

**AGENDA  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, MARCH 26, 2013 - 5:00 P.M.**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

- 1. Swimming Pool Update – Craig Buckalew & Greg Leigh**
- 2. Battery Backup on Traffic Signal on Highways 2 & 220 – Scott Gravseth**
- 3. Police Department Update – Mold Study – Greg Boppre**
- 4. Workers for Parks & Recreation Dept – Dave Aker**
- 5. Speed Limit Bygland Road – Greg Leigh**
- 6. Metropolitan Planning Organization Update – Clarence Vetter & Greg Leigh**
- 7. Pine to Prairie Drug Task Force – Mark Olstad**

**ADJOURN:**

**Upcoming Meetings**

Regular Council Meeting – April 2, 2013 – 5:00 PM – Council Chambers  
Work Session – April 9, 2013 – 5:00 PM – Training Room  
Regular Council Meeting – April 16, 2013 – Council Chambers  
Work Session – April 23, 2013 – Training Room  
Regular Council Meeting – May 7, 2013 – 5:00 PM – Council Chambers



**Minnesota Department of Transportation**

**District 2**

3920 Highway 2 West  
Bemidji, MN 56601

Office Phone: 218-755-6500

Fax: 218-755-6512

March 11, 2013

Scott Gravseth  
Distribution Superintendent  
600 Demers Avenue  
East Grand Forks, MN 56721

RE: Proposed Const. Agreement No. **03259**  
City of East Grand Forks  
S.P. 8822-155  
Battery Backup at Traffic signal on T.H. 2 at T.H. 220

Dear Mr. Gravseth:

Transmitted herewith in triplicate is a proposed agreement with the City of East Grand Forks. This agreement provides for installing battery backup on the traffic signal at T.H. 2 at T.H. 220.

Kindly present this agreement to the City Council for their approval and execution, which includes original signatures of the City Council or authorized City officers, on the three copies of the agreement. Also required are three original copies of a resolution passed by the City Council authorizing its officers to sign the agreement in its behalf. A suggested form of such resolution is enclosed. A fourth copy of the agreement is provided for your use until you receive a "fully executed" copy.

Please return the three original signed copies of the agreement and resolution, once they have been executed by the City. A copy will be returned to the City when fully executed.

Sincerely,

Cindy Hazelton  
Engineering Specialist

Enc. Proposed Agreement (3)  
Resolution

cc: Maryanne Kelly-Sonnek – M.S. 682  
File

An Equal Opportunity Employer



**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
And  
CITY OF EAST GRAND FORKS  
TRAFFIC CONTROL SIGNAL AGREEMENT**

<b>State Project Number (S.P.):</b>	<u>8822-155</u>	<b>Estimated Amount Payable/Receivable</b>
<b>Trunk Highway Number (T.H.):</b>	<u>2</u>	<b><u>\$0.00</u></b>
<b>Federal Project Number:</b>	<u>HSIP</u>	
<b>Signal System ID</b>	<u>20012</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of East Grand Forks acting through its City Council ("City").

**Recitals**

1. The State will revise the existing Traffic Control Signal with Signal Pole Mounted Luminaires, Battery Backup, Interconnect and Signing ("Signal System"), on Trunk Highway No. 2 at Trunk Highway No. 220 (Central Avenue)- Demers Avenue, in the City of East Grand Forks, Polk County, Minnesota, according to State-prepared plans, specifications and special provisions designated by the State as State Project No. 8822-155 (T.H. 2)("Project"); and
2. The State has installed an Emergency Vehicle Pre-emption System ("EVP System") and Accessible Pedestrian Signals ("APS") as part of the revised Signal System; and
3. The State is responsible for the costs of the Battery Backup for the revised Signal System; and
4. The City and the State will participate in the operation and maintenance of the revised Signal System, APS, and EVP System.
5. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.

**Agreement**

**1. Term of Agreement; Survival of Terms; Plans**

- 1.1. **Effective date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 7. Liability; Worker Compensation Claims; 9. State Audits; 10. Government Data Practices; 11. Governing Law; Jurisdiction; Venue; and 13. Force Majeure. The terms and conditions set forth in Article 3. Signal System and EVP System Operation and Maintenance will survive the expiration of this Agreement, but may be terminated by another Agreement between the parties.
- 1.4. **Plans, Specifications, Special Provisions.** Plans, specifications and special provisions designated by the State as State Project No. 8822-155 (T.H. 2) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference. ("Project Plans")

## 2. Construction by the State

- 2.1. **Contract Award.** The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.
- 2.2. **Direction, Supervision and Inspection of Construction.** The State will direct and supervise all construction activities performed under the construction contract, and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
- 2.3. **Plan Changes, Additional Construction, Etc.**
- A. The State will make changes in the Project Plans and contract construction, which may include the City participation construction covered under this Agreement, and will enter into any necessary addenda, change orders and supplemental agreements with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate City official of any proposed addenda, change orders and supplemental agreements to the construction contract that will affect the City participation construction covered under this Agreement.
  - B. The City may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the Project, the State will cause the additional work or plan changes to be made.
- 2.4. **Satisfactory Completion of Contract.** The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

## 3. Revised Signal System and EVP System Operation and Maintenance

Operation and maintenance responsibilities will be as follows for the revised Signal System, APS and EVP System on T.H. 2 at T.H. 220 (Central Ave.)- Demers Ave. (System "D").

### 3.1. City Responsibilities

- A. **Power.** The City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the revised Signal System and EVP System.
- B. **Minor Revised Signal System Maintenance.** The City will provide for the following, without cost to the State.
  - i. Maintain the signal pole mounted luminaires and all internal components, including replacing the luminaires and lamps when necessary.
  - ii. Replace the Signal System L.E.D. indications.
  - iii. Clean the Signal System controller cabinet and service cabinet exteriors.
  - iv. Clean and paint the Signal System and luminaire mast arm extensions. Painting will be in accordance with Mn/DOT Standard Specification 2565.3T, unless approved by the State's District Traffic Engineer.
  - v. Paint and maintain the cross street pedestrian crosswalk markings.
  - vi. Pay for the replacement batteries for the battery backup system.

### 3.2. State Responsibilities

- A. **Timing; Other Maintenance.** The State will maintain the signing and interconnect, and perform all other revised Signal System, APS and signal pole luminaire circuit maintenance without cost to the City. All

revised Signal System timing will be determined by the State, and no changes will be made without the State's approval.

- B. *Battery Backup Replacement Batteries.*** When required, the State will purchase new batteries for the battery backup system and bill the City for the delivered cost of the new batteries. The State will install the new batteries and dispose of the old batteries at no cost to the City.
- C. *EVP System Operation.*** The EVP System will be installed, operated, maintained, and removed according to the following conditions and requirements:
- i. All maintenance of the EVP System must be done by State forces.
  - ii. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when responding to an emergency. The City will provide the State's District Engineer or their designated representative a list of all vehicles with emitter units, if requested by the State.
  - iii. Malfunction of the EVP System must be reported to the State immediately.
  - iv. In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation continues after the City receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the State.
  - v. All timing of the EVP System will be determined by the State.

**3.3. *Right of Way Access.*** Each party authorizes the other party to enter upon their respective public right of way to perform the maintenance activities described in this Agreement.

**3.4. *Related Agreements.*** This agreement will supersede and terminate Agreement No. 82535, dated January 9, 2002, between the parties. This agreement will also supersede and terminate Agreement No. 68056, dated April 1, 1991, between the parties.

#### **4. Basis of State Cost**

The State will participate at the 100 percent rate in the costs of the Battery Backup for the revised Signal System.

#### **5. Authorized Representatives**

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

##### **5.1. The State's Authorized Representative will be:**

Name/Title: Maryanne Kelly-Sonnek, Municipal Agreements Engineer (or successor)  
 Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155  
 Telephone: (651) 366-4634  
 Fax: (651) 366-4769  
 E-Mail: maryanne.kellysonnek@state.mn.us

##### **5.2. The City's Authorized Representative will be:**

Name/Title: Scott Gravseth, Distribution Superintendent (or successor)  
 Address: 600 Demers Avenue, East Grand Forks, MN 56721  
 Telephone: (218) 773-0515

**6. Assignment; Amendments; Waiver; Contract Complete**

- 6.1. *Assignment.*** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2. *Amendments.*** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. *Waiver.*** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4. *Contract Complete.*** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**7. Liability; Worker Compensation Claims**

- 7.1.** Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City.
- 7.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

**8. Nondiscrimination**

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

**9. State Audits**

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

**10. Government Data Practices**

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

**11. Governing Law; Jurisdiction; Venue**

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**12. Termination.**

- 12.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties.
- 12.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City.

**13. Force Majeure**

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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**CITY OF EAST GRAND FORKS**

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

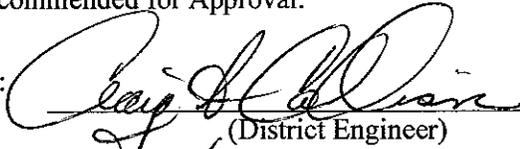
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

Recommended for Approval:

By:   
(District Engineer)

Date: 3/11/2013

Approved:

By: \_\_\_\_\_  
(State Design Engineer)

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
(With delegated authority)

Date: \_\_\_\_\_

**INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.**

*mk*

**CITY OF EAST GRAND FORKS**

**RESOLUTION**

IT IS RESOLVED that the City of East Grand Forks enter into Mn/DOT Agreement No. 03259 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for the operation and maintenance of the revised Traffic Control Signal with Signal Pole Mounted Luminaires, Battery Backup, Interconnect, APS and EVP System on Trunk Highway No. 2 at Trunk Highway No. 220 (Central Avenue)- Demers Avenue within the corporate City limits under State Project No. 8822-155.

IT IS FURTHER RESOLVED that the \_\_\_\_\_ and the \_\_\_\_\_  
(Title) are authorized to execute the Agreement and any amendments to the Agreement.

**CERTIFICATION**

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of East Grand Forks at an authorized meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**NOTARY  
STAMP**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title)

# Request for Council Action

Date: March 21, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Henry Tweten, Chad Grassel, Mark Olstad and Ron Vonasek.

Cc: File

From: Greg Boppre, P.E.

RE: Prepare Plans/Specifications – 2013 City Project No. 3 – Police Building Improvements

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## Background:

The City Council was concerned about the possibility of mold in the Police building. Therefore, we contacted a firm from Fargo, Legend Technical Group, and they performed a mold inspection of the building, see attached report. The report indicates visible mold growth inside the exterior perimeter walls and the total spore counts inside the wall cavities were elevated.

The total spore data indicates the air quality inside the building is fine but there is hidden mold inside the wall cavities that can migrate through outlets into the occupied areas of the building. Legend recommends retaining a fire and water restoration firm to build a containment around the exterior finished walls in the building and remove the gypsum wall board, wood framing, and insulation. However, not all areas will require complete removal.

Therefore, we contacted Steamatic to give the City a quote for remediation and demolition(see attached). Steamatic's quote is \$7,234.90 to perform the work, as outlined by the Legend report and Steamatic's investigation of the building.

Therefore, to perform the remediation, demolition and reconstruction is as follows(see attached email):

Mold remediation \$7,250(Steamatic)

Reconstruction \$11,750(local contractor)

15% Contingency \$2,850

**TOTAL \$21,850**

As stated in Brent's email the remediation work will not affect the proposed exterior work, therefore as presented in an earlier RCA the following is the proposed budget:

**PROPOSED BUDGET**

CONSTRUCTION	\$310,000.00
PLANS/SPEC'S	\$27,900.00
INSPECTION	\$15,500.00
CONTINGENCIES	\$37,200.00
ADMIN/LEGAL	<u>\$6,200.00</u>
TOTAL	<b>\$396,800.00</b>

Recommendation:

Approve remediation, demolition and reconstruction  
Approve plans/specifications

Enclosures:

Legend report  
Steamatic quote  
Cost estimate



1128 Westrac Drive  
Fargo, ND 58103  
Tel: 701.271.6779  
Fax: 701.271.4796

March 7, 2013

City of East Grand Forks  
Attn: Scott Huizenga  
600 DeMers Avenue  
Grand Forks, ND 56721

RE: Final Report, Mold Inspection of the East Grand Forks Police Station  
520 DeMers Avenue, East Grand Forks, ND

LEGEND Project No. 1300965

Dear Mr. Huizenga

## 1.0 INTRODUCTION

LEGEND TECHNICAL SERVICES, INC. (LEGEND) representative Mr. Mark Waltz a Certified Microbial Consultant (CMC) conducted a microbial investigation of the East Grand Forks Police station. Mr. Huizenga authorized the work and coordinated access. The police Chief Mike Hedlund provided access. The site work was performed on February 28, 2013.

The exterior of the building is schedule to be remodeled and there was a concern for the possibility of mold existing inside the existing perimeter walls.

LEGEND's scope of work included inspecting the building for visible mold, cutting holes into the interior perimeter walls, collecting total spore air samples for mold, and providing recommendations.

## 2.0 BACKGROUND INFORMATION/OBSERVATIONS

The site is a slab on grade one story office building. Reportedly the site was built in the 1960s as a grocery store. The building was remodeled in 1995 and 1996 and was used as a headquarters building to fight the 1996/97 flood. Reportedly only minor seepage occurred during the flood.

The building has cement block walls covered with a dryvit exterior. Visible cracking and black staining/mold growth was visible on the dryvit. The building has a flat roof of unknown design. The interior finishes include gypsum wallboard (GWB) and concrete walls and ceilings. The ceilings are lay-in ceiling tiles or concrete decking. The floors

are carpet, floor tile, or concrete. The building has two garage spaces inside the building with access from the east side.

Reportedly the flat rubber roof has leaked over the years and the air conditioning piping has been condensing and both have dripped water onto the lay-in ceiling tiles. Water stained ceiling tiles were observed in several locations in the building.

Reportedly the landscaping on the north side of the building was down grade from the adjacent City of East Grand Forks building. Water and snow melt was infiltrating the north wall of the Police Station and mold growth resulted on the GWB walls inside the building. Reportedly the mold was remediated by cutting out the mold impacted GWB.

LEGEND inspected the building and observed the north, west, and portions of the east walls are finished with gypsum wallboard (GWB). Most of the east wall consists of two garage bays and a storage area with concrete block walls. The south wall is storage area behind the holding cells and is concrete blocks.

LEGEND cut into the north wall and observed the lower 3 to 4 inches behind the vinyl cove base had been replaced with plywood. The wall was insulated with fiberglass. The east and west walls are blue Styrofoam sheeting with GWB over it and there is not an air cavity to collect an air sample from.

LEGEND cut holes in the east, west, and north walls to look for hidden mold;

- Room 120, break/lunch room. North wall was original. The north wall had blue Styrofoam behind the GWB and no mold was observed.
- Room 120, break/lunch room. East wall had light mold growth on the wood wall sill plate. The east wall had Styrofoam insulation.
- Room 114, the north wall has plywood behind the vinyl cove base with fiberglass insulation in the wall cavity. The east wall in the office was checked and no visible mold was observed but the worker noted she could smell an odor from the wall. A wall cavity sample was collected through the electric outlet. No visible mold was observed in the east or north wall.
- Room 111, Chief, checked the west wall and it had blue Styrofoam in the wall cavity. No mold was observed and an air sample was attempted but failed due to the lack of a wall cavity and fiberglass insulation.
- Room 109, the east wall was cut open and mold was observed on the wood wall sill plate and on the backside of the gypsum wallboard. The mold growth was very light but a musty odor could be smelled in the wall. The wall was insulated with blue Styrofoam.
- Room 154, the east wall was cut open and no mold or musty odors were observed.

LEGEND covered the holes in the walls with clear or silver duct tape and then glued the vinyl cove base back on the wall.

### 3.0 SAMPLING STRATEGY/METHODOLOGY

#### 3.1 Total Spore Sampling

Air samples were collected on AllergencoD cassettes at 15 liters per minute. Analysis was done at 1000x magnification using oil immersion. Both viable and non-viable spores are categorized by physical appearance into spore types including: Mycelial fragments, *Alternaria*, *Arthrimum*, Ascospores, *Aureobasidium*, Basidiospores, *Bipolaris/Drechslera*-type, *Botrytis*, *Chaetomium*, *Cladosporium*, *Curvularia*, *Epicoccum*, *Fusarium*, *Memnoniella*, *Nigrospora*, *Oidium/Peronospora*-type, *Penicillium/Aspergillus*-type, *Pithomyces*, Rusts, Smuts/Myxomycetes, *Stachybotrys*, *Stemphyllium*, *Torula*, *Ulocladium*, and unidentified.

The data is presented in Table #1.

#### 4.0 FINDINGS

Seven total spore air samples were collected inside the building and one outside air sample was collected for comparison.

The total spore sample from the **room 118, door closed**. (Sample 1TS) was <44 with no spores detected in the sample.

The total spore sample from the **north half of the building by walking the hallways and offices**. (Sample 2TS) was 44 spores per cubic meter of air with 100% *Penicillium/Aspergillus*-type spores.

The total spore sample from the **middle of the building including the dispatch area, hallways 125,146, and 153**. (Sample 3TS) was 44 spores per cubic meter of air with 100% Unidentified Fungal Spores.

The total spore sample from the **south end of the building including the holding cells, mechanical room 138, property 136, and hallway 139**. (Sample 4TS) was 44 spores per cubic meter of air with 100% *Alternaria*.

The total spore sample from the **north wall cavity in room 114**. (Sample 5TS) was 1,100 spores per cubic meter of air with 100% *Penicillium/Aspergillus*-type spores.

The total spore sample from the **east wall cavity below desk by open outlet in room 114**. (Sample 6TS) was 870 spores per cubic meter of air with 100% *Penicillium/Aspergillus*-type spores.

The total spore sample from the **west wall cavity from room 120**. (Sample 7TS) was 10,000 spores per cubic meter of air with 100% *Penicillium/Aspergillus*-type spores.

The total spore sample from the **outside air, west side, snow covered ground, 10 mph wind, cloudy.** (Sample 8TS) was 87 spores per cubic meter of air with 100% *Penicillium/Aspergillus*-type spores.

## 5.0 SUMMARY OF FINDINGS

Total Spore Air Sample Results Summary

Location	Total Spore (Count/m <sup>3</sup> )	Temperature	Relative Humidity
1TS, Room 118, door closed in room	<44	69	9
2TS, walked N side of bldg., offices & hallways	44	71	9
3TS, walked middle of bldg., dispatch area, hallways 125, 146, 153	44	70	9
4TS, walked S side of bldg., holding cells, hallway 139, mechanical and storage	44	69	10
5TS, Room 114, north wall cavity	1,100	-	-
6TS, Room 114, east wall cavity of open outlet	870	-	-
7TS, Room 120, west wall cavity	10,000	-	-
8TS, Outside air, West side, snow on ground	87	28	28

**Spore Levels** – The following data comes from the National Allergy Bureau and can be used to assess the data.

Spores/M3	Result	Symptoms
>0 – 6,500	Low	Sensitive individuals experience
6,500 – 13,000	Moderate	Individuals sensitive to pollens and molds
13,000 – 50,000	High	Most individuals with any sensitivity to molds and pollens
>50,000	Very High	Almost all individuals with any sensitivity to molds and pollens

### Mold Findings

Non-Viable - Total Spore (AllergencoD) air sampling data indicates low acceptable mold spore counts inside the building. The total spore counts from inside the wall cavities are elevated in room 120 (squad room), and the north wall of room 114. The total spore count from the east wall of room 114 was slightly elevated. The only mold spores detected in the wall cavities were *Penicillium/Aspergillus*-type spores.

LEGEND did not observe any visible mold growth inside the building. However light mold growth was visible on the wood wall framing behind the gypsum wallboard (GWB) in rooms 120 and 109. A musty odor was present when the wall was cut open in room 109. The date indicates if an air sample had been collected in the wall cavity of room 109 the total spore count may have been the highest.

The exterior dryvit was applied over the original concrete block walls and has cracks with visible mold growth.

*The following provides additional information about some of the mold species identified by the investigation.*

**Ascospores** – Ascospores are formed within a sac called an ascus. The ascus is usually enclosed in a fruiting body called an ascocarp. Ascomycetes include cup fungi, mildews. Common Ascospores include Leptosphaeria, Pleospora. Mildews include downy mildews (Peronosporales), powdery mildews (Erysiphales). Xylariales contain at least 1,200 species including Xylaria. This group of fungi lives on dead wood and other cellulosic materials. Other Ascospores include Didymella, Ascobolus, Mealospora, and Sporormiella.

**Aspergillus Species** - Aspergillus species are common in both outdoor and indoor air. Aspergillus has frequently been isolated in flooded areas of buildings as well as from soils, plants, and other substrates. Aspergillus has been associated with hypersensitivity pneumonitis in some individuals.

Reported to be allergenic. Members of this genus are reported to cause ear infections. Many species produce mycotoxins, which may be harmful if ingested. Toxin production is dependent on the species or a strain within a species and on the food source for the fungus. Some of these toxins have been found to be carcinogenic in animal species.

**Basidiomycetes sp/Basidiospores.** –Basidiospores are formed from the end of a club-shaped structure called a basidium. The fungi associated with such structures are mushrooms, puffballs, and other large fungi found in nature. Many mushroom spores are reported to be allergenic.

**Cladosporium sp.** - Cladosporium are composed of over 500 species and are very commonly found in outdoor and indoor air. Cladosporium have been isolated from fuels, wood, plant tissues, face cream, air, soil, foods, textiles, etc. These organisms are found everywhere and pose little problems except in very high concentrations.

Indoor Cladosporium sp. may be different than the species identified outdoors. It is commonly found on the surface of fiberglass duct liner in the interior of supply ducts.

**Penicillium** - Penicillium is a very large group of fungi and is valued as producers of antibiotics. Penicillium is commonly found in soil, air, and on living vegetation, seeds, grains, and animals as well as on wet insulation. Penicillium has been associated with hypersensitivity pneumonitis in some individuals when present in high concentrations. It is commonly found in carpet, wallpaper, and in interior fiberglass duct insulation. Some species can produce mycotoxins. Common cause of extrinsic asthma (immediate-type hypersensitivity – type 1). Acute symptoms include edema and bronchospasms, chronic cases may develop pulmonary edema.

## 6.0 RECOMMENDATIONS

Review of the data indicates no visible mold and the total spore air sample results inside the building were low and acceptable. However visible mold growth was observed inside the exterior perimeter walls and the total spore counts inside the wall cavities were elevated.

Reportedly the interior wall finishes along the north wall have been remediated in the past. The data suggests new mold growth or old growth that was missed still exists. The data from room 114 indicates the north and east wall have mold growth inside the wall cavity. Reportedly several workers in that office have complained of odors and sinus problems.

LEGEND understands the building remodeling involves removing the exterior dryvit finish from the original block walls. LEGEND recommends water proofing the exterior wall and installing insulation on the exterior to move the condensation point from inside the building.

The total spore data indicates the air quality inside the building is fine but there is hidden mold inside the wall cavities that can migrate through outlets into the occupied areas of the building. LEGEND recommends retaining a fire and water restoration firm to build a containment around the exterior finished walls in the building and remove the gypsum wallboard, wood framing, and insulation. Negative pressure using a HEPA filtered air scrubber should be utilized during the mold remediation. The age of the building indicates it may be beneficial to remove all the GWB from the floor to the ceiling to allow complete decontamination.

However not all areas may require complete removal and in those areas the GWB, insulation, and framing lumber should be removed at least 2 feet past any water staining or mold growth.

Water stained ceiling tile were observed in several areas of the building. The source of the water should be stopped and all stained ceiling tiles replaced.

## 7.0 REGULATORY UPDATE

There currently are no regulatory limits for airborne fungal levels. Data interpretation is based on a review of the building for conditions promoting fungal growth, the presence of visible fungal growth, and a comparison of air quality data inside the building with that detected outside the building.

The American Conference of Governmental Industrial Hygienists (ACGIH) has rescinded previously published numerical guidelines in their recently published Bioaerosols Assessment and Control. Rather than focus on specific types of fungi or quantitative measures of fungal prevalence, the ACGIH approach has been to

emphasize that active fungal growth in indoor environments is inappropriate and may lead to exposure and adverse health effects.

The American Industrial Hygiene Association (AIHA) has published guidelines for interpreting results. These guidelines state that genera such as *Cladosporium*, *Alternaria*, and *Epicoccum* as well as Basidiomycetes are present in the outdoor air on a seasonal basis. However, in mechanically ventilated buildings with air infiltration, the concentrations of these typically outdoor fungi should be lower than concentrations measured in the outdoor air. Dominance in the indoor air of fungal species not predominant in the outdoor air indicates that these fungi are growing in a building and that the air quality is degraded. The confirmed presence of *Stachybotrys Chartarum*; *Aspergillus Versicolor*, *flavus*, or *fumigatus*; or *Fusarium moniliforme* requires urgent risk management decisions be made. Confirmed presence is defined as colonies in several samples, many colonies in any sample, or where a single colony was found in a single sample, evidence of the growth of these fungi on building materials by visual inspection.

The International Society of Indoor Air Quality and Climate has proposed guidelines for interpreting environmental samples for fungi. These guidelines state that in naturally ventilated, non-problem buildings, the relative abundance of different fungi in indoor air tends to follow the pattern found in outdoor air, although the numbers are usually smaller. When air-conditioning or mechanical ventilation with filtration is used, indoor fungal concentrations in non-problem buildings may be even lower than in naturally ventilated buildings. When windows are closed or when snow cover reduces outdoor sources of fungi, indoor sources of *Penicillium sp.* and other soil fungi may be more obvious. While a diversity of fungi is usually found in non-problem buildings, one or two fungal species may dominate the indoor air in buildings with persistent moisture problems. The presence or dominance of toxigenic or allergenic species indicates a problem that may cause deterioration of the quality of the indoor air.

## 8.0 STANDARDS AND REFERENCES

Test and sampling protocols recommended by the American Conference of Governmental Industrial Hygienists (ACGIH), the American Industrial Hygiene Association (AIHA), and the Occupational Safety and Health Association (OSHA) were used in the evaluation.

- Larone, Medically Important Fungi, A Guide to Identification, American Society of Microbiology, 1993.
- Morey, Feely, Otten, Biological Contaminants in Indoor Environments, ASTM STP 1071, 1990.
- Lighthart, Mohr, Atmospheric Microbial Aerosols, Chapman & Hall, 1994
- Cox, Wathes, Bioaerosols, Lewis Publishers, 1995.
- Field Guide for the Determination of Biological Contaminants in Environmental Samples, AIHA, 1996.
- Hans Schlegel, General Microbiology, Cambridge Univ. Press, 7<sup>th</sup> edition, 1993

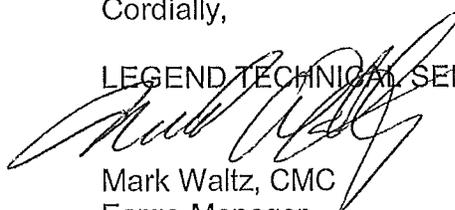
- Boyd, Robert, Basic Medical Microbiology, Little Brown & Co, 5<sup>th</sup> edition, 1995
- Levinson, Jawetz, Examination and Board Review Medical Microbiology & Immunology, Appleton & Lange, 5<sup>th</sup> edition, 1996
- ACGIH Bioaerosols Assessment and Control, 1999

## 9.0 STANDARD OF CARE

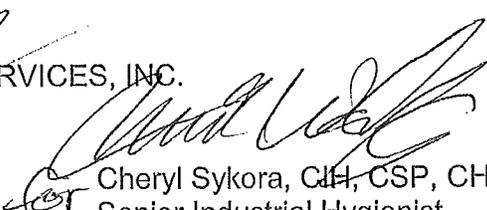
This report presents our findings and recommendations. Recommendations are based on current published information and regulatory requirements. Other than this no warranty or guarantee is made or implied.

Cordially,

LEGEND TECHNICAL SERVICES, INC.



Mark Waltz, CMC  
Fargo Manager



Cheryl Sykora, CIH, CSP, CHMM  
Senior Industrial Hygienist

Cc: Brent Dammann at WSN



17631 N. 25TH AVE., PHOENIX, AZ 85023  
 (602) 324-6100 - FAX (602) 324-6101  
 AIHA LAB ID# 102982

**FUNGAL SPORE COUNT AND IDENTIFICATION (AIR) - MB-045.12**

Legend Technical Services  
 1128 Westrac Dr. S.  
 Fargo, ND 58103  
 Contact: Mark Waltz

Laboratory Sample ID: 3030013  
 Project: 1300965  
 Date Received: 3/1/2013  
 Date Analyzed: 3/6/2013  
 Date Reported: 3/6/2013

3030013-01					3030013-02			
Sample Number	3030013-01				3030013-02			
Field Identification Number	1TS 477495				2TS 477474			
Sample Description	Rm 118, Door Closed, N Side				Walk N Side of Bldg, Office & Hallway			
Sample Date/Time	2/28/13 1055				2/28/13 1110			
Sample Volume (m <sup>3</sup> )	0.150				0.150			
% of Trace Analyzed	15.3				15.3			
Debris Rating	2-Moderate				1-Low			
% Fungal Spores in Matrix	<1.0				<1.0			
Spore/Particulate Type	Raw Count	Result (Count/m <sup>3</sup> )	Reporting Limit (Count/m <sup>3</sup> )	Percent	Raw Count	Result (Count/m <sup>3</sup> )	Reporting Limit (Count/m <sup>3</sup> )	Percent
Mycelial Fragments	0	<44	44	N/A	0	<44	44	N/A
Total Fungal Spores	0	<44	44	N/A	1	44	44	100
<i>Alternaria</i>								
<i>Arthrosporum</i>								
Ascospores								
<i>Aureobasidium</i>								
Basidiospores								
<i>Bipolaris/Drechslera</i> -type								
<i>Botrytis</i>								
<i>Chaetomium</i>								
<i>Cladosporium</i>								
<i>Curvularia</i>								
<i>Epicoccum</i>								
<i>Fusarium</i>								
<i>Nigrospora</i>								
<i>Oidium/Peronospora</i> -type								
<i>Penicillium/Aspergillus</i> -type					1	44	44	100
<i>Pithomyces</i>								
Rusts								
Smuts/Myxomycetes/Periconia								
<i>Stachybotrys</i>								
<i>Stemphylium</i>								
<i>Torula</i>								
<i>Ulocladium</i>								
Zygomycetes								
Unidentified Fungal Spores								



17631 N. 25TH AVE., PHOENIX, AZ 85023  
 (602) 324-6100 - FAX (602) 324-6101  
 AIHA LAB ID# 102982

**FUNGAL SPORE COUNT AND IDENTIFICATION (AIR) - MB-045.12**

Legend Technical Services  
 1128 Westrac Dr. S.  
 Fargo, ND 58103  
 Contact: Mark Waltz

Laboratory Sample ID: 3030013  
 Project: 1300965  
 Date Received: 3/1/2013  
 Date Analyzed: 3/6/2013  
 Date Reported: 3/6/2013

Sample Number	3030013-03				3030013-04			
Field Identification Number	3TS 477489				4TS 477491			
Sample Description	Walk Middle Area, Dispatch, Hallways125,146,153				Wlk S End, Holding Cells, Hwy136, Prop139, Mch138			
Sample Date/Time	2/28/13 1125				2/28/13 1135			
Sample Volume (m <sup>3</sup> )	0.150				0.150			
% of Trace Analyzed	15.3				15.3			
Debris Rating	1-Low				1-Low			
% Fungal Spores in Matrix	<1.0				<1.0			
Spore/Particulate Type	Raw Count	Result (Count/m <sup>3</sup> )	Reporting Limit (Count/m <sup>3</sup> )	Percent	Raw Count	Result (Count/m <sup>3</sup> )	Reporting Limit (Count/m <sup>3</sup> )	Percent
Mycelial Fragments	0	<44	44	N/A	0	<44	44	N/A
Total Fungal Spores	1	44	44	100	1	44	44	100
<i>Alternaria</i>					1	44	44	100
<i>Arthrimum</i>								
Ascospores								
<i>Aureobasidium</i>								
Basidiospores								
<i>Bipolaris/Drechslera</i> -type								
<i>Botrytis</i>								
<i>Chaetomium</i>								
<i>Cladosporium</i>								
<i>Curvularia</i>								
<i>Epicoccum</i>								
<i>Fusarium</i>								
<i>Nigrospora</i>								
<i>Oldium/Peronospora</i> -type								
<i>Penicillium/Aspergillus</i> -type								
<i>Pithomyces</i>								
Rusts								
Smuts/Myxomycetes/Periconia								
<i>Stachybotrys</i>								
<i>Stemphylium</i>								
<i>Torula</i>								
<i>Ulocladium</i>								
Zygomycetes								
Unidentified Fungal Spores	1	44	44	100				



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 (602) 324-6100 - FAX (602) 324-6101  
 AIHA LAB ID# 102982

**FUNGAL SPORE COUNT AND IDENTIFICATION (AIR) - MB-045.12**

Legend Technical Services  
 1128 Westrac Dr. S.  
 Fargo, ND 58103  
 Contact: Mark Waltz

Laboratory Sample ID: 3030013  
 Project: 1300965  
 Date Received: 3/1/2013  
 Date Analyzed: 3/6/2013  
 Date Reported: 3/6/2013

Sample Number	3030013-05				3030013-06			
Field Identification Number	5TS 477490				6TS 477496			
Sample Description	N Wall Cavity Rm 114				E Wall Cavity Rm 114, by Open Outlet			
Sample Date/Time	2/28/13 1140				2/28/13 1155			
Sample Volume (m <sup>3</sup> )	0.030				0.030			
% of Trace Analyzed	15.3				15.3			
Debris Rating	2-Moderate				3-High			
% Fungal Spores in Matrix	<1.0				<1.0			
Spore/Particulate Type	Raw Count	Result (Count/m <sup>3</sup> )	Reporting Limit (Count/m <sup>3</sup> )	Percent	Raw Count	Result (Count/m <sup>3</sup> )	Reporting Limit (Count/m <sup>3</sup> )	Percent
Mycelial Fragments	0	<220	220	N/A	0	<220	220	N/A
Total Fungal Spores	5	1,100	220	100	4	870	220	100
<i>Alternaria</i>								
<i>Arthrinium</i>								
Ascospores								
<i>Aureobasidium</i>								
Basidiospores								
<i>Bipolaris/Drechslera</i> -type								
<i>Botrytis</i>								
<i>Chaetomium</i>								
<i>Cladosporium</i>								
<i>Curvularia</i>								
<i>Epicoccum</i>								
<i>Fusarium</i>								
<i>Nigrospora</i>								
<i>Oldium/Peronospora</i> -type								
<i>Penicillium/Aspergillus</i> -type	5	1,100	220	100	4	870	220	100
<i>Pithomyces</i>								
Rusts								
Smuts/Myxomycetes/Periconia								
<i>Stachybotrys</i>								
<i>Stemphylium</i>								
<i>Torula</i>								
<i>Ulocladium</i>								
Zygomycetes								
Unidentified Fungal Spores								



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 (602) 324-6100 - FAX (602) 324-6101  
 AIHA LAB ID# 102982

**FUNGAL SPORE COUNT AND IDENTIFICATION (AIR) - MB-045.12**

Legend Technical Services  
 1128 Westrac Dr. S.  
 Fargo, ND 58103  
 Contact: Mark Waltz

Laboratory Sample ID: 3030013  
 Project: 1300965  
 Date Received: 3/1/2013  
 Date Analyzed: 3/6/2013  
 Date Reported: 3/6/2013

Sample Number	3030013-07				3030013-08			
Field Identification Number	7TS 477475				8TS 477479			
Sample Description	W Wall Cavity, Rm 120 Squad				Outside Air, Snow on Ground, Cloudy 10 mph			
Sample Date/Time	2/28/13 1210				2/28/13 1245			
Sample Volume (m <sup>3</sup> )	0.030				0.075			
% of Trace Analyzed	15.3				15.3			
Debris Rating	3-High				1-Low			
% Fungal Spores in Matrix	<1.0				<1.0			
Spore/Particulate Type	Raw Count	Result (Count/m <sup>3</sup> )	Reporting Limit (Count/m <sup>3</sup> )	Percent	Raw Count	Result (Count/m <sup>3</sup> )	Reporting Limit (Count/m <sup>3</sup> )	Percent
Mycelial Fragments	0	<220	220	N/A	0	<87	87	N/A
Total Fungal Spores	48	10,000	220	100	1	87	87	100
<i>Alternaria</i>								
<i>Arthrinium</i>								
Ascospores								
<i>Aureobasidium</i>								
Basidiospores								
<i>Bipolaris/Drechslera</i> -type								
<i>Botrytis</i>								
<i>Chaetomium</i>								
<i>Cladosporium</i>								
<i>Curvularia</i>								
<i>Epicoccum</i>								
<i>Fusarium</i>								
<i>Nigrospora</i>								
<i>Oldium/Peronospora</i> -type								
<i>Penicillium/Aspergillus</i> -type	48	10,000	220	100	1	87	87	100
<i>Pithomyces</i>								
Rusts								
Smuts/Myxomycetes/Periconia								
<i>Stachybotrys</i>								
<i>Stemphyllum</i>								
<i>Torula</i>								
<i>Ulocladium</i>								
Zygomycetes								
Unidentified Fungal Spores								

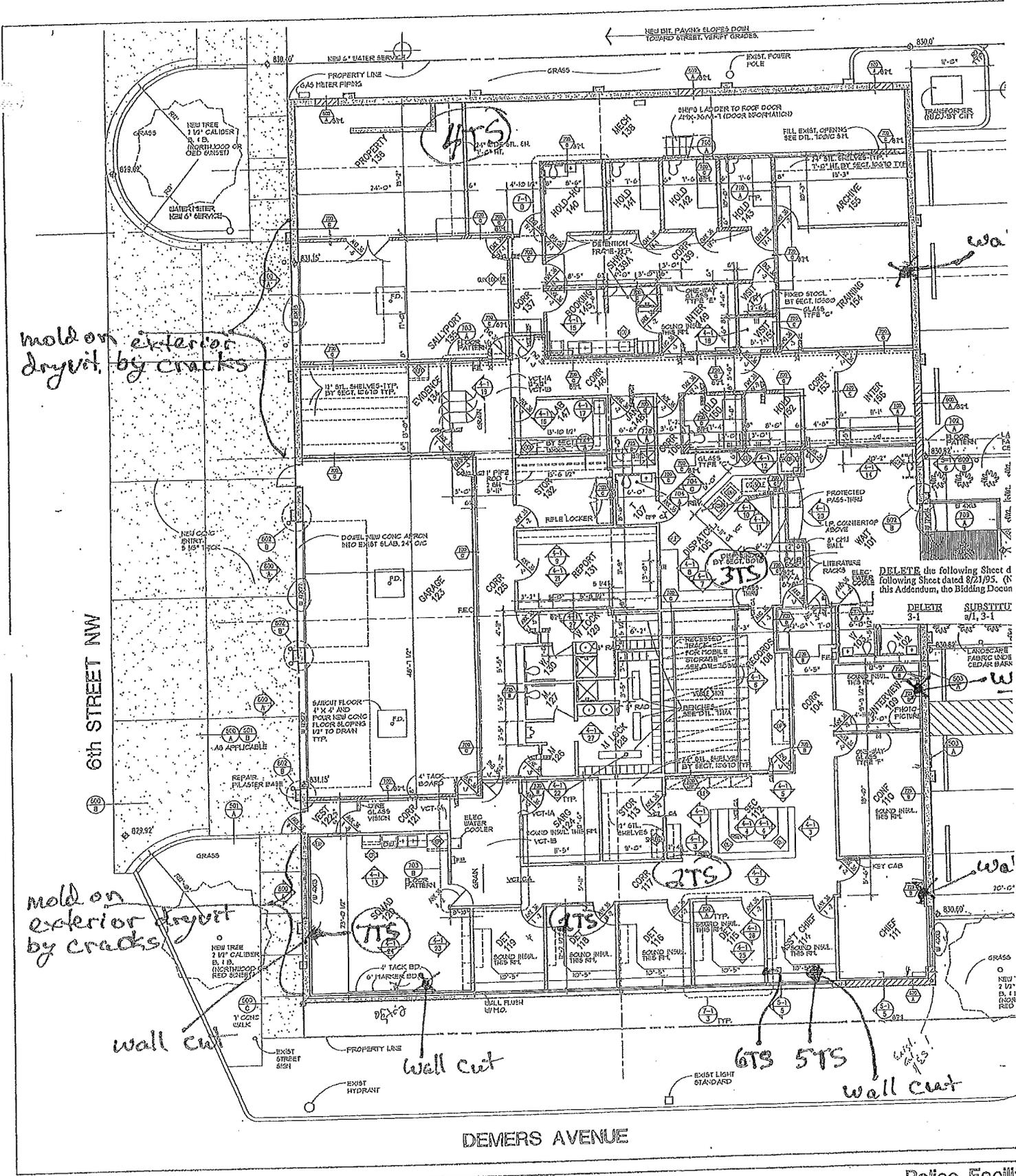
LEGEND TECHNICAL SERVICES OF ARIZONA, INC.  
 17631 N. 25th Ave., Phoenix, AZ - Telephone: 602-324-6100, Fax: 602-324-6101  
 INDOOR AIR QUALITY MICROBIOLOGY CHAIN-OF-CUSTODY RECORD

Page 1 of 1  
 3030013

Client Name:		Bill To:		Laboratory Sample No.:				Requested Analyses					
Address:		Address:		Turnaround Time: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> RUSH* (24 Hour)				Bacterial Count and Stain					
Attn:		PO #:		Special Requests/Comments: 3-6-13				Cultured Fungal Count and Identification					
E-mail:		Fax:		Condition Received: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Damaged <input type="checkbox"/> Other:				Fungal Spore Count and Identification					
Phone:		Project #:		Sample Types: <input checked="" type="checkbox"/> Air <input type="checkbox"/> Bulk <input type="checkbox"/> Swab <input type="checkbox"/> Tape <input type="checkbox"/> Water				Bacterial Count and Stain					
Project Name:		Project #:		Collection Date				Laboratory ID Number (For Lab Use Only)					
Field ID No.		Sample Description		Time				Media					
Item Number		Date		Sample Type				Air Vol. (L) or Area (cm <sup>2</sup> )					
1	ITS 477495	Ph 1B, Door closed, N side	4-28-2013	10:55	Air	1500	X	69	23	01			
2	ZTS 477474	walk N side of 1100, office hallway	11-10	11:10	Air	150	X	71	90	02			
3	BTS 477489	walk middle area, dispatch, hallway	11-25	11:25	Air	150	X	20	9	03			
4	ITS 477491	walk S end, holding cells, hallway	11-35	11:35	Air	300	X	69	80	74			
5	SIS 477490	N well cavity, Rm 114	11-40	11:40	Air	300	X			05			
6	BTS 477496	E well cavity, Rm 114, by open office	11-55	11:55	Air	300	X			00			
7	TTS 477475	W well cavity, Rm 110 Squad room	12-10	12:10	Air	300	X			07			
8	BTS 477479	outside air, snow on ground, cloudy	12-45	12:45	Air	300	X			07			
9													
10													
Sample Collector (please print):		Relinquished By:		Date:				Accepted By:					
MARC WATZ		MARC WATZ		4/28/2013				Fedex					
Comments:		Relinquished By:		Date:				Received By Lab:					
(comments) 87089315033		Fedex		3/1/13 900				J. Howard					

PLEASE REVIEW TERMS AND CONDITIONS ON BACK BEFORE SIGNING  
 White Copy - Original Accompanies Shipment to Lab Yellow Copy - Customer Field Copy

19.3-c



DELETE the following Sheet d following Sheet dated 8/21/95. (N this Addendum, the Bidding Docu

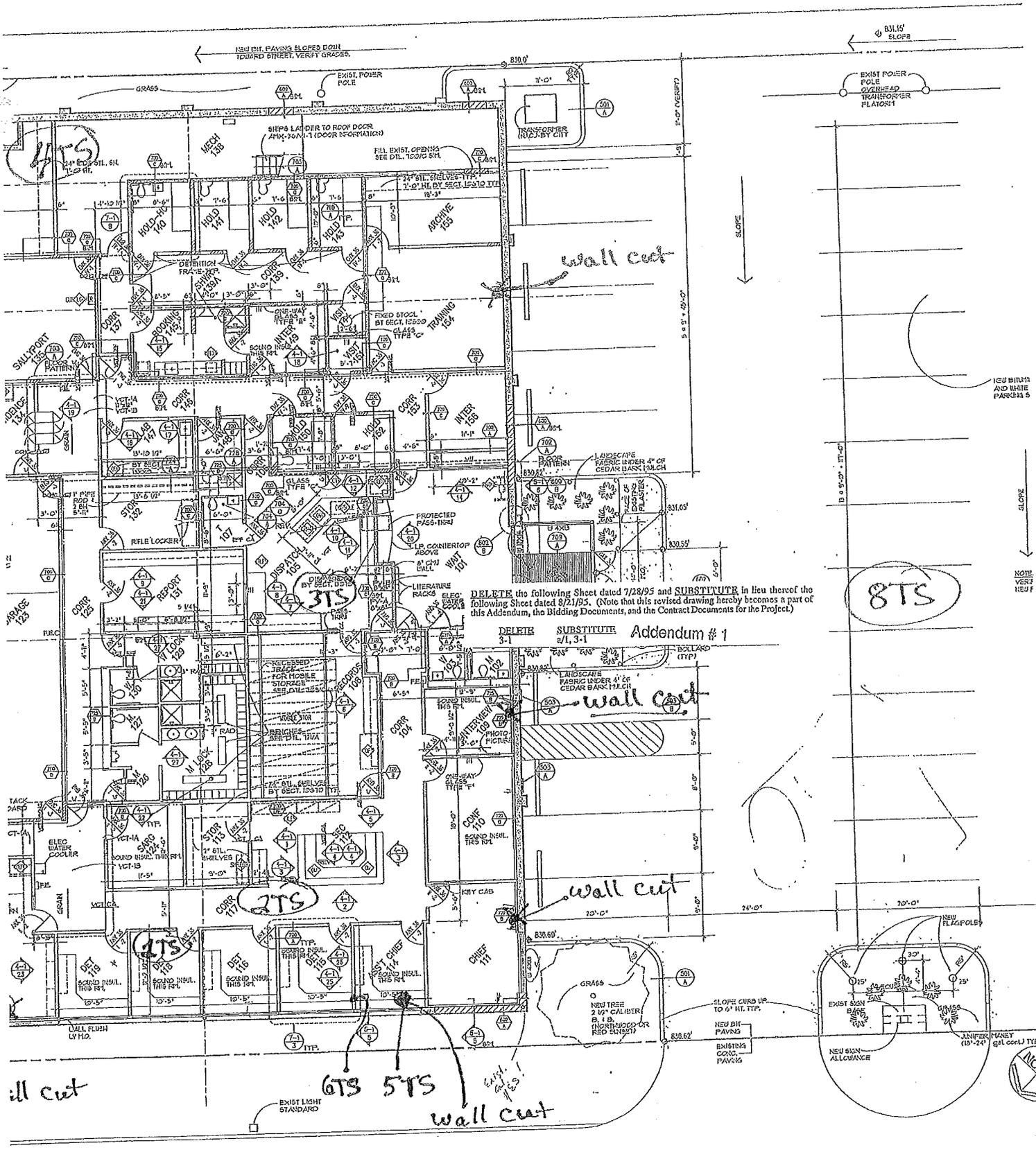
DELETE SUBSTITU 3-1 a/1, 3-1

**HORTY ELVING & ASSOCIATES, INC.**  
 PLANNERS-ARCHITECTS-ENGINEERS-INTERIOR DESIGNERS  
 605 EAST GRANT STREET-MINNEAPOLIS, MN 55404 (612) 332-1422

Mold Sample Locations

Police Facility  
 East Grand Fort

Drawn By DL, MSZ



DELETE the following Sheet dated 7/28/95 and **SUBSTITUTE** in lieu thereof the following Sheet dated 8/21/95. (Note that this revised drawing hereby becomes a part of this Addendum, the Bidding Documents, and the Contract Documents for the Project.)

**DELETE** **SUBSTITUTE** **Addendum # 1**  
 3-1 2/1, 3-1

8TS

DEMERS AVENUE

Sample Locations

Police Facility  
 East Grand Forks, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.  
 Jennifer Haney  
 Registration No. 5651

Drawn By DL, MSZ Checked By LM

Date



## STEAMATIC

4051 Gateway Drive  
Grand Forks, ND 58203  
PH: 701-746-1856  
FAX: 701-775-0283  
TAX ID: 27-4410612

Client: City of East Grand Forks  
Property: 520 DeMers Ave  
East Grand Forks, MN 56721

Operator Info:  
Operator: MIKE

Estimator: Frank, Mike  
Business: 4051 Gateway Drive  
Grand Forks, ND 58203

Business: (701) 746-1856

Type of Estimate: Mold  
Date Entered: 3/19/2013  
Date Assigned: 3/19/2013

Price List: NDGF7X\_MAR13  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: 2013-03-19-1139

The following ESTIMATE is based on an inspection and documentation by Steamatic's representative and a reported level of fungal contamination in the above listed structure. This is an ESTIMATE not a BID for the listed scope of services for this job. CHANGE ORDERS by the Customer or discovery of additional contaminated areas will increase the estimated charges in this estimate.

Steamatic proposes to provide demolition and remediation services in accordance with: 1) A prepared remediation protocol provided by an independent, qualified environmental health professional; or 2) Remediation and cleaning guidelines from the ACGIH publication, Bioaerosols: Assessment and Control, 1999, Chapter 15. On-site requirements may include 1) A site specific safety & health plan established and maintained by Steamatic's administrative personnel; 2) A covered and secured debris container; 3) One or more portable lavatories for remediation personnel.

### SCOPE OF SERVICE

1. Containment will be erected in fungal effected areas to minimize cross contamination. Makeup air will be filtered from a window into the containment area and collected into a HEPA-filtered Negative Air machine. Negative air will be maintained throughout the demolition and remediation process.
2. Drywall and other structural surfaces will be removed where water damage and or fungal amplification is indicated. All affected framing and structural surfaces will be HEPA vacuumed, wire brushed or sanded and detail-cleaned. Following dry removal, all framing materials will be damp-wiped.
3. All debris will be properly bagged and disposed of by Steamatic.
4. Place drying equipment to reduce GPP in unit for stabilization.
5. Continuous air "washing" will be maintained for 24 hours after the completion of the demolition and remediation services. The equipment will be deactivated 12 hours before clearance testing.



## STEAMATIC

---

4051 Gateway Drive  
Grand Forks, ND 58203  
PH: 701-746-1856  
FAX: 701-775-0283  
TAX ID: 27-4410612

6. Steamatic does not perform clearance testing and accordingly is not responsible for such testing following the remediation services. This service is available from qualified environmental testing professionals in this area. Following clearance testing by others, Steamatic will remove the temporary containment and negative air equipment.

### Special Points:

**Unforeseen problem areas or concerns discovered during completion of the scope of work may result in changes and additions to the scope of work and pricing.**

**Damaged areas must be repaired immediately to prevent further water intrusions and mold issues.**

**This bid does not include reconstruction, re-installation of fixtures or material replacement services.**

**A controlled environment must be maintained before beginning remediation services.**

**This estimate is for remediation and clearance of listed areas only. Any rooms outside of this area will be additional.**

### TERMS AND CONDITIONS

Steamatic requires a signed Home Improvement Contract to begin the job. Services not listed or changes in the scope of services as listed require a CHANGE ORDER authorized by the Owner before completion. CHANGE ORDER cost estimates will be provided and approved before services are provided. Payment for CHANGE ORDERS is due at the time of the CHANGE ORDER or as listed herein. Payment for services is due upon completion of each phase of the project and receipt of invoice.



**STEAMATIC**

4051 Gateway Drive  
 Grand Forks, ND 58203  
 PH: 701-746-1856  
 FAX: 701-775-0283  
 TAX ID: 27-4410612

2013-03-19-1139

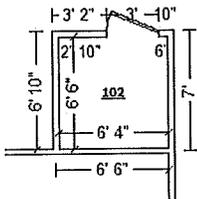
**Main Level**

**Main Level**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
1. Post Mold Air Test	2.00 EA	0.00	800.00	1,600.00
2. Equipment setup, take down, and monitoring (hourly charge)	4.00 HR	0.00	34.57	138.28
Three Commercial Air Movers for Two Days.				
3. Air mover (per 24 hour period) - No monitoring	6.00 EA	0.00	24.75	148.50
4. Content Manipulation charge - per hour	4.00 HR	0.00	26.03	104.12
5. Add for HEPA filter (for canister/backpack vacuums)	2.00 EA	0.00	39.83	79.66
6. Add for HEPA filter (for negative air exhaust fan)	2.00 EA	0.00	161.08	322.16
7. Single axle dump truck - per load - including dump fees	2.00 EA	183.66	0.00	367.32
<b>Total: Main Level</b>				<b>2,760.04</b>

102

Height: 8'



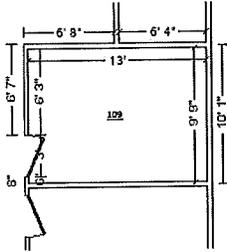
205.33 SF Walls	41.17 SF Ceiling
246.50 SF Walls & Ceiling	41.17 SF Floor
4.57 SY Flooring	25.67 LF Floor Perimeter
25.67 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Nothing to be done in this area.				
<b>Totals: 102</b>				<b>0.00</b>



**STEAMATIC**

4051 Gateway Drive  
 Grand Forks, ND 58203  
 PH: 701-746-1856  
 FAX: 701-775-0283  
 TAX ID: 27-4410612



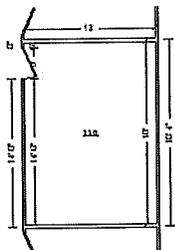
**109**

**Height: 8'**

364.00 SF Walls  
 490.75 SF Walls & Ceiling  
 14.08 SY Flooring  
 45.50 LF Ceil. Perimeter

126.75 SF Ceiling  
 126.75 SF Floor  
 45.50 LF Floor Perimeter

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
8. Add for personal protective equipment (hazardous cleanup)	2.00 EA	0.00	9.60	19.20
9. Cover floor with plastic protector	126.75 SF	0.00	0.27	34.22
10. Containment Barrier/Airlock/Decon. Chamber	60.00 SF	0.00	0.67	40.20
11. Containment Barrier - tension post - per day	6.00 DA	0.00	3.30	19.80
12. Peel & seal zipper	1.00 EA	0.00	10.30	10.30
13. Negative air fan/Air scrubber (24 hr period) - No monit.	2.00 DA	0.00	72.03	144.06
14. Tear out baseboard and bag for disposal	10.00 LF	0.26	0.00	2.60
15. Tear out drywall and bag for disposal	40.00 SF	0.55	0.00	22.00
16. Tear out insulation and bag for disposal	40.00 SF	0.38	0.00	15.20
17. Apply anti-microbial agent	40.00 SF	0.00	0.14	5.60
18. Cleaning Technician - per hour	2.00 HR	0.00	23.42	46.84
19. SERUM mold treatment (per application)	40.00 SF	0.00	1.25	50.00
20. SERUM mold treatment (per application)	40.00 SF	0.00	1.25	50.00
<b>Totals: 109</b>				<b>460.02</b>



**110**

**Height: 8'**

496.00 SF Walls  
 730.00 SF Walls & Ceiling  
 26.00 SY Flooring  
 62.00 LF Ceil. Perimeter

234.00 SF Ceiling  
 234.00 SF Floor  
 62.00 LF Floor Perimeter

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
-------------	------	--------	---------	-------

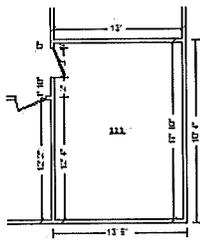


**STEAMATIC**

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 FAX: 701-775-0283  
 TAX ID: 27-4410612

**CONTINUED - 110**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
21. Add for personal protective equipment (hazardous cleanup)	2.00 EA	0.00	9.60	19.20
22. Cover floor with plastic protector	234.00 SF	0.00	0.27	63.18
23. Containment Barrier/Airlock/Decon. Chamber	108.00 SF	0.00	0.67	72.36
24. Containment Barrier - tension post - per day	12.00 DA	0.00	3.30	39.60
25. Peel & seal zipper	1.00 EA	0.00	10.30	10.30
26. Negative air fan/Air scrubber (24 hr period) - No monit.	2.00 DA	0.00	72.03	144.06
27. Tear out baseboard and bag for disposal	18.00 LF	0.26	0.00	4.68
28. Tear out drywall and bag for disposal	180.00 SF	0.55	0.00	99.00
29. Tear out insulation and bag for disposal	180.00 SF	0.38	0.00	68.40
30. Apply anti-microbial agent	180.00 SF	0.00	0.14	25.20
31. Cleaning Technician - per hour	4.00 HR	0.00	23.42	93.68
32. SERUM mold treatment (per application)	180.00 SF	0.00	1.25	225.00
33. SERUM mold treatment (per application)	180.00 SF	0.00	1.25	225.00
Totals: 110				1,089.66



**111**

**Height: 8'**

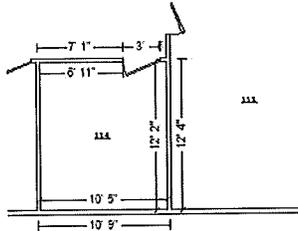
493.33 SF Walls	231.83 SF Ceiling
725.17 SF Walls & Ceiling	231.83 SF Floor
25.76 SY Flooring	61.67 LF Floor Perimeter
61.67 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Nothing to be done in this area.				
Totals: 111				0.00



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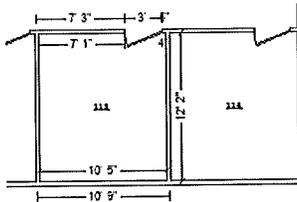


**114**

**Height: 8'**

361.33 SF Walls	126.74 SF Ceiling
488.07 SF Walls & Ceiling	126.74 SF Floor
14.08 SY Flooring	45.17 LF Floor Perimeter
45.17 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Nothing to be done in this area.				
Totals: 114				0.00



**115**

**Height: 8'**

361.33 SF Walls	126.74 SF Ceiling
488.07 SF Walls & Ceiling	126.74 SF Floor
14.08 SY Flooring	45.17 LF Floor Perimeter
45.17 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
34. Add for personal protective equipment (hazardous cleanup)	2.00 EA	0.00	9.60	19.20
35. Cover floor with plastic protector	126.74 SF	0.00	0.27	34.22
36. Containment Barrier/Airlock/Decon. Chamber	72.00 SF	0.00	0.67	48.24
37. Containment Barrier - tension post - per day	6.00 DA	0.00	3.30	19.80
38. Peel & seal zipper	1.00 EA	0.00	10.30	10.30
39. Negative air fan/Air scrubber (24 hr period) - No monit.	2.00 DA	0.00	72.03	144.06
40. Tear out baseboard and bag for disposal	12.00 LF	0.26	0.00	3.12
41. Tear out drywall and bag for disposal	48.00 SF	0.55	0.00	26.40
42. Tear out insulation and bag for disposal	48.00 SF	0.38	0.00	18.24
43. Apply anti-microbial agent	48.00 SF	0.00	0.14	6.72
44. Cleaning Technician - per hour	2.00 HR	0.00	23.42	46.84
45. SERUM mold treatment (per application)	48.00 SF	0.00	1.25	60.00

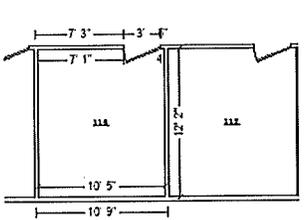


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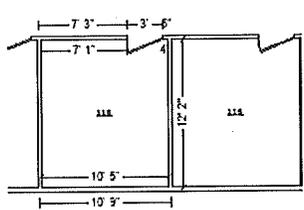
**CONTINUED - 115**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
46. SERUM mold treatment (per application)	48.00 SF	0.00	1.25	60.00
Totals: 115				497.14



				Height: 8'
361.33 SF Walls			126.74 SF Ceiling	
488.07 SF Walls & Ceiling			126.74 SF Floor	
14.08 SY Flooring			45.17 LF Floor Perimeter	
45.17 LF Ceil. Perimeter				

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Nothing to be done in this area.				
Totals: 116				0.00



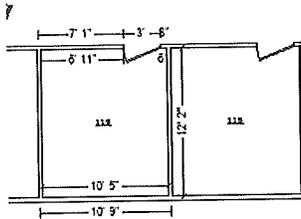
				Height: 8'
361.33 SF Walls			126.74 SF Ceiling	
488.07 SF Walls & Ceiling			126.74 SF Floor	
14.08 SY Flooring			45.17 LF Floor Perimeter	
45.17 LF Ceil. Perimeter				

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Nothing to be done in this area.				
Totals: 118				0.00



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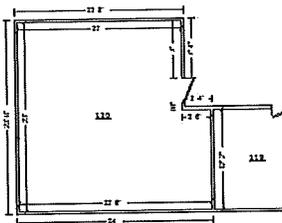
**119**

**Height: 8'**

361.33 SF Walls  
 488.07 SF Walls & Ceiling  
 14.08 SY Flooring  
 45.17 LF Ceil. Perimeter

126.74 SF Ceiling  
 126.74 SF Floor  
 45.17 LF Floor Perimeter

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Nothing to be done in this area.				
Totals: 119				0.00



**120**

**Height: 8'**

744.00 SF Walls  
 1,246.58 SF Walls & Ceiling  
 55.84 SY Flooring  
 93.00 LF Ceil. Perimeter

502.58 SF Ceiling  
 502.58 SF Floor  
 93.00 LF Floor Perimeter

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
47. Add for personal protective equipment (hazardous cleanup)	2.00 EA	0.00	9.60	19.20
48. Cover floor with plastic protector	502.58 SF	0.00	0.27	135.70
49. Containment Barrier/Airlock/Decon. Chamber	138.00 SF	0.00	0.67	92.46
50. Containment Barrier - tension post - per day	12.00 DA	0.00	3.30	39.60
51. Peel & seal zipper	1.00 EA	0.00	10.30	10.30
52. Negative air fan/Air scrubber (24 hr period) - No monit.	2.00 DA	0.00	72.03	144.06
53. Tear out baseboard and bag for disposal	23.00 LF	0.26	0.00	5.98
54. Tear out drywall and bag for disposal	230.00 SF	0.55	0.00	126.50
55. Tear out insulation and bag for disposal	230.00 SF	0.38	0.00	87.40
56. Apply anti-microbial agent	230.00 SF	0.00	0.14	32.20
57. Cleaning Technician - per hour	4.00 HR	0.00	23.42	93.68
58. SERUM mold treatment (per application)	230.00 SF	0.00	1.25	287.50

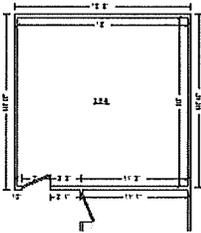


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**CONTINUED - 120**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
59. SERUM mold treatment (per application)	230.00 SF	0.00	1.25	287.50
Totals: 120				1,362.08

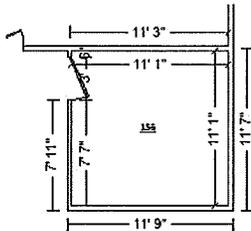


**154**

**Height: 8'**

576.00 SF Walls	324.00 SF Ceiling
900.00 SF Walls & Ceiling	324.00 SF Floor
36.00 SY Flooring	72.00 LF Floor Perimeter
72.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Nothing to be done in this area.				
Totals: 154				0.00



**156**

**Height: 8'**

354.67 SF Walls	122.84 SF Ceiling
477.51 SF Walls & Ceiling	122.84 SF Floor
13.65 SY Flooring	44.33 LF Floor Perimeter
44.33 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
60. Add for personal protective equipment (hazardous cleanup)	2.00 EA	0.00	9.60	19.20
61. Cover floor with plastic protector	122.84 SF	0.00	0.27	33.17
62. Containment Barrier/Airlock/Decon. Chamber	66.00 SF	0.00	0.67	44.22
63. Containment Barrier - tension post - per day	6.00 DA	0.00	3.30	19.80
64. Peel & seal zipper	1.00 EA	0.00	10.30	10.30
65. Negative air fan/Air scrubber (24 hr period) - No monit.	2.00 DA	0.00	72.03	144.06

2013-03-19-1139

3/20/2013

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 TAX ID: 27-4410612

**CONTINUED - 156**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
66. Tear out baseboard and bag for disposal	11.00 LF	0.26	0.00	2.86
67. Tear out drywall and bag for disposal	44.00 SF	0.55	0.00	24.20
68. Tear out insulation and bag for disposal	44.00 SF	0.38	0.00	16.72
69. Apply anti-microbial agent	44.00 SF	0.00	0.14	6.16
70. Cleaning Technician - per hour	2.00 HR	0.00	23.42	46.84
71. SERUM mold treatment (per application)	44.00 SF	0.00	1.25	55.00
72. SERUM mold treatment (per application)	44.00 SF	0.00	1.25	55.00
<b>Totals: 156</b>				<b>477.53</b>
<b>Total: Main Level</b>				<b>6,646.47</b>
<b>Line Item Totals: 2013-03-19-1139</b>				<b>6,646.47</b>

**Grand Total Areas:**

5,040.00 SF Walls	2,216.85 SF Ceiling	7,256.85 SF Walls and Ceiling
2,216.85 SF Floor	246.32 SY Flooring	630.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	630.00 LF Ceil. Perimeter
2,216.85 Floor Area	2,391.16 Total Area	5,040.00 Interior Wall Area
3,682.50 Exterior Wall Area	409.17 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



## STEAMATIC

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FAX: 701-775-0283  
TAX ID: 27-4410612

### Summary

Line Item Total				6,646.47
Material Sales Tax	@	6.750% x	1,947.98	131.49
Subtotal				6,777.96
MN Sales Tax	@	6.875% x	6,646.47	456.94
<b>Replacement Cost Value</b>				<b>\$7,234.90</b>
<b>Net Claim</b>				<b>\$7,234.90</b>

---

Frank, Mike



## STEAMATIC

4051 Gateway Drive  
Grand Forks, ND 58203  
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FAX: 701-775-0283  
TAX ID: 27-4410612

### Recap by Room

Estimate: 2013-03-19-1139

Area: Main Level	2,760.04	41.53%
109	460.02	6.92%
110	1,089.66	16.39%
115	497.14	7.48%
120	1,362.08	20.49%
156	477.53	7.18%
<hr/>		
Area Subtotal: Main Level	6,646.47	100.00%
<hr/>		
Subtotal of Areas	6,646.47	100.00%
<hr/>		
Total	6,646.47	100.00%

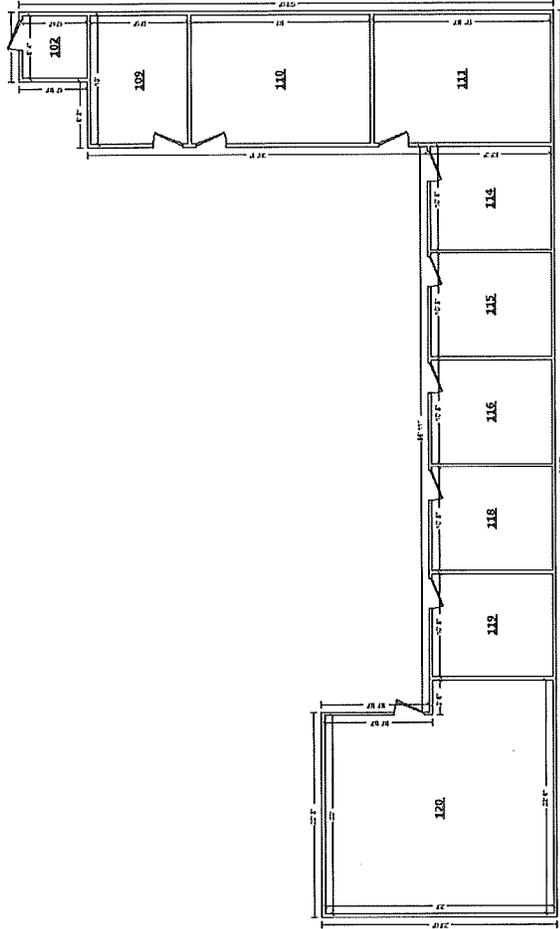
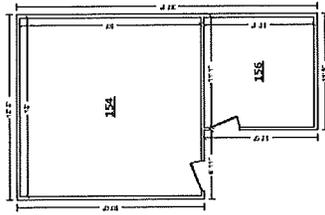


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**Recap by Category**

<b>Items</b>		<b>Total</b>	<b>%</b>	
<b>CLEANING</b>		327.88	4.53%	
<b>CONTENT MANIPULATION</b>		104.12	1.44%	
<b>GENERAL DEMOLITION</b>		890.62	12.31%	
<b>HAZARDOUS MATERIAL REMEDIATION</b>		4,240.89	58.62%	
<b>WATER EXTRACTION &amp; REMEDIATION</b>		1,082.96	14.97%	
<b>Subtotal</b>		6,646.47	91.87%	
<b>Material Sales Tax</b>	@	6.750%	131.49	1.82%
<b>MN Sales Tax</b>	@	6.875%	456.94	6.32%
<b>Total</b>		7,234.90	100.00%	



## Greg Boppre

---

**From:** Brent Dammann  
**Sent:** Wednesday, March 20, 2013 9:48 AM  
**To:** Greg Boppre  
**Subject:** East Grand Forks Police Station Mold Remediation Estimate  
**Attachments:** Final Draft (5).pdf

Greg,

Attached is the estimate I received from Steamatic. Their estimate only covers the remediation work, it does not include re-construction, so I put together an estimate for re-construction. Below is what I estimate the work to take:

Mold Remediation:	\$7,250
Re-Construction:	\$11,750
<u>15% Contingency:</u>	<u>\$2,850</u>
<b>Total:</b>	<b>\$21,850</b>

I included a 15% contingency just in case they open up the wall and it turns out to be worse than expected. The remediation work is somewhat exploratory. If they find mold spreading onto other walls, they'll get permission to follow it.

The work includes the following spaces:

- Squad Room: East exterior wall.
- Office 115: West interior wall.
- Conference 110: West exterior wall.
- Children's Room 109: West exterior wall.
- Interview 156: West exterior wall.

The work would likely be sequenced to avoid tying up too much of the building while the work is going on. Once they start the work, a space will be down for close to a week. In the larger spaces like the Squad Room, the room could remain operational, but a portion of the space would be poly'd off. In offices, it might be more difficult to keep them operational. If the City were to proceed with this work, we could work out the sequencing of the project with the Chief.

As for how this would tie into the work on the outside of the building, it shouldn't affect it. The remediation work would address existing known mold, and the outside work would prevent future mold growth by improving the exterior envelope of the building.

Let me know if you have any questions.

### **Brent Dammann, AIA**

Architect  
Tel: 701-765-8005  
brent.dammann@wsn.us.com

2715 South Washington Street  
Grand Forks, ND 58208-4546  
www.wsn.us.com



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## Greg Boppre

---

**From:** Brent Dammann  
**ent:** Wednesday, January 30, 2013 3:02 PM  
**To:** Greg Boppre  
**Subject:** East Grand Forks Police Department Renovations

Greg,

I finally got some time to look closely at budget numbers for the East Grand Forks Police Department building. Based on the meeting and the letter provided by the Chief; I re-packaged my numbers based on their desires. Here's what I've developed.

1. Roof – Construction Budget = \$110,000.
  - o Remove existing ballast and insulation.
  - o Provide new insulation and an adhered 60-mil EPDM roof system.
  - o New metal roof edge copings and downspouts.
  
2. Exterior Walls – Construction Budget = \$200,000.
  - o Remove existing EIFS system.
  - o Excavate down to building footings.
  - o Install 8" concrete block foundation on top of existing footing to support new above-grade masonry.
  - o Install fluid-applied weather barrier over existing concrete block.
  - o Install 3" rigid insulation over weather barrier.
  - o Install 4" brick with a 1" air space in front of insulation. Above-grade masonry would be similar to City Hall in appearance.
  - o Backfill.
  - o Install new aluminum window.
  - o Replace service doors.
  - o Insulate overhead door jambs.
  - o Install new exterior lighting.
  
5. Main Entry/Drainage Improvement – Construction Budget = \$150,000
  
- 6 Monument Sign – Construction Budget = 10,000
  - o Replace existing monument sign with new.
  
- 7 Landscaping – Construction Budget = \$2,000.
  - o Removal of existing plants
  - o Installation of new mulch and shrubs.

### Alternates:

1. Omit new roof insulation. If the existing insulation is in good condition (not wet or damaged), it could remain. (Estimated savings \$35,000)
2. Install ballasted EPDM system in lieu of adhered. (Estimated savings \$7,500)
3. Install brick patterned EIFS in lieu of masonry. (Estimated savings \$50,000)
4. Omit window replacement. (Estimated savings \$19,500)
5. Omit exterior lighting. (Estimated savings \$2,400)

Take a look at the numbers and let me know what you think and what are next step should be.

**Brent Dammann, AIA**



# Request for Council Action

Date: March 20, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Chad Grassel, Mark Olstad, Henry Tweten, Clarence Vetter, and Ron Vonasek

Cc: File

From: Dave Aker

RE: Workers in Park and Recreation Department

---

## Background:

I am asking for a change in the way the Parks and Recreation Department has organized its employees for the following positions: VFW Arena Manager, maintenance workers and job titles. To hire three more full time employees. The City would be better on coverage for all the things they do.

Recommendation: My recommendation is have Dale Gulbranson , the Park foreman, will be in charge of park areas, the VFW arena, and maintenance at the Senior Center, Library, and City Hall. Hire three more full time maintenance workers, in addition to the opening for the Park Maintenance worker that we are currently hiring. There would be four Maintenance workers hired. These four maintenance workers would work together to cover all these areas and also the Cemetery. Dale would supervise three and Brian Larson would supervise one.

Enclosures: Personnel Budget for Civic Center, VFW, Blue Line Arenas and Park Areas from 2013 budget document and Proposed Personnel Budget for these areas.

	BUDGET	2010	2011	2012	2013
Civic Center		Actual	Actual	Actual	Budget
101-45-140-41010	Salaries & Wages	39,005	44,716	45,036	44,331
101-45-140-41020	Salaries & Wages - Overtime	968	704	1,532	1,000
101-45-140-41030	Salaries & Wages - PT	26,827	28,189	26,331	30,000
101-45-140-41210	PERA Contributions	2,190	3,199	3,302	3,214
101-45-140-41220	FICA Contributions	4,359	5,314	5,230	5,763
101-45-140-41290	Sick Leave Contributions	-	(162)	1,000	1,000
101-45-140-41300	Insurance Contributions	10,713	12,106	12,655	11,074
101-45-140-41510	Worker's Compensation	1,476	1,109	1,387	1,300
	<b>TOTAL</b>	<b>85,538</b>	<b>95,176</b>	<b>96,474</b>	<b>97,682</b>
<b>VFW Arena</b>					
101-45-141-41010	Salaries & Wages	49,693	50,032	53,238	52,235
101-45-141-41020	Salaries & Wages - Overtime	252	-	466	1,000
101-45-141-41030	Salaries & Wages - PT	20,991	19,130	22,748	22,500
101-45-141-41050	Salary & Wages - PT Overtime	756	-	-	-
101-45-141-41210	PERA Contributions	1,650	1,505	3,783	3,787
101-45-141-41220	FICA Contributions	3,470	3,142	5,849	5,794
101-45-141-41290	Sick Leave Contributions	-	(189)	1,000	1,000
101-45-141-41300	Insurance Contributions	26	17	206	-
101-45-141-41510	Worker's Compensation	1,476	1,109	1,387	1,300
	<b>TOTAL</b>	<b>78,313</b>	<b>74,745</b>	<b>88,678</b>	<b>87,616</b>
<b>Blue Line Arena</b>					
101-45-142-41010	Salaries & Wages	430	-	-	-
101-45-142-41020	Salaries & Wages - Overtime	-	27	-	-
101-45-142-41030	Salaries & Wages - PT	5,018	9,978	10,913	7,000
101-45-142-41210	PERA Contributions	30	-	-	-
101-45-142-41220	FICA Contributions	417	765	835	536
	<b>TOTAL</b>	<b>5,894</b>	<b>10,770</b>	<b>11,748</b>	<b>7,536</b>
	<b>TOTAL ARENAS</b>	<b>169,745</b>	<b>180,691</b>	<b>196,900</b>	<b>192,834</b>
<b>Park Areas</b>					
101-45-202-41010	Salaries & Wages	104,802	84,227	46,814	75,504
101-45-202-41020	Salaries & Wages - Overtime	603	1,237	1,010	1,000
101-45-202-41030	Salaries & Wages - PT	55,174	41,325	45,629	48,000
101-45-202-41050	Salary & Wages - PT Overtime	-	-	-	-
101-45-202-41210	PERA Contributions	6,721	4,689	3,410	5,547
101-45-202-41220	FICA Contributions	11,429	10,159	6,711	9,525
101-45-202-41290	Sick Leave Contributions	-	691	-	-
101-45-202-41300	Insurance Contributions	21,730	16,393	12,661	26,056
101-45-202-41510	Worker's Compensation	8,671	12,220	14,709	13,000
	<b>TOTAL PARK</b>	<b>209,130</b>	<b>170,941</b>	<b>130,946</b>	<b>178,631</b>
<b>TOTAL</b>		<b>378,875</b>	<b>351,632</b>	<b>327,846</b>	<b>371,464</b>

**Proposed Budget for 2013 Parks and Recreation**

<u>Staff</u>	<u>Wage</u>	<u>PERA</u>	<u>FICA</u>	<u>MEDI</u>	<u>Life</u>	<u>Health</u>	<u>Work Comp</u>	<u>Sub-Total</u>	<u>Total</u>
Arena Manager	\$ 52,062.40	\$ 3,774.52	\$ 3,227.87	\$ 754.90	\$ 41.76	\$ 5,670.84	\$ 890.27	\$ 66,422.56	\$ 66,422.56
Park Foreman	\$ 47,985.60	\$ 3,478.96	\$ 2,975.11	\$ 695.79	\$ 41.76	\$ 12,982.20	\$ 1,751.47	\$ 69,910.89	\$ 69,910.89
Park Maintenance Worker (4)	\$ 31,449.60	\$ 2,280.10	\$ 1,949.88	\$ 456.02	\$ 41.76	\$ 12,982.20	\$ 1,147.91	\$ 50,307.46	\$ 201,229.84
Seasonal :									
Operators (4)	\$ 4,940.00	\$ -	\$ 306.28	\$ 71.63	\$ -	\$ -	\$ 84.47	\$ 5,402.38	\$ 21,609.54
Sweepers (6)	\$ 5,400.00	\$ -	\$ 334.80	\$ 78.30	\$ -	\$ -	\$ 92.34	\$ 5,905.44	\$ 35,432.64
									\$ 394,605.47

# Ice Arena Supervisor

Department: Parks and Recreation  
Points: 260 Grade: 13

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult technical work maintaining the VFW arena, equipment, grounds and facilities, keeping applicable records, reports and files, responds to after hour and emergency requests, and related work as apparent or assigned. Work is performed under the general direction of the Parks and Recreation Superintendent. Limited supervision is exercised over all personnel assigned to the area.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Manages ice, building, employees, budget, cost and work schedules; assists with hiring, scheduling and supervising employees assigned to the area.

Performs preventative and upkeep maintenance on the facilities and grounds; performs snow removal, management of greenery, playground and site inspections.

Establishes and maintains applicable records, reports and files.

Assists and addresses maintenance concerns of other city owned properties and sites.

Takes and responds to inquiries and comments from the public.

Receives, receipts and processes incoming monies.

Recommends and processes approved purchases of equipment, supplies or materials.

May stakes graves, sell cemetery lots, keep records of internments and purchases of lots, set markers and nameplates, apply raises and levels markers and add greenery and trees to cemetery property.

## Knowledge, Skills and Abilities

Thorough knowledge of the operating and maintenance requirements of an arena; thorough knowledge of compressors and refrigeration equipment; thorough knowledge of the occupational hazards of the work and necessary safety precautions; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to generate applicable records, reports and files; ability to establish and maintain effective working relationships with staff and the general public.

## Education and Experience

High school diploma or GED and considerable experience working with refrigeration equipment, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration, frequently requires exposure to wet, humid conditions (non-weather), exposure to extreme cold (non-weather), exposure to the risk of electrical

## Ice Arena Supervisor

shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather) and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### Special Requirements

Forklift certification within one (1) year.

Air quality certificate within one (1) year.

CPR/first aid certification within one (1) year.

Refrigeration license within one (1) year.

Boilers license within one (1) year.

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Valid driver's license in the State of Minnesota.

Last Revised: 5/23/2012

# Park Foreman

Department: Parks and Recreation  
Points: 150 Grade: 12

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult skilled trades work in the maintenance of park properties, managing care and removal of greenery, inspecting playground and park equipment, supervising park staff, keeping applicable records and reports, and related work as apparent or assigned. Work is performed under the general direction of the Parks and Recreation Superintendent. Continuous supervision is exercised over park maintenance staff.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Planning, organizing and supervising the maintenance and repair of the city's parks and related facilities; preparing and maintaining records and files; preparing reports.

Assists with hiring, training, scheduling and supervising seasonal and part time staff.

Coordinates the maintenance and repair of equipment used by park maintenance workers.

Orders supplies and maintains inventory.

Conducts park maintenance worker activities.

Assist with planning activities for the staff.

Conducts snow removal activities.

Assists with preparing the budget for the assigned area.

## Knowledge, Skills and Abilities

Thorough knowledge of the practices and procedures of grounds maintenance; thorough knowledge of methods and equipment used in park maintenance activities, and of related safety procedures; thorough knowledge of shade tree species, including disease symptoms and countermeasures; general knowledge of turf management and landscaping techniques; ability to plan and supervise the work of subordinates; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to generate applicable records, reports and files; ability to keep records; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

High school diploma or GED and considerable experience in park maintenance, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration, frequently requires exposure to wet, humid conditions (non-weather), exposure

## Park Foreman

to extreme cold (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather) and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### Special Requirements

Tree inspector license.

Pool operator license.

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Valid commercial driver's license in the State of Minnesota.

Last Revised: 5/23/2012

## Park and Recreation Maintenance Worker

FLSA: Non-Exempt

### General Definition of Work

Performs intermediate semi-skilled work in the maintenance of the city's park, cultural facilities, and City Hall: shade trees; does related work as required. Work is performed under the regular supervision of Park Foreman or Arena Manager.

### Essential Functions/Typical Tasks

Maintaining grounds and equipment at parks and related facilities; planting, trimming and removing shade trees on city property; maintaining swimming pool.

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Performs grounds keeping and maintenance activities in park areas.
- Prepares and maintains athletic fields and ice rinks for recreation activities.
- Plants, trims and removes shade trees in parks and on other city property.
- Maintains city swimming pool; performs startup and closing procedures; tests and balances pool chemistry; performs maintenance and repairs on pool and equipment.
- Assists in maintaining and repairing park maintenance equipment and vehicles.
- Performs related tasks as required.

### Knowledge, Skills and Abilities

Thorough knowledge of the practices and procedures of grounds and facilities maintenance; general knowledge of methods and equipment used in park maintenance activities, and of related safety procedures; general knowledge of shade tree care; general knowledge of municipal swimming pool maintenance procedures and rules; ability to establish and maintain effective working relationships with associates and the general public.

### Education and Experience

Any combination of education and experience equivalent to graduation from high school with some experience in park maintenance.

### Physical Requirements

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

### Special Requirements

Possession of an appropriate commercial driver's license valid in the State of Minnesota; possession of or ability to obtain state Tree Inspector certification; possession of state Certified Pool Operator certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.