



MINUTES OF THE PUBLIC WORKS & PROPERTY THURSDAY, JULY 13, 2023 AT 5:30 PM

CONFERENCE ROOM OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

CALL TO ORDER - Chair Melby called the meeting to order at 5:32 PM. Present: Kevin Melby, Connie Hoppenjan, and Tom McCarthy. Personnel Present: Dave Fry, Spencer Reed, Ashley Oliphant. Others Present: Chuck Aber. A quorum was present. Oliphant affirmed proper public notice.

APPROVAL OF MINUTES - Motion to approve the June meeting minutes. Motion made by McCarthy, seconded by Hoppenjan. Motion Carried.

APPROVAL OF BILLS - Motion to approve the Buildings & Grounds bills as presented. Motion made by McCarthy, seconded by Hoppenjan. Motion carried. Motion to approve the Public Works bills as presented. Motion made by Melby, seconded by McCarthy. Motion carried.

ITEMS FOR DISCUSSION & ACTION – Installation of Disabled Child Sign – Oliphant to work with Public Works crew to order and install signage provided no other approvals are required.

PUBLIC WORKS DIRECTOR'S REPORT – In the absence of a Public Works Director, Oliphant advised several concerns/complaints had been received recently related to curb or flow line deficits. The concerns were communicated to the crew and were being addressed. Oliphant further advised one open crew position had been filled leaving two vacant positions in the department.

BUILDINGS AND GROUNDS DIRECTOR'S REPORT – Superintendent Fry advised of his upcoming October retirement and ongoing training of Spencer Reed. Reed to assume Fry's responsibilities upon retirement. Reed reported the following: with the lack of rainfall, the department has been able to address several projects that they were unable to previously; an aerator at the pond is being repaired and the pond was treated; seasonal crewmembers have been assisting other departments in need with tasks like brush pick up and tree trimming. Reed advised operations are running smoothly and he anticipates a smooth transition upon Fry's retirement.

REPORTS, REQUESTS, CONCERNS – Member of the public Chuck Aber provided the Committee with a complaint related to his unfulfilled request for an agenda item to be placed on the agenda. Mr. Aber also provided a list of city streets that do not have curb and gutter.

SET NEXT MEETING DATE – The next regular meeting of the Public Works Committee was scheduled for August 10, 2023 at 5:30PM.

ADJOURNMENT - The meeting was adjourned at 6:44PM. Motion to adjourn. Motion made by Hoppenjan, seconded by McCarthy. Motion carried.