



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, AUGUST 21, 2025 AT 5:30 PM

PUBLIC WORKS BUILDINGS & GROUNDS SHOP AT 1100 N. JEFFERSON STREET

CALL TO ORDER The meeting was called to order at 5:38 PM. Members present: Fruit, Walters, Schultz. Also present were Director of Public Works Jasen Glasbrenner, Buildings and Grounds Crew Lead Matt Williams and Municipal Services Specialist Darcy Perkins. The meeting was properly noticed.

APPROVAL OF MINUTES Motion by Walters to approve the July 17, 2025 meeting minutes. Seconded by Schultz. Motion carried by voice vote.

APPROVAL OF BILLS The bills from 7/18/2025-8/21/2025 were presented totaling \$54,326.58. Motion by Schultz to approve the bills as presented. Seconded by Walters. Motion carried by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Runway resurfacing delayed to Fall 2026 due to Bureau of Aeronautics bidding lapse. The runway remains usable but in poor condition, prompting pilots to train elsewhere. Grant reviews for the airport master plan are on track, with consultant work expected to begin in November.
- Buildings & Grounds: Seasonal staffing winds down; three retained through October. Jesse Jensen hired, Matt Williams promoted to Crew Lead. Matt remains in a dual role temporarily, with support from Ashley and oversight by the Public Works Director.
- Cemetery: Three burials and four cremations completed; two more cremations scheduled. Tess trained on mini excavator, improving efficiency. All staff now cross-trained for grave digging. Three long-held plots were repurchased per ordinance at original price, causing some discontent.
- Forestry: Tree Board met; no major actions. One large tree removed; tree cutter licenses approved.
- Streets: Landfill leachate system jetted; curblin weed spraying ongoing. Chip seal prep completed on 36 blocks using 14 truckloads of blacktop. Prep cost was ~\$15,000 but improved efficiency over previous years. Chip sealing expected next week; fire station lot paving and striping to follow.
- Equipment & Mowing Fleet: Fleet review underway to streamline by 2026. Multiple machines out of service due to mechanical issues. Plan to reduce units, replacing residential mowers with commercial zero-turns. Routine maintenance will be in-house while major repairs are outsourced. Trial equipment has been borrowed from local vendors.

REPORTS, REQUESTS, AND CONCERNS

Walters:

- Inquired about the condemned house on 4th Street; legal process is underway following expiration of the 90-day waiting period. A resident reported a strong odor from the property.
- Voiced concern about the Sextonville Road property; Council took no action. Referred to legal for review of the 200-ft radius. Complaints include junk accumulation, camper occupancy, and expansion of unpermitted business activities (seal coating, tree cutting, new utility shed).
- Raised visibility concerns due to overgrown tree branches at Sunset & Hwy 80 and Wedgwood. Staff will assess; Tess will inspect and recommend appropriate actions.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, September 18th at 5:30 PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by Schultz. Motion carried by voice vote. The meeting adjourned at 6:13 PM.

Following adjournment, the Committee participated in a tour of public facilities and grounds. A quorum of the Committee was present, but no action was taken.

Minutes recorded by Darcy Perkins.