

Engineering Division of the Public Works Department

To: Chairperson Arnett and Commission Members
From: Andrew Beyer P.E., Director of Public Works/City Engineer
Date: July 30, 2026
Subject: Public Works Commission Meeting of August 11, 2026

Review and take possible action: Sidewalk Repair Orders for 300, 306, & 308 East Water Street

Background

Agenda Item:

Review and take possible action: Sidewalk Repair Orders for 300, 306, & 308 East Water Street

BACKGROUND:

The Sidewalk Repair Notices for 300, 306, & 308 East Water Street were prepared following receipt of a tripping complaint at 308 East Water Street.

Site Address	Estimated cost not to exceed
300 East Water Street	\$951.00
306 East Water Street	\$317.00
308 East Water Street	\$317.00

A repair inspection report for the properties with a detailed estimate of cost to repair sidewalk is attached. Property owners who receive sidewalk repair notices have three options on how to move forward with the repair:

1. City contractor to complete repair. Property owner is invoiced following completion.
2. Property owner can hire their own contractor to replace sidewalk to city specifications.
3. Property owner can replace sidewalk to city specifications.

The Engineering Division is seeking approval to send letters via certified mail per Wisconsin State Statute noticing the property owners to repair sidewalk.

Budget Goal

1. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
4. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

The total estimated costs listed above will initially be charged to the Sidewalk Reserve Account (05-58-11-73). The Engineering Division will then invoice the property owner for the total repair cost.

Recommendation

The Public Works Department recommends issuing the sidewalk repair order for 300 Emerald Street for the aforementioned estimated cost.

Motion: Motion to issue the sidewalk repair orders for 300, 306, & 308 East Water Street for the aforementioned estimated costs to be completed by October 1, 2026.

Attachments:

- Sidewalk Repair Order for 300 East Water Street
- Sidewalk Repair Order for 306 East Water Street
- Sidewalk Repair Order for 308 East Water Street