



MINUTES

1. CALL TO ORDER: 5:15 pm

2. ROLL CALL

Committee Members: Doug Brandt, Bill LeClair, Scott Stechmesser

Staff and Others: Matthew Heckenlaible, Scott Ahl

3. REVIEW AND APPROVAL OF MINUTES

Minutes from the August 6, 2025, Public Works Committee meeting

Bill LeClair made a motion to approve the August 6, 2025, Public Works Committee meeting minutes, seconded by Scott Stechmesser. Motion carried.

4. PUBLIC INPUT – N/A

5. ONGOING PROJECT STATUS AND ACTION, IF NEEDED

A. Sandy Bay Highlands Phase 3

Contract 6-2025 Curb & Gutter and Asphalt Paving recommendation to award provided at the September 2, 2025, City Council meeting.

C. Public Works Shop Repairs Update

Roof repair contract pending.

D. Memorial Drive DOT Project – Washington Street Bridge Update

1. WDOT reviewing the lane width issue on the bridge

E. RRFB's

1. Washington & 12th Streets
2. Memorial Drive and Madison Street

Staff is checking to see if reducing the speed on Memorial Drive is feasible or go back to the original RRFB option. DPW is currently performing a speed study along Memorial Drive.

F. 18th Street Outdoor Bulk Storage

Approval granted by BIDC/CDA. DPW will start prepping the site and migrate materials over to the site this fall.

G. Bridge Maintenance

1. 17th Street – N/A
2. 22nd Street – N/A
3. Madison Street
 - a. 14th Street approaches repaired due to pavement buckling along with Manitowoc County Highway repairing a portion of the parapet wall.

6. DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION – N/A

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

- A. Bike accommodations for 22nd Street from Monroe to Pierce Streets, focusing on the bridge area as requested by a resident during a City Council meeting.
- B. Sidewalk snow shoveling policy, procedure, practice, ordinance revisions.
- C. Review snow plowing policy and practices

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

A. Traffic Counters

1. Memorial Drive (ongoing studies)

* Preliminary data from August 20th to 29th

	# Vehicles	Posted Speed (MPH)	Average Speed (MPH)	% Exceeding Speed Limit	% Exceeding 10 MPH Over Speed Limit	Max. Speed (MPH)
Southbound	49,623	45	43	34	1.2	94
Northbound	45,558	45	46	62	2.1	86

B. Parking Restrictions

1. 1900 School Street - Loading Zone

The tenant at 1900 School Street (K&L Enterprises) requested a “Loading Zone” sign be placed along the west side of School Street between his two driveways to aid in facilitating customer RV and camper drop off service as parked cars in this area can make this challenging. Committee members discussed this request.

Scott Stechmesser made a motion to put up a “15-Minute Loading Zone” sign between the driveways servicing 1900 School Street, instruct DPW to install two (2) appropriate signs and remove the existing faded yellow paint. Motion seconded by Bill LeClair. Motion carried.

This recommendation will be brought forward to City Council for consideration.

C. Traffic Signals Assessment/Inspection

Costs would be approximately \$30,000 per intersection for new control cabinets. This cost does not include installation or new wiring from the cabinet to the signals if required.

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

A. Assessment Policy vs Practice – Discussion with possible action

1. Actions taken back in 2019 switched the financial burden from property owners onto the city's general fund along with the wastewater and water utilities, which is contrary to the assessment policy.
2. Policy = 75% Property Owner, 25% City
3. 2019 Revision was to reduce the property owner portion by an additional 42%
4. From 2019 to present approximately \$2,289,030 has become City responsibility (general fund, water utility and wastewater utility as part of the WDNR Loans {debt}).
5. Projects that were eligible for WDNR loans could have had the pavement costs split three ways (33.3% each) between City, Water and Sanitary.
6. For future projects, the eligible pavement costs applied to WDNR Loans will now be 20% water and 20% sanitary. This would explain the additional debt that the utilities have been taking on.
7. Consideration as to how to proceed moving into the 2026 construction season and whether this should become a City Council Work Session discussion item.
8. A good discussion was had by all present with the direction to investigate the viability of a Wheel Tax in lieu of residential assessments; but, in the meantime, continue using the assessment practice that has been utilized since 2019.

B. 2026 Preliminary Budget / Project Discussion

1. Have not looked at the 2026 budget in a lot of detail yet, so the following are items that will need to be addressed during budget preparation along with items yet to be identified.
2. WDNR's permit requirement to have a certified collection system operator – within DPW – Street Section
 - a. Since street staff complete the collection system maintenance, WDNR is requiring one individual from the department become certified.
 - b. Promote from within (additional dollars) to take on those additional responsibilities
 - c. Hire and share costs (additional dollars)
 - d. Have wastewater staff be that person. Staffed too thin in our opinion thus not an option to keep the plant staffed appropriately
3. Possible addition to Engineer staff (T.B.D.)
 - a. Sidewalk program
 - b. Roof contract
 - c. Additional inspection (construction)
 - d. Overview/oversight of sewer maintenance and future capital needs
 - e. Drafting
 - f. GIS
 - g. Future succession planning
4. LSL and Sanitary Lateral Replacement Project: Central part of the City (WDNR Census Tract #53) – North of 24th Street, South of 29th Street, East of Forest Avenue to the East Twin River
 - a. 200-230 Services
 - b. \$2,230,000 in Public Water Costs
 - c. \$668,000 in Private Water Service Costs
 - d. \$1,585,000 in Public Sanitary Costs
 - e. \$4,482,000 Total Estimated Project Cost

5. Sanitary Sewer Main Cured In Place Pipe (Lining) – various locations
 - a. 10,000 feet +/- of CIPP lining
 - b. Various locations or various sizes
 - c. \$885,000 total estimated project cost
6. Asphalt Resurfacing Projects in conjunction with the 2025-26 East Side LSL project
 - a. 18th Street (Jackson – Emmet): \$78,500
 - b. 19th Street (Jackson – Emmet): \$55,500
 - c. Emmet Street (17th – 22nd): \$265,000
7. East River Street Trail (Kozlowski Tire and Auto, LLC)
8. Replacement of the Bobcat Toolcat (Lease)
 - a. 2022 Toolcat buyout is \$18,500+/-
 - b. 2026 Toolcat purchase new \$85,552+/-
 1. 36-month lease \$1,923.67 / month
 2. Increase of \$655/month from existing lease
9. 2nd Sidewalk Unit Option – T.B.D.
10. Large Equipment
 - a. Dump Trucks
 - b. Grader
 - c. Leaf Vacuum(s)
 - d. Front End Loader
11. Shop Equipment (Medium expenditure - \$500-\$10,000+/-)
 - a. Portable generators
 - b. Concrete tools
 - c. Barricades
 - d. Root Cutter
 - e. Replacement automotive scan tool - \$6,200 (Existing one is 12-years old)
 - f. Replacement battery charger/tester combination unit - \$9,000 (15-plus years old, in need of repair and updates)
 - g. Cordless grease gun - \$1,100 (15-plus years old)
 - h. Cordless impact and drill/driver replacement - \$1,000 (Want to add to inventory – only have 1 unit at this time, constantly being used)
 - i. Air compressor for service van - \$1,200 (under powered with long recharge time)
 - j. Upgrade hydraulic hose crimp machine - \$10,000 – needs some work but functional at this time
 - k. Replacement of sand blasting cabinet and vacuum system - \$2,700 (Existing is 27-years old and parts are hard to find to make repairs)
 - l. Hydraulic concrete breaker service kit - \$4,500 – presently outsource repairs when breaker fails. This would provide the ability to test and repair in house.
 - m. Replace wooden stand-up tool cabinet for shop - \$6,000 (want for better efficiency)

A lot to consider for 2026 and future budgets.

10. SET DATE, TIME, AND LOCATION FOR NEXT COMMITTEE MEETING

Proposed for Wednesday, October 1, 2025, at 5:15 pm

11. ADJOURNMENT: 6:47 pm

Bill LeClair made a motion to adjourn the meeting, seconded by Scott Stechmesser. Motion carried.

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