

**Minutes of the Board of Public Works Meeting  
Tuesday, January 9, 2024 at 12:00 PM**

**MEMBERS PRESENT:** Mayor Lang, Director of Community Development & Assessment Haese, Public Works Director Kaiser, Director of Finance Rasmussen, and Alderman Hillstrom. City Attorney Rashid, and Alderman Lendrum were excused.

**ALSO PRESENT:** Deputy Director of Community Development Schmidt, Water Distribution Manager Tim Jens, and City Clerk Nagel.

**CALL TO ORDER:** Mayor Lang called the meeting to order at 12:00 PM.

- I. Approval of the minutes of the December 19, 2023 meeting. (Minutes can be found on the city website)  
**MSC Haese/Hillstrom to approve the meeting minutes as presented, all voting aye.**
- II. Appearances.  
None.
- III. Unfinished Business.  
None.
- IV. New Business.
  - A. Community Development
    - 1. Development and Fee Agreement for the 1<sup>st</sup> Addition to Freedom Acres Subdivision. (Attachment)  
**MSC Kaiser/Rasmussen to recommend Council approve the Development and Fee Agreement for the 1<sup>st</sup> Addition of Freedom Acres Subdivision as presented, all voting aye.**

Report

Discussion: Deputy Director Schmidt explained that with all subdivisions in the city, the Development Agreement identifies the terms and responsibilities of the Developer and City and identifies the required fees and costs for the development. The Development Agreement is the last step in the subdivision approval process.

This is the second of four phases in the Freedom Acres subdivision located west of Honor Street and north of County Highway G. The land is zoned R-1, Single-Family Residence District, and includes 48 single-family lots.

Sidewalks and driveway aprons are installed as the homes are built through flatwork contractor. For properties that are not built-out by the time the two-inch road mat is installed, the sidewalk and driveway apron is then installed by the city and billed to the developer. The grade for the subdivision is established early in the overall development.

- B. Public Works
  - 1. Pay Request No.6, Contract 1-23, Sanitary Sewer, Water Main and Street Construction, Burr Avenue, Chestnut Street, Dieckhoff Street, and Laudan Boulevard, to Don E Parker Excavating, Inc., in the amount of \$224,260.58. (Attachment)  
**MSC Kaiser/Haese to approve Pay Request No.6, Contract 1-23, as presented, all voting aye.**

Report

Discussion: Kaiser advised Pay Request No. 6 is a partial pay request. The topcoat needs to be installed in the spring or summer. The topcoat is the final element of project.

- 2. Final Pay Request, Contract 3-23, Concrete Pavement and Sidewalk Repair, Al Dix Concrete, in the amount of \$275,745.67. (Attachment)  
**MSC Kaiser/Rasmussen to recommend Council approve Final Pay Request, Contract 3-23, as presented, all voting aye.**

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No discussion.

3. Final Pay Request, Contract 6-23, Sanitary & Storm Sewer, Water Main and Street Construction, Columbian Avenue, to Donald Hietpas & Sons, Inc., in the amount of \$91,557.29. (Attachment)  
**MSC Kaiser/Rasmussen to recommend Council approve Final Pay Request, Contract 6-23, as presented, all voting aye.**

Discussion: Director Kaiser advised the overall project came in slightly under budget.

4. Change Order No.1, Contract 10-23, for stone, fill and compacting oil tank oil hole in City Hall Parking Lot, to Northeast Asphalt, Inc., in the amount of \$2,915.00. (Attachment)  
**MSC Kaiser/Hillstrom to approve Change Order No. 1, Contract 10-23, as presented, all voting aye.**

Discussion: Change Order No. 1 included the extra stone and backfill required for the extraction and removal of the underground oil tank at city hall.

5. Change Order No.2, Contract 10-23, for an extra 2,124.90 sf. HMA, for driveways in Freedom Acres and Homes at Freedom Meadows, to Northeast Asphalt, Inc., in the amount of \$7,437.15. (Attachment)  
**MSC Kaiser/Haese to approve Change Order No.2, Contract 10-23 as presented, all voting aye.**

No discussion.

6. Final Pay Request, Contract 10-23, Parking Lot Resurface at Marketplace and City Hall, 2-Inch Asphalt Mat Overlay in Freedom Acres and Homes at Freedom Meadows, and Library Bumpout, to Northeast Asphalt Inc., in the amount of \$25,343.10. (Attachment)  
**MSC Kaiser/Rasmussen to recommend Council approve Final Pay Request, Contract 10-23, as presented, all voting aye.**

Discussion: Director Kaiser advised Change Order No. 1 and Change Order No. 2, above, are included in this Final Pay Request.

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7. Final Pay Request, Contract 9-23, Epoxy Pavement Marking, to Century Fence, Inc., in the amount of \$63,720.37. (Attachment)  
**MSC Kaiser/Hillstrom to recommend Council approve Final Pay Request, Contract 9-23, all voting aye.**

No discussion.

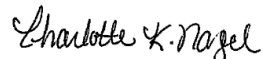
Report

V. Any announcements/questions for the Board.

VI. Adjournment.

**MSC Hillstrom/Kaiser to adjourn, all voting aye. Meeting adjourned at 12:14 PM.**

Respectfully Submitted,



Charlotte Nagel  
City Clerk