



COMMISSIONERS' MEETING MINUTES

July 14, 2020 – 9:00 am

Those present were:

Commissioner Gary Weaver (excused)	Executive Director Chris Faix
Commissioner Deena Vietzke	Executive Assistant Carmon Derting
Commissioner Kenny Schutte	Consultant Doyle Palmer

Guests:

Called to order at 9:05 am

K. Schutte made a motion to approve the Agenda, D. Vietzke second the motion and it was passed.
K. Schutte made a motion to approve the Minutes for 6/23/2020, D. Vietzke second the motion and it was passed.
K. Schutte made a motion to approve Vouchers, D. Vietzke second the motion and it was passed.

J. Unrau brought the drawings of Hangar 4 in for C. Faix to review. The drawings were approved and have been sent off. It will be about 12 weeks before the building is delivered. It has been approved that the CIP money may be used to move the taxi lane in the spring of 2021.

C. Faix did a site visit of the Andrew's property with an interested party. No contact has been made since the visit, but contractors have been asked about estimates for a building and pad.

A question has come up about the maintenance on Port and Tower Roads. The Port and other businesses entered a LID to build the roads and have since given the roads to the county who would then maintain them. There is a right of way that the county does not want to cross, therefore, that does limit some of the maintenance.

C. Faix met with JUB to go over the plans for the Port. They will have a scope and fee prepared by the August 11 meeting. It was discovered that Well 2 can run 2000 gpm instead of 1000 gpm originally thought. That would max out water rights. Therefore, it was recommended not to try to bring Well 1 back on line. Both C. Faix and JUB will contact Fire Chief Lebacken to discuss the fire flow. It was also discovered that there is no back up power at Well 2 and it was stated that it may need to be added.

Suez contacted C. Faix and let him know of the possibility of the Port paying for a certified inspection of the water tower, that can be paid for over 2 years. It would then lock in the current price for the painting and coating that would need to be done in the future, saving over \$25000. There would not be a contract, but an agreement for the locked in price would be signed. K. Schutte made the motion to pay the \$3871 for the certified inspection and lock in the price for the future painting and coating of the water tower, D. Vietzke second the motion and it was passed.

C. Faix presented the LID letter that included the additions made by Mayor Logan. With the changes to the LID letter, that would increase the amount needed to well over the \$40 a frontage foot. After discussion, it was decided that pavement, curbing and lighting will only need to be done on the first 800ft of the Port property beginning at Reynolds Road, at a cost of about \$800,000. The industrial area would need to remain gravel. C. Faix met with D. Pegram and it was discussed that the job might be too large for his company to do. He did suggest using a larger pipe to help ease any issues that might arise in the future. C. Faix did discuss some of the property owners who might join the LID. The part of the letter about the pavement, curbs and lighting will be removed and resent to Mayor Logan for his review as the City may be willing to take over and manage the LID. It was also suggested that the 20 acres for the soccer complex be offered to the City to purchase.


Due to COVID 19, Deb Russell has given her notice to vacate her office. There will be ads placed on Facebook and our Webpage about the 2 offices that will be available. The rent has been increased by \$50 for the two offices. A tenant in the incubator building is having a difficult time and may need to leave. The wait list for the incubator building has been updated. It was discussed that auto detailing would be acceptable in the building.

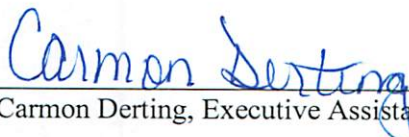
C. Faix updated the Commissioners on the 3-year audit. There have been three items noted and will be discussed during the exit interview phone call on July 21st.

1. The \$700 needs to be processed as a payroll item.
2. Incentive (Bonus) pay needs to be written into the employment contracts. The Commissioners were presented with an addendum to both C. Derting and C. Faix's contracts to include the Incentive pay as well as the change to Paid Time Off. The addendums were signed and placed in the employee's files.
3. An RFQ needs to be put out for each project even though there is an engineer on record as well as a timeframe noted in the contract for service.

With no further business to come before the Commissioners, the meeting was adjourned at 10:34am.


Deena Vietzke, Chairperson


Kenny Schutte


Carmon Derting, Executive Assistant


Gary Weaver