

**PUBLIC WORKS COMMITTEE
MEETING MINUTES
FEBRUARY 4, 2026**

1. CALL TO ORDER, ROLL CALL, AND AGENDA APPROVAL:
Mary Knipper called the meeting to order at 1:15 pm. Other members present: Jim Wolfgram, Tom Thiele, and John Olson. O'Connor and Flitcroft were excused. Motion by Thiele and seconded by Wolfgram to approve the agenda. All ayes, motion carried 4-0.
2. APPROVAL OF THE JANUARY 7, 2026 MINUTES:
Motion by Knipper and seconded by Thiele to approve the minutes. All ayes, motion carried 3-0 with Wolfgram abstaining.
3. COMMUNICATIONS:
None
4. COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING ITEMS ON THE AGENDA:
None
5. OLD BUSINESS:
6. NEW BUSINESS:
 - A. **South Shore Dr. Ditch/Swale Improvement Request – William Fox, 3300 South Shore Dr.**
Williams Fox was present to request assistance with ditchline and shoulder improvements along his property on South Shore Dr. The committee reached consensus to replace the limestone shoulder with recycled asphalt and re-seed some bare spots in the ditchline that didn't grow in properly from the past road improvement project. Williams Fox will clean up the gravel/limestone in the ditchline.
 - B. **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 of the service options for future private road snow plowing and maintenance. Knipper commented she is looking for contract templates.
 - C. **Mechanic Job Description & Ad:**
Thiele explained that few applications have been received and we will begin phone interviews and screening in a few weeks after the ad placement has expired.
 - D. **2026 Road Improvements:**
Thiele discussed tentative options and planning for road improvements. Country View, Highland Rds. – Beach & Cherry for possible Mill & Overlays. Also, various Del-Mar roads need repair.
 - E. **Budget & Capital Budget Planning:**
Thiele reviewed the 2025 budget results with the committee.
 - F. **Public Works Manager Report:** Thiele updated the committee with his monthly report.
 - G. **Mechanic's Report:** Thiele updated the committee with the monthly report.
 - H. **Approval of monthly bills for payment:** Motion by Knipper and seconded by Wolfgram 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 Wolfgram to adjourn at 3:00pm. All ayes, motion carried 4-0.