



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, Kyle Kordell

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the October 1, 2025, Public Works Committee meeting

Bill LeClair made a motion to approve the October 1, 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 Update**

- Curb & Gutter work was completed the week of October 20th
- Final grading and graveling was completed the week of October 27th
- First lift of asphalt was placed on November 4th
- Final restoration work ongoing to be completed in the near future
- For the most part, the project is substantially complete

B. **Harbor, 16th, Emmett Reconstruction Update**

- The project is substantially complete
- Water service and sanitary lateral invoices were sent out October 31st
- Assessment letters were sent out November 3rd

C. **Public Works Shop Repairs Update**

The columns have been repaired, and the only remaining work is the roof repair/replacement.

D. **2025 Leaf Collection**

- By the end of last week, one to two crews were consistently completing work throughout the entire city each week.
- As the majority of leaves begin to fall, it may be necessary to assign a third crew to ensure that the city can continue to be cleared within a one-week timeframe.

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

A. 2026 Budget Discussion

- Staff is continuing to make minor adjustments to the proposed budgets
- Staffing levels
 - Retirements
 - WDNR required inclusion of a Certified Collection System Operator
 - Request for Engineering support (Engineer)
- Benefits are up
- Reduced overtime levels
- Proposed increases to standby and snow watch pay are intended to better align with other departments. Snow watch has been eliminated as a redundant service, with the expectation that TRPD can provide assistance in this area.
- Public Works Capital is significantly reduced to:
 - Asphalt resurfacing streets (18th, 19th, & Emmet)
 - North central LSL project (DPW to complete pavement repair)
 - Sidewalk repairs
 - Small number of additional miscellaneous pavement repairs (non-utility causes)
 - No significant vehicle/equipment purchases

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

- Attorney's have reviewed and proposed modifications to Section 4-1-6 of the Municipal Code regulating snow and ice removal.
- Suggestions include minor wording modifications to clarify the timeframe after a snow event during which snow must be cleared from private sidewalks located within the public right-of-way.
- Expanded the list of individuals authorized to require snow and ice removal within the specified timeframe to include the City Manager, Public Works Director, City Engineer, or any employee or designee of the Public Works Department.
- Sidewalk clearing would not necessarily be complaint-driven, but may be addressed as crews come across or drive by the areas.
- The cost of clearing sidewalks will be assessed on a per-linear-foot basis and may include additional charges if deemed justified. Repeat violations may incur an additional forfeiture.

Scott Stechmesser made a motion to approve the ordinance modifications and forward them to City Council for discussion and adoption, seconded by Bill LeClair. Motion carried.

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

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

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

- A. Right-of-way traffic concern - Lake Street, McDonald's and Seagull Marina driveways, and access to City utilities, public works and wastewater facilities (from the November 3, 2025, City Council Meeting)

Staff has not had adequate time to thoroughly review this concern, including whether any incidents have been formally reported. That's not to say there haven't been unreported near misses or frustrations, which could likely be reduced with some adjustments to the area.

Staff will report findings and recommendations at the next committee meeting.

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

Proposed for Wednesday, December 3, 2025, at 5:15 pm

11. ADJOURNMENT: 6:12 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