

PUBLIC WORKS / FINANCE / SAFETY COMMITTEE MEETING

Tuesday, September 4, 2018

Present: Mayor Caron and Council Members Albertsen, Buhler, Danforth, Lalim, Solum, Thorson, Vilhauer & Weyh

Also Present: Heath VonEye, Colin Paulsen, Kristen Bobzien, Matt Roby & others

The meeting was called to order by Mayor Sarah Caron.

Approval of the Consent Agenda

Motion was made by Bruce Buhler and seconded by Jon Solum to approve the following items on the Consent Agenda: minutes from the August 20, 2018 Public Works/Finance/Safety Committee meeting. All voted in favor and motion carried.

Public Comment

None

Approval of the Agenda

Motion was made by Glen Vilhauer and seconded by Adam Lalim to approve the agenda; all voted in favor and motion carried.

Consideration of Change Order No. 2 for the Shooting Range Construction Project No. 1619 with Rounds Construction, in the amount of \$205,144.69.

City Engineer Heath VonEye reviewed Change Order No. 2 for the Shooting Range Project. The change order is for the grading, berm work, and structures to expand the shooting range to include one five-lane 200 yd. shooting bay and one five-lane 300 yd. shooting bay. These changes increase the contract amount by \$205,144.69, bringing the new contract amount to \$570,139.60. The additional work for the expansion will not be partially funded by the GFP as in the original contract, but will be 100% funded by the city. The change order brings the project over budget by approximately \$50,000, with potential contingent expenses of an additional \$20,000. The additional costs will be supplemented by cost savings in other current projects for this fiscal year. The change order will also increase the contract time by 40 days, extending the substantial completion date to October 31, 2018. Staff recommends approval of the change order. Motion was made by Mike Danforth and seconded by Adam Lalim to recommend approval of the change order; all voted in favor and motion carried. Mayor Caron commended the staff for their hard work in getting the contract ready in such a short time frame. Brad Thorson and Dan Albertsen joined the meeting during the discussion of this agenda item.

Consideration of Change Order No. 4 for the Sanitary Sewer Replacements Project No. 1808 with Duinick Inc. in the amount of \$8241.91.

Heath VonEye reviewed Change Order No. 4 for the Sanitary Sewer Improvements Project. The change order covers the cost of the contractor mitigating petroleum-contaminated soil that was encountered while excavating the roadway subgrade at the 6th Street SE location of this project. It was anticipated that there might be some state funding to assist in mitigating the soil, but because of the small level of contamination, it did not meet the threshold to qualify. The change order covers the contractor's cost for excavating, stockpiling, and removal of the soil to the Watertown Regional Landfill in the amount of \$8241.91, bringing the total contract amount to \$520,209.91. Mayor Caron added that city staff followed Standard Operating Procedure, which is that if an odor of petroleum is detected, work stops immediately and DENR is notified, at which time they take over and make the determination of how to mitigate the soil. Had this been contaminated to the point of needing special treatment, the DENR would have paid for it. Motion was made by Bruce

Buhler and seconded by Dan Albertsen to recommend approval of the change order; all voted in favor and motion carried.

Consideration of Change Order No. 1 for the 3rd Avenue SW Reconstruction Project No. 1806 with Duninck Inc. in the amount of \$3124.07.

Assistant City Engineer Colin Paulsen reviewed Change Order No. 1 for the 3rd Avenue SW Reconstruction Project. The change order adds a concrete valley gutter to help facilitate stormwater runoff and converts an existing junction box into a drop inlet. This work was decided in the field as the best solution to facilitate drainage in an area of new curb installation that resulted in a low spot on one side of the street. The work will increase the contract amount by \$3124.07, bringing the contract amount to \$124,199.07. Motion was made by Josh Weyh and seconded by Adam Lalim to recommend approval of the change order; all voted in favor and motion carried.

Old Business

Mike Danforth brought up the subject of the various gravel roads around town that have never been paved. At one point, some money was budgeted, and he would like to again pursue a plan to get these roads paved. Mayor Caron recalls having mapped all the gravel roads with cost estimates for paving, but that there were disagreements on how to proceed, so the discussions stalled. She agreed to have staff update the information and bring it before the council to revisit this issue.

Glen Vilhauer asked if the council would be presented with the audit results and a summary of the Comprehensive Annual Financial Report (CAFR). Finance Officer Kristen Bobzien responded that the audit results will be presented at the next council meeting, and that she could also give a presentation of the CAFR at that time.

Mayor Caron reported that at the Public Works International Conference last week, she attended some presentations on financial management and how Public Works need to be intimately involved with the financial aspects of the organization. She purchased a primer for public works officials to understand financial relationships. It is available for anyone to sign out from her office and read, if they are interested.

New Business

Mike Danforth reminded people that the clear view triangles at the intersections should be clear of obstructions, including landscaping. People with good intentions are landscaping these corners, but when the landscaping grows, it creates a visibility problem. He has noticed a number of areas with tree & shrub overgrowth in the clear view triangle, and wants people to be aware of the problem this creates. Mayor Caron concurred, and stated that if there are particular properties where this is an issue, these should be referred to the Code Enforcement Officer to investigate.

Glen Vilhauer reminded the council that the Home Rule Charter is set to be reviewed next year, and it was previously discussed that council and key staff would do a pre-review to identify ideas or suggestions to hand off to the Home Rule Charter Committee in early 2019. Also, some ordinances might need revisions prior to the review. Glen suggested that the pre-review begins soon during upcoming Council Committee meetings. In the meanwhile, he invites feedback or ideas from council members.

Executive Session

Motion was made by Josh Weyh and seconded by Glen Vilhauer to adjourn to Executive Session. Following Executive Session, meeting adjourned at 5:22 pm.

Respectfully submitted,
Lori Marscheider