

Public Works Committee Agenda
Monday, December 22, 2025

7:30 p.m.

Town Hall
104 North King Street

or

Zoom

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

1. Call to Order
2. Approval of Minutes of October 27, 2025 Meeting
3. Visitors and Public Comment
4. Unfinished Business
 - a. Status of current construction projects and next steps
 - i. Proposed donation of two benches
 - ii. Updates to Bike Trail (additional sharrows and signs)
 - iii. Status of Walking/Bike Path to Morgan Grove Park
 - iv. Status of three Green Infrastructure Project
5. New Business
 - a. Proposed Community Composting Project
6. Member comments
7. Chair comments
8. Next meeting Date – January 26, 2025

Public Works Committee Minutes (Draft)
Monday, October 27, 2025
6:30p.m.
Town Hall
104 North King Street

Members Present: Mayor Gatz, L. Bicker, C. Blessing

Members Absent: None

1. Call to Order: Mayor Gatz called the meeting to order at 6:35pm
2. Approval of Oct Minutes: Committee approved the Sep meeting minutes.
3. Visitors and Public Comments: M. Bartlett made a public comment updating the committee on the status of the public composting project advising that progress was being made and she requested to be on the next PW meeting agenda to discuss further.
4. Unfinished Business
 - a. Status of current construction projects and next steps
 - i. Path to Morgan Grove Park – Mayor Gatz provided update that that he had a phone discussion with the WV DOT and that the project is planned to be out for bid in in Dec/Jan timeframe.
 - ii. Site for Green Infrastructure Project – Mayor Gatz provided update that a consultant will be coming to review/assess the sites that will be most viable for design/execution in 2026.
 - iii. Site for Sidewalk Engineering Project – Mayor Gatz provided update that he had a discussion with a consultant about options for using grant money to design sidewalk improvements that would address standing water issues on Duke Street as well as to generally improve sidewalk and pedestrian safety along Princess and Washington Streets.
 - iv. Town Bike Route Markings on Surface of Streets – Mayor Gatz provided an update that the equipment for the sharrows had been delivered and that the sharrows would be created imminently.
 - b. Contracts for painting Town-owned buildings – Mayor Gatz provided an update that the painting had started on the Market House.
 - c. Artistic Benches project – L Bicker provided an update that the benches had been built by the Public Works team and that painting on the dog themed bench will commence in the coming weeks. L Bicker informed the committee that artist B Nicklas was interested in completing the WV Cryptid art theme that was chosen for the second bench. L Bicker provided samples of his work and recused himself from selection due to a conflict of interest. Mayor Gatz and C. Blessing reviewed the work and voted to select Brandon to complete the artwork.

- d. Flower bed maintenance – Mayor Gatz provided update that the town contracted with a landscaper for maintaining the flower beds within the town’s right of way and located in the center of town.
 - e. Banners and Holiday Decorations – Mayor Gatz provided an update that Christmas /holiday banners have been ordered for hanging throughout town.
5. New Business
- a. Alternative meeting date – Committee discussed potentially moving the recurrence of the meeting to being the 3rd Monday of the month to allow for more time between the HLC and Planning Commission. No change effectuated as of this time but the Committee members were agreeable to the change if its needed.
 - b. Communication with Department of Transportation re Duke Street / German – Mayor Gatz provided an update that coordination with DOT is ongoing about needed improvements on the road.
 - c. Proposed sidewalk on German Street from Sage Place to Devonshire Park - L Bicker raised a concern of a need for a sidewalk on the South Side of East German Street between Sage Place and Viola Devonshire Park. Mayor Gatz agreed to incorporate this into the discussion with the consultant who is assisting on the infrastructure projects. Action item for town staff to research easement and ownership of the parcel of land that abuts the sidewalk in front of 393-420 E German.
6. Member comments – L Bicker provided information that there was some deterioration of the blacktop on East Union Alley.
7. Chair comments
8. Meeting adjourned at 7:35 pm. Next meeting Date – November 24, 2025.

Amy Boyd

From: James Gatz
Sent: Monday, December 15, 2025 4:57 PM
To: Amy Boyd
Cc: James Gatz
Subject: Fw: Public Works Meeting
Attachments: with foreground and changed color (1).jpg; image0.jpeg

Amy, please put this note and the images in the meeting packet for the Dec 22 Public Works meeting. Thanks. James

From: Kay Schultz <kay.nixschultz@gmail.com>
Sent: Monday, December 15, 2025 11:18 AM
To: James Gatz <jgatz@shepherdstown.us>
Cc: Barbara Hartman <barbarahartmanrdn@gmail.com>
Subject: Re: Public Works Meeting

Hello James,

Barbara and I will plan to come to the Public Works Committee meeting next Monday evening at 7:30 in Town Hall.

I am attaching the bench designs for Todd's and Katie's benches. The artist who designed the benches is Morgan Wisniewski. Todd's bench is being made by his stepfather, Terry Lindsay, from a felled tree on their property. Alex Dugas is the woodworker who made Katie's bench of red cedar.

Barbara's desire for bench location is in priority order, on German Street near the Wall, anywhere else on German Street, or in Cullison or any Town park. My desire is that Katie's bench be located at Cullison Park across from where she and Izzy lived for 3 years, or if not there, at Rumsey Park.

The benches would be ready for installation next year, late spring or early summer.

Let us know if you have questions or need additional information.

Kay and Barbara

On Fri, Dec 12, 2025 at 4:31 PM James Gatz <jgatz@shepherdstown.us> wrote:
December 12

Kay: Greetings. FYI, our next Public Works Committee meeting is set for 7:30 pm Monday Dec 22 at Town Hall. The draft agenda includes time to discuss your request to donate two benches. If this date / time is convenient, could you please send some background and the request? I will share with the committee in advance. If this is not a good date for you we can put this topic on the agenda for the January meeting. Thanks. James

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WAKE UP. WORK OUT. BE HAPPY

