

**Property committee Minutes**  
5:00 PM – Thursday, February 09, 2023  
Conference Room of the Municipal Building

**CALL TO ORDER AND ROLL CALL**

Kevin Melby called the meeting to order at 5:07PM. Oliphant affirmed proper public notice of meeting. Members Scotty Wallace and Kevin Melby were present. Member Sue Fruit was absent. A quorum was present.

Staff Present: Dave Fry, Buildings & Grounds Superintendent and Ashley Oliphant, City Administrator

**APPROVAL OF MINUTES**

Motion by Wallace to approve the 1/12/2023 meeting minutes. Seconded by Melby. Motion carried unanimously.

**POSSIBLE ACTION ITEMS**

Quotes vs. Bids on Weed Eaters – Action Taken

Fry budgeted the purchase of eight replacement weed eaters. Those being replaced will be sold on Wisconsin Surplus. Due to the cost of the total purchase, the financial policy calls for a bidding process. Fry stated two local vendors supply weed eaters that meet the needs of the department and would like to obtain quotes from the local vendors in lieu of a bidding process.

Motion by Wallace to recommend obtaining quotes from local vendors for the purchase of eight weed eaters and waiving the bidding requirements. Seconded by Melby. Motion carried unanimously.

Security Camera Installation – No Action Taken

Fry provided a status update on the installation of security cameras. The security camera system will go live within a week, weather permitting. The remaining power line needed to complete the project will be installed in the spring with the assistance of the Electric Utility.

Planning for Airport Pavement Project – No Action Taken

Fry explained the declining condition of the airport pavement requires substantial maintenance or replacement. As such, a meeting was scheduled with the Bureau of Aeronautics to discuss the necessary repairs/replacement, scope of project, funding, timeline, and planning for other capital improvement projects. The airport receives annual state and federal funding which may be used for a pavement project with a 5% match from the city. Project management services will be provided by the Bureau of Aeronautics through the DOT's airport development engineer. Fry will provide updates and more information as it becomes available.

Airport Tree Trimming– No Action Taken

Fry explained three areas around the airport needed tree trimming or removal at some point during the year 2023. Due to height limitations, two of the three areas require professional service to complete the process. This project can be funded by the ARPA awards received in 2022 totaling \$31,000.

Other Updates– No Action Taken

- Fry shared that Spencer Reed was hired to fill the vacancy created by Jodi Mieden's promotion to Parks & Recreation Director. Fry stated he was very excited to have Reed coming on board.
- Oliphant stated Al Greely would like to submit a proposal to sell the digital billboard at the Industrial Park to the City. Once the proposal is received, the Property Committee will conduct an initial review.

**ADJOURNMENT**

The meeting of the Property Committee was unanimously adjourned at 5:44PM. Motion by Wallace to adjourn. Seconded by Melby. Motion carried unanimously.

*Minutes recorded by Ashley Oliphant*