

City of Blair Regular Council Meeting Minutes

Monday, March 6, 2017

Attendance: Mayor A. Knutson, Alderpersons – W. Cartrette, C. Ekern, J. Anderson, T. Wheeler via phone, T. Robertson, P. Syverson absent, Attorney A. Robertson, Clerk S. Frederixon and City engineers, Blair Press, TC Times.

Call meeting to order/Mayor A. Knutson

Clerk Frederixon verified that open meeting law requirements were met.

Public Comment Session: Introduction from Rick Schaumberg, April 4th Spring Election Judge candidate.

Al Robertson acknowledged, Alderperson Cartrette to receive the Manufacturing Institute's Women in Manufacturing STEP Ahead award (recognizing excellence & leadership in a manufacturing career) 4/20/17 in Washington D.C.

Minutes from 2/6/17 Regular & 11/30/16 Special Council Meeting were reviewed:

- **Motion by W. Cartrette to approve 2/6/17 minutes as presented/2nd C. Ekern/Unanimous**
- **Motion by C. Ekern to approve 11/30/15 Special Council Meeting minutes, with auditor request for formal documentation of \$15.00 per hour starting wage for Debi Fremstad at Deputy Clerk-Treasurer hire/2nd J. Anderson/Unanimous**

Homemaker Group representative Marilyn Martin request support of Council for installation of "My Little Library" program to be placed in City. Program places donated books in outside weather protected wooden structure for all to, borrow, read, enjoy and then replace or replenish the inventory. Homemakers group will take care of all arrangements and management. Blair Preston Library is supportive and so was the City Council. Placement was considered at the Community Center, with approval from Town of Preston Board.

Mowing contract considered – City was approached by a commercial mowing contractor to see if the City would be interested in a bid for all or part of the mowing/Council decided not at this time, but would plan to review during 2018 budget time

Clerk informed Council that per the personnel policy, new police officers are to have a 1 year probationary period instead of 6 months as discussed at the January hire of Mark Spaeth.

S.E.H. City Municipal Engineers reviewed (at Council request) the history and value of some of the engineering services provided over the last 7 years. R. Sanford explained City has invested over \$ 3 million in Community in items that S.E.H. assisted in obtaining over 50% of that amount in low interest loans/grants. Examples are Park Walking Trail; Downtown Improvements; Lake Henry Management Plan; Comprehensive Plan; Main Lift Station upgrade \$500,000 grant and \$500,000 DNR Clean Water Fund Low interest loan. Other projects engineered by S.E.H. are Wildcat Industrial Development; Storm Water Improvement Planning; New Pool contractor search; Webster street extension; new updated mapping for City. S.E. H provides many miscellaneous items like additional maps, fire station needs survey, etc. at no charge. Industry standards for engineering projects are 7-10% for design and 8-12% for construction. S.E.H.'s rates are within that industry standard and possibly a little on the lower side. S.E.H. has expertise with in the firm on all municipal type engineering and that makes us more efficient for the City. Mr. Sanford commended the City Council for all the investments to the infrastructure of the City, they have made in the last 7 years and hope S.E.H. brings value to community.

S.E.H. staff change: R. Sanford reported Rebecca Flege, engineer with their firm and heavily involved with the City of Blair engineering projects, has left her position with S.E.H to spend more time with family. Randy Sanford/Jerry Doriott and Jeff Nussbaum will assist City on projects Rebecca was handling. They expect the transition to be seamless as Randy and Jerry have history with city and Jeff has 18 years of civil engineering/water and waste water experience.

Main Lift Station Upgrade Grant Project/Jerry Doriott: fine screen and pumps all operating; flow is no longer being bypassed and working well. Small items remaining expected to be completed in next couple of weeks. Outside site work completed when weather permits.

Main Lift Station-Application for Payment # 6 for Wapasha Construction Inc. INFORMATION: January work/\$361,724.85 AFP/S.E.H. reviewed and recommends payment. **Motion to approve: J. Anderson/Approve 2ndT. Robertson/Unanimous**

Main Lift Station Change Order 3 from last Council meeting was discussed and decided to be acceptable.

Webster Street extension project: Bid opening set for 3/16/17 @ 2 pm. Budget with water & sewer is estimated at \$245,000.

Storm Water Improvements: Should bid in April at the latest or put to a fall project. Currently no funding mechanism. Clerk will send out meeting set up in week of 3/20/17, with Water/Sewer & Street Committee to go over report and discuss funding.

Wildcat Sub Division: R. Sanford will check with contractor on schedule on final road surfacing and clear out of discharge area. S.E.H will do CSM stakes.

Comprehensive Plan: B. Hentschel will be working to set up a kick off meeting to go over next steps/March/early April. Clerk will do notice for 1 hour meeting.

Reminder to S.E.H. to look for any grants that might help with pool.

Clean Water Fund Loan Special Meeting set for 3/28/17 @ 7pm.

Public works department request to sell obsolete City equipment: sewer jetter and old lift station generator/**Motion to approve sale by C. Ekern/2nd by J. Anderson/Unanimous**. Wood chipper discussed-Council decided to keep and obtain safety and operation training so can be used as intended; to provide mulching material for residents and keep small brush maintained.

Pool Committee report: W. Cartrette reported from 2/9 and 2/15/17 meetings. We have a signed Phase II agreement with Burbach Aquatics to move into Design & Bid phase. Donations are at \$1,701,333.47 which does not include 'in-kind' donations which are estimated at \$160,000-\$200,000. Next meeting is March 8th @ 7 pm.

Streets & Water-Sewer Committee meeting 2/15/17-C. Ekern-Webster street easement discussed and found to be recorded; Lift Station-fine screen, pumps in place and tested; we are back to running flow to Whitehall. Miscellaneous work such as door frames, etc. is being completed with site work will wait for weather to permit. Change order 3 was satisfactorily discussed with more detail supplied by S.E.H... Contractor damages related to time of completion were discussed.

Personnel Committee w/full Council Meeting 2/16/17-J. Anderson- **Approved Main Lift Station AFP #3 for Wapasha Construction for \$15,270.73**; went into Closed Session/came out of Closed Session with no action taken/adjourned.

Plan Commission Meeting 3/2/17: Discussion items – Uniform Dwelling Code: **Motion by W. Cartrette to recommend to Council to repeal City UDC 46.11 & replace with 46.07 (6) (7) (8) with revision of adding ‘an appointee’/2nd by T. Robertson/Unanimous**

Full Council Motion T. Robertson to approve Plan Commission recommendations as presented/2nd W. Cartrette/Unanimous

Information that Fire Liaison Meeting with Town of Preston was cancelled by Town of Preston.

Building Permits: We energies new gas service to 221 W. Tenney Avenue/info only.

Clerk Report: Annual Audit was completed in 2 days which is a big improvement form 4/5 days in previous years; April 4 election went well; T. Wheeler request for speed limit sign placement @ S. River Road entrance to City completed; Public Works group completed Xcel Diggers hotline training; Chamber of Commerce meeting set for 3/26/17 @ 11:00 am at C.J. Café.

Vouchers presented for review and approval. **Motion to approve J. Anderson/2nd P. Syverson /Roll Call Vote all yes.**

Request from Personnel Chairperson J. Anderson for a full Council Closed Session meeting February 16, 2017 at 6:30 pm unanimous approval/Clerk will do an Outlook calendar invite.

Motion to adjourn T. Robertson/2nd P. Syverson/Unanimous

Susan Frederixon, Clerk-Treasurer