

A G E N D A
ST. MICHAEL CITY COUNCIL
AUGUST 20, 2024

Zoom ID: 862 0010 6010

Mayor

Keith Wettschreck

Council Members

Ryan Gleason

Joe Hagerty

Tom Hamilton

-
- 1. Call to Order/Declare Quorum (7:00 p.m.)**
 - 2. Set Agenda**
 - 3. Citizen Input** *(If you are not on the agenda, but would like to briefly address the Council, you will have up to five minutes to do so.)*
 - 4. Consent Agenda** *(Consent Agenda Items are considered routine and approved with a single motion. Anyone may ask to have an item removed from the consent agenda for discussion later in the agenda.)*
 - a) Resolution #08-20-24-01 Approving Minutes of the August 14 Council meeting
 - b) Resolution #08-20-24-02 Liquor Compliance Violation
 - c) Resolution #08-20-24-03 Approving Change Order #1 for 2024 Pavement Rehabilitation Project
 - d) Resolution #08-20-24-04 Approving Pay Voucher #1 for 2024 Pavement Rehabilitation Project
 - 5. Sheriff's Office Report**
 - 6. Community Development Report**
 - 7. City Administrator Report**
 - a) 2025 Preliminary Budget Revisions
 - 8. City Attorney Report**
 - 9. List of Claims**
 - 10. Adjourn**

CONSENT AGENDA

- a) Resolution #08-20-24-01 Approving Minutes of the August 14 Council meeting
- b) Resolution #08-20-24-02 Liquor Compliance Violation
- c) Resolution #08-20-24-03 Approving Change Order #1 for 2024 Pavement Rehabilitation Project
- d) Resolution #08-20-24-04 Approving Pay Voucher #1 for 2024 Pavement Rehabilitation Project

AUGUST 20, 2024

MINUTES
REGULAR ST. MICHAEL CITY COUNCIL MEETING
August 14, 2024

St. Michael City Center

7:18 p.m.

Present: Mayor Keith Wettschreck; Council Members Ryan Gleason, Joe Hagerty; and Tom Hamilton; City Administrator Steve Bot; Community Development Director Marc Weigle; Finance Director Sue Ferbuyt; City Attorney David Lenhardt; and Deputy Clerk Amy Woitalla. Mayor Wettschreck called the meeting to order at 7:18 p.m. declaring a quorum present and the pledge of allegiance was said.

Set Agenda. City Administrator Steve Bot added discussion of the Senior Citizen Special Assessment Deferral Policy as well as an update from the Lander Avenue/32nd Street Neighborhood Meeting under the City Administrator Report. Community Development Director Marc Weigle added Resolution #08-14-24-07 regarding the Due North Car Wash under the Community Development Report. Council Members Gleason/Hamilton **moved** to approve the agenda as amended. All voted aye.

Citizen Input. No one asked to be recognized under citizen input.

Consent Agenda. Council Members Hagerty/Gleason **moved** to approve the Consent Agenda Items a) through f) as listed below. All voted aye.

- a) Resolution #08-14-24-01 Approving Minutes of the July 23 Council meeting and July 29 budget work session
- b) Resolution #08-14-24-02 Changing the Date of the Second Council Meeting in August
- c) Resolution #08-14-24-03 Approving Premises Permit for Lawful Gambling
- d) Resolution #08-14-24-04 Approving Change Order No. 1 for North Uhl Lake Park
- e) Resolution #08-14-24-05 Approving Pay Estimate No. 1 To Matt Bullock Contracting for North Uhl Lake Park
- f) Resolution #08-14-24-06 Accepting Quote and Approving Contract for 2024 Parking Lot Striping Project

Sheriff's Office Report. Wright County Deputy Dearing reported there were 323 calls for service in the last 30 days. She noted a slight uptick in juvenile complaints in the summer months as well as an increase in fraud calls. Hagerty suggested watching speeds on Lander Avenue and mentioned juvenile concerns in Lower Rec Park.

Community Development Report.

Rural Industrial Area Update. Community Development Director Marc Weigle provided an update by saying the main item discussed during the Planning Commission meeting the previous week was the rural industrial concept to change the Comprehensive Plan. Commissioners said they appreciated all the feedback and thought a joint workshop with the Council would be beneficial. Hamilton mentioned different types of buffering were discussed and Weigle planned to look into options prior to the joint meeting. Council Members Hagerty/Gleason **moved** to set a joint work session with the Planning Commission for September 24th at 7:30 pm or immediately following the regular Council meeting. All voted aye.

Resolution #08-14-24-07 – Due North. Weigle reported this was for the sale of the property on Edgewood and Hillcrest Drive for the Due North car wash project. It covered about 2900 square feet the Council previously agreed to sell to Bernings Auto for \$7.15 per square foot or \$21,000. The title company wanted a certified resolution documenting this instead of just the minutes. Council Members

Gleason/Hamilton **moved** to approve **Resolution #08-14-24-07** Finding the Sale of City Property to be Consistent with the Comprehensive Land Use Plan and Authorizing the Sale of Property. All voted aye.

City Administrator Report.

Citizen Serve Software Question Responses. Bot provided the Council with an update on the Citizen Serve software with responses to questions that came up during the budget work session. Hamilton questioned the multi-year price and asked that staff call them instead of email to ask some additional questions. There was discussion regarding the number of years for the contract, perhaps 3 or 5, and what type of exit clause the contract would contain. Staff planned to reach out to Citizen Serve with these additional questions. There was also discussion of a convenience fee that would be discussed again at a future meeting.

2025 Budget Work Session Follow-Up. Bot said he and Ferbuyt had looked into a few things that came up during the budget work session including employee healthcare benefits and Citizen Serve software, and after making a few adjustments could get the levy increase down to 3.71%. He reviewed some possible changes that came up since the work session including increased prices of SCBA's, the possible purchase of a side by side as one is currently out of commission, and the possibility of adding an Engineering intern during the summer months. Wettschreck asked about the Fire Capital Plan. Bot said this is a fund we have needs for and could put more money towards but thought we should be sitting well at the end of year and even with the possible purchase of Citizen Serve should still have some end of year funds remaining. Bot said he would make the adjustments discussed which would get the levy increase down to 3.71% and bring back to first meeting in September.

Discuss Vacant Council Seat. Bot reminded the Council filing for the upcoming election was complete if they wanted to discuss the vacant Council seat. After brief discussion, the consensus was to discuss again at the November 12th Council meeting after the General Election took place.

Senior Citizen Special Assessment Deferral Policy. Bot said the City usually updates the policy income restrictions to meet inflation. The Council was provided with updated numbers including a gross income of less than \$37,000 for a one-person household, \$42,000 for a two-person household, and \$47,000 for a three-person household. Hamilton suggested determining a set increase percentage each year such as 2.5% of the prior year. Bot said we will put the proposed increase into effect for this project and then future years look at a set increase. Council Members Hamilton/Gleason **moved** to approve the Senior Citizen Deferred Special Assessments Policy as proposed. All voted aye.

Lander Avenue Neighborhood Meeting Update. Bot reported the neighborhood meeting went well. He said there were some questions about the Street Reconstruction Assessment Policy that had been in place since 2004. Several residents expressed a desire to add permanent dynamic speed flashing signs to help reduce speeds along Lander, and Bot agreed this would be a good road to give them a try. The consensus of the Council was to test out permanent dynamic speed signs on Lander and do what we could to mitigate speed in that area. Bot said two residents wanted to revisit the "T intersection" concept Council had previously discussed near the Lower Rec/Public Works entrance. Council Members talked about this briefly again, but their minds had not changed due to concerns about the grade, added pedestrian conflicts, and winter weather conditions. Some questions were brought up about the Development Agreements for The Landings of Crow River and Settlers Ridge, which staff would investigate. Bot planned to send the presentation from the neighborhood meeting to Council Members to review.

City Attorney Report. Attorney Dave Lenhardt had nothing to report.

Approval of Claims. Bot mentioned the list of claims would be sent out separately going forward and not listed on the website for security reasons. Council Members Hagerty/Gleason **moved** to approve

checks #49565-49614, credit card and ACH transactions in the total amount of \$994,322.57. All voted aye.

Adjourn. Council Members Gleason/Hagerty **moved** to adjourn at 8:51 p.m. All voted aye.

Attest:

Deputy Clerk

Mayor

**CITY OF ST. MICHAEL
RESOLUTION NO. 08-20-24-02**

A Resolution Assessing Penalty for Failure to Comply with Liquor Restrictions

WHEREAS, the City has been informed Ditto's Bar failed its recent liquor compliance check, and

WHEREAS, as the local licensing authority, the City Council has the authority to take civil action in accordance with Minnesota Statute §340A.415, and

WHEREAS, Ditto's Bar has not requested a public hearing,

NOW THEREFORE, BE IT RESOLVED that the St. Michael City Council hereby imposes a \$250 fine for Ditto's Bar for the first violation in 24 months as outlined in the City's Code of Ordinances §110.21 (A) (1) and (2).

Adopted by the St. Michael City Council this 20th day of August 2024.

CITY OF ST. MICHAEL, MINNESOTA

By: _____
Mayor

ATTEST:

By: _____
City Clerk

**CITY OF ST. MICHAEL
RESOLUTION NO. 08-20-24-03**

**A Resolution Approving Change Order No. 1 for the 2024 MSA Rehabilitation
Improvements Project**

WHEREAS, the 2024 Pavement Rehabilitation Project includes mill and overlay improvements on 50th Street NE (State Aid Route No. 227-125-010) and Frankfort Parkway (State Aid Route No. 227-107-080); and

WHEREAS, GMH Asphalt Corporation. has applied for Change Order No. 1 for additional asphalt pavement tonnage needed as a result of varying milling depths that were encountered during the construction of the project; and

WHEREAS, City Engineer, Nick Preisler has reviewed the request and recommends approval of Change Order No. 1 in the amount of \$61,770.35 for the additional asphalt pavement tonnage that was necessary to properly construct the project, and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Michael that Change Order No. 1 in the amount of \$61,770.35 for the 2024 MSA Rehabilitation Project is hereby approved.

Adopted by the City Council this 20th day of August, 2024.

CITY OF SAINT MICHAEL, MINNESOTA

By: _____
Mayor

ATTEST:

By: _____
City Clerk



SP/SAP SAP 227-107-011	Minn. Project No.	Change Order No. 1
Project Location: 2024 Pavement Rehabilitation Project		
Local Agency: City of St. Michael	Local Project No.	
Contractor: GMH Asphalt Corporation	Contract No.	
Contractor Address: 9180 Laketown Road Chaska, MN 55318		
Total Change Order Amount: \$61,770.35		

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

The Engineer in concurrence with the City of St. Michael, have agreed that due to field conditions of the pavement, mill depths and locations changed which also added additional asphalt pavement.

This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at contract unit prices.

Contract Time: is not changed

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
SAP 227-107-011	2232.504	MILL BITUMINOUS SURFACE	S Y	(\$1.15)	20	(\$23.00)
SAP 227-107-011	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.45	7	\$10.15
SAP 227-107-011	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$79.85	379.5	\$30,303.08
SAP 227-125-001	2232.504	MILL BITUMINOUS SURFACE	S Y	(\$1.15)	5806	(\$6,676.90)
SAP 227-125-001	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.45	5802	\$8,412.90
SAP 227-125-001	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$79.85	372.5	\$29,744.13
Net Change this Change Order						\$61,770.35

****Group/funding category is required for federal aid projects**

Project Engineer:  Date: 8/6/2024

Print Name: Paul Kyle Phone: 612-360-1310

Owner: _____ Date: _____

Print Name: _____ Phone: _____

Contractor:  Date: 8/6/2024

Print Name: Josh Martin Phone: 612-381-7345

**CITY OF ST. MICHAEL
RESOLUTION NO. 08-20-24-04**

**A Resolution Approving Payment Request No. 1 to GMH Asphalt Corporation. for the
2024 Pavement Rehabilitation Project**

WHEREAS, GMH Asphalt Corporation has applied for Payment Request No. 1 for work completed to date on the 2024 Pavement Rehabilitation Improvements Project, and

WHEREAS, City Engineer, Nick Preisler has reviewed the request for payment and recommends approval of Payment Request No. 1 in the requested amount of \$352,149.24

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Michael that Payment Request No. 1, to GMH Asphalt Corporation. for the 2024 Pavement Rehabilitation Project in the amount of \$352,149.24 is hereby approved.

Adopted by the City Council this 20th day of August, 2024.

CITY OF SAINT MICHAEL, MINNESOTA

By: _____
Mayor

ATTEST:

By: _____
City Clerk

2024 Pavement Rehabilitation
Project

Pay Voucher 1



Client: City of St. Michael 11800 Town Center Drive, Suite 300 St. Michael, MN 55376	Contractor: GMH Asphalt Corporation 9180 Laketown Road Chaska, MN 55318
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WSB Project No.: 024363-000
Client Project No.:
State Project No.: SAP 227-107-011 SAP 227-125-001
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$289,375.53	Original	\$289,375.53
Contract Changes	\$61,770.35	Additional	N/A
Revised Contract	\$351,145.88	Total	\$289,375.53

Work Certified To Date	
Base Bid Items	\$297,565.61
Contract Changes	\$61,770.35
Material On Hand	\$0.00
Total	\$359,335.96

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$359,335.96	\$359,335.96	\$7,186.72	\$0.00	\$352,149.24	\$352,149.24
Percent Retained: 2%			Percent Complete: 102.33%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By GMH Asphalt Corporation

Eric Eckman

Eric Johnson

Signature

Signature

2024-08-06T16:28:48.261Z

2024-08-09T07:30:16.291Z

Date

Date

Approved By City of St. Michael

Nick Preister

Signature

2024-08-15T09:16:45.394Z

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	08/05/24	\$359,335.96	\$7,186.72	\$352,149.24

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
SAP 227-107-011	\$202,281.33	\$4,045.62	\$0.00	\$198,235.71	\$198,235.71
SAP 227-125-001	\$157,054.63	\$3,141.10	\$0.00	\$153,913.53	\$153,913.53

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	State Aid	\$153,913.53	\$155,704.73	\$122,471.56	\$153,913.53
2	State Aid	\$198,235.71	\$195,441.15	\$166,903.97	\$198,235.71

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$5,000.00	1	1	\$5,000.00	1	\$5,000.00
2	2232.504	MILL BITUMINOUS SURFACE	S Y	\$1.15	22630	22630	\$26,024.50	22630	\$26,024.50
3	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.45	4837	4837	\$7,013.65	4837	\$7,013.65
4	2331.603	JOINT ADHESIVE	L F	\$0.75	14428	14546	\$10,909.50	14546	\$10,909.50
5	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$6.05	269	1731	\$10,472.55	1731	\$10,472.55
6	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$79.85	2711	2711	\$216,473.35	2711	\$216,473.35
7	2504.602	ADJUST GATE VALVE	EACH	\$42.00	21	21	\$882.00	21	\$882.00
8	2506.502	ADJUST FRAME & RING CASTING	EACH	\$258.00	17	14	\$3,612.00	14	\$3,612.00
9	2563.601	TRAFFIC CONTROL	LS	\$1,350.00	1	1	\$1,350.00	1	\$1,350.00
10	2564.518	SIGN PANELS TYPE C	S F	\$89.95	32	32	\$2,878.40	32	\$2,878.40
11	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$135.00	45	45	\$6,075.00	45	\$6,075.00
12	2574.507	COMMON TOPSOIL BORROW	C Y	\$0.01	171	0	\$0.00	0	\$0.00
13	2575.604	HYDROSEEDING	S Y	\$0.01	1097	0	\$0.00	0	\$0.00
14	2582.503	4" SOLID LINE PAINT	L F	\$0.26	3538	3702	\$962.52	3702	\$962.52
15	2582.503	4" BROKEN LINE PAINT	L F	\$0.26	270	220	\$57.20	220	\$57.20
16	2582.503	4" DBLE SOLID LINE PAINT	L F	\$0.52	5891	5917	\$3,076.84	5917	\$3,076.84
17	2582.518	PAVT MSSG PAINT	S F	\$6.50	71	71	\$461.50	71	\$461.50

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
18	2582.518	CROSSWALK PAINT	S F	\$3.90	594	594	\$2,316.60	594	\$2,316.60
Bid Totals:							\$297,565.61		\$297,565.61

Project Category Totals		
Category	Amount This Voucher	Amount To Date
A. SURFACE IMPROVEMENTS	\$297,565.61	\$297,565.61

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	19	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$79.85	752	752	\$60,047.20	752	\$60,047.20
CO	1	20	2232.504	MILL BITUMINOUS SURFACE	S Y	(\$1.15)	5826	5826	(\$6,699.90)	5826	(\$6,699.90)
CO	1	21	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.45	5809	5809	\$8,423.05	5809	\$8,423.05
Contract Change Totals:									\$61,770.35		\$61,770.35

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	<p>In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.</p> <p>The Engineer in concurrence with the City of St. Michael, have agreed that due to field conditions of the pavement, mill depths and locations changed which also added additional asphalt pavement.</p> <p>This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at contract unit prices.</p>	\$61,770.35	\$61,770.35

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

CITY
ADMINISTRATOR
REPORT

a) 2025 Preliminary Budget Revisions

AUGUST 20, 2024

Memorandum

TO: Honorable Mayor and City Council

FROM: Steven G. Bot, P.E., City Administrator/Public Works Director

DATE: August 15, 2024

SUBJECT: City Administrator Report for the August 20th Council Meeting

2025 Preliminary Budget Revisions

At the last Council meeting, a consensus was reached on some final revisions to the preliminary draft budget as discussed in detail at the budget work session. In looking at some projected savings for not budgeting for changes to the co-pay program, Sue discovered we needed to add the new Fire Chief's insurance to the budget that wasn't included in the original preliminary draft budget. Further, with the upcoming planned retirement of the Public Works Supervisor, it is anticipated that whoever fills this position will likely have family coverage which also wasn't included in the preliminary draft budget. The inclusion of these numbers in the final preliminary budget would essentially negate the savings from not changing the co-pay program, and the preliminary levy increase would be 4.05% instead of 3.71%, a difference of 30K. Council should discuss if you are ok with these recommended changes/assumptions, and staff will prepare the final preliminary budget for adoption consideration on September 10th, as discussed at your last meeting.