

PUBLIC WORKS COMMITTEE

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"America's Maple Leaf City"



June 2, 2026, PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: Juan Topete, Ray West, Jack Perkins, and Robin Harrison

Staff Members present: Josiah Bayless, Director of Public Works and Rachel Sutherland, Public Works Administrative Assistant.

Citizens Present: Bren Flanigan

Chairperson Juan Topete called the Public Works Committee meeting to order at 5:30 p.m.

Robin Harrison made a motion to accept the minutes of the May 5, 2026, meeting. All ayes, motion passed.

New Business:

1. Discussion of Road Easement Agreement for South Industrial Park to make the entire area accessible to allow the area to be developed. Robin Harrison made a motion to forward the Easement Agreement to City Council. All Ayes, motion passed.
2. The extensive overhaul of repairs that CAT did on the Recycle Center Loader went over the budgeted amount. CAT ran into several issues with the repairs with the final bill being \$56,106.79 and the initial budgeted amount was \$45,000.00. Josiah is requesting a budget adjustment to reallocate funds to cover the expenses. CAT has written off \$7,000.00 of labor cost and Josiah will see if there is anything else that they will work on to lower the cost of repair. Robin made a motion to forward this to the Budget Committee, All Ayes, motion passed.
3. Josiah discussed the need to raise Building Permit Fees and explained how the cost of permits is determined. We are currently structuring the fees based on City Code Sec 6-17 using the building valuation data published in the Building Safety Journal each February. He proposed that we adopt 2025 issue prices as this would allow us to follow City Code. 2018 was the last time that The City had an increase in Permit Fees. Residential Permits are based on calculations done by the Building Inspector based on square footage of the home, and Commercial Projects are based on what The Engineer calculates as the cost of the project. He would also like to see a 25% increase in plan review fees. Jack Perkins made a motion to accept the increases, All Ayes, motion passed.

Staff Reports:

Josiah reported:

1. The Street Department is busy patching asphalt, pouring concrete and spraying for mosquitos the last week of every month, for the season.

Robin Harrison made a motion to adjourn the meeting at 6:12 p.m. All Ayes, motion carried.