



## MINUTES

1. **CALL TO ORDER:** 5:16 pm

2. **ROLL CALL**

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

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the December 3, 2025, Public Works Committee meeting

Bill LeClair made a motion to approve the December 3, 2025, 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. **Public Works Shop Repairs Update** – No update

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

Staff is working on preparing plans, specifications and bidding documents to be available in the near future.

C. **Winter Season Update**

1. Salt shortage? Public Works currently has an adequate supply of salt on hand, with an estimated 50% of the annual allotment remaining for the balance of the 2025–26 snow season. In addition, 100 tons of salt are available for delivery as needed, with another 100 tons held in reserve.
2. Private sidewalk clearing – DPW has not had the capacity to address a large number of sidewalk locations. In December, approximately 24 properties were cleared in response to complaints and subsequently billed. To date, no complaints have been received regarding the new billing rates. Back-to-back storms, frequent dustings, and holiday staffing constraints limited DPW's ability to address these complaints in a timely manner.
3. Future street cleaning discussion – Current DPW practice is to plow snow as close to the curb as possible, effectively clearing the roadway from curb to curb. This operation pushes a significant amount of snow onto the terraces, which in some cases subsequently falls onto adjacent sidewalks—particularly in areas with narrow terraces of five feet or less. As a result, DPW occasionally receives complaints from property owners indicating that sidewalks had been cleared prior to plowing but were later re-covered with snow during street operations.

Should DPW consider limiting snow plowing to within close proximity of the curb in order to minimize impacts to adjacent sidewalks? While this approach could reduce the amount of snow pushed onto terraces and sidewalks, it would also further reduce the effective width of roadways. This reduction would negatively impact on-street parking and require property owners to shovel driveway aprons and sidewalk curb openings farther into the street.

At present, DPW utilizes two part-time staff and nine full-time staff to complete twelve unique snow plowing routes or functions. If a piece of equipment experiences mechanical issues, multiple routes may be impacted, as the mechanic is typically pulled from their assigned plowing route to address the issue, thereby prolonging the time required to complete plowing operations citywide.

4. In mid-December, DPW received a call from a downtown business regarding whether sidewalk snow could be pushed into the street along Main Street, as DPW plowing operations subsequently pushed the snow back onto the sidewalk. Part of the confusion was related to timing. DPW had already completed street windrowing and snow pickup prior to the business clearing its sidewalk. When DPW later returned to address remaining snow and slush, material was pushed back toward the curb and sidewalk, which led to the concern.

Does anyone recall any past practices or established guidance regarding coordination between DPW and downtown businesses or property owners for snow removal activities?

Committee members acknowledged that some downtown businesses push snow into the roadway but were not aware of the specific practices or parameters. As a result, a written guidance document will need to be developed and distributed to the Main Street Business District.

5. Dump Trucks – Delivery timelines have been delayed by approximately one month. The truck originally scheduled for delivery in December is now expected in January 2026, and the January 2026 truck has been pushed to February or March 2026. As a result, DPW has had to adapt operations this winter, as both trucks are outfitted with sand-spreading equipment. Given the mixed precipitation experienced over the past several weeks, DPW has implemented alternative approaches, including manually spreading sand at intersections and, in some cases, utilizing salt in non-traditional locations.
6. DPW is still working on fixing frontend loader #76. Parts and materials will be between \$15,000 and \$20,000.

**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. 10th Street (Madison Street to School Street) - additional "One Way" and "Wrong Way" Signs (Temporary/Permanent) to accommodate traffic flow during elections**

With the Hamilton Wood Type Museum becoming the new southside polling location, internal discussions have identified concerns related to its location on a one-way street and the potential need for additional signage. The question before the Committee is whether this signage should be temporary or permanent. Temporary signage would require additional staff time for installation and removal before and after each election, while permanent signage could contribute to sign clutter and potential sensory overload in the area.

After a brief discussion, the Committee concluded that temporary signage would be the preferred option, with additional “One Way” and “Wrong Way” signage installed specifically on election days.

**B. Right-of-Way Accommodations for Small Property Redevelopments - Upcoming discussion with Jim Reif Builders (January 29th)**

The City is encountering challenges with redevelopment projects on properties that have narrow frontages, particularly on streets that are also narrow or have parking restrictions. One example involves a 50-foot-wide property flanked by similarly sized lots. Contractors for this project require space for dumpsters, job trailers, material storage, and employee/subcontractor parking, which can occupy six to twelve or more standard parking spaces.

In this case, DPW allowed the sidewalk immediately in front of the property to be temporarily closed to facilitate safe demolition and the construction of a second story and roof trusses. After this work was completed, the same area was used for material storage. The dumpster was placed two properties down, and the job trailer and materials were located on adjacent properties. Employees and subcontractors parked on the opposite side of the street, resulting in a very tight corridor that limited driveway access and vehicle movement along the street.

A meeting with Jim Rief Builders, along with representatives from various City departments and officials, is scheduled for January 29th. The purpose of the meeting is to discuss strategies to minimize impacts on the neighborhood, maintain safe vehicular and pedestrian traffic flow, and allow the contractor to effectively complete their work.

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

**A. 2026 Sidewalk Program**

Engineering staff met with a vendor interested in assisting with the City’s sidewalk program. Their proposed support would include inspecting sidewalks, identifying deficiencies, preparing notification mailings for affected properties, and performing minor repairs such as grinding or sawing tapered edges on raised sidewalk slabs. This repair technique can be a more cost-effective solution, provided the movement of the sidewalk slabs does not continue over time.

Under this approach, a portion of the sidewalk budget would be allocated to a Professional Service Agreement and grinding repairs, leaving the remaining funds available for full sidewalk panel replacements. Coordination of a future meeting with the vendor is recommended to gain a better understanding of how they could assist the City and enhance the sidewalk program.

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

Proposed for Wednesday, February 4, 2026, at 5:15 pm

**11. ADJOURNMENT: 7:00 pm**

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

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