

CITY OF AMERY
FINANCE & PERSONNEL COMMITTEE PROCEEDINGS
March 24, 2020

The Finance Committee of the City of Amery met on Tuesday - March 24, 2020 at City Hall in the Committee Meeting Room. Chairperson, Tim Strobusch called the meeting to order at 5:00 p.m.

Present: Chairperson, Tim Strobusch; Vice-Chairperson, Rick Van Blaricom and Member, Sarah Flanum.

Absent: None.

Staff Present: Interim City Administrator/City Clerk-Treasurer, Patty Bjorklund; and Management Analyst, Ben Jansen.

Staff Absent: None.

Others Present: Mayor, Paul Isakson; Alderperson, Chad Leonard, Alderperson Julie Riemenschneider and Wastewater Treatment Supervisor, Jeff Mahoney.

Bid Opening Concrete Restroom/Shower N. Twin Lake Park:

Chairperson, Strobusch discussed the two bids that were presented. They were for a good solid concrete restroom facility with showers for N. Twin Lake Park. The bids presented were:

- Wieser Concrete Products for \$140,497.00
- Huffcutt (Juniper Model) for \$137,985.00

Both bids are good for 30 days. The successful bidder will be required to provide a Certificate of Insurance within 15 days of notification of award. The city reserves the right to reject any and all bids and to waive any informalities or irregularities. Vice-Chairperson, Van Blaricom noted that the precast building from Wieser Concrete had concrete stain applied, where the Huffcutt building had colored concrete. He felt that would last longer with less maintenance. The bids also included plumbing, floor and electric as well as fixtures.

Motion by Member, Flanum to accept the Huffcut Bid for \$137,985 and recommend this to the City Council for review and acceptance; Seconded by Vice-Chairperson, Van Blaricom.

Ayes – 3

Nays – 0

Motion carried.

Justin Hosking/Whispering Waters Forgiveness of Road Cost:

Interim City Administrator/City Clerk-Treasurer, Bjorklund phoned Mr. Hosking and asked that he share his request with the committee. He stated that he wants forgiveness on what he spent for road costs. He is asking for approximately \$10,000 forgiveness. He noted that it cost him \$7,000 to prepare for one of the houses to go in that took a loss because of the lack of water and sewer there. Member, Flanum asked if all lots had sold in his development. He stated that they had. The committee would like to see more documentation regarding what really happened between the sales of the development to him. Was there job orders done for water and sewer? What has been paid by Mr. Hosking. The item will be tabled until further information is presented.

The Committee decided to table the discussion until Mr. Hosking could be present at a meeting to discuss the issue.

Woody McBride/Amery Theatre Renovations:

Interim City Administrator/City-Clerk Treasurer, Bjorklund noted that Mr. McBride could not attend this meeting. He will reschedule.

Alley Improvements for Business Owners:

Mayor, Isakson gave an update on this topic. He wondered what the city could do to help business owners with their back door improvements who own businesses along the 2-block area where Keller Avenue is being redone. There is currently no loan process in place. It really doesn't fall under the guise of Special Assessments and not the Façade Loan. Monarch Paving gave an approximate cost of \$60,000 to improve 2 blocks of the alley along the proposed Keller Avenue road construction project. The city would provide haul and fill. Chairperson, Strobusch noted that the cost to do the alley should be special assessed to the business owners. Wastewater Treatment Supervisor, Mahoney noted that stormwater work also needs to be done. Some of the electric poles need to be moved. Excel Energy will be contacted for this cost. Vice-Chairperson, Van Blaricom noted that traffic flow signs will need to be in place. The topic will be discussed further in a later part of tonight's meeting.

Amery Health & Wellness Advisory Fund Grant for Trail Loops:

Mayor, Isakson gave an update on this topic. He has been working with Public Works Director, "Bones" Alan McCarty to get amounts for the cost of getting the two trail loops done. He estimated the cost would be \$38,000 with the public works crew doing some of the work. The grant is put together by the Amery Hospital by private funds. The grant is up to \$40,000. He noted that he is submitting the grant, and will report on the findings at a future meeting.

Lift Station for Downtown Area in TIF #6:

City Administrator/City Clerk-Treasurer, Bjorklund gave Dave Rasmussen of MSA a call regarding the possibility of putting a Lift Station in the Downtown Area in TIF #6.

Dave noted that MSA Engineer, Erik Evenson has been working closely with Public Works Director, McCarty and Wastewater Treatment Supervisor, Mahoney on the possibility of putting a lift station in the downtown area in TIF #6. The current situation is there is a 2' deep sanitary system. The Lift Station will help with that situation. It is better than replacing components there. The capacity of the existing box culvert which passes under Keller Avenue on the north side of Memorial Drive is compromised. The box culvert takes in storm water from the surrounding area and also acts as an overflow for water from South Twin Lake.

Putting a lift station in this area was not part of the original scope of the Keller Avenue Project. There will be additional construction and engineer costs. Additional property will also need to be acquired as there is no room in the current right-of-way to construct a lift station. The estimated cost of a lift station from Quality Flow Systems is approximately \$150,000 but recommendation would be to budget \$200,000.

The option he is suggesting the council accept is Option #1 which would include the lift station with the overall street project. The lift station would be bid with the Keller Avenue Street reconstruction project. This would simplify the process for the City as only one construction contract will be required, and would somewhat reduce the engineering hours spent on the additional work. The downside of this option would be that a general contractor interested in doing the street reconstruction may not necessarily be interested in constructing a lift station. However, there are a number of capable contractors in the area that can do both. Dave also presented two spreadsheets that were included for tonight's discussion relating to the Keller Avenue and Alley Project and how the project will be funded. The following sources of funds will be used:

- CDBG-PF – The city has been awarded a CDBG-PF in the amount of \$1.0 million;

<u>Low</u>	<u>High</u>	*Including the Library
\$2,577,000	\$2,923,000	

<u>Low</u>	<u>High</u>	*Not Including the Library
\$2,045,000	\$2,480,000	

Interim City Administrator/City Clerk-Treasurer, Bjorklund noted that the signing will take place on April 8, 2020 for possible purchase of the Bremer Bank Building.

Vice-Chairperson, Van Blaricom noted that the reconstruction will not be doable this summer if Bremer Bank does not move. He is asking that if they stay past the time the city takes over the building, they need to pay rent to the city. This will help pay for the library staying in the West Condominium Association Building that they currently use for their library. Chairperson, Tim Strohbusch the Friends of the Library will present the proposal to buy the West Condominium Association Building for the purpose of the Library, and other uses there. The Bremer Bank Building would be purchased as a City-wide facility. Vice-Chairperson, Van Blaricom stated the commitment is to the library only for the facility. Not the Historical Society or Friends of the Library. There is no income paid to support the building from either entity by way of rent. Mayor, Isakson noted that the actual purchase would be paid from TIF dollars of which \$192,000 is committed (budgeted). The committee will defer this to the council where more discussion will take place regarding the purchase and renovations.

Bremer Bank Construction Management RFP's:

Discussion took place regarding the need for a Construction Manager on site and working with SEH for bidding purposes for work to be done on reconstruction of the Bremer Bank Building. The Mayor as well as Interim City Administrator, Management Analyst and Public Works met with James Hanke of Market and Johnson. The market cost for them to do the work would run approximately 2 – 2.5% of the project cost. Brian Bergstrom of SEH stated that they work with Construction Manager's and he sees this as a good way to work with bidding on the project. They are very thorough he noted.

Interim City Administrator/City Clerk-Treasurer, Bjorklund will present an RFP for possible approval at the next Regular Council Meeting.

Coronavirus compensation for possible mandated closures:

Chairperson, Strohbusch discussed the problems associated with the pandemic currently taking place. The key is to make sure there are enough staff available to perform daily functions. Interim City Administrator/City Clerk-Treasurer, Bjorklund noted that she as well as Management Analyst, Ben Jansen and Court Clerk/Human Resources Clerk, Deb Trandum all have remote access to work from home if needed. She also noted that the April 7, 2020 Elections will present a challenge. Since the Governor is issuing a "Safe at Home" order which takes effect from March 24, 2020 and ends April 24, 2020, she is worried about her elderly Election Workers participating in that election. She will see if she can find someone younger who can "fill-in" as a temporary Election Worker or be willing to work a 2-year term. The poll workers will be herself, Ben and possibly another younger worker for the day. She will also pursue possible curbside voting techniques to keep the risk lower. Also, many Absentee ballots are going out to avoid contact. Chairperson, Strohbusch would like Bjorklund to hold weekly Department Head Meetings to discuss updates regarding this issue. He would like this item put on the April 1, 2020 Council Agenda to discuss further.

Motion to adjourn by Alderperson, Flanum; seconded by Vice-Chairperson, Van Blaricom at 6:25 p.m.

Ayes – 3 Nays – 0 Motion Carried.

Respectfully Submitted,

Patty Bjorklund, WCMC/CMC/CMTW
Interim City Administrator/City Clerk-Treasurer
March 24, 2020