

**PLAINVIEW CITY COUNCIL
REGULAR MEETING
Tuesday November 14, 2023, at 6:00 P.M.**

1. CALL TO ORDER - Mayor Luckstein called the Regular Plainview City Council meeting to order on Tuesday November 14, 2023, at 6:00 p.m.

Council Members in attendance: Aaron Luckstein, Holly Reeve, Lindsay Hammer Bartley, Ben Jacobs, and Don Kuschel.

Council Members absent: None.

Department Heads in attendance: City Administrator David Todd, Finance Director Vicki Axley, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, Public Works Director Shane Loftus, and Police Chief Jason Timm.

Department Heads absent: Library Director Alice Henderson and Fire Chief Ed Jacobs.

Guests in attendance: Brian Malm with Bolton & Menk, Kevin Kuhlemeier PPD and family, Brandon Miller PPD, Logan Szymanski PPD, Tom Weiner, Sue Buck, Curt Buck, Bob Blanshan, and Richard Johnson.

2. PLEDGE OF ALLEGIANCE –

3. PUBLIC COMMENT – None.

4. APPROVAL OF AGENDA – Motion by Luckstein, second by Kuschel to approve the Agenda with the modification to move 8.A. after unfinished business, before new business.
Motion carried unanimously.

5. APPROVAL OF CONSENT AGENDA – Motion by Kuschel, second by Reeve to approve the Consent Agenda. Motion carried unanimously.

A. City Council Minutes – October 10, 2023.

B. Bills

C. Permits/Licenses/Donations

A. Liquor License Renewals – 2023 – Walkes Enterprises Inc., K-J Bowling Enterprises Inc., William Allen American Legion, LeVan Norton Enterprises LLC., and Firehouse Beer, Wine, and Liquor

D. Department Head Reports and Board Minutes

E. LMCIT Tor Limit

6. UNFINISHED BUSINESS – None.

Awards – Medal of Valor –

Officer Kevin Kuhlemeier was awarded the Medal of Valor. On May 13, 2023, Officer Kevin Kuhlemeier was dispatched to a domestic assault call where a suicidal male threatened to kill himself and his wife. Risking his own life, Officer Kuhlemeier approached the armed suspect and convinced him to give up. The suspect was taken into custody without anyone getting hurt. Because of Officer Kuhlemeier's bravery and compassion, Police Chief Jason Timm presented Officer Kuhlemeier with the Medal of Valor. Council and staff congratulated Officer Kuhlemeier.

7. NEW BUSINESS –

A. CEDA Proposal –

Council member Hammer Bartley explained to Council with the departure of Richard Baker the EDA and City Administration evaluated the current and future needs related to the Development Services Coordinator position. It was determined the City related job responsibilities were no longer needed. To fulfill the traditional EDA Director responsibilities and management of the Plainview Business Center, options were either to contract out the EDA Director portion of the position with Community Economic Development Association (CEDA) or hire a part-time EDA Director. At a Special Meeting by the EDA Board, Cris Gastner, VP of CEDA shared the scope of services available to the City and the EDA. It was noted that SE MN communities of similar size have contracted with CEDA for two days per week. The EDA board members voted unanimously to recommend the City of Plainview enter into a contract with CEDA for in-house staffing of two days per week.

The CEDA Contract will not include the management of the Business Center. The EDA Board is managing the property through a committee while evaluating how to proceed.

Motion by Luckstein, second by Reeve to contract with CEDA for two days per week at \$51,030 per year.

Motion carried unanimously.

B. Union Contract IUOE Local 49 –

At the September 12, 2023, meeting the Council approved the tentative agreement with the IUOE Local 49. The final version of the contract was presented to Council for approval and signatures.

Motion by Jacobs, second by Kuschel to approve the International Union of Operating Engineers Local 49 Contract for 2024-2026.

Motion carried unanimously.

C. Union Contract Law Enforcement Labor Services (LELS) –

On October 3, 2023, union contract negotiations were held in which a tentative agreement with the LELS was reached. The final version of the contract was presented to Council for approval and signatures.

Motion by Hammer Bartley, second by Jacobs to approve the Law Enforcement Labor Services (LELS) Contract for 2024-2026.

Motion carried unanimously.

D. Dumpsite for Snow/Equipment to Push Up Snow for 2023-2024 –

The request for bids was advertised for a dumpsite for the snow from the windrowed streets for the 2023-2024 snow season. The bid was also for the equipment to push up the snow to ensure there is enough room for snow for the whole season. Bennett & Sons was low bid at \$2,900 for the dump site and \$160 per hour for the equipment. Public Works Director Shane Loftus noted the money will come out of the Public Works Snow Budget.

Motion by Reeve, second by Kuschel to approve Bennett & Sons for the dump site and cost of equipment to push up snow.

Motion carried unanimously.

E. Snow Hauling for 2023-2024 –

The State and Wabasha County pay the City of Plainview to remove snow on Broadway, 3rd St. SW, and 10th St. SW. The City windrows the majority of those streets. The City also windrows the business district. To ensure the windrow is removed in an efficient manor the City contracts the hauling of the snow. A request for bids was advertised. M&M Construction was the lowest bid at \$125 per truck/per hour. Public Works Director Shane Loftus noted the money will come out of the Public Works Snow Budget.

Motion by Jacobs, second by Kuschel to approve M&M Construction for hauling snow for the 2023-2024 snow season.

Motion carried unanimously.

F. Sand for 2023-2024 –

In preparation for winter, the request for bids was advertised on providing sand to mix with salt for the winter months. Bennett & Sons was the lowest bid at \$15.50 per yard. Public Works Director Shane Loftus noted the money will come out of the Public Works Snow Budget. The sand/salt mixture is a three (3) parts sand, one (1) part salt mixture.

Motion by Hammer Bartley, second by Reeve to approve Bennett & Sons to supply the City with sand.

Motion carried unanimously.

G. Cemetery GIS Project –

The City has been using a combination of paper maps, records, and human data to provide information to the public as well as in locating , archiving, and forecasting grave locations and managing plots for the City owned cemetery. This method has caused some inaccuracies, and confusion. The Council and Staff have identified Greenwood Cemetery as a top priority in the annual goal-setting sessions. The need for accurate information and an electronic format to manage the cemetery is necessary for the efficient operation of the cemetery. Additionally, having this information in an electronic/digital format will lessen the liability for the City as well as reliance on antiquated management systems. The money for this project is currently available in the 2023 CIP fund. The cost outlined in Bonton & Menk's scope of services document is attached.

Motion by Kuschel, second by Jacobs to approve moving forward with the Cemetery GIS Project based on the proposal from Bolton & Menk.

Motion carried unanimously.

(see attached)

H. 2023 Street & Utility Improvements Bolton & Menk Pay Estimate No. 5 –

Brian Malm with Bolton & Menk brought forward Pay Estimate No. 5 in the amount of \$420,283.67. This includes work done through October 15, 2023.

Malm gave the Council an update on the project. Work is mostly completed for this year, except for a few punch list items. The rest of the project, the work needed between 6th St NW and 8th St NW, will be completed next construction season. Mayor Luckstein complemented Elcor on the job.

Motion by Hammer Bartley, second by Kuschel to approve the Pay Estimate No. 5 from Bolton & Menk to Elcor Construction in the amount of \$420,283.67 for the 2023 Street and Utility Improvements.

Motion carried unanimously.

I. Proposal for Water System Feasibility Study –

Brian Malm with Bolton & Menk brought a proposal before the Council for a Water System Feasibility Study for the City of Plainview. The City has experienced ongoing issues with gas entrainment in Well No. 3 dating back to April 2022. At the February 2023 Council meeting, the Council authorized the “Phase 1” investigation and comprehensive test pumping work to identify the source of the gas entrainment issue. This confirmed the source of the gas was the local aquifer, not a mechanical issue. In September 2023 the Council approved “Phase 2” to construct a new detailed elevated storage tank to dissipate the gas and provide additional water storage. The purpose of the Water System Feasibility Study is to provide a detailed evaluation of the City’s population and growth trends, long-term water demand, existing infrastructure assessment, new tower siting, and storage needs that account for both seasonal usage and fire protection. The study will provide the basis of design criteria for detailed design of the proposed improvements in 2024. The Scope of Services would include a Kick-off Meeting and Data Request, a Feasibility Study Draft Report, and a Final Report and Presentation. The total would be 150 hours in the amount of \$23,400. It was noted that a work order/contract will be drawn up once approved by the Council, and the work order/contract would not exceed \$23,400.

Motion by Luckstein, second by Jacobs to accept the proposal from Bolton & Menk for the Water System Feasibility Study and authorize David Todd to execute a contract based on this proposal.

Motion carried unanimously.

J. 2nd Ave SW LRIP Application – Resolution 2023-24 –

MnDOT has released their solicitation for Local Road Improvement Program (LRIP) Funding. The program provides grant funding for local roadway projects that meet certain regional significance criteria. Brian Malm with Bolton & Menk explained that although the 2nd Ave SW project was not funded in 2021, the project was competitive due to the presence of several regionally significant agricultural businesses on each end of the project and would be a good candidate project for the current solicitation. The estimated cost of the project is \$4.9 million in 2023 dollars. Up to \$1.5 million in LRIP funding is available in FY’s 2024, 2025, and 2026. A resolution supporting the pursuit of local road improvement program funding would need to be approved by the Council to pursue the funding program and designate a funding year of those 3 years. It was noted that applications are due on December 8, 2023, and funding awards are expected in March of 2024. Malm will be reusing the 2021 application to save on time and money. Administrator Todd will reach out to businesses along 2nd Ave SW for letters of support for the project to accompany the application. Staff will look to see if

there would be other funding programs for this project related to the sewer and water side of the project, and possibly low interest loans as well.

Motion by Luckstein, second by Jacobs to approve Resolution 2023-24 with the addition of the construction year 2026, supporting pursuit of local road improvement program funding from MnDOT for the reconstruction of 2nd Ave SW.

Motion carried unanimously.

K. City Council Support for Local Public Partnership (LPP) –

The City received a letter from Tyler Mandler with WSE Massey Engineering, requesting Council to serve as the applicant on a pending Local Public Partnership (LLP) application for state funds. It has been determined that turn lanes are required to be constructed on trunk Highway 42 to serve access to the Skye View Development. The developer has also requested the construction of some drain improvements across Highway 42 in the form of box culverts to replace some aging drainage infrastructure, along with a pedestrian box culvert crossing. WSE Massey is prepared to submit an application to MnDOT District 6 State Aid seeking state funding for the construction of turn lanes at the proposed intersection of South Wabasha and the proposed connection with Skye View Lane.

Motion by Luckstein, second by Jacobs to accept the offer from Skye View Development to complete an application with assistance from the City Engineer to submit to David Todd for execution of the application and submittal to MnDOT.

Motion carried unanimously.

8. INFORMATION ONLY DOCUMENTS –

- Joint Meeting with the City of Elgin on December 20, 2023, at Elgin, to appoint members to the Plainview Elgin Sanitary District Board.

9. COUNCIL COMMENT –

-Todd – City's website is up and operational. It is a work in progress, if you find any inconsistencies, please let city staff know. The new website has an app residents can download.

-Hammer Bartley – Participated in the Trunk or Treat with Officer Ferguson and Andrea McGraw. It was a great turnout for the community so that was fun.

-Hammer Bartley – Attended the ribbon cutting for Felicity Taylor's new business.

-Luckstein – Thank you to all that attended the November 4th National Service Park launch event. Thank you to all the speakers, the planning team, and city staff. Thank you to Plainview High School for letting us use their facilities. It was a wonderful event and well attended. Have heard very positive reviews and comments about the community.

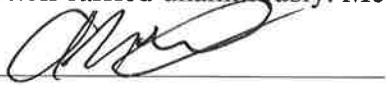
-Luckstein – PEM now has a radio station, WPBW, which will be hosting local sporting events and advertising local businesses. Would like to get city updates as well. They are located in the business center downtown.

-Luckstein – Any new business in town that would like to have a ribbon cutting contact Lindsay Hammer Bartley or myself.

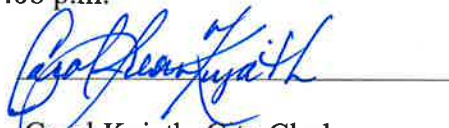
10. ADJOURN –

Motion by Luckstein, second by Hammer Bartley to adjourn the Plainview City Council meeting.

Motion carried unanimously. Meeting adjourned at 7:08 p.m.



Aaron Luckstein, Mayor



Carol Kujath, City Clerk

Contact Information

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Bolton & Menk, Inc. understands the increasing role Geographic Information Systems (GIS) plays in the management of organizational data. We also understand that now, more than ever, organizations must work efficiently, cost effectively, and interdependently with each other. We recognize the value and broad potential GIS offers in helping clients attain these performance levels. When expertly applied, GIS elegantly converts creative ideas into tangible tools—tools that are illustrative and intuitive to the end user, helping them extract, manipulate, and analyze data with relative ease. Bolton & Menk has successfully completed many GIS projects for public clients; our understanding of the details and real-world applications sets us apart from other firms.

Bolton & Menk provides the following core technical GIS services:

- GIS Project & Technical Management
- GIS Web Application Development
- Geospatial Data Collection
- ArcGIS Enterprise & Online Implementation
- Desktop GIS Customization
- Data Automation & Analysis
- UAV Services & Remote Sensing

Bolton & Menk's GIS group employs a team of Certified GIS Professionals (GISP) and technicians with a variety of municipal and private sector GIS experience. Whether clients are interested in

developing new GIS initiatives or are looking to maintain and enhance their existing systems, our professionals have the expertise and experience to assist clients in meeting their goals. We have used the industry leading ESRI GIS software platform since 1999, which provides flexibility to integrate with many business systems and data sources. We currently manage web GIS mapping applications and solutions for more than 100 communities and organizations.

Bolton & Menk promotes and uses the most current ESRI GIS software, including ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise. Bolton & Menk is proud to be an ESRI Business Partner and understands that there is not a one size fits all for GIS solutions, so we help our clients choose and implement the right platform for their needs.



Project Understanding

It is Bolton & Menk's understanding that the City of Plainview is currently managing their cemetery data using a combination of paper records, hand drawn maps, ledgers, and other non-spatial data. While this method has been more or less successful until this time, it is not considered a sustainable process going forward. We believe that integrating this data into an easy to use, reliable GIS format will ensure that accurate information can be provided and maintained to city staff and the public going forward. Our recommendation for this process includes deploying ArcGIS Online, reviewing current



available data, field verifying data where available, and integrating it into a web-based GIS application.

Bolton & Menk recommends the use of the ArcGIS Online as the GIS platform of choice. The ArcGIS Online cloud-based platform will allow for Bolton & Menk to manage the city's GIS data and applications. Our GIS staff will develop a fully web-based GIS application on the ArcGIS Online platform for city staff access. ArcGIS Online is an ideal platform for a multi-agency editing scenario, it will allow city staff as well as our GIS staff to share in data editing. It will also allow for the city to deploy additional applications and solutions intended for public consumption and targeted department data collection. A few examples of these public applications may include a public-facing cemetery map with limited data and functionality, Story Maps, Citizen Problem Reporter, and other web-based viewing applications. Our GIS team members are experts in this platform and will consult the city on the implementation of any new capabilities needed that are outside this project scope.



Project Approach – Base Project Tasks

Task 1 – ArcGIS Online Implementation

Bolton & Menk will deploy the city's ArcGIS Online Organization and setup for initial use. Within this task, we will customize the deployment and initiate the setup of the platform. The city will initially have access via one administrative account and multiple Viewer and Mobile Worker licenses as determined by city staff, with the ability to add additional

licenses as needed. Our GIS staff will initiate the creation of organizational groups in which content and apps can be managed.

The city will be required to purchase an annual subscription to the ArcGIS Online platform. ESRI's ArcGIS Online licensing is based on "Named Users" and will require one license for each person who logs into secured maps within the ArcGIS Online Organization.

All associated ArcGIS Online licensing fees will be paid directly to ESRI based on their customer agreement with the City of Plainview.



Task 2 – Data Review and Boundary Development

Bolton & Menk will review existing cemetery burial and ownership records with the City to confirm data integrity and create a database to work from. Cemetery burial boundary data will be taken from historical maps and available dimension information. These will be translated into spatial data and married with the previously reviewed and City approved tabular data.

Bolton & Menk will work with the City to develop standard data fields necessary to capture all relevant data and facilitate future cemetery operations. While populating data from existing records, Bolton & Menk will make an effort to correct any typos, errors, or missing data. When in doubt (during Task 2 or otherwise) of the accuracy of a record, Bolton & Menk will flag a record via the "City Verification Needed" attribute. Any additional information will be recorded within the "City Verification Notes" attribute. The City will be responsible for following

up on these items, making a determination, and making corrections where applicable.

Task 3 – Headstone Data Gathering and Field Verification

Bolton & Menk will utilize mapping-grade GPS equipment to collect headstone locations, take photos, and record pertinent attributes. During collection, all burial markers will be cross referenced with data recorded/developed in Task 2. As noted in Task 1, any discrepancies will be flagged and will require City action.

Task 4 – ArcGIS Online Management Application Development

Bolton & Menk GIS staff will assist the City of Plainview to operationalize its GIS cemetery mapping by building a web-based mapping application for use on any device. Our GIS staff will coordinate the development of an ArcGIS Web App Builder application for use by city staff. This web-

based application will be configured with out-of-the-box components that will allow for map and data sharing. This web-based mapping application will contain access to all GIS layers created in this project.

Task 5 – Training

Once finalized, Bolton & Menk will schedule a training session with designated City of Plainview staff. The training session lasts approximately two hours and will be accompanied by a reference guide. Our GIS staff will be available for any technical questions following the staff training.

Project Schedule

With initial and consistent emphasis on completing project tasks and commitment of the necessary staff, Bolton & Menk is prepared to deliver this work in a timely manner to the City of Plainview. The expected time frame for completing the base project tasks will be five months from project initiation.



Project Cost

The following table demonstrates the breakdown of tasks, hours, and costs for services to be provided on this project. Any additional tasks requested by the City of Plainview and outside the scope of this proposal will be performed at our regular hourly fee schedule rates, to be updated annually in consultation with the city. After deployment and release, administration and maintenance of the ArcGIS Online organization and associated applications can be performed on an as-needed basis at our regularly hourly fee schedule rates. The total estimated project cost for Bolton & Menk to provide base project tasks to the City of Plainview as outlined in this document is approximately \$42,328.

PROJECT TASK - DETAILED COST ESTIMATE

CLIENT: City of Plainview			
PROJECT: GIS Cemetery Management			
TASK NO.	WORK TASK DESCRIPTION	Total Hours	Total Cost
1.0	ArcGIS Online Implementation	8	\$1,144
2.0	Data Review and Boundary Development	86	\$11,038
3.0	Headstone Data Gathering and Field Verification	220	\$20,500
4.0	ArcGIS Online Management Application	48	\$6,424
5.0	Training	24	\$3,222
TOTAL FEE			\$42,328

ESRI Licensing Fees

In addition to fees paid to Bolton & Menk, the City will be required to purchase and maintain an ArcGIS Online Organization and associated licenses for City and Bolton & Menk staff. Esri's ArcGIS Online licensing is based on 'Named Users' and will require one license for each person who logs into secured maps within the ArcGIS Online Organization. Bolton & Menk will require one (1) GIS Professional Basic license to perform ArcGIS Online Organization administration functions and create the City's Organization. The City will require a minimum of one (1) field worker license type to perform field data gathering and in-office editing functions. Additional licenses and their purpose/costs are outlined below.

ESRI Licensing Costs		
License Type	Purpose/User	Cost/Year
GIS Professional Basic	Administrator	\$765
Mobile Worker	Field Data Gatheror	\$385
Editor	In-Office Editor	\$220
Viewer	In-Office Viewer	\$110