Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of January 11, 2018

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 11, 2018. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Gambling permit for Chamber of Commerce June Raffle
B. Personnel
   1. Termination of Liquor Clerk Kelsey Schmidt effective January 14, 2018
C. Donations/Designations
   1. Resolution 18-07 Accept donation from the Eddy Family Foundation

ZIMMER MOVED TO APPROVE THE CONSENT AGENDA. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PRESENTATIONS / PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Sewer Backup report – Bob Gerold

Gerold advised that Thursday January 11th about noon staff received a call regarding a sewer backup in a basement. They had crews on scene in 15 minutes and found a possible blockage. They thought they had the issue resolved, but received a call Friday morning so they went back out. They worked on it all day, and that evening called in pumps to bypass the problem line. After a lot of jetting and vacuuming the lines, they were able to use the sewer camera and found a collapsed line. A company with large equipment was called in to repair the partially collapsed line, which was 18 feet down.

Walker questioned if the affected residents will need to cover the cost. Gerold said the Insurance Company will determine what caused the problem, and will work with the affected homeowners.

Edmonds asked if there were any that were really bad. Gerold responded that he knows of one that was pretty bad, as it took out her furnace.
PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. TH95 & 21st Ave Roundabout
   1. County Cooperative Agreement

Barbian advised that the County Board approved a funding construction of County Trunk Highway 157 up to $61,879.38. The City request, covered in Resolution 17-32 requesting funding assistance from the proposed roundabout was not agreed to by the County board. The County Board voted to fund construction cost only and decided not to fund any portion of design engineering or construction engineering.

The project received Federal and State support in the form of grants. The grants committed to the project total $1,125,154. The total project is estimated at $1,578,207.75. The local share of the grant match is $453,053.75. After reducing the local share by the County estimated contribution, the city portion is $314,987.37. The date the City has funded $233,460, the remaining City obligation is $81,527.37.

In 2017 the City proposed assessments to benefitting property owners totally $194,748.00. This is being reviewed by staff and will be brought back to the Council at a future meeting. The project is currently being funded through City Reserve funds.

Edmonds says he feels we are not left with any options but to approve the County’s agreement. However, he does not agree with the third paragraph on page 5 that speaks about them paying the payments over a 4-year period. Whitcomb added that he assumes they may be requesting that in case that local portion came in less than what they are proposing to pay.

Walker said perhaps it would be better to ask if that can be addressed in Article II, Section D that will deal with any addenda, change orders, supplemental agreements and work orders.

Zimmer stated he does wish and feels it should be more, but at least they have agreed to contribute the $61,000.

Edmonds questioned why they are requesting 4 years to pay the amount, when they stated they will contribute. Barbian responded that he and Jackson discussed that, and perhaps it could be requested that they pay interest if they wish to pay over time instead of up front.

Edmonds said they are the fiscal agent and he doesn’t understand why they are requesting this, as they will pay the bills, we will need to reimburse them, then they will pay us the $61,000.
WALKER MOVED TO APPROVE THE AGREEMENT, WITH THE REQUEST THAT THE AMOUNT BE PAID UP FRONT, OR WITH 3% INTEREST AND ALLOW STAFF TO AMEND THE AGREEMENT WITH THAT WORDING. WHITCOMB SECONDED THE MOTION. VOTE 4:1, REYNOLDS OPPOSED. THE MOTION CARRIED

2. WSB Scope and fee for Construction Administration Services

Brotzler advised that the project is currently on track to begin construction April 2018. It is anticipated all activities will be completed by August 2018.

SCOPE OF WORK

Task 1 – Project Management - Jeff Eggert will be the main point of contact for our team and will oversee the contract and ensure the work tasks are being delivered. Jeff will manage the budget and ensure quality, integrity and customer service is being delivered to the standards established as part of the WSB Way of doing business. Jeff will communicate with the City and Mille Lacs County regularly to make certain a high-quality product and service is being delivered by the members of the WSB Team. As a Project Engineer for WSB, Eggert has the authority to authorize and deliver on needs the City may request related to staff or resources.

Task 2 – Project Administration

2.1 Preconstruction Conference: The preconstruction conference will establish the contractor’s schedule and expectations. WSB will prepare the agenda and meeting minutes for the preconstruction conference.

2.2 Progress Meeting (Assume 10 Meetings): Progress meetings will take place, likely on-site to review the contractor’s upcoming 2-week look-ahead schedule and review the status of the project. WSB will prepare agendas and meeting minutes, as needed.

2.3 Documentation Review: Eggert will oversee all aspects of the Contract Administration and he will be available during important portions of the roadway construction to provided experience and knowledge regarding proper construction techniques that meet all the necessary standards. He will ensure all documentation is completed to the requirements of State and Federal Aid standards.

Eggert will be responsible for preparing and certifying all change orders, supplemental agreements and authorizations to proceed with contract changes, prior to forwarding them on to the County for processing. Eggert will also be responsible for providing coordination with the contractor, the utility companies, property owners and project personnel. All shop drawings, material and suppliers will be reviewed for compliance with the plans and specifications by our design support staff.

The project documentation that will be completed as part of these services will include but not be limited to:

- Change in Construction Status
Authorizations to Proceed with Contract Changes

- Change Orders
- Supplemental Agreements
- Daily and Weekly Diaries
- Material Certification Forms
- Item Record Accounts
- Field Monitoring of Labor Compliance

2.4 Pay Vouchers/DCP Requests: WSB will provide quantities to Mille Lacs County for preparation of the monthly pay vouchers. The federal Delegated Contract Process (DCP) funding requests will be completed by WSB.

Task 3 – Construction Inspection Services

3.1 Full Time Construction Inspection: WSB will provide a full-time observer on-site during the duration of the project. This proposal assumes a 12-week construction duration. The proposal assumes that our lead observer will be on-site for 60 hours a week for the entire 12-week project duration. Any changes to the duration of the project during development stage will require an amendment to the budget for construction services.

The construction observer’s responsibilities on the project would include the following:

- Monitor Contractor for Compliance with Plans and Specifications
- Track Quantities and Material Certifications
- Review Equal Employment Opportunity and Labor Compliance requirements
- Coordinate Surveying and Staking
- Coordinate with utilities and the Contractor for utility relocations
- Coordinate Material Sampling and Testing to ensure compliance to the Schedule of Material Controls
- Coordinate Shop Drawing submittals and Design Issues with Engineer
- Monitor conformance with all applicable permit requirements
- Ensure compliance to City/County/State construction practices and design standards
- Coordinate with County personnel on construction activities as needed
- Inspect Traffic Control and Public Safety
- Complete project documentation
- Coordinate with Property Owners on Construction Activities

Record Drawings – WSB will provide a set of project redlines of the project to the City upon completion of the project documenting any project changes from the original plan.

3.2 Survey: WSB will provide survey support for this project and have provided a two-person survey crew to address staking needs on the project. WSB’s Survey Group is comprised of veteran crews that have extensive experience staking roadway projects. Our crews are led by NSPS-ACSM Level III certified crew chiefs that are supported by an experienced instrument person. Our registered land surveyor is also available to provide survey computation to the field staff with any necessary support.
Task 4 – Concrete / Bituminous Testing - WSB will complete all testing activities for the project including; geotechnical, concrete and bituminous testing. The testing will include coordination with MnDOT Independent Assurance personnel and plant inspection services.

ESTIMATED FEE Based on the hours outlined for each task as shown in the attached table and WSB fee schedule, it is estimated that the cost for right-of-way services will be as outlined below:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Administration Services</td>
<td></td>
</tr>
<tr>
<td>Task 1 – Project Management</td>
<td>$ 4,224.00</td>
</tr>
<tr>
<td>Task 2 – Project Administration</td>
<td>$14,770.00</td>
</tr>
<tr>
<td>Task 3 – Construction Inspection Services</td>
<td>$107,292.00</td>
</tr>
<tr>
<td>Task 4 – Concrete / Bituminous Testing</td>
<td>$15,000.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$141,286.00</strong></td>
</tr>
</tbody>
</table>

FUNDING SUMMARY The total project cost is within the overall project budget communicated with the City. The original local share cost estimate provided to the City was $490,000, the revised total is $453,053.75. Below is a summary of the project costs and funding sources.

<table>
<thead>
<tr>
<th></th>
<th>Est Cost</th>
<th>HPP (80%)</th>
<th>State TH Matching Funds</th>
<th>TED (70%)</th>
<th>Local Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROW Acquisition</td>
<td>$35,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$35,000.00</td>
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<tr>
<td>Design Eng</td>
<td>$198,460.00</td>
<td>$76,187.00</td>
<td>$122,273.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction TH 95</td>
<td>$1,218,747.75</td>
<td>$794,253.00</td>
<td>$200,547.00</td>
<td></td>
<td>$223,947.75</td>
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<tr>
<td>Construction Eng</td>
<td>$141,286.00</td>
<td>$35,453.00</td>
<td>$34,000.00</td>
<td></td>
<td>$71,833.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,578,207.75</td>
<td>$794,253.00</td>
<td>$236,000.00</td>
<td>$110,187.00</td>
<td>$453,053.75</td>
</tr>
</tbody>
</table>

*Original Local Share Cost Estimate = $490,000.00

WSB will bill the city for actual hours worked, up to a maximum of $141,286.00 for Construction Administration, a detailed breakdown of the hours was provided to the Council.

Edmonds asked if those construction meetings would be open to the council members to attend if they so choose. Brotzler responded that they were, and on occasion they will allow public to attend some informational meetings with the contractor. WSB will have an onsite project manager, and he will be the first contact for any residents or property owners if they have any concerns.

EDMONDS MOVED TO APPROVE THE SCOPE AND FEE FOR CONSTRUCTION ADMINISTRATION SERVICES, NOT TO EXCEED $141,286.00. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
**NEW BUSINESS**

**MISCELLANEOUS**

A. Capital Improvement purchase of Police Training Equipment

Jackson advised that the Police Department is looking to purchase training items that have been approved and budgeted for in 2018. The budgeted amount for the items was $5784.00. The current quote we have for the same items is now $5089.24, for a savings of $694.76. The Police Department is looking for permission to purchase these training items.

ZIMMER MOVED TO APPROVE THE PURCHASE THE POLICE TRAINING ITEMS AS BUDGETED FOR, NOT TO EXCEED $5,089.24. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Committee Assignments

Edmonds reported that the PALS group has been disbanded as of right now. He said there is an unofficial “Friends of the Library” group that meets periodically. The city’s responsibility is just the building. He questioned if the city needs to have a Council member on the area library committee. There is a county commissioner on the Library Board.

Barbian said he was invited to a couple meetings of the “Friends of the Library” group. He feels it is best for the City to maintain a good relationship with Steve Karlson, the Library Director and not an unofficial group of volunteers. He said he suggested to Karlson that he attend a council meeting monthly. Whitcomb agreed.

Council is in agreement to no longer have a Council member liaison as the PALS group no longer exists.

**BILL LIST**

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $168,431.92 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 76845 TO 76904 FOR A TOTAL OF $169,810.85. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT**

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:34PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,  

ATTEST:

________________________  __________________________
Shawna Jenkins                  Paul Whitcomb, Mayor
City Clerk