



## MINUTES

1. **CALL TO ORDER:** 5:15 pm

2. **ROLL CALL**

Committee Members: Present: Doug Brandt, Scott Stechmesser; Absent: Bill LeClair  
Staff and Others: Matthew Heckenlaible, Scott Ahl, Kyle Kordell

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the March 4, 2026, Public Works Committee meeting

Scott Stechmesser made a motion to approve the March 4, 2026, 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. Sidewalk Replacement Program**

The City has 94.15 miles of sidewalk and is working to reestablish its sidewalk replacement program. The 2026 Capital Budget has \$60,000 budgeted which includes \$40,000 for grinding and replacement of sidewalk and \$20,000 for replacement of sidewalk impacted by terrace trees.

As previously discussed, the City is proposing to partner with Safe Step LLC to assist with the 2026 sidewalk program on a pilot program basis by providing the following services:

- Evaluate approximately 8.65 miles of sidewalks as funding estimates allow, primarily in the northeast portion of the City, to identify non-conforming sections.
- Determine which sections require full replacement versus alternative repair methods.
- Maintain sidewalk condition data in a database for City use.
- Perform alternative repairs, such as cutting or grinding concrete lips or offsets, after the City's public notification process.

Using grinding or saw-cutting as an alternative to full panel replacement extends the City's funding (\$50–\$100 per repair vs. \$375 per panel). Examples from other municipalities:

- Beaver Dam (2025): 163 additional unsafe panels addressed, estimated \$61,125 savings.
- De Forest (2025): 104 additional unsafe panels addressed, estimated \$39,000 savings.

Scott Stechmesser made a motion to enter into a professional services agreement with Safe Step LLC to expand the City's sidewalk repair program as a pilot for 2026, seconded by Doug Brandt. Motion carried.

During discussion, it was noted that some communities perform sidewalk replacements in-house rather than contracting the work and then assessing property owners. Upon review of State Statutes and confirmation by legal counsel, amendments to the City's Municipal Code could allow Two Rivers to do the same.

The Committee verbally concurred that staff should further explore modifications to the Municipal Code to allow Public Works to perform sidewalk replacements and assess costs to adjacent property owners consistent with Wisconsin Statutes 66.0907 and 62.15(1).

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

**A. 1500 Jefferson Street – 2 HR Parking Signs**

Streets staff inquired about the necessity of this 2-hour parking zone on Jefferson Street. After the agenda was posted, it was discovered that 2-hour parking zones also exist on 15<sup>th</sup> Street, 16<sup>th</sup> Street and 17<sup>th</sup> Street. Modifying the Jefferson Street parking zone would not be consistent with the side streets. Therefore, no action is required for this agenda item.

**B. Wilson Street mid-block pedestrian crossing**

No additional information provided by the original requestor; therefore, no further action will be taken at this time.

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

**A. Staffing Update**

The new Superintendent continues to grow into the position. While there have been a few minor bumps along the way, overall progress has been positive, and he is embracing the new challenges on a daily basis.

With the internal movement creating staffing vacancies, we have taken a creative approach to ensure work continues to be completed—especially during the record-breaking snow event of March 14–17. We utilized two part-time employees, recalled Ed Gilmer from Wastewater for plowing and hauling, and enlisted Craig Froelich from Building Inspection to assist with snow hauling during the cleanup phase of the storm.

We are currently in the process of interviewing for vacant positions. A single interview process is being used for both the Public Works Maintenance Worker and Equipment Operator roles, with one Operator position and two Maintenance Worker positions to be filled. We are also conducting interviews for the vacant Civil Engineering Technician position.

**B. Snow Storm Update**

As mentioned above, Two Rivers, along with much of Northeastern Wisconsin, received record-breaking snowfall totaling 21.5 inches. Public Works staff put in long, often thankless hours to ensure that most roadways remained at least passable during this historic event, followed by several additional days dedicated to cleanup and restoring normal conditions.

Payroll is currently processing timesheets related to the storm; however, a preliminary review indicates that approximately 80% of the allocated 2026 snow and ice overtime budget was expended during this single event.

Some minor equipment repairs have also been identified as a result of the storm including a computer module and tie rod replacement in the ToolCat snowblower attachment (\$923.82 + \$259.60), a rear differential in one of the haul trucks (\$2,900 plus \$2,000 core charge), and a mirror on old truck #37. Approximately 1,800 gallons of diesel fuel were used during this event.

### **C. Sidewalk Shoveling**

#### **1. 3/15-16/26 Event**

With Public Works focused on clearing significant snow from roadways and removing large accumulations at intersections, efforts to address private sidewalk complaints did not begin until Tuesday, March 24, 2026—approximately one week after the snowfall ended. This delay created an inconvenience for pedestrians, resulting in a total of 57 complaints received by the Department of Public Works

#### **2. Appeal Request**

Public Works received a complaint forwarded to us pertaining to the sidewalks located adjacent to the Shell gas station / Fast Taco property located at 3337 Mishicot Road (34th Street) which failed to clear the snow after the February 5th/6th, 2026, snow event. The complaint was forwarded to Public Works on February 7th and plowed on February 10th, four (4) days after the conclusion of the snow event. Since this is a corner lot, there is a total of 515.34 feet of sidewalk that was cleared for an invoiced cost of \$644.18.

The property representative is requesting a reduction or a waiver of the removal charge stating that it was a miscommunication, not intentional and has not occurred in the past 10 years of them maintaining the property.

The property representative was present and stated that he was on his way to Chicago to drop off his father and tried calling someone to take care of the snow but did not talk to anyone. He forgot to call back to check if it was taken care of. Upon his return, the walk was plowed and then he received the invoice from the City. He is requesting the Committee reduce the amount of the invoice. He also stated that this would never happen again.

The City Manager inquired whether the footage included the driveway openings. Director Heckenlaible stated he believed it was the total frontage of the property and that the driveway openings were not subtracted.

Scott Stechmesser made a motion to reduce the footage by 40 feet for the driveway openings and then reduce the amount by 50 percent, seconded by Doug Brandt. Motion carried.

### **D. Plowing Change Request - Mishicot Road**

On March 18, 2026, a Council communication was forwarded to Public Works regarding the possibility of modifying the snow plowing process at the 4300 block of Mishicot Road. The request suggested plowing snow to the center of the roadway, similar to the method used on Forest Avenue, where it is subsequently collected.

Director Heckenlaible responded that Forest Avenue is plowed to the center primarily due to the placement of the sidewalk immediately adjacent to the back of curb. In contrast, the sidewalk along Mishicot Road is offset approximately five feet from the back of curb, allowing sufficient space on the terrace for snow storage with minimal impact to the sidewalk.

After discussion, the Committee concurred that no modifications should be made to the current snow plowing operations on Mishicot Road.

**E. DPW Shop - Truck Garage Heater**

There has been discussion regarding the need for funding within the Capital Public Works Equipment Fund for building and grounds maintenance, which is currently budgeted at \$15,000. This allocation is intended to address unforeseen repairs and maintenance needs that may arise throughout the year.

During recent snowstorm cleanup operations, staff identified the truck garage heater was again not operating properly. LeClair Bros. Heating was contacted and completed a service call, replacing a fan control relay at a total cost of \$260.50. However, the paperwork also included a recommendation to replace the unit due to its age and the limited availability of replacement parts. The estimated cost for a new unit is approximately \$5,700.

The Committee suggested that Public Works defer replacement until the unit fails. Director Heckenlaible cautioned that a failure during a cold snap could negatively impact equipment stored in the garage. As a follow up, the Committee recommended reevaluating the situation in the fall to determine whether the budget can accommodate the replacement at that time.

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

Proposed for Wednesday, May 6, 2026, at 5:15 pm

**11. ADJOURNMENT: 6:30 pm**

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

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