



MINUTES OF THE PUBLIC WORKS & PROPERTY
THURSDAY, JANUARY 11, 2024 AT 5:30 PM
COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

CALL TO ORDER – Chair Melby called the meeting to order at 5:31 PM. A quorum was present. Oliphant affirmed proper public notice.

Present: Kevin Melby, Connie Hoppenjan, and Tom McCarthy. Others Present: Spencer Reed, Jason Koch, Ashley Oliphant, & Andy Zimmer.

APPROVAL OF MINUTES – To be approved at the next meeting.

APPROVAL OF BILLS – Motion to approve the bills made by McCarthy, Seconded by Hoppenjan. Motion Carried.

PUBLIC WORKS DIRECTOR'S REPORT – Street Crew Lead Jason Koch advised the department had been engaged in routine maintenance work, plowing, and is actively preparing for the imminent snowfall. Koch shared that the street crew plowing start time has mirrored that of the County's. He further advised Darren from the Electric Utility department has been providing plowing assistance with the downtown route.

BUILDINGS AND GROUNDS DIRECTOR'S REPORT – Buildings & Grounds Lead Spencer Reed informed the Committee of a change in the leasing program affecting the department's skid steer. Reed explained he was informed the day prior that Simpson's Tractor will no longer be offering a lease program to customers effective immediately. Reed was provided with the option to purchase the leased skid steer and attachments for \$20,000. Reed stated his team relies on a skid steer for grave digging, dike maintenance, and plowing areas like sidewalks. Reed to request authorization to purchase the leased skid steer at the next Finance Committee and Common Council meetings.

DISCUSSION AND ACTION ITEMS

Municipal Building Drinking Fountain – Reed advised the Municipal Utility requested authorization to install a new drinking fountain in the Municipal Building at their own expense. Motion to authorize installation of a new drinking fountain in the Municipal Building at the expense of the Municipal Utility. Motion by Melby, seconded by Hoppenjan. Motion Carried.

Landfill Monitoring Services Agreement – Koch explained the City is required to complete ongoing landfill monitoring as part of the landfill closure plan. After reviewing the landfill monitoring data, levels have fluctuated but not beyond an unacceptable level. MiTech has provided landfill monitoring services for the last several years following an initial bid award. Koch requested approval to renew the annual landfill monitoring contract with MiTech. Motion to recommend approval of the annual contract with MiTech for landfill monitoring services to the Finance Committee. Motion by Hoppenjan, seconded by Melby. Motion carried.

Review bids received for the Phase 3, 2024 Eighth Street Utility and Roadway Improvements Project – Andy Zimmer of MSA shared the results of the bids received from prequalified bidders. The base bid estimate was \$1.2 million. G-Pro Excavating LLC provided the lowest bid at \$1,069,542. Zimmer advised the Utility Commission approved awarding the base and alternate bid to G-Pro Excavating LLC and recommended their decision to the City.

Review Department Allocation of low bid and consider recommendation for Common Council approval of Street Department allocation of project costs in the amount of \$377,854.49 as presented by MSA – Zimmer explained the estimated street related expense was \$58,422.49 over the lowest bid making the City's total expense for Phase 3 without engineering \$377,854.49. Motion to recommend to the Finance Committee to approve the Street Department allocation of project costs in the amount of \$377,854.49 as presented by MSA. Motion by McCarthy, seconded by Hoppenjan. Motion carried.

REPORTS, REQUESTS, CONCERNS – None.

SET NEXT MEETING DATE – The next regular meeting was scheduled for February 8, 2024 at 6:00PM.

ADJOURNMENT – Motion to adjourn. Motion made by Hoppenjan, seconded by Melby. Motion carried.