEMBER ITEMS FOR DISCUSSION, INCLUSION IN FUTURE AGENDA AND ACTION, IF NEEDED

Topics from the February 19, 2025, Council Listening Session:

A. Claim that the power pole at 14th Street and Hawthorne Avenue continually gets hit by vehicles and they drive off.

This topic was brought up and discussed at the February 7, 2024, Public Works Committee meeting. There have been no reported incidents to the police department and the electric utility checked the pole and there was no apparent damage at that time.

I did visit that location on the morning of March 4, 2025, and did see a minor scuff in the southwesterly portion of the power pole along with some minor debris present. The original request (2024) to install a beam guard rail in that area is still not practical for that configuration in my opinion.

B. Does the speed limit on Mishicot Road between 45th Street and 41st Street need to be 35 mph?

History from a citizen was that it used to be a 2-way stop at 45th/CTH VV and Mishicot Road (STH 147), so reducing the speed limit from 55, to 45, to 35 made sense.

Clarification needed: Are they asking that the speed limit be increased or decreased through that area? In either case a speed study would need to be completed to determine what the appropriate speed limit should be.

Scott Stechmesser clarified that the desire was to look at reducing the speed from 41st street to 45th Street. A consensus of the committee was to further investigate and look at completing a speed study.

C. Snow removal around corners, can it be pushed down the street more?

I have been working with DPW streets on this for the past three (3) winter seasons. In my opinion, it is improving but there is still progress to be made.

D. Can snow removal around businesses be done better? (Cozy B's and Cristina's as examples)

From my perspective, the examples given are two different situations of snow impacting businesses. One has on-street corner parking while the other is on a more major

thoroughfare with limited parking on either side of the street. Both have paved terraces and are on routes that for a snowfall less than 4-inches, snow is plowed to the curblin onto the paved terraces which inhibits parking due to piled snow.

DPW did have a discussion with the owner of Cozy Bs in December about this and crews did remove some of the snow that was impacting that corner to assist with patron parking.

We may have a future discussion related to snow cost verses public expectations.

10. DISCUSS STAFF RECOMMENDATIONS (TRAFFIC AND PARKING CONTROL) - ACTION, ENDORSEMENT OR MODIFICATIONS, AS NEEDED

A. Memorial Drive - Detour Route (14th Street Concerns)

The police department inquired whether or not we should consider enacting "Temporary No Parking" on the north side of 14th Street from Madison Street to Hawthorne Avenue during the duration of WDOT's Memorial Drive (STH-42) resurfacing project as this will be part of the official detour route. The police department's concern is primarily increased traffic that includes larger vehicles (semi trucks).

Staff recommendation would be to monitor the situation and if necessary have the police department and/or city manager take emergency action to implement the necessary "No Parking" restriction.

11. OTHER ITEMS THAT MAY COME BEFORE THE COMMITTEE: CONSIDERATION AND ACTION, IF NEEDED

A. Snow Season

Snow season information was discussed in section 4 & 5, so no further updates were provided.

B. Salt Shed Inspection Results

In the middle of February, WDOT's consultant inspected our salt and sand sheds. There are some minor concerns related to dry rotting of one of the salt sheds. We did receive an action required relating to the concrete pavement apron leading to the salt sheds. When the weather warms up, DPW crews will either use epoxy grout or tar joint sealant to close up these cracks.

12. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING

Proposed for Wednesday, April 9, 2025, at 5:15 pm. Refer to next agenda as to meeting location.

13. ADJOURNMENT: 8:14 pm

Doug Brandt made a motion to adjourn the meeting, seconded by Scott Stechmesser. Motion carried.

Respectfully submitted by: Matthew R. Heckenlaible
Public Works Director/City Engineer