

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 9, 2026
Subject: Public Works Commission Meeting of July 14, 2026

Review and take possible action: Sidewalk Repair Order for 300 Emerald Street

Background

Agenda Item:

Review and take possible action: Sidewalk Repair Order for 300 Emerald Street

BACKGROUND:

The Sidewalk Repair Notice for 300 Emerald Street was prepared following receipt of a tripping complaint at this location.

Site Address	Estimated cost not to exceed
300 Emerald Street	\$634.00

A repair inspection report for the property 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 order for 300 Emerald Street for the aforementioned estimated cost to be completed by August 25, 2026.

Attachments:

- Sidewalk Repair Order for 300 Emerald Street