

City of Preston
Regular City Council Meeting
January 22, 2024

Mayor Tyler Sieverding called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited by all.

ROLL CALL Present: Dylan Meyer, Adam Reuter, Jason Thomson, Matt Gerardy. Absent: Matt Petersen.

OTHERS PRESENT: City Administrator Sheryl Ganzer, Deputy Clerk Tracey Lee, Police Chief, Chad Gruver, Lead Operator, Eric Tietjens, Origin Design Engineer, Marc Rudin.

APPROVAL OF AGENDA: A motion to approve the agenda was made by JT Thomson, seconded by A. Reuter. Motion carried.

CONSENT AGENDA: A motion to approve the consent agenda as presented, including the minutes from the previous meeting and Mini Split Rebate – Elaine Smithson-\$100. Motion by M. Gerardy, seconded by D. Meyer. Motion carried.

EAGLE VIEW PRESENTATION – Presenter did not make it to the meeting.

AMOS STREET AMENDMENT: Marc Rudin with Origin Design explained the Amendment was for the additional \$9000 Engineering cost for adding on to the design and puts under agreement on the construction administration and inspection of the project. Motion to approved Amendment No., 1 to proposal for Professional Services-Amos Street was made by M. Gerardy, Seconded by JT Thomson. Motion carried.

SETTING DATE FOR PUBLIC HEARING: Marc Rudin stated that the Plans are complete, and we were ready to go out for bid. The bidding was structured to give us flexibility on how we award the project with 3 options. Option 1 being the Base option which includes Amos Street Reconstruction (School to Farley) including the reconstruction of the intersection at DeGroat Street. Also includes installation of storm sewer, grade adjustments, subdrain, sidewalks, curb and gutter, HMA pavement erosion control and seeding. This is the minimum award estimated to be at \$415,000. Add on Option 2 is for the Amos Street re-surfacing (Farley Street to Davis Street) estimated at \$56,000. Add on Option 3 is for Farley Street Reconstruction (Amos Street to the east end) including installation of storm sewer, roadway grade adjustments, curb and gutter, HMA pavement, erosion control and seeding estimated at \$88,000. These can be awarded separately to lowest bidder. Time of completion of the project is October 4th, 2024. A motion to set the Public Hearing on proposed plans, specification, form of contract and estimated of costs for February 26th at 6:00 p.m. was made by JT Thomson, seconded by A. Reuter. Motion carried.

SETTING DATE AND TIME FOR RECEIVING BIDS: Motion to set February 20, 2024, at 2:00 pm to receive bids for Amos Street project was made by JT Thomson, seconded by D. Meyer. Motion carried.

ASSESSMENTS ON STREET PROJECT: The City has had informal assessments for curb and gutter on past projects to the property owners. A letter has been drafted to send out to property owners, to inform them of the cost prior to awarding the project. We were unable to establish how the cost was determined in 2015 street project. This will be researched more, tabled until next meeting.

STORM SEWER IMPROVEMENTS – WEST STREET SUB-DIVISION: The City has received word from Chad Ellis that he plans on moving forward with the Senior Housing project as early as this Spring. The Storm sewer for the West Side Subdivision had been put on hold in the past until we heard the project would take place. Origin's cost for design was \$75,000-\$80,000 and the total project being over \$1million. The storm sewer installation project would not hold up construction of the housing unit if it were designed as he was instructed to do. Rudin would like to review his final plans and get confirmation that he is going forward. The City will talk to USDA, ECIA and DNR to see what the funding options would be.

RESOLUTION 2023-21: Final Platt of Survey for Parcel #37 & 38- Paulsen Cattle. The resolution was requested by Surveyor. The Platt is to clean up some highway right away located w/in 2 miles of Preston. Motion to approve Resolution 2023-21 was made by A. Reuter, seconded by M. Gerardy. Motion carried.

AMERICAN RESCUE PLAN FUNDS: Ganzer informed council that obligating the remaining \$47,777.52 American Rescue funds needed to be done by the end of 2024 and spent in 2025. The annual report is due April 1st, which would be the best time to obligate the funds. A request to use \$16,000 for the new computer and upfitting of the new police car was received by Chief Gruver, and Ganzer suggested to use \$6500 for the remaining funding needed to complete Peppermint Park, and to use the rest for Engineering cost for the Amos Street project. Council agreed to fund the squad car and the park, and would like to hold off on the rest, as there may be a

need from the Fire Department, or something may come up during the rest of the budget process. Resolution will be drafted and tabled until closer to the reporting deadline.

UPGRADE OF CITY SOFTWARE: The City's software with Civic System needs upgrading to their new version to assure support in the future. The upgrade cost includes \$9225.00 + an additional \$900 support fee for 2 years. Civic has the agreed to allow us to pay ½ this fiscal year, and ½ next year, with implementation being completed in the Spring. The cost of support will be split between City Administration and the 5 utilities. Ganzer noted that this would be within the current budget for FY24 and will be budgeted for the other ½ for FY25. Motion to approve the upgrading of Civic Systems software to Connect was made by JT Thomson, seconded by D. Meyer. Motion carried.

OTHER BUSINESS: Town Hall rental charges for non-profit organizations holding fundraisers with the doors to the Downtown Pub was discussed. Council agreed to have the charge be \$100 to cover the use and cleaning costs.

ADJOURNMENT OF REGULAR MEETING WITH BUDGET WORKSHOP TO FOLLOW: With no other business to be brought to Council, Sieverding asked for a motion to adjourn the regular meeting. Motion to adjourn was made by M. Gerardy, seconded by JT Thomson. Regular meeting adjourned at 7:10 p.m.

BUDGET WORKSHOP: Ganzer presented budget estimates to council for the General fund accounts of:

Parks: Expense increases in Park fund totaled \$4050.00, Decreases totaled: \$8250.00, Fund decrease in expenses 4200.00.

Economic Development: Overall budget remains the same.

Finance Admin estimated expense increases in Salaries – 5%, health insurance – 15%, Office supplies – Upgrade of software – increase \$1000. Overall increase 13,150.00.

City Hall/General Buildings – Budget increase \$2480.00 with adjustments needed in General Insurance/Liability Street Maintenance – Increases of \$2,000 in Vehicle Operation Supplies and Street Maintenance Supplies. Left Salaries same as last year, due to expected hours worked on the upcoming Street project.

Snow/Ice Removal – Lowered salaries by 1500.00 and increased Street maintenance supplies by \$800.

Budget Workshop concluded at 7:45 p.m.



Tyler Sieverding, Mayor

ATTEST:



Sheryl Ganzer, City Administrator/Clerk