



MINUTES

1. **CALL TO ORDER:** 5:15 pm Bill LeClair called the meeting to order

2. **ROLL CALL**

Committee Members: Doug Brandt, Katherine Dahlke, Bill LeClair

Staff and Others: Matthew Heckenlaible, Scott Ahl, Kyle Kordell, Wayne Denfeld

3. **REVIEW AND APPROVAL OF MINUTES**

Doug Brandt made a motion to approve the May 6, 2026, Public Works Committee meeting minutes, seconded by Katherine Dahlke. Motion carried.

4. **PUBLIC INPUT**

Mr. Denfeld inquired about the status of the public infrastructure improvement survey that was expected to be distributed and discussed at this meeting. He stated that he had spoken with neighboring property owners and that most residents were in favor of the proposed street paving and infrastructure improvements. Director Heckenlaible explained that, due to other priorities and workload demands, staff was unable to distribute the survey as originally planned in May. He added that the survey will be sent out prior to the start of the 2027 budget season.

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

A. **Sidewalk Replacement Program**

Safe Step was anticipated to begin sidewalk inspections on June 3, 2026. While they may have been addressing previously reported individual sidewalk complaints, they were not observed conducting inspections within the primary northeast section of the city.

B. **4-2026 Asphalt Resurfacing Project**

Director Heckenlaible stated that staff is still working to finalize the contract. However, they are also waiting for WPS Gas to complete its work before the Department of Public Works can install the necessary concrete curb and gutter, driveway approaches, and sidewalk replacements. Once those improvements are complete, the final asphalt pavement can be placed.

C. **2-2025 LSL Pavement Repairs – Essential**

Essential Sewer & Water will be returning to the city to complete the remaining approximately 60 sewer and water service replacements on the east side of Two Rivers.

The Department of Public Works was in the process of completing pavement repairs that carried over from last fall; however, those efforts were abruptly delayed due to the May 17th windstorm response and recovery efforts. DPW will also need to complete curb and gutter and

sidewalk repairs along Emmet Street so that, once the resurfacing project is bid and awarded, the paving contractor can complete the work with minimal delays caused by remaining work from either Essential Sewer & Water or DPW.

D. 2-2026 LSL Pavement Repairs – Mammoth

Mammoth Construction will begin this year's lead water service and sanitary lateral replacement project in the area of 23rd Street and East River Street. The contractor will then proceed west along 23rd Street before moving north to continue the project.

Mammoth Construction is responsible for notifying residents in the construction area of upcoming activities that may impact the entire block where work is being performed. The Department of Public Works will make every effort to follow up with residents as soon as possible regarding any questions or concerns.

E. East River Trail/Parking Lot (Kozlowski)

The easement has finally been signed and is anticipated to be recorded this week. The original plan was to complete the work prior to the car cruise and show; however, that schedule was delayed due to the May 17th windstorm response and recovery efforts.

Staff will need to regroup and revise the project schedule to determine the anticipated timeline for completion of this work.

6. DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION

A. Infrastructure Improvement Public Survey Update

1. 15th Street - Buchholz Street west to Zander Park
2. 16th Street - Buccholz Street west to Zander Park

For various reasons, staff has not been able to prepare and distribute the survey regarding the requested infrastructure improvement projects. Staff continues to manage a significant workload and competing priorities.

It was noted that, in accordance with the City's Assessment Policy, one hundred percent (100%) of the costs associated with these improvements would be assessed to the adjacent property owners.

7. PARKING AND TRAFFIC ISSUES. DISCUSSION, QUESTIONS AND ACTION – N/A

8. DISCUSS STREET/ROAD SURFACE OBSERVATIONS BY COMMITTEE MEMBERS

A. School Pedestrian Flashing Lights – No update.

B. Washington Street and Memorial Drive Pedestrian Crossings

No update. Specific locations are 12th Street and Lake Street and Washington Street and Memorial Drive at Madison Street.

C. Traffic and Parking Control Inventory

It is recommended that municipalities maintain an inventory of traffic and parking control information. This inventory should identify locations of various parking restriction zones (such as 15-minute, 30-minute, and handicap parking areas), speed zones, one-way streets, controlled and uncontrolled intersections, and other traffic control features.

By documenting these locations, the City can periodically review existing conditions, understand the original reasons for implementing specific traffic controls, and determine whether modifications are warranted based on current needs. This inventory should be reviewed at least annually to ensure that traffic and parking regulations continue to serve the intended purpose.

The City's 2025-2026 youth apprentice completed a preliminary draft inventory that can be expanded and refined in future years with assistance from future youth apprentices. An example of the benefit of this inventory is reviewing the history and purpose of specific traffic controls, such as the eastbound stop sign at the intersection of 12th Street and School Street. While eastbound traffic is required to stop, westbound traffic is allowed to proceed without stopping. Maintaining this inventory provides an opportunity to evaluate why these conditions exist and whether they continue to be appropriate.

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

A. Staffing Update

Director Heckenlaible reported that the public works shop is now fully staffed, which is a positive development for the department.

He noted, however, that the Engineering Technician position remains vacant despite pursuing several recruitment options. On a more encouraging note, the department may have identified a candidate who is willing to learn the responsibilities of the engineering technician role.

Director Heckenlaible also explained that, with the number of ongoing capital projects, the recent windstorm recovery efforts and staffing shortages, the Department of Public Works has fallen behind on a number of routine tasks and responsibilities.

B. May 17th Wind Storm Impact and Clean Up

Public Works staff hauled more than 360 loads of brush following the storm. Crews also provided initial traffic control and barricading, removed trees to allow access for electrical crews, and assisted with hydro excavating holes for the replacement of damaged electrical poles.

The storm caused significant damage to public infrastructure. Numerous sidewalk panels were impacted by uprooted trees, with an estimated 30 to 50 panels requiring replacement at an approximate cost of \$400 per panel, for a total estimated cost exceeding \$20,000. As a result, it is anticipated that only one, rather than two, colored concrete crosswalk intersections will be completed this year. This will also delay other planned projects, including the City Hall parking deck repair/replacement. In addition, trees around stormwater ponds, within rights-of-way not affecting vehicular or pedestrian traffic, at landfills, and in other locations still require cleanup.

Traffic signals at several intersections, including Taylor Street, 16th Street and Washington Street, and 17th Street and Washington Street, also sustained storm-related damage.

The Manitowoc County yard waste facility was closed following the storm, requiring the city to dispose of brush and debris at the New Cemetery snow dump area. As a result, the debris will need to be handled a second time for final disposal.

Brush and debris cleanup is not expected to have a significant impact on the general fund but may affect the Solid Waste Utility, where this type of work is budgeted. To help offset these additional costs, staff may consider reducing the leaf collection program by two to three weeks and instead performing collection after a significant amount of leaves have fallen. This will be discussed further at a future meeting.

The Wastewater Utility also experienced several operational impacts. The wastewater treatment plant briefly lost power, and 11 sanitary lift stations were without power for periods ranging from approximately 5 to 28 hours. All five wastewater staff members worked nearly 24 consecutive hours to maintain operations throughout the event.

Some of the storm-related expenses may be eligible for reimbursement through the City's insurance carrier if they meet the applicable claim criteria.

Overall, Director Heckenlaible commended the Public Works Department for its outstanding response and the exceptional work performed by staff throughout the storm recovery efforts.

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

Proposed for Wednesday, July 8, 2026, at 5:15 pm

11. ADJOURNMENT: 6:14 pm

Katherine Dahlke made a motion to adjourn the meeting, seconded by Bill LeClair. Motion carried.

Respectfully submitted by: *Matthew R. Heckenlaible*

Public Works Director/City Engineer