

Minutes from the Public Works & Property Committee held on August 8, 2024.

Meeting called to order at 5:17pm

Roll Call: Committee members Melby, Fruit, and Walters present.

The meeting was properly noticed.

Motion to amend the agenda to include the meeting minutes from April 11, 2024, and May 9, 2024. Motion by Fruit, second by Melby. Voice vote all ayes.

Approval of the Minutes: Minutes from April 11th, May 9th, June 13th, and July 11th meetings. Motion to approve by Walters, second by Fruit. Voice vote all ayes.

Approval of Bills: The committee reviewed the bills as presented. Director of Public Works (DPW) Glasbrenner notes that during his review of the bills, there were duplicate vendor accounts and inconsistencies with the billings. He reviewed with staff paying from an invoice vs statement and verifying all invoices listed on a statement are accounted for. Discussion about an invoice from Jay's Power Center for belts for the new Bobcat mower. Should the belts be under warranty or is there an underlying issue with mower chewing up belts. Discussion about multiple invoices from Fire Protection Specialist showing duplicate charges for travel/mileage expenses.

Motion to approve the bills with exception:

1. Invoice# 150557 from Jay's Power Center for \$747.51 to be withheld
2. Pay adjusted rate on Fire Protection Specialist invoices due to duplicate charges

Motion by Melby; second by Fruit. Voice vote all ayes

Public Works Department Reports: all reports present by DPW Glasbrenner

Building and Grounds Report

- B&G crew prepped for both the National Night Out and Walk with GRACE
- B&G crew have been receiving a high volume of phone calls regarding events. Suggestion to have event prep meetings and establish points of contact and track costs associated for city services offered/utilized for these events.
- Summer workers will be leaving soon. There is concern that existing staff will be unable to keep up with the workload. Spencer and Tess will conduct a time study to determine if there are adequate staff.

Streets Report

- DPW and Jason Koch have been attending the meetings regarding the 8th Street project.
- Leachate jetting of landfill is scheduled
- Steve Ehler (Safety Steve) gave an excellent report to the street department regarding the street painting project.

Director's Report

- The 8th Street project is currently on target. The storm sewer is complete, and they are putting down breaker base. Crews are attempting to keep the street cleaned up after the rainstorms. There is good cooperation between the street crew and utilities.
- Created worklist/checklists, shared by staff, to track maintenance requests.
- DPW and Jason Koch will do a site visit to the parking lot on Jefferson St, across from Kwik Trip.

Discussion and Possible Action Items:

1050 N Park St – Driveway/Parking Pad. N Park is part of the original street project but an area that the city had elected not to put in a sidewalk. The homeowner is requesting a parking pad directly in front of their home. The proposal would allow the resident to have a single parking pad, done at the homeowner's expense. A cutout of the curb would be provided. It is noted that the parking pad would be out of compliance. The homeowner would be put in contact with the concrete company, to pay for the concrete work to be completed concurrent with the street project.

Motion to approve a driveway/parking pad at 1050 N Park St at the homeowner's expense.

Motion by Melby, second by Fruit. Voice vote, all ayes.

Reports, Requests, Concerns:

Fruit:

- Reports he has received positive comments about Tess Barr-Hamblin being the cemetery sexton. He has also received positive comments regarding the 8th Street project.
- The Tree Board is now meeting quarterly, and a tree cut list has been created.
- Asked for a status update on Robin Pierson's request on Lincoln St.
 - MSA has been looking at project spaces throughout the city. MSA will draft a scope sheet and rough estimate cost. This information will be presented at a future PWP committee meeting.

Walters:

- Request the B&G Department investigate rubber mulch for the playgrounds and flowerbeds. It has a higher upfront cost but is more durable, resists pests and weeds, and doesn't require as much upkeep as wood mulch.
 - DPW has already had some discussions with B&G staff about rubber strips & matting for under fencing and around trees to reduce trimming. DPW will also research the cost of rubber mulch.

Melby:

- At National Night Out, the grounds looked great and well maintained.
- There is overgrowth on the flood control signs

Next Meeting Date: Thursday, September 12th at 5:15pm

Motion to Adjourn by Fruit; second by Melby. Voice vote all ayes.

Respectfully submitted by Melony Walters