



CITY COUNCIL MINUTES

COUNCIL CHAMBERS

TUESDAY, JULY 22, 2025

6:00 PM

Call to Order/Roll Call/Pledge of Allegiance

The City Council meeting was called to order by Mayor Tom Spooner at 6:00 pm. Councilors in attendance included Mandy Barnes, Adama Doumbouya, Royal Ross, John Rowan and Peter van Sluis and Chuck Thiele. Also in attendance were City Administrator Jessica Kinser, City Clerk Heather Slechta, Community and Economic Development Director David Wanberg, Police Chief John Sherwin, City Engineer Mark DuChene, Human Resources Director Kevin Bushard, Communications Manager Brad Phenow and City Attorney Scott Riggs.

Approve Agenda

Motion by Doumbouya, seconded by Ross to approve the agenda as presented and carried unanimously.

Presentations/Introductions

Police Chief John Sherwin introduced newly promoted Sergeant Matt Long and Captains Adam Marvin and Carl Willars. The three officers were given their new badges by members of their families. Mayor Spooner thanked them for their service.

Approve minutes of the July 8, 2025 City Council Meeting and the July 15th Special City Council Meeting

Motion by Doumbouya, seconded by van Sluis to approve the Minutes of the July 8, 2025 City Council Meeting and the July 15, 2025 Special City Council Meeting and carried unanimously.

Requests to be Heard – None

Consent Agenda

- A. Approve List of Claims for Release
- B. Approve Hangar Rental Lease Agreement
- C. Approve December 2024 Treasurer's Report - Unaudited
- D. Resolution 2025-176 Accept Donation from Randall and Janet Bauer to the Police Department
- E. Resolution 2025-183 Initiate Project and Order Feasibility Report for Legacy Drive Watermain Improvements - Contract 2025-09
- F. Resolution 2025-182 Approve Declaration of Easement for LOT 3 BLOCK 1 MET CON BUSINESS PARK SECOND ADDITION
- G. Resolution 2025-184 Approve LG230 Application to Conduct Off-Site Gambling

- H. Resolution 2025-186 Approve Hiring Economic Development Coordinator
- I. Resolution 2025-187 Approve Hiring Senior Financial Analyst
- J. Resolution 2025-188 Amend the 2025 Adopted Budget to Remove an Unbalanced Transfer

Motion by Ross, seconded by Doumbouya to approve Consent Agenda items A-J and carried unanimously.

Public Hearings – None

Items for Discussion

Resolution 2025-185 Approve Agreement with DIC Holdings, LLC Concerning a Utility Transformer

City Administrator Jessica Kinser explained that in early May, Matt Drevelow from DIC Holdings LLC, reached out regarding a 2009 agreement related to the drainage and transformer at the rear of his property at 322 Central Avenue which was previously 318 Central Avenue. Staff visited the site and confirmed that the transformer did not appear to have been raised at any point and is sitting below grade level, which is causing water to enter the building.

Over the next months, research was done internally and with Xcel Energy to see what did and did not occur in 2009. Based on this research, we concluded the following:

- The plans for the overall parking lot improvements noted that the transformer needed to be raised.
- The scope of work that was bid as an addendum did not include anything related to the transformer. This makes sense as only Xcel could complete the work, so it would likely never be in a project bid by the City.
- Xcel Energy does not have any records related to work in this area, though their record retention policies could have resulted in those records no longer being obtained.
- The City did not make any payments to Xcel Energy or another individual or entity in the amount of \$2,500 in 2008, 2009, or 2010. A thorough review was done of all transactions in fund 437- Public Facilities Fund, which is where the parking lot improvement project was being charged to, and no transactions exist related to this aspect of the project.

The 2009 agreement did not go through the City Council for approval. Kinser explained that at this time, this needs City Council approval as this is an improvement on private property, where the original intent of who was supposed to complete the work is unclear. Staff obtained a quote for raising the transformer from Xcel Energy as it appears this needed to occur to make the overall improvements work, though it does not appear that the City was going to be the entity to coordinate this previously. This Agreement formalizes the roles and responsibilities related to the raising of the transformer in 2025 and to bring a conclusion to this issue that has been outstanding for more than 15 years.

Councilor Rowan asked if this would affect the power at the Police Department, City Administrator Kinser stated that it would not affect them. He also questioned why the City was involved in this, Kinser explained that it is unorthodox, but this will bring the project from 2009 to closure.

Motion by Rowan, seconded by Thiele to approve Resolution 2025-185 Approve Agreement with DIC Holdings, LLC Concerning a Utility Transformer and carried unanimously.

Bids

Resolution 2025-177 Accept Bids for 2025 City Wide Tree Removal AA - Contract 2025-14AA; Resolution 2025-178 Accept Bids for 2025 City Wide Tree Removal BB - Contract 2025- 14BB; Resolution 2025-179 Accept Bids for 2025 City Wide Tree Removal CC - Contract 2025- 14CC and Resolution 2025-180 Accept Bids for 2025 City Wide Tree Removal DD - Contract 2025- 14DD

City Engineer Mark DuChene explained that Resolution 2025-165 adopted by the City Council on June 24, 2025, set a bid opening date for the four city-wide tree removal contracts for July 16, 2025. Due to contractor requests to have additional time to review all the trees to be removed the bid date was extended to 11 am on July 22, 2025.

On July 22, 2025, DuChene received bids for the tree removal project. Financing for the project will be done via special assessments. The project is scheduled to be completed by October 22, 2025.

The bids received for Contract 2025-14AA, 2025 City Wide Tree Removal AA were tabulated as follows:

From The Ground Up	\$46,870.00
Carr's Tree Service, Inc.	\$80,170.00
Lake County Outdoors, LLC	\$107,250.00

The bids received for Contract 2025-14BB, 2025 City Wide Tree Removal BB were tabulated as follows:

From The Ground Up	\$39,420.00
Carr's Tree Service, Inc.	\$72,400.00
Lake County Outdoors, LLC	\$89,655.00

The bids received for Contract 2025-14 CC, 2025 City Wide Tree Removal CC were tabulated as follows:

From The Ground Up	\$34,470.00
Arrow Tree Works, LLC	\$35,935.00
Carr's Tree Service, Inc.	\$57,495.00
Lake County Outdoors, LLC	\$73,280.00

The bids received for Contract 2025-14DD, 2025 City Wide Tree Removal DD were tabulated as follows:

From The Ground Up	\$36,580.00
Carr's Tree Service, Inc.	\$63,870.00
Lake County Outdoors, LLC	\$81,383.00

The contracts will be awarded to From the Ground Up as the low bidder.

Councilor Barnes asked what the average price was per tree, DuChene stated about \$1,000.00. DuChene also noted that 14 trees had already been removed by property owners so they were removed from the bids.

Motion by van Sluis, seconded by Ross to approve Resolution 2025-177 Accept Bids for 2025 City Wide Tree Removal AA - Contract 2025- 14AA and carried unanimously.

Motion by Ross, seconded by Barnes to approve Resolution 2025-178 Accept Bids for 2025 City Wide Tree Removal BB - Contract 2025- 14BB and carried 6:0 with Councilor Thiele abstaining.

Motion by van Sluis, seconded by Ross to approve Resolution 2025-179 Accept Bids for 2025 City Wide Tree Removal CC - Contract 2025- 14CC and carried unanimously.

Motion by Barnes, seconded by Rowan to approve Resolution 2025-180 Accept Bids for 2025 City Wide Tree Removal DD - Contract 2025- 14DD and carried unanimously.

Resolution 2025-181 Accept Bids for 505 Central Avenue Building Demolition - Contract 2025-12

City Engineer Mark DuChene explained that the City received bids for Contract 2025-12 - 505 Central Avenue Building Demolition on Wednesday, July 16, 2025. The bids received were tabulated as follows:

Fitzgerald Excavating & Trucking	\$31,750.00
Timm's Trucking	\$32,400.00
Schumacher Excavating Inc	\$55,000.00
Veit & Company, Inc.	\$78,700.00
Urban Companies LLC	\$85,000.00

Financing for the project comes from the Street Improvement Projects Fund and work is scheduled to be completed by October 1, 2025.

Motion by Ross, seconded by Doumbouya to approve Resolution 2025-181 Accept Bids for 505 Central Avenue Building Demolition - Contract 2025-12 and carried unanimously.

Boards and Commissions Reports, Announcements and Project Updates

Councilor Mandy Barnes stated that Cinderella will be at the Paradise Theater beginning

on August 1, 2025, Crazy Days is this weekend, and the River Bend Nature Center Ramble is coming up on August 9, 2025.

Adjournment

Motion by Ross, seconded by Doumbouya to adjourn the City Council meeting and carried unanimously.

The meeting was adjourned at 6:23 pm.

Respectfully Submitted,

Signed by:

Heather J. Slechta

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Heather Slechta
City Clerk