

SPECIAL COUNCIL MEETING
FRIDAY, SEPTEMBER 10, 2004
1:00 P.M. – CITY HALL

Pursuant to proper notice and call, the City Council met in a special session on Friday, September 10, 2004 at 1:00 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Dean Eggena, Bettie Miller, Dick Phillips and Irene Schultz. Also present was City Administrator Tom Swenson, Park and Recreation Director Jon Henke, Chief Bob Hartman and Clerk/Treasurer Darlene Roach. There were two individuals in the audience.

1. Mayor Swanson called the meeting to order at 1:00 P.M.

2. Authorize advertisements for bids on Community Center Floor – Park and Recreation Director Jon Henke stated that the Park Commission held a meeting earlier in the day to finalize their recommendation to the Council regarding replacement of the gym floor. The recommendation of the Park Commission is to hire WSN on an hourly basis not to exceed \$5,000 without Council approval to coordinate and oversee the project as well as provide technical assistance that cannot be performed by Staff and to advertise for bids for the floor. It was noted that some of the preliminary work on this project has been performed by Staff in an effort to reduce the overall cost of the project such as selection of product to be used, a sample advertisement for bids and specification documentation. The Commission also recommends the addition of a retractable basketball standard, electric wenchers, cables and netting be added to the gymnasium flooring project to be included with the advertisement for bids. WSN would be responsible for reviewing the legality of the advertisement for bid, specifications form as well as review the architectural aspects of the retractable basketball standard, provide CAD drawings of layout lines/sleeves/thresholds and colors for flooring, design location and anchoring of cables needed for netting, hold pre-bid meeting and explain specs, warranting and installation time frames, conduct bid opening with recommendation to the City Council, determine installation schedule with the contractor, oversee the technical aspects of installation during each stage of the application and conduct final inspection and authorization for payment to contractor. Councilmember Eggena was not supportive of hiring an engineer to oversee the project when the Staff has already determined what product they want to install and have spoken with the company representatives regarding the process. Henke did not agree and stated that he does not feel qualified in this area and would not take responsibility for the floor since he would be uncomfortable overseeing the project. Henke stated that he feels this project is more important than the parking lot, which was recently put in, where engineering services were utilized. Councilmember Eggena stated that WSN won't warranty the project anymore than he or anyone else would warranty the project. Mayor Swanson asked what part of the preliminary work has been done and Henke stated product research and specifications have been completed by himself as well as preparation of bid specs, product research and field tours of other facilities.

Mayor Swanson asked if Henke had spoken with Kevin Donnay regarding the scope of the project and Henke stated he has and the work by WSN can be done for \$5,000. City Administrator Swenson asked if the basketball standards, wenches, cables and netting were from the same contractor as the flooring or if a sub contractor would be used. Henke stated that the standards would not be installed if the building can't support them, but WSN would need to determine the structural feasibility of doing this. Councilmember Phillips agreed with Eggena that an engineer was not needed for the flooring project. Councilmember Miller stated that Brainerd Public Schools hired WSN as engineer and they must have felt one was needed. In reviewing the documentation provided by Park Director Henke, the question was asked whether City Attorney Sandelin could review the documents or whether George Riches could assist with this project. Henke stated that Paul Sandelin would charge to review the documents and when George Riches was approached he stated that he was not interested because he doesn't have expertise in flooring. Discussion ensued regarding whether the project needed to be bid or if quotes could be requested. Swenson asked if there was anything that could be done to bring the cost under \$50,000. There was some discussion regarding the thresholds and how the product would be poured to match the doorways to the thresholds. Mayor Swanson asked if a letter could be sent to Anderson Ladd asking them what they could provide to the City by way of assistance in the project. City Administrator Swenson stated that the Staff is telling the Council that they are not comfortable overseeing this project. Councilmember Eggena is in the construction business and he is comfortable. Swenson suggested either get the cost under \$50,000 so quotes could be obtained versus sealed bids or request Councilmember Eggena to oversee the project. Councilmember Eggena asked if the City could remove the carpet and glue and Henke stated that the carpet can be removed by Staff, but the company needs to remove the glue due to it being toxic and complete removal is necessary for the new floor to adhere properly. Councilmember Schultz suggested going back to WSN and asking for a proposal for the Cad drawings, showing them the specs and having them tell us what they can do to keep the cost under \$50,000. After considerable discussion, it was the consensus of the Council that a proposal be requested from WSN, that Staff try to get the cost under \$50,000 by getting a quote from Anderson Ladd and to consider the basketball standards as a separate item.

At 2:20 P.M. review of the proposed budget and levy commenced.

City Administrator Swenson stated that he took the changes from the last meeting and incorporated them into the proposed 2005 budget. The effect of these changes on the proposed spread levy resulted in an increase of 8.1% on the existing tax base. Councilmember Eggena asked if the increased Planning and Zoning revenue was plugged into the numbers and Swenson stated that it was decided to go with the previous projections and wait one year to see how the new fee schedule affects the revenue numbers. Mayor Swanson commented that if the \$40,000 is removed from the Public Works budget, the increase would be down to 6%. Swenson advised the Council against

lowering the budget any further because it is unknown what the Legislature may do to City's and market value homestead credit and LGA may be taken away in 2005 if the State experiences a budget shortfall which some people are predicting. Councilmember's Eggena, Schultz and Miller agreed with settling on an 8.1% levy increase. The preliminary tax levy and 2005 expenditure and revenue budgets will be presented for approval at the Regular Council Meeting in September.

MOTION 09S2-01-04 WAS MADE BY BETTIE MILLER AND SECONDED BY DICK PHILLIPS TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 2:47 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
Clerk/Treasurer

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