



Date: Wednesday, January 21, 2026

Subject: Public Works' Monthly Report

RE: December 2025

Public Works Related

- PWD uploaded and approved bills for PW assigned in Bill.com.
- Payroll processing and review.
- PWD completed draft one of the PW Strategic Plan.
- PWD reviewed letters to MML at the request of the PWA president. Provided feedback to the first draft.
- Foreman Sheckels completed the first leadership training with the Public Utilities & Waterworks Management Institute. Advanced class scheduled for March.
- PWD and staff began orientation for new hires.
- PWD, Clerk Bush, and Chief burse reviewed cleaning companies who conducted site visits.
- Foreman Sheckels and I visited multiple dealerships and tractor dealerships and reviewed associated quotes.
- PWD prepared associated memos for purchase requests.
- PWD and Crew assisted with setup, maintenance, and breakdown of the Christmas Town Event.

Maintenance and Beautification

- PWC removed weeds from TH and monument flower beds.
- PWF submitted health dept licensure documents. Licenses received.
- Town's stormwater management property between Spring Branch Dr and Trinity Cemetery survey began. Stakeout completed late December.
- PWC completed Leaf collection on Town owned properties.
- PWC completed a cleanup of the PW yard and bay.
- PWC fixed / repaired anchors in Christmas decorations after multiple wind events.
- Trucks cleaned after 1st snow event of the season. Equipment removed.
- PWC removed and broke down all Christmas decorations and moved them to storage.

Street and Sidewalk / Mead & Hunt Update

- Trucks were outfitted ahead of first snow event of the season.
- PWC pre-treated all Town roads and sidewalks ahead of snow event 1.
- PWC performed storm drain checks and clearing of leaves and debris ahead of storms.
- PWC conducted routine litter patrols around Town.
- Plow mount for stand on mower was installed to assist the Snowrator with snow removal on Town owned sidewalks. Currently waiting for snow tires.



Refuse Accumulations

- There were no dump truck rentals for the month.
- Bulk day refuse totals for items to landfill were tons.
- Yard waste totals for items to MES were 5.24 tons.

Sincerely,

Darnell F. Bond / Director of Public Works