



**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 October 2, 2024, Public Works Committee meeting.

Scott Stechmesser made a motion to approve the October 2, 2024, Public Works Committee meeting minutes, seconded by Doug Brandt. Motion carried.

4. **PUBLIC INPUT** – N/A

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

**A. Sandy Bay Highlands Phase 3 update**

As noted at the November 4 City Council meeting, the final plat has been submitted to the city clerk and forwarded to the city engineer and Plan Commission for review and recommendation for approval. Once approved, it will return back to City Council for formal approval, authorization for signatures and recording at the Register of Deeds.

Construction is also underway. The initial phase of sanitary sewer has been installed (Orchard Lane from Lake Breeze Way to Rawley Court) and within Rawley Court. The contractor is presently working on the installation of watermain and would anticipate having that completed by the end of the week.

While the contractor is waiting for safe water sample tests to be completed, will continue work on storm sewers, transition over to individual property laterals and services and complete roadway grading and graveling of that initial portion prior to Thanksgiving.

**B. Roosevelt Avenue Reconstruction update**

Roosevelt Avenue construction work has been completed and punch list items (clean-up) still need to be completed. As reported at the November 4, 2024, City Council meeting, assessment letters have been sent out and private service invoices are anticipated to be sent out towards the end of the week.

**C. Fall Leaf Collection update**

DPW forces are into their fourth week of collection and have been able to complete at least one full rotation of the city each week.

It is anticipated that they will complete another full rotation of the city this week; but, with the wet weather in the early part of the week, they had to switch over to jeeps with snowplow blades pushing the leaves into front end loaders that dump into the trucks to haul off. This method creates more of a mess and they are attempting to follow up with the mechanical sweeper.

With the recent weather, crews are observing more downed leaves and think that will impact the collection rate. If that happens, they will adjust the process day to day. The city website is updated daily (M-F) where crews are anticipated to be collecting in the days ahead.

**6. PROJECT STATUS AND ACTION, IF NEEDED - N/A**

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

**A. Sidewalk Maintenance Clearance Requirements**

Director Heckenlaible provided copies of proposed changes to Section 4-1-4 of the Municipal Code pertaining to Construction and Repair of Sidewalks within the City of Two Rivers. There had been past discussions regarding appropriate language to address vegetation that may overhang or grow onto the sidewalk and there really wasn't any language to address these conditions or concerns.

The city attorneys crafted the proposed modifications and clarifications that addressed plant / tree / shrub encroaching over the sidewalk along with vegetation onto the sidewalk. The biggest addition was (b) stating that the concrete walk must be at least 90% clear of any obstruction.

A motion was made by Scott Stechmesser to recommend that the proposed Ordinance Amendment for Section 4-1-4 be forwarded to the full city council for approval, seconded by Doug Brandt. Motion carried.

**B. Dumpster Permit Requirements**

Director Heckenlaible reported additional information pertaining to the dumpster permit discussion as was recommended at the last meeting.

Director Heckenlaible did reach out to the 'requestor' for additional information pertaining to other communities that may allow just reflective tape. The requestor did respond noting that our Ordinance Section 5-6-24 F - Dumpsters states that "reflective tape approved by the director could be used in lieu of barricades with flashers".

Director Heckenlaible also had a discussion with the city manager about his experience of almost running into a dumpster after which time barricades with flashers was required.

It would be my recommendation to leave the ordinance language and permit language as is even though the permit language only states that barricades with flashers are allowed. Since I, as the Director, have not approved any reflective tape, my opinion would be not to allow dumpsters with reflective tape which would then allow only barricades with flashers.

**C. Driveway/Approach Ordinance Revisions - User Guide** - No update.

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

- A. Check on whether sidewalk is required for continuation around East River Street and 23<sup>rd</sup> Street per communication at the November 4, 2024, City Council Meeting.
- B. Feasibility of widening sidewalks into multiuse trails to provide for both pedestrians and bicyclists on the same paved surface similar to Mariner's Trail per communication at the November 4, 2024, City Council Meeting.

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

- A. WDOT Pedestrian Crosswalk Agreements
  - 1. Memorial Drive (STH 42) at Taylor Street
  - 2. Memorial Drive (STH 42) at Columbus Street
  - 3. Memorial Drive (STH 42) at Madison Street
  - 4. Memorial Drive (STH 42) at 12th Street

Recommend City Council authorize City of Two Rivers Manager to execute the agreements.

Director Heckenlaible informed the committee that WDOT has provided pedestrian crosswalk agreements for the four intersections noted above. Presently, there are no agreements; but, with the proposed resurfacing of STH 42 (Memorial Drive) in 2025 and the formal inclusion of pedestrian crosswalks, formal agreements need to be on file with the WDOT.

Additional agreements will need to be requested after the resurfacing project has been completed for allowing the city to install and maintain rectangular rapid flashing beacons (RRFBs).

Looking for the recommendation to forward the agreements to City Council to authorize the city manager to execute the agreements.

A motion was made by Doug Brandt to recommend that City Council authorize the city manager to execute the four (4) Pedestrian Agreements for the intersections of:

- 1. Memorial Drive (STH 42) at Taylor Street
- 2. Memorial Drive (STH 42) at Columbus Street
- 3. Memorial Drive (STH 42) at Madison Street
- 4. Memorial Drive (STH 42) at 12th Street

Motion seconded by Scott Stechmesser. Motion carried.

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

Director Heckenlaible informed the Committee that the two dump trucks that were ordered in March of 2023 have been built and delivered to the dealer in Appleton. An inspection with staff is being scheduled so that the trucks can then be sent to Monroe Truck to have the rest of the equipment (dump box, plows, lights, salters, etc.) installed.

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

Proposed for Wednesday, December 4, 2024 at 5:15 pm

**12. ADJOURNMENT: 5:53 pm**

Bill LeClair made a motion to adjourn the meeting, seconded by Doug Brandt. Motion carried.

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