

October 8, 2024

The Remer City Council held their regular meeting October 8, 2024, 5:30 P.M. at the Remer City Hall.

ROLL CALL

Present: Mayor Mark Gravelle, Dave Anderson, Diane Ammerman and Brandon Nelson. Absent Katelyn Edstrom.

Pledge of Allegiance

ADDITIONS TO AGENDA

Mayor Gravelle called regular meeting to order at 5:30 P.M.

REPORTS

RFQ Engineering Consultant Selection

REQUEST FOR QUALIFICATIONS

City of Remer Infrastructure Improvements

Engineering Services for the creation of a Preliminary Engineering Report (PER), Environmental Report (ER), Grant Management, Plans and Specifications and Construction Administration

PURPOSE:

The City of Remer, Minnesota desires to seek assistance to resolve its (water, wastewater, and storm water) problems. It becomes necessary for the community to have a Preliminary Engineering Report (PER) prepared by a qualified Minnesota licensed civil engineer. The community desires to select the best-qualified engineering firm through a Request for Qualifications process. The community proposes to select and hire an engineering firm to prepare a PER that will provide the appropriate technical information to help the community make important decisions on actions which will best ensure its resident's health and permit the community to experience orderly growth and economic prosperity. In addition, the selected engineering firm will be responsible for grant management, the creation of plans and specifications and construction administration of selected project(s).

BACKGROUND INFORMATION:

The City of Remer, population of nearly 400, is located along State Highway 200/6 in Cass County, Minnesota. The community is currently served by the traditional water system, sanitary collection system, a series of lift stations, a lagoon treatment system, a water treatment plant and single water tower.

SCOPE OF WORK:

The scope of work will consist of the preparation of a Preliminary Engineering Report (PER) to address the (water, wastewater, and storm water) needs of the community. The PER should thoroughly examine all reasonable alternatives, as well as give consideration to options which will improve cost effectiveness in the construction and operation of needed facilities, e.g. sharing of services with other utilities. In addition, the scope of work includes preparation of an Environmental Report examining environmental factors associated with the various alternatives examined in the PER. In addition to the PER and ER, grant writing and management, preparation of plans, specifications, and bid documents, assistance with administration of the bidding process, construction observation and administration and closing out of the project will be part of the scope.

Procedures for assessing environmental impacts are described in RUS Instruction 1794. All RUS Bulletins as well as RUS Instruction 1794 may be obtained from the local Rural Development office. The Engineer will provide the City of Remer with three (3) copies of the final PER. The selected engineering firm must provide a completed PER within 180 days, depending on complexity of the PER, to be negotiated by community and selected firm.

PROJECT AREA:

The primary project area is the current boundaries of the City of Remer as well as any near-term additions to the City.

PROJECT CONTACT:

Questions may be directed to Elizabeth Blundell, City Clerk. Phone (218) 566-4156 or via email at eblundell@cityofremer.com.

SUBMITTALS OF PROPOSALS:

A total of six (6) hard copies of the SOQ's must be submitted to the City of Remer, ATTN: Elizabeth Blundell, 106 Spruce Street NW, Remer, MN 56672 by 3:00pm on October 3, 2024. The proposal shall be placed in a sealed envelope marked clearly, "Response to RFQ for City of Remer Infrastructure Improvements Project".

STATEMENT OF QUALIFICATION CONTENTS:

All Statement of Qualifications shall be limited to 10 pages, not including cover letter and dividers, and shall include the following.

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative of firm's interest, particular abilities and qualifications related to this project.
4. Describe other projects designed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the City of Remer.
7. Firm's capability to complete the proposed project within a timely manner.

EVALUATION CRITERIA:

All proposals will be evaluated on the following criteria:

- (a) Technical qualifications of the engineering firm and any subconsultants

(b) Technical experience with similar projects – demonstrate by providing contacts (name and phone number) & dates of all similar projects completed in small rural communities in the last 5 years. Community will also conduct its own research of recently completed projects for each firm submitting a proposal.

(c.) Ability to complete the PER in timely manner – demonstrate by providing a listing of key staff (engineering, community relations, financial expertise, and construction management) and subconsultants who will complete this project, along with brief resumes or evidence of their experience in working with similar projects.

(d) Experience with multiple funding sources – demonstrate by providing list of projects completed within the last five years that utilize multiple funding sources.

(e) Expertise in designing facilities that reflect modest design, simple operational requirements, and economical cost of operation.

(f) Evidence of engineering firm’s ability to provide a complete and thorough PER that complies with the RUS Bulletins.

(g) Evidence of firm’s ability to design a project appropriate for the community’s size, financial strength, and ability to repay the proposed indebtedness and operational costs.

SELECTION PROCESS:

Selection may be made based on applications supplied or by interviewing the best qualified applicants.

If interviews are to be conducted, the engineering firms under consideration will be notified as to time, date, and location of these interviews in order for the community’s selection committee to ask specific questions to each candidate and evaluate their responses.

NOTE: Prospective engineering firms are advised that no obligation or commitments are incurred by the community in announcing this Request for Qualifications. It is the intention that the City of Remer, after appropriate evaluations, will select the best qualified engineering firm and enter into an Agreement for such services to complete a PER. The Agreement for Engineering Services to prepare the PER will utilize the prescribed format of the funding agency/agencies. At the option of the community, the selection process may include professional services for the preparation of the environmental report (ER), design, construction observation, and construction administration of the improvements, in addition to the completion of the PER.

Council reviewed submittal from Karvakko Engineering.

Ammerman-Anderson: Approved Karvakko Engineering Services for the creation of a Preliminary Engineering Report (PER), Environmental Report (ER), Grant Management, Plans and Specifications and Construction Administration. All Approved.

CEDA- Vision session October 7th at The Source was well attended.

Remer Volunteer Fire Department, Chief Kristian Myers

RVFD 10/08/2024 Council Meeting

One call in September...

09/22 Single car accident. Vehicle fled scene prior to our arrival.

Fire Prevention: Tomorrow morning. First graders will visit the Hall. Prevention materials provided to all Pre-K through 6 grade classes as well. RAAS joining us again this year.

Halloween: Members will be bringing a couple rigs to school, manage traffic, and hand out candy at Trunk-or-Treat again.

Storage container: Installation is complete.

Sourcewell: We received the \$57,000 grant! Expecting funds to be dispersed in 4 to 6 weeks. We've started demoing the battery powered extrication tools. Hope to have equipment in service by year end.

DNR grant: still waiting for DNR to be funded and then for funds to be dispersed.

Live Burn: 4 members attended a live burn in Backus on 9/21. Good training. Was able to finalize one member's FF I and II certification.

Pilot Independent: New photos taken for Fire Prevention ad. Should be in paper this week.

Budget: Working on preliminary 2025 budget. Will finalize once 3rd quarter numbers are available. Hoping to actually lower mill rate.

Training: 10/16/2024. Wilderness Search and Rescue Tactics. Also meet with ambulance to review new trailer and ATV.

Remer Municipal Liquor

On Sale Report

WE currently ordered new crews and hoodies with our established date of "1934" (which was found in Cec McKeigs "History of Remer" book) We received free shipping, and the cost came in at a reasonable price.

In August we had a perfect pull-tab month, currently waiting on pull-tab total for September, However September E-Tab had a good month.

We have a new hire, Caitie.

We just brought bingo back on Tuesdays, and our first one was quiet.

It's slowing down quite a bit, especially during the week. We recently changed our hours.

Monday: closing at 9 PM

Tuesday/Wednesday: Closing at 10 PM

Thursday: Closing at 11PM

Friday/Saturday: Closing at Midnight

Sunday hours will remain the same, 10AM to 9PM. Go Vikes!

On any one of these days, we will remain open later, if it is busy and it is posted on our Facebook page and door signage.

Thursday, October 31st we are having a Halloween party, with live music, Mike Miller.

Off Sale Report

Started winter hours, second storage cabinet has been set up, expanded THC section, new Beer, Vodka & Whiskey sales and promotions, Lindsey will continue working so no need for a new hire.

BNG Posiflex POS Station w/MSR costs to replace old one \$ 1,500.00.

City Attorney, Andrew Shaw recommendation on Mn Attorney General letter regarding tobacco sales, we should follow the directions given by the Attorney General's Office. Such sales should stop until the authority of the AG office is clarified or further directions are received.

Maintenance Department, Tyler Seifert Supervisor

Blacktop patch on Second Ave completed.

Quote on sidewalk replacement east side of city park, approximately \$ 5,800.00.

LMC Insurance First Report of Injury notice September 11, 2024

May not need to discharge at the ponds, will decide in November.

Mn Department of Health Service Line report has been submitted.

Leaf pickup letters mailed out to residents.

Working on tree trimming

Put new road into property at sewer ponds for brush/composed dumping.

Streetlight on Main Street has been ordered and quote submitted to Ruyak Ent.

Rice property for sale, price \$ 30,000.00

Remer Volunteer Ambulance Department, Chief Diane Ammerman

The 2 lifepak's donated will be placed at the Remer Motel & The Source

First National Bank donated \$ 2,515.37 to the purchase of Emergency lights.

4-wheeler & snowmobile will be sold by sealed bids

Rescue sled and trailer donated to Federal Dam

Clothing allowance of \$100.00 for new members

Doing some ride alongs.

The department will be handing out candy at the trunk or treat.

Pre-K visited the building.

The 2025 taxing district final \$ 184,000.00

October 8, 2024, The Opioid epidemic community forum open to the public
DEA National RX Takeback, Cass County Sheriff's Office will be on site collecting medication disposals.

October 26, 2024

Sylvan Township Hall 10am-12pm

Longville Fire Hall 10am-11:30pm

Federal Dam Fire Hall 12:30pm-2:00pm

Volunteer stipend pay rate reviewed, no change at this time.

Lettering on the UTV is completed.

Remer Area Chamber of Commerce, President Jon Karner

Working on Age-Friendly Grant

Marc Ruyak will attend Cass County Board meeting to discuss bigfoot statue.

Christmas crawl will be December 13 or 20th, chamber will decorate the city park for the holidays.

Northland Lions, President Bob Stoeckel

Wreath sales are coming soon.

There has been more vandalism to the train at the depot.

ISD 118

Discussed need for equipment and storage at the multicourt

Council

There are 5 attending the Blandin Foundation community learning network, the first session was October 2 in Grand Rapids, this is a 12+ month commitment with 3 in-person and 8 online sessions.

Cass County E911 change of address request, county road 134 no longer exists.

Thank you from Mike with Grass is a gas poker run.

Letter from Betsy Von Duyke subject "welcome sign"

Ammerman-Anderson: Approved Consent Agenda. All Approved.

- 1. September 10, 2024, Minutes**
- 2. Financials- August Statement of Receipts, Disbursements and Balance (Schedule 1), Receipts Register and Disbursements Register.**
- 3. Claims- 8/1-8/14/24 & 36249-36348 Totaling \$ 262,833.62**
- 4. Permits-None**
- 5. Regular meeting- Tuesday November 12, 2024- 5:30 PM @ City Hall
Working session- Monday November 4, 2024- 5:30 PM @ City Hall**

**Nelson-Anderson: Approved adjourning regular meeting @ 6:40. All
Approved.**

Mark Gravelle, Mayor

ATTEST:

Elizabeth Blundell, Clerk