

**PUBLIC WORKS COMMITTEE
MEETING MINUTES
JANUARY 7, 2026**

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, Tom Thiele, and John Olson. Wolfram and Flitcroft were excused. Motion by Knipper and seconded by Thiele to approve the agenda. All ayes, motion carried 4-0.
2. APPROVAL OF THE DECEMBER 3, 2025 MINUTES:
Motion by Thiele and seconded by O'Connor to approve the minutes. All ayes, motion carried 4-0.
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 is keeping 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. Knipper & O'Connor discussed possibilities for public information and communication will in advance so private road property owners will have time to consider options.
 - B. **Mechanic Job Description & Ad:**
Thiele explained that AJ Booth had recently resigned and accepted a new position and promotion with the Town of Richmond. Minor updates were made to the Mechanic Job Description and the Advertisement for the position will be posted on the Town Website and run in the Weekly Shopper for 1 month. There is no application deadline as the position is open until filled.
 - C. **2026 Road Improvements:**
Thiele discussed tentative options and planning for road improvements.
 - D. **Budget & Capital Budget Planning:**
No updates.
 - E. **Public Works Manager Report:** Thiele updated the committee with his monthly report.
 - F. **Mechanic's Report:** Thiele updated the committee with the monthly report. Thiele commented the department had 3 Police Squads equipped and decaled and ready for service in the past 9–10 month time period.
 - G. **Approval of monthly bills for payment:** Motion by Knipper and seconded by O'Connor to approve the submitted bills for payment. All ayes, motion carried 4-0.
7. COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT:
None.
8. ADJOURNMENT:
Motion by Knipper and seconded by O'Connor to adjourn at 2:45pm. All ayes, motion carried 4-0.