

CALL TO ORDER – Tom McCarthy called the meeting to order at 5:21PM. Present: Tom McCarthy and Ron Fruit. Absent: Kevin Melby. A quorum was present. Oliphant affirmed proper public notice.

APPROVAL OF MINUTES – Motion to approve the 2/8/2024 meeting minutes made by Fruit, seconded by McCarthy. Motion carried.

APPROVAL OF BILLS – Motion to approve the bills made by McCarthy, seconded by Fruit. Motion carried.

PUBLIC WORKS REPORT – Crew Lead Jason Koch reported since the last committee meeting, the loader has been operational. As such, he refrained from making repairs. He also advised that with the favorable weather, the crew started spring projects such as dike maintenance, drain cleaning, street cleaning, and brush collection.

BUILDINGS AND GROUNDS REPORT – Buildings & Grounds Lead Spencer Reed reported the crew was transitioning to their spring equipment, finishing their tree cutting projects, and beginning spring preparations for the cemetery.

DISCUSSION & POSSIBLE ACTION ON ONE-TIME FEE ADJUSTMENT FOR CEMETERY PLOT – Motion by Fruit to authorize a one-time refund of the cost of a plot due to a personnel error, seconded by McCarthy. Motion carried.

Reed informed the Committee of a vault burial location error. Reed explained he had been in communication with the family and believed they reached an amicable resolution. Reed also explained in the time since becoming aware of the error, the department has adjusted their standard operating procedures and implemented measures to ensure this mistake would not be repeated. Reed requested authorization from the Committee to issue a refund of the cost of the plot due to the error. Reed to promptly see that a refund is issued. Two members of the affected family were present and addressed the Committee. They advised they were not certain if a resolution had been found and were deeply upset about the error. Reed to continue working with the family to reach a final resolution.

DISCUSSION & POSSIBLE ACTION ON STREET OVERLAY LIST – No action, advisory only.

Koch presented the Committee with a list and map of streets for potential overlay in 2024, and a listing of potential streets for overlay in 2025. Koch advised that the list may change pending confirmation of potential development in areas, specifically at Stori Field. Superintendent Krueger also shared the importance of collaboration between the Street crew and Water crew to make sure lead services were addressed prior to a street being overlayed. Overlay sites may also be adjusted if lead services are present.

DISCUSSION & POSSIBLE ACTION ON PUBLIC WORKS SEASONAL HOURS – Motion by Fruit to recommend to the Personnel Committee to consider amending Personnel Policy 201 Hours of Work, to include a seasonal hours adjustment for the Street division of Public Works, seconded by McCarthy. Motion carried.

To allow for effective and efficient operations during the warmer months, Koch requested alternative work hours from April to September for the Street crew. The adjusted work hours would be the same as the Buildings & Grounds crew, which consist of four 9-hour days and one four-hour day per work week. Koch explained the crew would be more productive if they started earlier and had more time to complete tasks which may also decrease the total amount of set up and take down time spent on tasks.

REPORTS, REQUESTS, CONCERNS – Fruit shared a safety concern about a dead tree on the Pine River Trail and requested Reed evaluate it. Reed advised he would promptly address the concern. Water Superintendent Krueger advised the third phase of the street project would be commencing soon. Gas relocations to occur as early as the following Monday. A preconstruction meeting with the contractor and city personnel is scheduled for Tuesday, March 19th. A public meeting will be held but the date has yet to be set.

SET NEXT MEETING DATE – The next regular meeting was scheduled for April 11, 2024 at 5:15PM.

ADJOURNMENT – Motion to adjourn by Fruit, seconded by McCarthy. The meeting was adjourned at 5:55PM.