

CITY OF ST. CLAIR
REGULAR CITY COUNCIL MEETING
TUESDAY, JUNE 12, 2018

CALL TO ORDER

The meeting was called to order by Mayor Marvin More at 7:00 p.m. The meeting was held in the Meeting Room of the St. Clair City Hall, 304 Main Street West, St. Clair, Minnesota. Council Members present: Mayor More, Jason Weinandt, Cindy Glamm, Duke Arndt and Randy Thompson. Council Members absent: No Members were absent. City Staff present: Catherine Seys, City Clerk-Treasurer and Thad Baker, Public Works Supervisor and Bill Fitzloff, Fire Chief. Others present: Jeff Domras (Bolton and Menk), Ryan Blake-Smith (Homeland Security Emergency Management), Nancy Thompson (St. Clair School Board Liaison).

The Pledge of Allegiance was recited and Mayor More welcomed all visitors and guests.

APPROVAL OF AGENDA, MINUTES AND BILLS

A motion to approve the agenda was made by Council Member Glamm, seconded by Council Member Weinandt and approved with all in favor.

The minutes of May 1, 2018 Regular Council Meeting were approved with a motion by Council Member Thompson, seconded by Council Member Glamm and carried with all in favor.

The invoices and bills for the month of May 2018 were approved with a motion by Council Member Thompson, seconded by Council Member Weinandt and carried with all in favor.

UNFINISHED BUSINESS – The following Unfinished Business items were discussed:

BERM/FLOOD MITIGATION PROJECT – Jeff Domras (Bolton and Menk) was present to discuss the Park Street North Lift Station Flood Mitigation Project which includes a permanent flood wall around the lift station, a fence on top of the flood wall, stop-logs at the entrance of the Lift Station area and realignment of the entrance to the Post Office. The bid opening for the Park Street North Lift Station Flood Mitigation Project was Thursday, June 7, 2018 at 2:00 pm. Two (2) contractors submitted bids, with the results as follows:

Magney Construction	\$159,690.00
Municipal Builders	\$173,726.00

Mr. Domras noted the FEMA eligible amount at \$136,350.00 and the City estimated cost at \$23,340.00. Mr. Domras recommended that the Council wait until the July or August Council meeting to award the bid, noting that no work can begin until the City receives official notification that FEMA has 'obligated' the funds.

Ryan Blake-Smith, MN Homeland Security Emergency Management (HSEM) is the 'go between' person between the City and FEMA. Mr. Domras and City employees have had multiple e-mails and phone conversations with Mr. Blake-Smith throughout the flood mitigation process. Mr. Blake-Smith was invited to the Council meeting to discuss the FEMA process, the delays the City has experienced with the FEMA review process and answer Council questions. The Flood Mitigation Project was discussed at length. Mr. Blake-Smith noted that the Mitigation Project must be constructed to exactly match the FEMA Scope of Work. The FEMA Scope of Work is what FEMA agrees to fund when approving the project and obligating the funds. FEMA makes their decision regarding the obligation of funds based on the FEMA Scope of Work and the Cost Effectiveness Ratio of the project. If the Cost Effectiveness Ratio exceeds 100% FEMA will not fund ANY of the project.

With regard to the FEMA review process, Mr. Blake-Smith stated that the City's Flood Mitigation Project is currently in the process of being sent to the appropriate state office for the 'State Historical Preservation Office/Tribal Historic Preservation Office' (SHPO) review. Mr. Blake-Smith indicated that the SHPO review must be completed within 30 days of the SHPO Office receiving the documents. Mr. Blake-Smith noted that the project has been 'approved' but not 'obligated', further reiterating that the project must exactly mirror the FEMA Scope of Work and that work cannot begin until the SHPO review is complete and the project funds are obligated. Mr. Blake-Smith further noted that there is no way to expedite the SHPO review.

Mr. Blake-Smith noted that a number of items on the project are 'gray area' items. Mr. Domras discussed that the City realizes that some items aren't FEMA eligible and that it's the intent of the City to pay for those items. Mr. Blake-Smith cautioned that any change the City may want to make to the project would (potentially) trigger another FEMA review. Mr. Blake-Smith further cautioned that once the project begins, any change or deviation (even a slight deviation) from the FEMA Scope of Work is considered an unapproved change. Any deviation or unapproved change from the FEMA Scope of Work will cause FEMA to 'not participate' in the project, and thereby not fund, the entire project (not just the portion of the project where the change occurred but the entire project). There was some discussion as to things the City was told by the FEMA Project Specialists when they were on site after the 2016 flood, but now those things aren't included or eligible for funding. Mr. Blake-Smith noted that if an item was discussed verbally by a FEMA Project Specialist, but the Project Specialist didn't write that item into the Project Worksheet, the discussion never happened (the FEMA Project Specialist must put it in writing).

It was recommended that the City wait to award the Lift Station Flood Mitigation Project until the SHPO review has been completed (potentially the end of July) and the City receives the official FEMA obligation of funds. Mr. Domras will work with Mr. Blake-Smith to break down the project items to identify and separate the 'gray area' items (items eligible for FEMA funding vs items that are the responsibility of the City).

Changes to the Post Office parking lot area were briefly discussed. Mr. Domras will provide Bill Fitzloff (one of the owners of the Post Office property) with a map and information relating to the proposed changes.

NEW BUSINESS – The following New Business items were discussed.

OPEN AND REVIEW QUOTES FOR FIRE DEPT. TURN-OUT GEAR – The City received quotes for Fire Dept. Turn-Out Gear as follows:

<u>VENDOR</u>	<u>QUOTE AMOUNT</u>
Emergency Response Solutions	1,950.46 per set
Fire Safety USA	1,695.00 per set
Heiman Fire	1,989.00 per set

A motion was made by Council Member Glamm, seconded by Council Member Arndt to approve the quote received from Fire Safety USA pending any additional shipping/delivery charge and oversize charge and based on the review of the Turn-Out Gear Committee. Motion carried with all in favor.

ATHLETIC BACKERS RAFFLE – The Athletic Backers requested approval of the Charitable Gambling application to conduct the annual raffle during St. Clair Days. The raffle drawing will be held on Sunday, June 24th. Motion by Council Member Glamm, seconded by Council Member Thompson to approve the Charitable Gambling application requested by the Athletic Backers the for the annual St. Clair Days Raffle. Motion carried with all in favor.

REPORTS

FIRE CHIEF'S REPORT

Fire Chief Bill Fitzloff reported on the following:

1. Two (2) applicants (to fill openings on the Fire Dept.) have been interviewed by the Fire Dept. officers. Fire Chief Fitzloff recommended the hiring of the two (2) applicants. Motion was made by Council Member Glamm, seconded by Council Member Weinandt to approve hiring Anthony Bach and Jillian Cumming to the Fire Dept. Motion carried with all in favor.
2. Forstner was at the Fire Hall and did maintenance on the fire trucks today (June 12th).
3. An ISO inspection was completed on Thursday, June 7th. Hose testing, training sign-in sheet with signatures and start/end time of the training, more fire training, flow test pumpers and certification of Fire Prevention Education presenter were among items discussed during the inspection.

PUBLIC WORKS DEPT. REPORT

Public Works Dept. Supervisor Thad Baker reported on the following:

1. Barga, Inc. was in town and completed seal coating on the streets that were overlaid in 2017 (Fitzloff Drive, Hiawatha Drive and the north portion of Pilgrim Street).
2. Street sweeping on curb and gutter streets was completed on May 30th and 31st.
3. The annual street repair (overlay) project was briefly discussed. The Council decided not to do a street repair project in 2018 and consider a street overlay project in 2019.
4. The Council discussed sale of the 2005 Dodge truck. The City will sell the truck, snow plow & sander.

CITY CLERK-TREASURER'S REPORT

City Clerk-Treasurer Catherine Seys reported on the following:

1. The Public Works employees and the City Clerk attended the annual Safety Training on Tuesday, May 15th in Eagle Lake.
2. ELECTION UPDATE: The City Clerk will attend an Election meeting tomorrow (June 13th) at the Blue Earth County Court House from 2:30 pm to 4:30 pm. The Primary Election will be held on Tuesday, August 14th. The General Election will be held on Tuesday, November 6th. In the City of St. Clair polls are open from 7 am to 8 pm on Election Day. The polling place for St. Clair residents is the City Hall.

CITY COUNCIL MEMBER REPORTS

1. Due to a Special City Council meeting on May 21st, no Council Member was able to attend the School Board Meeting. Council Member Weinandt will also attend the June 25th School Board meeting.
2. Mayor More attended the Blue Earth County Mayors and Clerks meeting on May 10th in Madison Lake and June 7th in Vernon Center. The group doesn't meet during the months of July and August, the next meeting will be held on Thursday, September 13th with the City of Good Thunder hosting.
3. Interest has been expressed in developing a basketball court at Memorial Park. Those interested will be directed to discuss location options with Public Works Supervisor Thad Baker and then bring a proposal to the City Council.
4. Public Works Supervisor Baker discussed looking into different toilets at Memorial Park. Mr. Baker will get prices and bring the information to the July City Council meeting.

PUBLIC COMMENT – There were no comments from the public during this portion of the meeting.

ADJOURNMENT – The meeting adjourned at 9:05 p.m. Motion to adjourn was made by Council Member Weinandt seconded by Council Member Glamm and carried with all in favor.

Catherine Seys, City Clerk-Treasurer