



# MINUTES OF THE JOINT PUBLIC WORKS & PROPERTY COMMITTEE AND UTILITY PERSONNEL & FINANCE COMMITTEE

THURSDAY, NOVEMBER 09, 2023 AT 5:30 PM

COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

**CALL TO ORDER: Posting of the meeting was confirmed. Present was Lenny Schaub, Scott Sawle for the Utility Personnel and Finance Committee with Jim Heier absent. Public Works & Property Committee members present were Kevin Melby, Connie Hoppenjan, Tom McCarthy. Others Present: Spencer Reed, Park Department Lead. A quorum was present from each committee.**

## **DISCUSSION AND ACTION ITEMS**

Motion by Sawle and second by Schaub, to go into closed session per statute 66.0901(2), for the review and consideration of bidder's proof of responsibility or qualification statements as they relate to the proposed 2024 Utility and Street Improvements project and subsequent Utility and/or Public Works over which the governmental bodies have jurisdiction or exercise responsibility. Motion carried 2-0 for Utility Personnel & Finance Committee and 3-0 for Public Works & Property Committee.

Motion by Sawle and second by Schaub to enter open session at 6:17. Motion accepting all eight names to be on qualified bidder list, deemed as responsible bidders for the 2024 street improvement projects and possible projects thereafter. Motion by Sawle and second Schaub motion carried 2-0 for Utility Personnel & Finance Committee. Motion by Melby and second by McCarthy. Motion carried 3-0 for Public Works & Property Committee.

## **ADJOURN UTILITY PERSONNEL & FINANCE COMMITTEE**

Motion by Sawle and seconded by Schaub to adjourn the Utility Personnel & Finance Committee, motion carried 2-0.

## **APPROVAL OF MINUTES**

Motion by Hoppenjan to approve the minutes for October 12, 2023 Public Works & Property Committee, second by McCarthy, motion carried 3-0.

## **APPROVAL OF BILLS**

Motion by Hoppenjan and second by McCarthy to approve Public Works & Property Committee Bills 11-09-2023, motion carried 3-0.

## **DEPARTMENT REPORTS**

### **PUBLIC WORKS & PROPERTY DISCUSSION AND ACTION ITEMS**

**Update on Adjoining West Side of Airport Property:** Reed reported the property on the west side of the airport is now for sale. Wendy (DOT/FAA contact) provided an aerial photo/plot map showing the property. The deed does have restrictions on it: agricultural equipment cannot be left sitting on the property for any period of time, crops planted on the property have a height limit, and no buildings can be placed on the property in the future. There is no easement needed for the property. Reed is recommending once the property sells that someone reaches out to the new owner to notify them of the restrictions on the deed. No action was taken on this matter.

**Update on Municipal Building Furnace and Police Department Furnace:** Jerrod Klingaman of Klingaman Heating & Cooling found two furnaces in need of replacement (during routine checks). Heat exchangers are at the point that they need to be dealt with. He is seeing higher than normal CO<sub>2</sub> levels, not to the

point of being concerned but it isn't going to get better. Reed has spec'd out some furnaces and made recommendations on what to look for. Looking for a direct replacement of what is currently in use; just newer and more efficient. Funds were set aside for this year and have been budgeted for next year as well. Request for bid forms have been drafted. No action was taken on this matter.

**Update on Municipal Building Carpet:** Carpet is projected to start on November 26<sup>th</sup> starting in the Council Room as it has the highest traffic and is in disrepair. The plan is to paint the rooms prior to replacing the carpet, if possible, otherwise they will utilize drop cloths, etc. No action was taken on this matter.

**Update on Brush Collection:** Reed spoke on the brush collection being done by the streets department with the help of the parks department due to leaf collection also going on by the streets department. No action was taken on this matter.

**Update on Rotary Lights:** Working with Keith Behling as needed. Everything is sectioned off to determine whose tree will be in each location, extension cords are out, and live traps have been placed for squirrels and they are being relocated to different properties due to damage to the equipment. The live traps have become a hot topic within the city. No action was taken on this matter.

**REPORTS, REQUESTS, CONCERNS** Nothing reported.

**SET NEXT MEETING DATE** The next regular meeting of the Public Works Committee was scheduled for December 14, 2023, at 5:30PM.

**ADJOURNMENT** Motion to adjourn by Melby, seconded by Hoppenjan. Motion carried 3-0 at 6:44 PM.

*Minutes transcribed by Elizabeth Paasch.*