

**AGENDA
OF THE SPECIAL CITY COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 5, 2014 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

NEW BUSINESS:

11. Consider adopting Resolution No. 14-08-77 approving the plans and specifications and authorizing advertisement and setting the bid date for 2014 City Project No. 5 – Sand/Salt Storage Building.

ADJOURN:

Upcoming Meetings:

Work Session – August 12, 2014 – 5:00 PM – Council Chambers

Regular Council Meeting – August 19, 2014 – 5:00 PM – Council Chambers

Work Session – August 26, 2013 – 5:00 PM – Training Room

Regular Council Meeting – September 2, 2014 – 5:00 PM – Council Chambers

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 12, 2014 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Request to Start Hiring Register – Mike Hedlund**
- 2. Request to Purchase Microprocessor – Dave Aker**
- 3. Request to Replace Overhead Doors – Jason Stordahl**
- 4. Waste Water Fee Information Discussion – David Murphy**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – August 19, 2014 – 5:00 PM – Council Chambers
Work Session – August 26, 2014 – 5:00 PM – Training Room
Regular Council Meeting – September 2, 2014 – 5:00 PM – Council Chambers
Work Session – September 9, 2014 – 5:00 PM – Training Room

RESOLUTION NO. 14 – 08 - 70

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR 2014 CITY PROJECT NO. 5 – SAND/SALT
STORAGE BUILDING**

Council Member _____, supported by Council Member _____, introduced the following resolution and moved its adoption:

WHEREAS, the City Council has directed the City Engineer to prepare plans and specifications for the improvement of 2014 City Project No. 5 – Sand/Salt Storage Building;

WHEREAS, the City Engineer has presented such plans and specifications to the Council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper, in Questcdn.com, and in Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be considered by the Council at 5:00 p.m. on September 2, 2014 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier’s check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: August 12, 2014

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 12th of August, 2014.

Mayor

Request for Council Action

Date: 08/05/2014

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Police Officer Hiring Request – Request to Start a New Hiring Register

Background: The East Grand Forks Police Department has exhausted its current hiring list. We currently have four openings and we are conducting background checks on four candidates from our current hiring register. Unfortunately, if any of those candidates were to not pass the background check or if another officer were to leave we would not have any additional candidates to fill a vacancy. We would like to begin the process in the near future with a testing date in early Fall 2014.

Recommendations: That the East Grand Forks City Council approve the start of a new hiring process/register.

Enclosures: None

Request for Council Action

Date: July 30, 2014

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

Cc: File

From: Dave Aker

RE: Micro-processor at Civic Center

Background:

I received two bids for two micro-processors that have to go in at the Civic Center. We have a bid from American Industrial Refrigeration for \$20,751.00 and one from Cool Air Mechanical for \$22,897.00, for two Vil Tech Micro-Controller panels. The step system we have now is obsolete along with the gauges and thermostat, with the new control panel would take care of all of that. The step control is currently arching and if that went out we would lose our ice. We have \$22,000.00 budgeted for the micro-processors in the capital under equipment and enough if the repair and maintenance budget to cover the cost.

Recommendation:

I would get the micro-processors from American Industrial Refrigeration for \$20,751.00. The cost of the electrician would be about \$1,500 and it would cost for tax and freight about \$1,500.00.

Enclosures:

The bids from both.

PROPOSAL



American Industrial Refrigeration Mechanical Contractors

14322 21st Ave. No. ♦ Plymouth, MN ♦55447 ♦Phone (952) 470-9610 ♦Fax (952) 470-9617

Company Name East Grand Forks Civic Center	Phone / Fax 218.773.8000	Date 7/28/2014
Street Address 300 15th St North	Quote number 0714-31-BL	
City, State, Zip East Grand Forks, MN 56721	Project Location Compressor room	
Attention: Brian Larson / Dave Acres	Project Description Install Vilter panels to remove Unimatic	

Dear Dave:

American Industrial Refrigeration is pleased to offer this proposal to install a new microprocessor panel on both of your Vilter compressors. This is a Vilter VILTech panel as seen in the picture below. My plan would be to get the panel shipped directly to you then you could have your electrician install in a convenient location and run all the high voltage wires. I would then have our tech come up to work with the electrician to install the pressure transducers, temperature probes and remove all the old pressure switches. Once this is all complete our tech will do the start up and run through all the tests with your electrician to make sure everything works correctly. All travel costs, labor and parts are included to perform this job. Each panel would include:

- VILTech Micro-Controller Retrofit Kit,
- NEMA 4 control panel
- Vibration isolators
- 3 pressure transducers
- 3 RTD's
- Wells
- Cables

Price.....\$20,751.00

Any other parts and associated labor needed that are outside this proposal will be billed as an extra. Tax, freight and electrical are not included in this proposal. This work is figured during a down time when the compressors are not needed and to be done in one week's time.



**COOL AIR
MECHANICAL, INC.**



Committed to excellence in service and installation since 1965

East Grand Forks Arena
PO Box 321
300 – 15th St NE
East Grand Forks, MN 56721
Attn: Dave Aker

July 29, 2014

Subject: Vilter Control Panels Upgrade

Proposal 0714-GB-10

Dear Dave:

Cool Air Mechanical, Inc. proposes to furnish and install Vilter Viltech compressor control panels on your two (2) existing Vilter compressors. The current Unimatic step control panels are outdated and parts are hard to obtain. These control panels will upgrade the control of each compressor, have accurate temperature and pressure readouts and provide for better control of the compressors' staging contributing to better energy efficiency. Our installation will include the following items:

- 2 Vilter - Viltech control panels
- 3 pressure transducers
- 3 temperature sensors
- Panel mounting hardware
- Technical labor
- Electrical terminations of the sensors & transducers wiring
- Truck, tool and delivery charges
- Travel & subsistence

East Grand Forks Arena\$22,897.00.

Electrical wiring, additional refrigerant, any additional repair labor or materials, overtime labor and panel accessories (Communication modules, VFD output modules, etc.) are not included in the figure quoted above.

All Material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard industry practices. Any deviation or alteration from the above listed specifications may involve extra charges over & above the quoted figure. Cool Air Mechanical, Inc. will not be liable for agreements contingent upon strikes, accidents or delays beyond our control. The building owner and or customer will carry fire, property and other necessary insurances. Cool Air Mechanical will not assume any insurance obligations beyond that included in their current insurance coverage. Cool Air Mechanical, Inc. will not be responsible for any work or cost of asbestos abatement. The building owner will provide a safe work area with free access to carry out our work. All work to be performed during the normal work day (7am-3:30pm, Mon-Fri) on straight time unless otherwise noted. Warranty includes one (1) year parts or materials installed and 90 days on labor. On all accounts over 30 days, the customer agrees to pay all reasonable collection and / or attorney fees. The above quoted figure is good for 30 days.



All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. American Industrial Refrigeration will not be held liable for agreements contingent upon strikes, accidents or delays beyond our control. Building owner will carry fire, property and other necessary insurance. Our workers are covered by workmen's compensation insurance. American Industrial Refrigeration will not be responsible for, nor will bid on this project, any work or cost of asbestos abatement. Building owner will provide safe work area with free access to carry out above work. As part of this Proposal, if it is required by the Contract, American Industrial Refrigeration will provide commercial general liability coverage for the scope of AIR's work on the project to the fullest extent of its current insurance coverage. American Industrial Refrigeration will not assume any insurance obligations beyond that included in its current insurance policy. Upgrading of existing systems to meet the most current codes is limited to scope of work detailed above. All work to be performed during normal workday (7am to 3:30 pm, M-F) on straight time unless otherwise noted. Drain down and refilling of piping systems by others unless noted above. On all accounts over 30 days, customer agrees to pay all reasonable collection fees and / or attorney fees.

Request for Council Action

Date: 8/6/2014

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

Cc: File

From: Jason Stordahl

RE: Overhead Doors

Background:

There are three overhead doors on the east side of our Public Works Building. The doors are very old and worn out. City Council budgeted \$17,000 in our Building Maintenance Fund to replace these doors.

We have received the following estimates for replacement of the three overhead doors:

PS Doors	\$ 20,291
Reliable Door & Supply, LLC	\$17,253

Recommendation: Hire Reliable Door & Supply, LLC to replace three overhead doors.



PS DOORS

Garage Doors & More

4212 Gateway Drive, Grand Forks, ND 58203

Phone: 701.772.3667 • Toll Free: 800.284.0623

Fax: 701.775-7415

www.psgaragedoors.com

PROPOSAL #	R03T270 R3
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Date: August 6, 2014

Proposal Prepared For:	
Stewart kovar	Phone: 218-773-9428
EGF City Equipment Shop	Fax: 218-773-5615
	Email: skovar@eastgrandforks.net

PS DOORS Contact Information:
Proposed by: Dan Kuske
Email: dkuske@psdoors.com

Project Name: Location:

We are pleased to quote the following items as listed below:

DESCRIPTION/OPTIONS
<p>One (1) 20'-2" wide x 12'-7" high RAYNOR TC300 3" insulated (R=17.05) sectional 25 ga. steel door, white exterior & interior Includes: Raynor TC300 Web-Link Click Here</p> <ul style="list-style-type: none"> ❖ Full angle mounted 3" tracks for steel jamb opening of 20'-0" x 12'-7" (Door #4 Main shop storage building) ❖ Lift clearance torsion spring hardware for available headroom ❖ Full perimeter weatherseal ❖ 100,000 life cycle springs ❖ Five (5) 24" x 8" insulated vision windows in the third section ❖ We will install new pneumatic hose and re-use cable reel (ATTN STEWART: this is the door you should repair the push button on) <p>Two (2) 16'-2" wide x 12'-7" high RAYNOR TC300 3" insulated (R=17.05) sectional 25 ga. steel door, white exterior & interior Includes: Raynor TC300 Web-Link Click Here</p> <ul style="list-style-type: none"> ❖ Full angle mounted 3" tracks for steel jamb opening of 16'-0" x 12'-7" (Door #2 Main shop building) ❖ Lift clearance torsion spring hardware for available headroom ❖ Full perimeter weatherseal ❖ 100,000 life cycle springs ❖ Four (4) 24" x 8" insulated vision windows ❖ We will install new pneumatic hose and re-use cable reel <p style="text-align: center;">MATERIAL AND INSTALLATION: \$20,291</p>

Prices based on properly prepared opening and floors in place. Installation includes hangers; excludes structural supports, pads, jambs and jamb extensions. As an included installation service, we remove, haul away and dispose of the removed materials.

Installation by **PS DOORS**, ALL WIRING (including control wiring) BY OTHERS.

Note: This proposal is valid for 30 days and subject to change thereafter.

DELIVERY: estimated 4-6 weeks.

FOB: Jobsite installed by PS Doors

TERMS: Net 30 days OAC

Includes "Standard General Liability and Additional Insured", additional endorsements will be at an additional cost.

Applicable **TAXES** are included if installed.

Respectfully submitted,

Dan Kuske
Sales

Accepted: (Please circle all prices accepted.)	
By (print):	
Signature:	
Title:	Date:

Reliable Door & Supply, LLC

1555 N. 52nd St.

Grand Forks, ND 58203

PH: 701-775-3196

Fax: 701-775-2235

Proposal and Acceptance

Date	Estimate #
5/7/2014	47

Name / Address
City of East Grand Forks 600 DeMers East Grand Forks, MN 56721

P.O. No.
Verb/Stu

Description	Qty	Total
We at Reliable Door and Supply propose Materials and Labor for the following: Re: New Overhead Doors in the city shop building.		
Door #2 of main building 1 - 16'-2" x 12'-9" Midland 3" energy saver steel thermal sectional overhead door, 3" track and hardware, commercial weatherstripping package, 15" radius, torsion springs, Hi-lift track, 22,000 cycle springs, Extended shaft to hook-up owners existing operator. Material, Labor & Tax included	1	4,485.00
Door #3 of main building 1 - 16'-2" x 12'-9" Midland 3" energy saver steel thermal sectional overhead door, 3" track and hardware, commercial weatherstripping package, 15" radius, torsion springs, Hi-lift track, 22,000 cycle springs, Extended shaft to hook-up owners existing operator. Material, Labor & Tax included	1	4,485.00
Door #4 of main building 1 - 20'-0" x 12'-9" Midland 3" energy saver steel thermal sectional overhead door, 3" track and hardware, commercial weatherstripping package, 15" radius, torsion springs, Hi-lift track, 22,000 cycle springs, Extended shaft to hook-up owners existing operator. Material, Labor & Tax included	1	5,575.00
Alternate #1 ADD: 24 x 12 Thermal window \$96.00 each	1	96.00
16'-2" x 12'-9" door, 100,000 cycle springs	2	900.00
20' x 12'-9" door, 100,000 cycle springs	1	560.00

Please sign, date and fax back to except this proposal. Thank You for the opportunity to bid.

Request for Council Action

Date: 8/8/14

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

Cc: File

From: David Murphy

RE: Waste Water Fee Information

In the last couple years the Council decided to increase waste water fees in order to raise funds for the upgrades to the stabilization ponds. The first increase was done with the passing of resolution 12-03-33 raising fees starting in April of 2012. Another increase was passed with resolution 13-09-94 effective October of 2013. At this point both of these raises in fees have resulted in a collection of \$738,266 as of July 31, 2014. The City collects approximately \$35,837 each month for this project.

This information was requested so the council could review it and discuss.