

1. **CALL TO ORDER**: The Public Works & Utility Committee Meeting was called to order by Chair Eric Poole at 4:45 p.m.
2. **ROLLCALL**: Present: Eric Poole, Marv Severson and Steve Staton. Also present: Village President Jerry Luebke, Village Administrator Mike Gracz, Public Works Director Mark Below, Village Engineer Paul Levendoski and Deputy Clerk Becki Reilly.
3. **APPROVAL OF MINUTES**—Motion by Staton to **approve the minutes of the October 27, 2003 meeting as presented.** Second by Severson. Motion carried 3-0-0.
4. **PUBLIC APPEARANCES**
 - a) Phil Peterson – Letter regarding lighting on the proposed new water tower. Below stated that Obstruction Lighting has been addressed in the bid documents. The FAA has looked at this tower and does not feel that it is an aviation hazard. Below will contact Mr. Peterson with an update.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS**
 - a) Design and Construction Engineering agreement for Lincoln Rd. water main and authorization to advertise for bids. The survey was approved previously. Motion by Staton to **recommend to the Village Board approval of the change order in the amount of \$40,300 for Design and Construction Engineering for Lincoln Rd. water main.** Second by Severson. Motion carried 3-0-0.
 - b) Authorization to have Giles Engineering do additional borings along Lincoln Rd. for water main project. Motion by Severson to **recommend to the Village Board approval of Giles Engineering doing additional borings along Lincoln Rd. for the water main project in an amount not to exceed \$3,540.** Second by Staton. Motion carried 3-0-0. Levendoski stated that this should give the village better bids because there will be less variables when they are bidding due to better geological data.
 - c) Request from the Oregon School District to purchase fuel from the Village. Below recommends approval with a prorated maintenance agreement or a per gallon surcharge. Poole feels that both types of charges should be in place. Motion by Poole to **recommend approval of an agreement with the Oregon School District for the purchase of fuel with a 2¢ per gallon surcharge and a prorated repair and replacement reimbursement agreement.** Second by Severson. Motion carried 3-0-0.
 - d) Letter from Jon Erpenbach State Senator regarding winter plowing of state highways. For informational purposes only.
 - e) Letter from Homburg Contractors regarding liquidated damages. Levendoski stated that the contract requires damages to be assessed. Homburg signed the amendment to the original bid documents. Motion by Staton to **assess liquid damages as previously established.** Second by Severson. Motion carried 3-0-0.
6. **INSURANCE CLAIMS.** None at this time.
7. **NEW BUSINESS**
 - a) Final change order # 1 to establish final contract amount for N. Main St. utility work. Motion by Staton to **recommend to the Village Board approval of change order # 1 to establish the final contract amount for N. Main St. utility work in the amount of \$9,528.70.** Second by Severson. Motion carried 3-0-0.
 - b) Final change order # 2 to establish final contract amount for west side water transmission main. Motion by Staton to **recommend to the Village Board approval of change order # 2 to establish the final contract amount for west side water transmission main work in reducing the amount by \$10,180.34 for a total of \$217,770.16.** Second by Severson. Motion carried 3-0-0.
 - c) Final change order # 1 to establish final contract amount for N. Main St. signal projects. Motion by Staton to **recommend to the Village Board approval of change order # 1 to establish the final**

contract amount for N. Main St. signal project in the amount of \$6,164.74. Second by Severson.
Motion carried 3-0-0. This increase was largely due to increased sidewalk work.

8. **UNFINISHED BUSINESS**

9. **STAFF REPORT**

10. **ITEMS FOR FUTURE MEETINGS**

- a) Sidewalk orders under sec. 66.0907 rather than special assessments
- b) Discussion of 72" culvert through the Hitching Park
- c) Downtown detour route

11. **ADJOURNMENT.** Motion by Severson to **adjourn at 5:25 p.m.** Second by Severson. Motion carried 3-0-0.

Respectfully submitted by
Becki Reilly, Deputy Clerk