

City of Cuba- City Property Minutes

December 15th 2025

7:00 PM

Committee Members in Attendance:

Alderman Falk, Alderman Yocum, Alderman Scharping

Additional Council Members in Attendance:

Mayor Cozart, Alderman Burgett, Alderwoman Clark, Mrs. Woods (Remote)

Brian Weese

Meeting called to order at 7 PM

Brian Weese was present to discuss the development of the City of Cuba website. The website URL was emailed to committee members for review; the site is not public at this time. The committee discussed the anticipated timeline for public release, which is tentatively planned for mid- to late February.

Brian reviewed the design and layout of the website with the committee. Permit application forms and the ACH debit authorization form for the Water Department, which had been provided by Ms. Woods in PDF format, were discussed. Brian explained that the original Word documents are needed so the forms can be filled out electronically, downloaded, and printed from the website. Ms. Woods will check which original forms are available on the computer and will recreate any missing forms and forward them to Brian.

Email accounts for the Water Clerk, City Clerk, and Accounting are accessible through the website. Ordinance information will take additional time to upload; it was suggested that the website display “Ordinance information coming soon” until that section is completed.

Alderman Falk asked whether Ms. Woods would be able to post agendas and minutes directly to the website. Brian advised that it would be best for Ms. Woods to send agendas, minutes, calendar items, and event information to him, and he would upload them accordingly.

Motion and second to adjourn the meeting at 8:05 PM. Alderman Falk/ Burgett, All Aye's, Motion carried

