

**PUBLIC WORKS COMMITTEE
MEETING MINUTES
DECEMBER 3, 2025**

1. CALL TO ORDER, ROLL CALL, AND AGENDA APPROVAL:
Mary Knipper called the meeting to order at 1:15 pm. Other members present: Mary O'Connor, Jim Wolfgram, Mike Flitcroft, Tom Thiele, AJ Booth, and John Olson. All present. Motion by Thiele and seconded by O'Connor to approve the agenda. All ayes, motion carried 7-0.
2. APPROVAL OF THE NOVEMBER 5, 2025 MINUTES:
Motion by Knipper and seconded by O'Connor to approve the minutes. All ayes, motion carried 6-0, with Flitcroft abstaining.
3. COMMUNICATIONS:
None
4. COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING ITEMS ON THE AGENDA:
None
5. OLD BUSINESS:
6. NEW BUSINESS:
 - A. **Private Road Maintenance:**
Knipper requested this as an ongoing agenda item for future meetings for discussion and ideas for when the Town informs the property owners the service will need association contracts beginning next year.
 - B. **Shores of Delavan Lake Road Acceptance & Letter of Credit Reduction:**
Dave Patzelt was present to help explain his letter requesting the Letter of Credit reduction to \$0 and acceptance of the Phase 1 roads making them Public Roads. Shodeen is also requesting a 4-1-2026 expiration date for the road warranty period. Shodeen is also offering a Chip-Seal Road application after 6 years or 100% of the homes have been constructed in a particular phase even though not required by the Developers Agreement.

Brett Biwer, Baxter & Woodman was present to help explain their review letter and the following requirements:
 1. Provide final unconditional lien waivers by all contractors and subs.
 2. Provide a written 18-month warranty and 5% warranty bond.
 3. Pay all Town engineering and legal expenses to date associated with the development.
 4. Revise the "Chip-Seal" offer to include that chip sealing will be done per Town standards.
Motion by Thiele and seconded by Knipper to recommend approval of the road acceptance and LOC reduction contingent upon receiving final unconditional lien waivers and the Maintenance Bond. And approval of an 8-1-2026 road warranty period expiration date. Motion carried 4-3 with Booth, Wolfgram, and Flitcroft opposed.

Comments opposed stated the developer should be required to follow the DA requiring an 18-month warranty period following Town Board road acceptance.
- C. **Budget & Capital Budget Planning:**
No updates.
- D. **Public Works Manager Report:** Thiele updated the committee with his monthly report.
- E. **Mechanic's Report:** Booth updated the committee with his monthly report.
- F. **Approval of monthly bills for payment:** Motion by Knipper and seconded by Flitcroft to approve the submitted bills for payment. All ayes, motion carried 7-0.

7. COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT:
Wolfgang commented on the Town's sealcoat specification. Wolfgang questioned the grading of the Community Park new parking lot and boat launch area. He suggested the grade is now too flat and the oil & runoff may run directly into the lake. Flitcroft questioned the permitting on the Inlet pier installation by Shodeen for their Shores of Delavan Lake subdivision.
8. ADJOURNMENT:
Motion by Knipper and seconded by O'Connor to adjourn at 3:10pm. All ayes, motion carried 7-0.