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## 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 November 5, 2025, Public Works Committee meeting

Scott Stechmesser made a motion to approve the November 5, 2025, Public Works Committee meeting minutes, seconded by Bill LeClair. Motion carried.

4. **PUBLIC INPUT – N/A**

5. **ONGOING PROJECT STATUS AND ACTION, IF NEEDED**

A. **Public Works Shop Repairs Update**

Roof Repair – Preparation of bid documents & specifications for roof repair/replacement is still outstanding.

B. **2025 Leaf Collection**

Ended Wednesday, November 26<sup>th</sup>, due to winter weather. There are no plans to do anything further with leaves. While a spring leaf clean-up in 2026 has been suggested, I am concerned that it would evolve into a more extensive spring yard clean-up rather than remaining focused solely on leaves. Also, two of the three committee members do not support the spring pick up of leaves. No further discussion.

C. **2026 Street Resurfacing Projects (Emmet, 18th & 19th Streets)**

The intent is to bid the mill and pave contract early in 2026 so that work can proceed shortly after completion of the remaining East Side Lead Service Laterals.

6. **DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION**

A. **2026 Budget Discussion**

This is a challenging budget year, and many concessions were required, including a significant reduction in overtime hours. These reductions include part-time hours associated with snow plowing and leaf collection assistance. The Snow Watch program will be eliminated beginning in 2026. Funding has also been reduced for miscellaneous concrete and asphalt pavement repairs, as well as for vehicle materials and supplies such as salt, sand, and related items. As

the year progresses, it will be critical to remain especially vigilant in monitoring expenditures and to identify potential issues as early as possible.

**B. Sidewalk Snow Shoveling - Policy, Procedure, Practice and Ordinance Revisions**

A clarification email has been sent regarding how the 24-hour sidewalk clearing requirement applies during consecutive snow events. Specifically, snowfall ended on Sunday at approximately 5:00 a.m., which would indicate sidewalks should have been cleared by 5:00 a.m. on Monday. However, additional snowfall occurred early Monday morning. This raises the question of whether the original 24-hour period restarted or was extended for properties that had not yet cleared sidewalks from Sunday's snowfall. Further snowfall occurred again late Tuesday or very early Wednesday morning, creating an additional question as to whether the 24-hour requirement is extended once more under these circumstances. Guidance is requested on how the ordinance should be interpreted and enforced during back-to-back snow events.

In a discussion with the Community Service Officer on Wednesday morning, it was explained that when a complaint is received after the 24-hour period, it is documented and forwarded to DPW for follow-up. As a result, if significant snowfall from Sunday has not been addressed, along with subsequent lighter snow events, this could be considered three separate incidents already early in the snow season.

The challenge is that DPW does not have the immediate resources to address these sidewalk complaints. Monday was dedicated to removing windrows from the middle of the roadways. On Tuesday and Wednesday, half of the crew was assigned to responding to new snowfall, while mechanics focused on addressing equipment issues resulting from the past three snow events and dismantling leaf vacuum equipment.

**Sunday Full Plow Recap:**

There are 11 separate routes/areas that must be addressed by Public Works Street staff, which requires a minimum of 11 operators plus one individual for supervision and coordination, for a total of 12 staff. If windrow cleanup is also undertaken, an additional three staff members are needed to operate the blower and haul snow using available dump trucks, bringing the total staffing need to 14.

On Sunday, the full plow was completed with six full-time staff, one part-time staff member, and the Director of Public Works, who assisted by operating the ToolCat sidewalk machine, for a total of eight individuals. While this was not an ideal staffing level, the majority of the City was opened up by late morning, with the final trucks returning to the Public Works Shop at approximately 1:15 p.m.

During plowing operations, front-end loader #76 began to smoke and subsequently stopped running. The initial assessment suggested a possible engine failure requiring full replacement. DPW staff transported the loader to the shop on Tuesday and began evaluating the cause and potential financial impact. A full engine replacement could be approximately \$50,000.

As mentioned previously, crews were released and then returned at 3:00 a.m. Monday to begin windrow cleanup. It was a long weekend, but the team pulled together and did a fabulous job.

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

**A. Noise ordinance revision relative to snow removal**

A communication was forwarded onto DPW for comment which a property owner was upset that a private company was clearing snow while they were attempting to sleep (10 pm – 7am). This property owner wished to have the noise ordinance modified preventing any snow clearing to occur during the overnight hours. The committee noted the concern and opted not to have staff to pursue this any further.

**B. Garbage Pick-Up Fixed Fee Request**

There was an issue/request for a fixed fee on garbage pick-up. Potentially have vacant/short term rentals share in the cost of garbage pick-up. May discuss at Utility Committee with possible discussion at work session.

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

**A. Lake Street (McDonalds/Seagull Marina/DPW Campus) and Memorial Drive Concern Update**

In discussion with TRPD, they indicated that they do not have the resources to review records of incidents occurring on private property (such as McDonald's or Seagull) to determine cause or potential cause. They do not believe there is a significant issue at those locations.

**B. Madison Street (W/S) north of 12th Street - Parking Concern**

At Coffee with the Chiefs, a potential concern was raised regarding parking on the west side of Madison Street, north of 12th Street (opposite the High Lift Coffee Shop). This parking zone was created at the request of a business several years ago and was authorized by Committee and Council. The Chiefs advised the concerned individual to discuss the matter with Director Heckenlaible; however, no follow-up has occurred to date. No further action is warranted.

**C. Taylor Street - Speed Limit Signage and Enforcement - Citizen Complaint**

A property owner along the north side of Taylor Street expressed concerns regarding speeding and indicated that there were no posted speed limit signs. Following this discussion, Director Heckenlaible visited Taylor Street and confirmed that the roadway is posted at 25 MPH at both ends. No further action is required.

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

**A. Dump Trucks**

One of the two trucks may be delivered by the end of December, with the second truck expected in early 2026.

**10. SET DATE AND TIME FOR NEXT COMMITTEE MEETING**

Proposed for Wednesday, January 7, 2026, at 5:15 pm

**11. ADJOURNMENT: 6:39 pm**

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

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