

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 26, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Discussion of Water & Light Commissioner Salaries – David Murphy**
- 2. Discussion on Engineering Contract – Mark Olstad**
- 3. Discussion on Purchase of Fire Truck – Gary Larson**
- 4. Request to Purchase Pumps – Jason Stordahl**
- 5. Waters Edge Pilot Program – Paul Gorte**
- 6. Civic Center Change Order – David Murphy**
- 7. Civic Center Warming Area Improvement – David Murphy**
- 8. Other**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – February 2, 2016 – 5:00 PM – Council Chambers
Work Session – February 9, 2016 – 5:00 PM – Training Room
Regular Council Meeting – February 16, 2016 – 5:00 PM – Council Chambers
Work Session – February 23, 2016 – 5:00 PM – Training Room

Request for Council Action

Date: 1/20/2016

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Jason Stordahl-Public Works Director

RE: Annual Pump Replacement

Per our annual pump replacement schedule and service inspection pumps 1 & 2 at sanitary lift station 2 are due for replacement. This is a budgeted item in the 2016 Capital Improvement Plan, and we have sufficient funds.

I received the following quotations for the purchase of new pumps:

Electric Pump \$64,408

MN Pump Works \$57,642

Recommendation: Purchase two new pumps from Minnesota Pump Works for \$57,642, declare used pumps as surplus, and trade in one of the used pumps for \$ 2,534.

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0170969
QUOTE DATE: 1/14/2016
EXPIRE DATE: 2/15/2016

SALESPERSON: JEFF JANIKSELA
CUSTOMER NO: 0012080
QUOTED BY: ATT
3202.185 @ LS #2

QUOTED TO:
CITY OF EAST GRAND FORKS
1001 2ND STREET NE
EAST GRAND FORKS, MN 56721

JOB LOCATION:
CITY OF EAST GRAND FORKS
1001 2ND STREET NE
EAST GRAND FORKS, MN 56721

CONFIRM TO:
DYLAN NELSON 218-791-8190

***** QUOTE ORDER - DO NOT PAY *****

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS			
	BESTWAY		NET 30 DAYS			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT

RE: FLYGT REPLACEMENT PUMP AT LIFT STATION #2.

0032021850431	EACH	2.00	0.00	0.00	32,204.00	64,408.00
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NP643-8 35/460/3 50' FLS FV

PLEASE ALLOW 11-13 WEEKS ARO

FREIGHT AND INSTALLATION ARE NOT INCLUDED IN THIS QUOTE

DYLAN IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE OR WOULD LIKE TO GO AHEAD WITH AN ORDER PLEASE FEEL FREE TO CONTACT US.

THANK YOU, ADAM THORESON
adamt@electricpump.com

CC: JEFF JANIKSELA 612-867-6219

All return goods must have written approval from Electric Pump, Inc. before returning. Credit will not be issued without written approval and if applicable there will be a Restock Fee.

Net Order:	64,408.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	64,408.00

ABOVE PRICING EFFECTIVE FOR 30 DAYS



1 CANNON ST W
 DUNDAS, MN 55019
 Phone: 507-645-8004
 email: info@minnesotapumpworks.com

Estimate

Date	Estimate No.
1/6/2016	5652

Name/Address
City of East Grand Forks PO Box 373 East Grand Forks, MN 56721

Project
Flygt 3201 Replacement

Description	Qty	Rate	Total
REPLACEMENT OF FLYGT 3201-637 35HP/208V/3PHASE/1160RPM/97FLA, 8" DISCHARGE			
ABS XFP206J CB2.330 PE250/6 33HP/208V/3PHASE, 8" DISCHARGE, 49' CABLE 10% DISCOUNT FOR TRADE IN OF FLYGT 3201	1	22,805.00	22,805.00
ABS XFP206J CB2.330 PE250/6 33HP/208V/3PHASE, 8" DISCHARGE, 49' CABLE	1	25,339.00	25,339.00
FLYGT 8" ADAPTER BRACKET FOR 3" DUAL GUIDE RAIL AND HARDWARE KIT	2	2,385.00	4,770.00
ABS LOCAL SEAL LEAK RELAY PANEL INCLUDES CA461 RELAY, ALARM LIGHT, SEAL ALARM DRY CONTACTS, N4X FG ENCLOSURE	2	1,097.00	2,194.00
LEAD TIME 8 - 10 WEEKS FREIGHT FOB FACTORY			
THANKS, JESSICA - JESSICAW@IOWAPUMPWORKS.COM			

Total	\$55,108.00
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Request for Council Action

Date: January 26, 2016

To: East Grand Forks City Council Mayor Lynn Stauss, Council President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Paul Gorte, Economic Development Director

RE: EGF Residential Development Pilot Program

The EDA has been looking at ways to increase interest and sales of City-owned residential lots, particularly in the Waters Edge development at the north end of the City. After discussion, the EDA is proposing a pilot program for 3 houses. The program will provide assistance to builders to construct homes in visible locations. The outline of the program is attached. The actual agreements will be drafted in the upcoming weeks. The funds will come from the 280 account, which will be fully reimbursed upon the sale of the homes.

The EDA approved this change at its January 19, 2016, meeting.

This item is informational and requires no Council action.

Attachment: EGF Residential Development Pilot Program

EGF Residential Development Pilot Program
January 19, 2016

Purpose: The purpose of the program is to induce increased residential development on the Waters Edge lots owned by the City.

Parameters:

- The builder shall be licensed in Minnesota
- The builder shall be insured and bonded
- The builder shall be in good standing
- The home shall conform to City and State codes and the restrictive covenants
- The home shall be for resale; the builder shall not be the resident of the home built under this program
- The home shall be completed and ready for occupancy not more than 8 months from the date of the agreement between the City and the builder
- The builder shall provide a site plan and building plans acceptable to the City
- The builder shall provide a confidential financial statement demonstrating the anticipated ability to complete the project
- The builder shall provide a release of lien at the City at the time of closing

The pilot program will provide resources for three homes:

- City-owned lot acceptable to the City and the builder
- Not more than \$100,000 in funds to reduce the amount of the construction loan per home with the funds treated as a line of credit

Although several builders have expressed interest in the program, the City plans to proceed with the first two builders who expressed interest in the opportunity. The City will evaluate the effectiveness of the program to determine how to proceed in the future.

Request for Council Action

Date: January 26, 2016

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: City Administrator David Murphy

RE: Civic Center Change Order.

Background

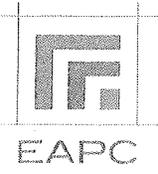
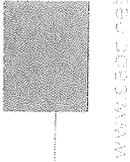
We have received Change Order No. 2 for the Civic Center. The project is complete and there are no outstanding items for any further change orders. The Fire Alarm components on Change Order No. 2 have previously been brought forward to the Council.

Budget Impact

Finance Director Anderson and I are totaling the Civic Center Project and were not ready at the time the packets needed to be distributed. Ms. Anderson and I will be prepared to present the Budget Impact at the Work Session.

Action Required

Recommend Approval at Council Meeting.



January 22, 2016

City of East Grand Forks
600 DeMers Avenue
East Grand Forks, MN 56721

SUBJ: Concession and Locker Room
Renovation Project
East Grand Forks Civic Center

ATTN: David Murphy, City Administrator

RE--: Change Order No. 2

File: 20142610

Dear David:

Per your request, we are writing to give a description and background information for the items included in Change Order No. 2 for the Civic Center Concession and Locker Room Renovation Project.

1. \$ 356.30 Relocate light fixtures in lobby.
2. \$ 1,316.22 Relocate fans in lobby.
 - The light fixtures and fans needed to be relocated to allow construction of the south concession area.
3. \$ 873.37 Relocate light switch box at exterior door.
 - The light switch box needed to be relocated to allow for the upper concourse floor to be filled in. The box interfered with new steel beams.
4. \$ 743.61 Provide power to water coolers.
 - This item provided power to the new water coolers in the south lobby.
5. \$ 74.98 GFCI at locker room.
 - This was the cost to use ground fault outlets instead of standard outlets.
6. \$ 266.22 Wire mold at coach's office.
 - New outlets in coach's office required the use of wall mounted conduit where existing walls prevented installing conduit pipe.
7. \$ 233.78 Extend existing fire alarm in south bathroom.
 - Unforeseen condition to connect new lobby fire alarm devices to existing system.

Grand Forks, Fargo, Bismarck, Minot, Williston ND	Sioux Falls SD	Bemidji MN	Fort Collins CO	Norwich VT	Buenos Aires ARG
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8. \$ 1,505.60 Relocate eight (8) light fixtures at second floor, north concourse.
- These existing light fixtures were located over the new enclosed seating area. Field decision was made to relocate them out over the concourse walkway to provide better illumination.
9. \$ 606.60 Remove existing receptacles behind new lockers.
- Field decision to remove existing outlets that would have been left behind the lockers.
10. \$ 98.94 Extend overhead door circuit.
- This electrical circuit needed to be extended to accommodate the concourse slab infill. Unforeseen condition.
11. \$ 109.03 Change wall plates to stainless steel.
- The specifications called for plastic outlet and switch covers. Field decision to use stainless steel covers to match the existing covers.
12. \$ 723.51 Move two (2) existing emergency lights.
- These two emergency light fixtures had to be relocated and mounted on new concession/seating walls.
13. \$ 408.84 Change breakers in Panel K.
- Electrical Panel K is an existing panel that was reused. However, the breakers were found to be old and needed to be replaced.
14. \$ 389.95 Reconnect pole lights.
- The circuit that powers the exterior parking lights had a short that could not be located. This is the cost to repair that short circuit.
15. \$ 6,977.81 Fire alarm repair.
- The existing fire alarm panel was intended to be reused with the additional alarm devices being added to that panel. The additional alarm devices overwhelmed the older panel and destroyed the circuit boards as well as a quantity of strobes and alarm devices. This cost replaced the panel and non-functioning devices. The fire alarm system is now effective and operating properly.

16. \$ 267.00 Install 1/4" glazing in lieu of 1" insulated glass on window and door frames, and change 2" mullions to 4" to allow for light switches.
- We increased the size of a steel door frame mullion to accept light switch boxes. We also had to change to glazing stops in the window frames to accept 1/4" glass.
17. \$ 3,901.00 New metal stud wall and electrical panel at north concession area.
- The original plans called for a custom stainless steel table that contained an electrical panel and outlets for food service equipment. The cost of this table was close to \$9,000.00 and Blue Line Club decided not to buy. As a result we designed a new metal stud wall and installed a new electrical panel in the wall. We also devised an outlet system for the food service equipment using heavy duty extension type cords that can be removed when needed.
18. \$ 620.00 Change the height of the five coiling doors from 4'-4" to 4'-6" to accommodate the lower concession countertops.
- We sized the coiling counter doors based on a 36" countertop height that turned out to be 34". The wall openings were built and we had to increase the size of the coiling doors.
19. \$ 2,970.00 New prep sink at north concession area.
- During the final inspection, the State Health Department required this prep sink be installed to use in preparing baked potatoes and any other baked products. A decision was made to add the sink.
20. \$ 165.60 Patch masonry and create a wider door opening in lower level coach's office (closet).
- The coach's office had an opening into the area beneath the stairs used as a closet. We added a metal door that the Contractor had in stock and patched the opening with masonry to create the door opening.
21. \$ 588.80 Extend the privacy wall (concrete block) in the lower level men's bathroom to block the view from the ice arena.
- The privacy wall needed to be extended to close off a sight from the arena floor into the men's bathroom.



Please contact us if questions arise during the review of this Change Order.

Sincerely,

A handwritten signature in cursive script that reads "Mark J. Bohlman".

Mark J. Bohlman
for
EAPC Architects Engineers

MJB/cle



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Document G701[™] – 2001

Change Order

PROJECT (Name and address):

East Grand Forks Civic Center
Concession Area and Locker Room
Renovations
East Grand Forks, Minnesota

CHANGE ORDER NUMBER: 002

DATE: January 13, 2016

OWNER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

TO CONTRACTOR (Name and address):

Schmitz Builders, Inc.
210 - 3rd St. NE
Red Lake Falls, MN 56750

ARCHITECT'S PROJECT NUMBER: 20142610

CONTRACT DATE: April 22, 2015

CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

\$ 356.30	Relocate light fixtures in lobby
\$ 1,316.22	Relocate fans in lobby.
\$ 873.37	Relocate light switch box at exterior door.
\$ 743.61	Provide power to water cooler
\$ 74.98	GFCI at locker room.
\$ 266.22	Wiremold at coach's office.
\$ 233.78	Extend ex. fire alarm in restroom.
\$ 1,505.60	Relocate 8 light fixtures at 2nd floor north concourse.
\$ 606.60	Remove ex. receptacles behind new lockers.
\$ 98.94	Extend overhead door circuit.
\$ 109.03	Change wall plates to stainless steel
\$ 723.51	Move 2 existing EM lights.
\$ 408.84	Change breakers in Panel K.
\$ 304.54	EF-6 relocated in locker room.
\$ 389.95	Reconnect pole lights.
\$ 6,977.81	Fire alarm repair - replace fire alarm panel, horn/strobes, troubleshooting labor.
\$ 267.00	Install 1/4" glazing in lieu of 1" insulated glass on window and door frames and change 2" mullions to 4" to allow for light switch.
\$ 3,901.00	CPG03 - New metal stud wall and electrical panel at north concession area.
\$ 620.00	Change the height of the five coiling doors from 4'-4" to 4'-6" to accommodate the lower concession countertops.
\$ 2,970.00	New prep sink at north concession area.
\$ 165.60	Patch masonry and create a wider door opening in lower level coach's office (closet).
\$ 588.80	Extend the privacy wall (concrete block) in the lower level men's bathroom to block the view from the ice arena.
\$23,501.70	TOTAL CHANGE ORDER 002

The original Contract Sum was	\$	634,500.00
The net change by previously authorized Change Orders	\$	27,841.15
The Contract Sum prior to this Change Order was	\$	662,341.15
The Contract Sum will be increased by this Change Order in the amount of	\$	23,501.70
The new Contract Sum including this Change Order will be	\$	685,842.85

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 25, 2015

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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User Notes:

(844320356)

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Engineers-Architects, P.C.
(herein known as EAPC)

Schmitz Builders, Inc.

City of East Grand Forks

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

3100 DeMers Avenue
Grand Forks, ND 58201

210 - 3rd St. NE
Red Lake Falls, MN 56750

600 DeMers Avenue
East Grand Forks, MN 56721

ADDRESS

ADDRESS

ADDRESS

BY *(Signature)*

BY *(Signature)*

BY *(Signature)*

Wayne G. Dietrich
(Typed name)

Kent Schmitz
(Typed name)

David Murphy
(Typed name)

DATE

DATE

DATE

Request for Council Action

Date: January 26, 2016

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: City Administrator David Murphy

RE: Civic Center Warming Area Improvements.

Background

The Blue Line Club has been working on furnishing and finishing the improvements to the Civic Center. The Club is adding furnishings to the warming area and is looking for funding assistance from the City. The Club is adding two styles of tables, chairs and a ledge along the windows. The costs for the additions are:

Tables/ledge	\$14,000.00 (Estimated)
Chairs	\$ 4,599.40
Total	\$18,599.40

The Blue Line Club is asking the City to assume half of the cost for the improvements which is approximately \$9,300.00. Blue Line Club President Chip Shea will be present to answer any questions the Council may have. Examples of the tables and chairs are included with this RCA.

Budget Impact

Finance Director Anderson and I are compiling the most recent pay requests and will update the Council on the budget impact at the work session.

Action Required

Direction to staff regarding the request.





Quote

01/14/2016

Project:
Blue Line Club/Chairs/2016

From:
Culinox
James Maides
513 10th Ave. N
Grand Forks, ND 58203-2460
(701)746-8471

Item	Qty	Description	Sell	Sell Total
1.5	40 ea	BAR STOOL Oak Street Bar Stool, ladder back, seat to be specified, welded 16 gauge 1-1/4" steel tubing, footrest, black powder coated wrinkle finish (seat ships unattached)	\$79.99	\$3,199.60
	40 ea	Seat type to be specified		
2	20 ea	CHAIR Oak Street Dining Chair, ladder back, seat to be specified, welded 16 gauge 1-1/4" steel tubing, non-marring poly glides, powder coat wrinkle finish, black (seat ships unattached)	\$69.99	\$1,399.80
	20 ea	Seat type to be specified		
Total				\$4,599.40

Prices Good Until: 02/13/2016

Terms of Sale:

The risk in the Goods shall pass to the Buyer on delivery, but the title to the goods shall remain vested in the Seller until the Seller has received payment in full in cleared funds. Do not give carrier clear receipt if you find shipment damaged or short. Receipt from carrier ends our responsibility. Please make claim with carrier. Do not deduct from invoice. A finance charge of 1.5% per month will be added to all amounts beyond terms. This is an annual percentage rate of 18%. Minimum finance charge is \$.50. All special orders require a minimum 30% down payment. I understand and agree to these term.

Initial _____

Returns:

All regular stocking items may be returned for full credit in new un-used condition in the original packaging. Non-stock or special order items may be returned provided the factory will take them back in new un-used condition in original packaging. A restocking charge (30% minimum) plus any return freight charges incurred will be applied to your account. Custom fabrication or made to order items may not be returned for credit. All items must be returned within 30 days of invoice. I understand and agree to the returns policy.

Initial _____

Acceptance: _____

Printed Name: _____

Date: _____

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$4,599.40

255 Welter Drive
Monticello, IA 52310
Phone: (877) 465-4344
Fax: (877) 465-4042



www.oakstreetmfg.com

LADDERBACK METAL FRAME BARSTOOL: SL2301



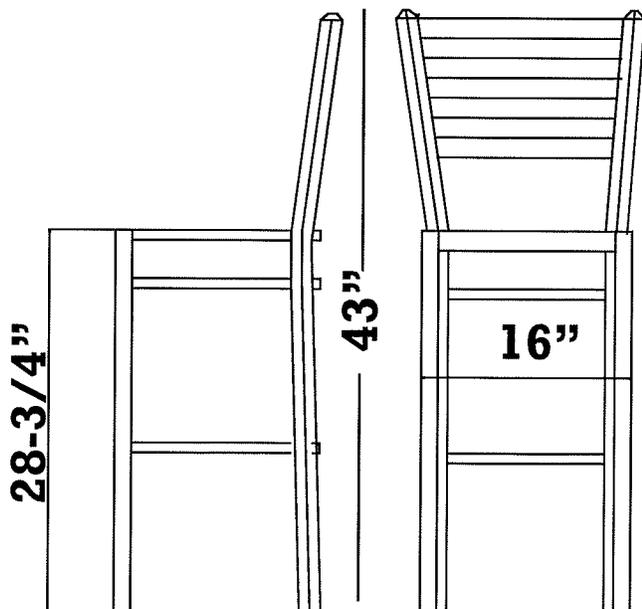
- Premium black powder coat wrinkle finish
- 16 gauge, 1-1/4" steel tubing
- 100% welded frame
- Three leg supports
- Non-marring poly glides
- Seat ships unattached - *simple seat attachment is required*
- Vinyl seat options: Black, Buckskin, Espresso, Red and Wine
- Wood seat options: Natural, Mahogany, Cherry, Walnut and Black
- Custom powder coat, custom vinyl seat and custom stain wood seat all available for upcharge
- American made 1-1/2" vinyl seat and 2" vinyl seat available for upcharge
- Barstool weight: 19 lbs.
- Frame load capacity of 300 lbs.
- F.O.B. Monticello, Iowa and Rancho Cucamonga, California **16-1/8"**

VINYL SEAT DIMENSIONS:
17" deep x 18" wide x 1-1/2" thick

WOOD SEAT DIMENSIONS:
17" deep x 18" wide x 1" thick

AVAILABLE MODELS:

SL2301-BLK	Black Vinyl Seat
SL2301-BUC	Buckskin Vinyl Seat
SL2301-ESP	Espresso Vinyl Seat
SL2301-RED	Red Vinyl Seat
SL2301-WINE	Wine Vinyl Seat
SL2301-N	Natural Wood Seat
SL2301-M	Mahogany Wood Seat
SL2301-C	Cherry Wood Seat
SL2301-WA	Walnut Wood Seat
SL2301-WB	Black Wood Seat
SL2301-FRAME ONLY	Frame Only, No Seat



LADDERBACK METAL FRAME BARSTOOL: SL2301

255 Welter Drive
 Monticello, IA 52310
 Phone: (877) 465-4344
 Fax: (877) 465-4042



www.oakstreetmfg.com

LADDERBACK METAL FRAME DINING CHAIR: SL2160

LADDERBACK METAL FRAME DINING CHAIR: SL2160



- Premium black powder coat wrinkle finish
- 16 gauge, 1-1/4" steel tubing
- 100% welded frame
- Two leg supports
- Non-marring poly glides
- Seat ships unattached - *simple seat attachment is required*
- Vinyl seat options: Black, Buckskin, Espresso, Red and Wine
- Wood seat options: Natural, Mahogany, Cherry, Walnut and Black
- Custom powder coat, custom vinyl seat and custom stain wood seat all available for upcharge
- American made 1-1/2" vinyl seat and 2" vinyl seat available for upcharge
- Dining chair weight: 15 lbs.
- Frame load capacity of 300 lbs.
- F.O.B. Monticello, Iowa and Rancho Cucamonga, California

VINYL SEAT DIMENSIONS:
 17" deep x 18" wide x 1-1/2" thick

WOOD SEAT DIMENSIONS:
 17" deep x 18" wide x 1" thick

AVAILABLE MODELS:

SL2160-BLK	Black Vinyl Seat
SL2160-BUC	Buckskin Vinyl Seat
SL2160-ESP	Espresso Vinyl Seat
SL2160-RED	Red Vinyl Seat
SL2160-WINE	Wine Vinyl Seat
SL2160-N	Natural Wood Seat
SL2160-M	Mahogany Wood Seat
SL2160-C	Cherry Wood Seat
SL2160-WA	Walnut Wood Seat
SL2160-WB	Black Wood Seat
SL2160-FRAME ONLY	Frame Only, No Seat

