

**THIEF RIVER FALLS CITY COUNCIL
AGENDA
TUESDAY – DECEMBER 4, 2018**

**COUNCIL CHAMBERS
CITY HALL – 405 3RD STREET EAST
5:30 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM** – *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. Speakers are requested to come to the microphone, state their name and address for the record, and limit their remarks to five minutes. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.*
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
 - Salvation Army Pennington County – Kettle Campaign
- 6. APPROVE AGENDA** – *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.*
- 7. CONSENT AGENDA** – *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.*
 - 7.01 Approval of November 20, 2018 Adjourned Proceedings and November 27, 2018 Council Proceedings (page 3-23)
 - 7.02 City of Thief River Falls Bills and Disbursements (see attachment)
 - 7.03 Approval of 2019 City License renewals (page 24)
 - 7.04 Approval of Digi-Key Feeder Construction Project Pay request #2 (page 25-29)
 - 7.05 Approve co-sponsorship of cancer fund raiser (page 30)
- 8. NEW BUSINESS**
 - 8.01 Second Reading of Ordinance amending Sidewalk Snow Removal (page 31-32)

Approval of Ordinance amending Sidewalk Snow Removal

9. COUNCIL BOARDS AND COMMISSIONS REPORTS – *Not all boards or commissions will have met prior to the Council meeting. These reports are intended to keep the other council members informed of actions or proposed actions taken by these boards and commissions. Only those with something to report would be on the agenda.*

10. UPCOMING MEETINGS

- 10.01 Joint City Council/Planning Commission – December 6th at 5:00 p.m.
- 10.02 Utilities Committee Meeting – December 10th at 7:00 a.m.
- 10.03 Public Safety/Liquor Committee Meeting – December 10th at 4:30 p.m.
- 10.04 Administrative Services Committee Meeting – December 11th at 4:30 p.m.
- 10.05 Public Works Committee Meeting – December 12th at 4:30 p.m.
- 10.06 City Council Meeting – December 18th at 5:30 p.m.

11. INFORMATIONAL ITEMS

12. ADJOURNMENT TO TRUTH IN TAXATION HEARING AT 6:00 P.M. TONIGHT

13. TRUTH IN TAXATION

14. ADJOURNMENT

City of Thief River Falls complies with the ADA. Individuals with disabilities requiring special aids should contact the City Administrator, 405 Third Street East, Thief River Falls, MN 56701, 218-681-2943, 48 hours prior to the scheduled meeting.

NOVEMBER 20, 2018

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on November 20, 2018 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Prudhomme and Brown. Councilmembers Howe, Aarestad, Narverud, and Sollom were absent. No quorum being present, no official business was presented for action. Councilmembers present together with the City Attorney and City Administrator met as the Canvassing Board.

DECLARATION OF 2018 GENERAL ELECTION RESULTS

Finance Director Philipp administered the Canvassing Board Oath to the Councilmembers in attendance and the City Administrator and the City Attorney. The results of the General Election held on November 6, 2018 were presented.

WHEREAS, the General Election was held on Tuesday, November 6, 2018 to vote for the offices of Mayor for a two-year term, three four-year Council positions and one four-year At-Large Council position; and,

WHEREAS, the official election returns of the election judges were presented, duly examined, approved, and placed on file in the Office of the City Administrator.

NOW, THEREFORE, BE IT RESOLVED, by the Canvassing Board, hereby finds, determines, and declares that the Regular City election held in and for the City of Thief River Falls on Tuesday, November 6, 2018 was in all respects duly held and the election returns canvassed. The following are hereby elected to the following offices for their respective terms:

Mayor	Brian Holmer	Two-Year Term
Councilmember At Large	Steven Narverud	Four-Year Term
Councilmember 1 st Ward	Curtis Howe	Four-Year Term
Councilmember 3 rd Ward	Michael Lorenson	Four-Year Term
Councilmember 5 th Ward	Rachel Prudhomme	Four-Year Term

Approved and signed in writing under oath by the Canvassing Board.

OFFICIAL OATH OF OFFICE

Pcr Resolution No 9-232-18 the Ward 3 vacancy was to be filled by the selection of the voters as determined by the November 6 election effective upon the certification of results. Councilmember Ward 3, Michael Lorenson, took the Oath of Office.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- Proclamation - NCTC Football Team Day December 1, 2018
- Legislative update – Senator Johnson and Representative Fabian
- JLJ Management LLC

NOVEMBER 27, 2018

The City Council of Thief River Falls, Minnesota, met in special session at 5:30 p.m. on November 27, 2018 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Howe, Narverud, Sollom, Lorensen and Brown. Councilmembers Prudhomme and Aarestad were absent. Mayor Holmer chaired the meeting.

APPROVAL OF AGENDA

Councilmember Brown motioned, being seconded by Councilmember Narverud, to approve the agenda along with the addendum. On vote being taken, the motion was unanimously approved.

RESOLUTION NO. 11-262-18: APPROVAL OF COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-262-18, being seconded by Councilmember Sollom, that:

RESOLVED, by the City Council, to approve November 6, 2018 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-263-18: APPROVAL OF PAYMENT OF BILLS

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-263-18, being seconded by Councilmember Sollom, that:

RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$2,135,925.63. A printout of the approved payments and disbursements is attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-264-18: APPROVAL OF PROGRESSION RAISE FOR SHAUN HOFFART, PATROL OFFICER

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-264-18, being seconded by Councilmember Sollom, that:

WHEREAS, Officer Hoffart was hired on October 23, 2017 at Step 1 of the LELS salary schedule and has successfully completed his one year of probation.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Safety/Liquor Committee recommendation to grant Shaun Hoffart, Patrol Officer, a progression raise. Officer Hoffart shall progress to Step 2 of the LELS Patrol Officer salary schedule for a new salary of \$25.23 per hour, effective October 23, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-265-18: APPROVAL OF PROGRESSION RAISE FOR JOSHUA PUTZKE, PATROL OFFICER

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-265-18, being seconded by Councilmember Sollom, that:

WHEREAS, Officer Putzke was hired on October 28, 2017 at Step 1 of the LELS salary schedule and has successfully completed his one year of probation.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Safety/Liquor Committee recommendation to grant Joshua Putzke, Patrol Officer, a progression raise. Officer Putzke shall progress to Step 2 of the LELS Patrol Officer salary schedule for a new salary of \$25.23 per hour, effective October 25, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-266-18: APPROVAL OF PROGRESSION RAISE FOR BRADY MEUNIER, PATROL OFFICER

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-266-18, being seconded by Councilmember Sollom, that:

WHEREAS, Officer Meunier was hired on October 18, 2017 at Step 1 of the LELS salary schedule and has successfully completed his one year of probation.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Safety/Liquor Committee recommendation to grant Brady Meunier, Patrol Officer, a progression raise. Officer Meunier shall progress to Step 2 of the LELS Patrol Officer salary schedule for a new salary of \$25.23 per hour, effective October 18, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-267-18: APPROVAL OF PROGRESSION RAISE FOR BEN MYERS, WATER SYSTEMS OPERATOR

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-267-18, being seconded by Councilmember Sollom, that:

WHEREAS, Mr. Myers has successfully completed all requirements and certifications (Class D Water and Class D Wastewater State Certifications).

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation to approve a progression raise to Ben Myers, Water Systems Operator. Mr. Myers shall progress to Step 4 of 5 of the Water Systems Operator salary schedule for a new hourly salary of \$21.51 effective November 3, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-268-18: APPROVAL OF PROGRESSION RAISE FOR WADE WALLACE, WATER TREATMENT PLANT OPERATOR

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-268-18, being seconded by Councilmember Sollom, that:

WHEREAS, Mr. Wallace has obtained his Class C Water Operator Certificate on 10/24/18 and is eligible for progression to the Step 5 wage.

THEREFORE, BE IT RESOLVED, by the City Council, to accept a Public Utilities Committee recommendation and grant a progression raise for Wade Wallace, Water Treatment Plant Operator, to Step 5 of the Water Treatment Plant Operator salary schedule, for a new salary of \$25.21 effective October 24, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-269-18: APPROVE ADOPTION OF WATER SUPPLY PLAN

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-269-18, being seconded by Councilmember Sollom, that:

WHEREAS, the Minnesota Department of Natural Resources permits city use of the Red Lake River for its municipal water supply and also reviews and approves the city's Water Supply Plan.

THEREFORE, BE IT RESOLVED, by the City Council, to accept a Public Utilities Committee recommendation to approve adoption of Water Supply Plan.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-270-19: APPROVAL OF CERTIFICATION OF UNPAID SIDEWALK SNOW REMOVAL CHARGES TO PROPERTY OWNERS' 2019 PROPERTY TAX

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-270-18, being seconded by Councilmember Sollom, that:

WHEREAS, sidewalk snow removal charges remain unpaid to the City of Thief River Falls; and,

WHEREAS, pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid snow removal charges.

THEREFORE, BE IT RESOLVED, by the City Council, to certify the following unpaid sidewalk snow removal charges from the 2017/2018 snow season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2019:

<u>ADDRESS</u>	<u>PARCEL</u>	<u>AMOUNT</u>
820 Labree Ave N	25.017.134.40	114.25
1016 Duluth Ave N	25.021.019.20	42.00
1020 Knight Ave N	25.021.010.10	39.00
601 State Ave N	25.004.019.50	42.00
1003 Duluth Ave N	25.021.028.30	79.00
313 4 th St W	25.003.179.30	122.00
618 Knight Ave N	25.014.031.40	40.00
616 St Paul Ave S	25.010.022.30	39.00
303 Riverside Ave S	25.005.064.00	82.00
201 Tindolph Ave S	25.012.035.60	41.00
412 State Ave N	25.004.009.20	74.20
412 Markley Ave S	25.012.117.20	40.00
523 Knight Ave N	25.003.063.10	75.25
121 St Paul Ave N	25.006.266.50	40.00
320 Red Lake Blvd	25.013.018.10	74.20
510 State Ave N	25.004.013.30	39.00
317 Atlantic Ave N	25.003.261.10	74.20
412 Tindolph Ave S	25.012.136.40	39.00
424 Arnold Ave N	25.003.173.30	39.00
219 Kendall Ave S	25.012.054.70	39.00
312 Arnold Ave N	25.003.197.60	39.00

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-271-18: APPROVAL OF ON-SALE MALT LIQUOR AND WINE LICENSE TO DAROOS PIZZA THIEF RIVER FALLS

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-271-18, being seconded by Councilmember Sollom, that:

WHEREAS, DaRoos Pizza has applied for a 3.2% On-Sale Malt Liquor and Wine License and per City Code the holder of both wine and 3.2% malt liquor may sell intoxicating malt liquors without an additional license.

THEREFORE, BE IT RESOLVED, by the City Council, to accept an Administrative Services Committee recommendation to grant an On-Sale Malt Liquor and Wine License to DaRoos Pizza Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-272-18: APPROVAL OF DECLARING SLUM & BLIGHT IN PORTIONS OF THE CENTRAL BUSINESS DISTRICT

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-272-18, being seconded by Councilmember Sollom, that:

WHEREAS, the City of Thief River Falls is concerned about the economic viability of slum and blighted area within its corporate limits, and

WHEREAS, the slum and blighted area projects a negative visual image of the community, and

WHEREAS, the economic, social, physical, and cultural well-being of the City is adversely affected by the conditions of this slum and blighted area, and

WHEREAS, there exists the opportunity to improve, preserve, and re-develop this slum and blighted area to the benefit of the community, and

WHEREAS, the following detrimental conditions have been identified which qualify the area under State law and Community Development Block Grant Program requirements:

- 1) Public Improvements are in a general state of deterioration; or
- 2) At least 25% of the buildings are deteriorated or deteriorating, and have at least one of the following characteristics: Physical deterioration of building or improvement; Abandonment of property; Chronic high turnover or vacancy rate; Significant decline in property value or abnormally low property value in relation to other areas of the community; or Known or suspected environmental contamination.

WHEREAS, of all the parcels within the target area, 97 of them are occupied by buildings. Of the 97 buildings in the target area, 67 of them are structurally standard, 3 of them are structurally substandard, and 27 are dilapidated.

NOW THEREFORE, BE IT RESOLVED, by the City Council, to accept a Public Works Committee recommendation declaring a "Slum and Blighted Area" in portions of the Central Business District.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 11-273-18: APPROVAL OF PETITION FOR DRAINAGE
SYSTEM TRANSFER FROM PENNINGTON COUNTY FOR A PORTION OF DITCH**

70

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-273-18, being seconded by Councilmember Sollom, that:

WHEREAS, the Red Lake Watershed District, along with Pennington County and the City of Thief River Falls, are undertaking a flood damage reduction project that diverts County Ditch 70 around the City of Thief River Falls. This system drains areas north and west of the city, as well as areas within the city. This system runs along Highway 1 & 59 from Highway 59 North to Barzen Avenue along Digi-Key and Arctic Cat, and outlets to the east along Greenwood Street to the Red Lake River. This system has a history of flood

damage northwest of the city and does not have adequate capacity for anticipated growth and expansion in the southwest part of the city; and

WHEREAS, the strategic partnership between the City, County and Watershed District is complimented by the Minnesota Department of Transportation through cost sharing of drainage improvements that are programmed for 2020 as a part of the Highway Nos. 1 & 59 reconstruction project. These benefits, along with the Digi-Key expansion and the need for improved agricultural drainage make this the opportune time to accomplish this project; and

WHEREAS, The City of Thief River Falls, through the Watershed led project, will be installing storm sewer in the present County Ditch 70 channel along Barzen Avenue from Highway No. 1 & 59 to Greenwood Street and along Greenwood Street from Barzen Avenue to Oakland Park Road. In order for the city to install this storm sewer they need to petition Pennington County to transfer this ditch to the City of Thief River Falls.

THEREFORE, BE IT RESOLVED, by the City Council, to accept a Public Works Committee recommendation to adopt a resolution approving a Petition for Drainage System Transfer from Pennington County for a portion of Pennington County Ditch 70 that is in the city limits of Thief River Falls; and authorize the Mayor and City Administrator to execute the petition. The ditch transfer is contingent upon moving forward with the flood damage reduction project, known as Improvement Project 178.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-274-18: MUNICIPAL STATE AID STREET FUNDS ADVANCE RESOLUTION

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-274-18, being seconded by Councilmember Sollom, that:

WHEREAS, the Municipality of Thief River Falls is planning to implement Municipal State Aid Street Project(s) in 2019 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date 9-30-2018	\$ _____	-0-
Less estimated disbursements:		
Project # 170-103-007	\$ _____	395,000
Project #170-104-002	\$ _____	165,000

Project #170-108-019	\$	<u>800,000</u>
Project #170-110-010	\$	<u>350,000</u>
Project #170-111-022	\$	<u>575,000</u>
Project #170-114-012	\$	<u>62,000</u>
Project #170-115-019	\$	<u>217,000</u>
Project Finals # 170-115-017	\$	<u>202,415</u>
Other _____	\$	_____
Total Estimated Disbursements	\$	<u>2,766,415</u>
Advance Amount (amount in excess of acct balance)	\$	<u>2,650,000</u>

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED, by the City Council, that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Thief River Falls in an amount up to \$2,650,000. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-275-18: APPROVAL OF BUSINESS SUBSIDY AGREEMENT OF THE DEVELOPMENT AGREEMENT FOR TAX INCREMENT FINANCING DISTRICT 1-13

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-275-18, being seconded by Councilmember Sollom, that:

WHEREAS, the City executed a Development Agreement (the "Development Agreement") dated June 28, 2017, with DK Real Estate Holdings LLC for the Digi-Key Electronics Expansion Project in Tax Increment Financing District No. 1-13. The Development Agreement contained, as an exhibit, a form of a Business Subsidy Agreement that was not previously executed.

THEREFORE, BE IT RESOLVED, by the City Council, to accept a Public Works Committee recommendation to approve the Business Subsidy Agreement of the Development

Agreement for Tax Increment Financing District 1-13 and authorize the Mayor and Administrator to execute the agreement, contingent upon final legal review.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-276-18: APPROVAL OF 2018 STREET & UTILITIES IMPROVEMENT PROJECT CHANGE ORDER NO. 1

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 11-270-18, being seconded by Councilmember Sollom, that:

WEHREAS, the 2018 Street & Utilities Improvement Project includes the installation of water, sanitary sewer, storm sewer and street construction on Barnick Road. This street will serve as the main entrance for the new Paces Lodging Corporation apartments south-east of Walmart. Soils encountered there were wet and poorly drained. The addition of geotextile fabric will keep the clay subgrade separated from the aggregate base and provide a much better road for the future; and

WHEREAS, R.J. Zavoral and Sons, Inc. have asked for an extension to the 2018 substantial completion date from October 26th to November 30th. Cold and wet conditions this fall have created a challenge for the contractor, even with a great effort, to substantially complete the project on time.

THEREFORE, BE IT RESOLVED, by the City Council, to accept a Public Works Committee recommendation to approve Change Order No. 1 with R.J. Zavoral and Sons, Inc. for the addition of geotextile fabric on Barnick Road at an estimated project cost of \$4,175.50. This change order also includes an extension of the 2018 substantial completion date from October 26, 2018 to November 30, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-277-18: APPROVAL OF COUNCIL COMMITTEE APPOINTMENTS

Councilmember Narverud introduced Resolution No. 11-277-18, being seconded by Councilmember Sollom, that:

BE IT RESOLVED, by the City Council, to accept the Mayor's recommendation and approve the following appointments:

Public Safety/Liquor

Mike Lorenson

Public Utilities

Mike Lorenson

Administrative Services
Brian Holmer

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-278-18: APPROVE LETTER OF INTENT WITH JLJ MANAGEMENT TO INVESTIGATE FEASIBILITY OF HOTEL DEVELOPMENT ON ARENA CAMPUS

The City Council reviewed a Request for Council Action. Councilmember Brown introduced Resolution No. 11-278-18, being seconded by Councilmember Narverud, that:

WHEREAS, a hotel attached to the arena or within walking distance would have benefits both to the hotel and the arena. JLJ Management LLC has years of experience in the Hospitality Industry including with property in Thief River Falls and has asked for a Letter of Intent to allow time to develop a detailed proposal for presentation to the city. The city would be free to accept, reject, or provide comment to any proposal the city might receive.

THEREFORE, BE IT RESOLVED, by the City Council, to approve the recommendation of the Public Works Committee of the Whole to execute a non-binding 120 day exclusive letter of intent with JLJ Management LLC to investigate feasibility of a possible hotel development on arena campus, subject to review and approval of legal counsel as to content and form.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-279-18: APPROVAL TO HIRE SERGEANT

The City Council reviewed a Request for Council Action. Councilmember Narverud introduced Resolution No. 11-279-18, being seconded by Councilmember Sollom, that:

WHEREAS, Sergeants are seasoned professionals providing direct supervision of Patrol Officers. The City of Thief River Falls has recently hired several new Patrol Officers. The department currently has two Sergeants. Adding a third Sergeant would provide better supervision and training for these less experienced officers. The department has had three Sergeants in the past; and

WHEREAS, the third Sergeant will be hired from the ranks of Patrol Officers but the vacated Patrol Officer position would not be filled.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Safety/Liquor Committee recommendation to add a third Sergeant.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11-280-18: APPROVAL TO FILL PART-TIME APPRENTICE LINE WORKER POSITION

The City Council reviewed a Request for Council Action. Councilmember Sollom introduced Resolution No. 11-280-18, being seconded by Councilmember Brown, that:

WHEREAS, as a result of increased workload in the Electric Department, the Labor Committee recommended that the Utilities Committee approve creation and filling a part-time position of Apprentice Lineworker in the Electrical Department. The part-time Apprentice Lineworker is a Teamster #320 position.

THEREFORE, BE IT RESOLVED, by the City Council, to accept a Public Utilities Committee recommendation and authorize the Electric Department to begin process to fill a position of a part-time Apprentice Lineworker. The position shall be opened to Teamster Union #320 employees for ten days, and if not filled by that process, the position shall be filled by applications received by the public.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 11-281-18: APPROVAL OF ELECTRIC RATE INCREASE
EFFECTIVE WITH FEBRUARY 2019 BILLING CYCLE**

The City Council reviewed a Request for Council Action. Councilmember Sollom introduced Resolution No. 11-281-18, being seconded by Councilmember Howe, that:

RESOLVED, by the City Council, to accept a Public Utilities Committee recommendation, to approve the following electric rate adjustments, effective with the February 2019 billing cycle:

State Sales Tax: Where applicable, the rates shown below are subject to State sales tax.

Customer Charge: The customer charge is the minimum charge and is in addition to any energy used.

Power Factor Correction: When required by the City, the customer shall provide power factor correction as follows.

Power Factor: The customer shall at all times take and use power in such a manner that the average power factor shall be as near 100% as possible.

1. After the customer's power factor has been determined by the City, the City will not be obligated to take additional readings until the customer has taken action to correct his power factor.
2. The City may take power factor readings at its discretion.
3. The customer shall correct the power factor to a minimum of 95%.

Power Factor Correction Charge:

Power Factor Below 95%. Any establishment where the power factor is below 95% will be required to correct same to a minimum of 95%. An additional charge will be added to the customer's monthly bill according to the following until the correction has been made:

95% to 100% P.F.	No additional charge
85% through 94% P.F.	4% additional charge
0 through 84% P.F.	5% additional charge

Transformer discount: A customer who owns a transformer metered at primary voltage may receive a 1% (one percent) discount off the net billing for service.

Determination of Rate: As provided by City Ordinance, the City shall determine the rate at which a customer is served. The City may combine multiple meter readings into one reading and treat the combined reading as one meter. The City may use submeters and subtract meter readings and treat the readings as a separate meter.

Surcharge: A surcharge of \$0.004 per KWH will be included in all KWH sold to the City's electrical customers.

Rate R1. Electric Residential Service - All Purpose Uncontrolled.

A. Availability. The following rate shall be charged and collected for the use of electricity for light and power in private residences and in all flats and rooms used solely for private residence purposes on an uncontrolled basis (without a City provided load control device).

B. Rate No. R1 (Software Billing No. 1)

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$12.32	\$13.82
2019 Energy Charge: (2020 subject to change)		
For the first 1,500 KWH's per month		\$0.1065/KWH
Excess KWH's per month		\$0.1207/KWH

Rate R3. Electric Residential Service - Dual Fuel - 100% Controlled.

A. Availability. Closed to new customers after January 1, 2011.

Available to customers served prior to January 1, 2011. A customer that is on Rate R3 and is served at another residential rate will not be served by Rate R3 again. For space heating with/without electric water heater installations. In order to qualify for Rate R3, 100% interruptible electric heating rate, the customer must agree that

electric heat and electric water heater shall be controlled on an interruptible basis without notice and that the customer shall have an alternate source of heat acceptable to the City. The alternate heating source shall heat the residence for an indefinite period of time.

B. Rate No. R3 (Software Billing No. 3)

Winter Months (Bills due in November, December, January, February, March, April, May and June)

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$12.32	\$13.82

2019 Energy Charge: (With load control - 100%) (2020 subject to change)		
For the first 1000 KWH's per month		\$0.1065/KWH
Excess KWH's per month		\$0.0603/KWH

Summer Months (Bills due in July, August, September and October)
 The rate shall be Rate R1.

Rate R4. Electric Residential Service - Residential Heating Dual Fuel - 100% Controlled - Separately Metered.

A. Available to all present and future space heating installations that are separately metered. In order to qualify for Rate R4, 100% interruptible electric heating rate, the customer must agree that electric heat and electric water heaters shall be controlled on an interruptible basis without notice and that the customer shall have an alternate source of heat acceptable to the City. The alternate heating source shall heat the residence for an indefinite period of time. This meter may be a submeter.

B. Rate No. R4 (Software Billing No. 4)

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$5.86	\$6.46

2019 Energy Charge: (With load control - 100%) (2020 subject to change)		
All KWH's per month		\$0.0603/KWH

Rate CH3. Commercial Heat - 100% Controlled

A. Availability. Available only for customers with electricity as the primary heat source. Available to commercial heating service installation supplied through a separate meter for the use of electric energy in all establishments other than that used solely for residential purposes. The customer must agree that electric heat and electric water heaters shall be controlled on an interruptible basis without notice and that the customer shall have an alternate source of heat acceptable to the City. The alternate heating

source shall heat the facility for an indefinite period of time. This meter may be a submeter.

B. Rate No. CH3 (Software Billing No. 13, 30)

Winter months (Bills due in November, December, January, February, March, April, May and June)

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$23.81	\$23.81

2019 Energy Charge: (With 100% Load Control) (2020 subject to change)
 All KWH's per month \$0.0629/KWH

Summer Months (Bills due in July, August, September and October)
 The rate shall be Rate C1.

Rate C1. Commercial - General Service

A. Availability. Available to commercial customer for single phase or three phase electric service supplied through one meter. For the use of electric energy in all churches and in all buildings, stores, offices, manufacturing plants, and other places occupied for business or commercial and manufacturing purposes and for any other use other than residential.

B. Rate No. C1 (Software Billing No. 14, 31 and 32)

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$23.81	\$23.81

2019 Energy Charge: (2020 subject to change)
 For the First 1000 KWH's per month \$0.1245/KWH
 Excess KWH's per month \$0.1070/KWH

Rate CG1. Commercial, with Standby Generation.

A. Availability. Available in the City to any commercial, industrial, and institutional customer for single or three phase electric service supplied through one meter. For the use of electric energy in all churches and in all buildings, stores, offices, manufacturing plants, and other places occupied for business or commercial and manufacturing purposes and for any use other than residential.

B. To qualify, the customer shall provide:

- 1) A standby generator sized to provide capacity sufficient to supply the power and energy for the customer's total electric load;
- 2) The customer's load factor shall be acceptable to the City;

- 3) The customer's generator shall be controlled by a load control device furnished by the City and installed by the customer at the direction of the City.
- 4) The generator shall be sized and capable of providing the customers energy for an indefinite amount of time.
- 5) The customer shall be billed for any coincidental demand the customer has connected.

C. Rate No. CG1 (Software Billing No. 19, 20, and 25)

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$70.00	\$90.00

2019 Coincidental Demand: (2020 subject to change)

Winter demand	\$12.01/KW
Summer demand	\$ 7.39/KW

2019 Energy Charge: All KWH's per month
 (2020 subject to change) \$0.0694/KWH

Coincidental Billing Demand:

Winter: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from December 1 through April 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Summer: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from June 1 through October 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

D. As an alternative to operating the generator for certain designated control periods, the customer may pay an additional charge per KWH for the hours designated as control hours. The customer shall make a written "Buy Through" agreement as provided by the City for this service.

E. Primary Service Discount. Customers receiving service at primary distribution voltage may receive a 2% (two percent) discount off the net billing for service.

Rate I1. Industrial - General Service Rate

A. Availability. To commercial and industrial customers for combined lighting and power purposes. Service will be rendered at the utility system standard secondary voltage,

single or three phase, or at a primary voltage. Special voltage transformers for lighting and other purposes shall be owned and maintained by the customer.

B. Rate No II (Software Billing No. 15, 16, 33, and 34).

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$70.00	\$90.00

Demand Charge:	<u>2019</u>	<u>2020</u>
Kilowatts demand	\$17.35	\$17.92

2019 Energy Charge: (2020 subject to change)	
All KWHs per month	\$0.0663/KWH

C. Primary Service Discount. Customers receiving service at primary distribution voltage may receive a 2% (two percent) discount of the net billing for the service.

D. Determination of Demand. The maximum demand in kilowatts for billing purposes shall be the greatest 15 minutes demand load during the billing period for which the bill is rendered.

E. Power Factor Correction. Power Factor Correction may be required as described above.

Rate I2. Industrial - Controlled

A. Availability. Closed to new installations.

Available in the City to any commercial, industrial, and institutional customer as single business establishments for all power and lighting requirements, when all service hereunder is provided through one meter to determine the general service demand, annual system coincidental billing peak demand and energy, all at a single point of entry.

B. Applicable. To commercial, industrial, and institutional customers for combined lighting and power purposes. Service will be rendered for combined lighting and power purposes. Service will be rendered at the utility system standard secondary voltage, three phase, or at primary voltage designated by the utility system at the service voltage available in the area for the size of load to be served. Special voltage transformers for lighting and other purposes shall be owned and maintained by the customer. Load control receivers will be furnished by the City and installed by the customer.

C. Rate No. I2 (Software Billing No. 17, 18, 19, 35, 36, and 37).
 (Closed to new installations)

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$70.00	\$90.00

	<u>2019</u>	<u>2020</u>
General Service Demand - Uncontrolled	\$1.49/KW	\$1.94/KW
2019 Coincidental Demand: (2020 subject to change)		
Winter Demand		\$12.01/KW
Summer Demand		\$ 7.39/KW
2019 Energy Charge: All KWH's per month (2020 subject to change)		\$0.0663/KWH

General Service Demand - Uncontrolled:

The maximum demand in kilowatts for billing purposes shall be the greatest 15 minutes demand load during the billing period for which the bill is rendered.

Coincidental Billing Demand:

Winter: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from December 1 through April 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Summer: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from June 1 through October 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

- D. Primary Service Discount. Customer's receiving service at primary distribution voltage may receive a 2% (two percent) discount off the net billing for service.
- E. Power Factor Correction. Power Factor Correction can be required as described above.

Rate I3. Industrial

- A. Availability. Available in the City to any commercial, industrial, and institutional customer as single business establishments for all power and lighting requirements.
- B. Applicable. To commercial, industrial, and institutional customers for combined lighting and power purposes. Service will be rendered for combined lighting and power purposes. Service will be rendered at the utility system standard secondary voltage, three phase, or at primary voltage designated by the utility system at the service voltage available in the area for the size of load to be served. Special voltage transformers for lighting and other purposes shall be owned and maintained by the customer.
- C. Rate No. I3 (Software Billing No. 19, 22, 24, 37, 38, and 39).

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$70.00	\$90.00
(amounts below are subject to change for 2020)		
2019 General Service Demand		\$1.9499/KW
2019 Controlled Coincidental Demand:		
Winter demand		\$12.01/KW
Summer demand		\$ 7.39/KW
2019 Energy Charge: All KWH's per month		\$0.0722/KWH

General Service Demand:

The maximum demand in kilowatts for billing purposes shall be the greatest 15 minutes demand load during the billing period for which the bill is rendered.

Coincidental Billing Demand:

Winter: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from December 1 through April 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Summer: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from June 1 through October 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

D. Primary Service Discount. Customers receiving service at primary distribution voltage may receive a 2% (two percent) discount off the net billing for service.

E. Power Factor Correction. Power Factor Correction can be required as described above

Rate E1. Geothermal System Rate.

A. Availability. The following rate shall be charged and collected for the use of electricity for power to operate a separately metered geothermal system. This meter may be submeter. (Without a City provided load control device).

B. Rate No. E1 (Software Billing No. 8, 9, and 19)

	<u>2019</u>	<u>2020</u>
Customer Charge: per month	\$5.86	\$6.46

2019 Coincidental Demand: (2020 subject to change)

Winter demand \$12.01/KW
 Summer demand \$ 7.39/KW

	<u>2019</u>	<u>2020</u>
Energy Charge: All KWH's per month	\$.0561	\$.0563

Coincidental Billing Demand:

Winter: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from December 1 through April 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Summer: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from June 1 through October 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Automatic Protective Lighting

- A. Availability. The City will install and maintain luminaries upon private or public property for the purpose of protective lighting for a customer at the discretion of the City. The installation of the cable, pole and controls not on the luminaire are the responsibility of the customer.

The City shall bill the customer the cost of labor and such material that is not part of the luminaire and mounting arm for the luminaire.

DESIGNATION OF LAMPS – per month charge	2019	2020
175 Watt Mercury Vapor	7.08	7.19
250 Watt Mercury Vapor	12.10	12.28
100 Wat High Pressure Sodium	6.98	7.08
150 Watt High Pressure Sodium	8.94	9.07
250 Watt High Pressure Sodium	14.34	14.56
400 Watt High Pressure Sodium	19.06	19.35
LED	7.22	7.33
Adopt a Light	2.06	2.09

B. Alternatives. Other sizes and types may be available upon request. Prices shall be established by the Utilities Committee. Only high-pressure sodium luminaries shall be available for new protective lighting.

BE IT FURTHER RESOLVED, by the City Council, to amend the 2019 Budgets to reflect the proposed increases in Electric Revenue and Purchased Power.

On vote being taken, the resolution was unanimously passed.

FIRST READING OF AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 91 ENTITLED "GENERAL PROVISIONS" BY AMENDING 91.01 (B) SNOW, ICE, DIRT, AND RUBBISH (1) DUTY OF OWNERS AND OCCUPANTS AND (2) REMOVAL BY CITY; AND 91.18 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY (A) TO AMEND THE HOURS THAT SNOW CAN REMAIN ON A SIDEWALK, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

Councilmember Narverud motioned, being seconded by Councilmember Brown, to call for the first reading of an ordinance of the city of thief river falls, Minnesota, amending city code chapter 91 entitled "general provisions" by amending 91.01 (b) snow, ice, dirt, and rubbish (1) duty of owners and occupants and (2) removal by city; and 91.18 public nuisances affecting peace and safety (a) to amend the hours that snow can remain on a sidewalk, and by adopting by reference city code chapter 10, which, among other things, contain penalty provisions. The motion was unanimously carried.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next council meeting.

RESOLUTION NO. 11-282-18: APPROVAL OF APPOINTMENT OF ANGELA PHILIPP, FINANCE DIRECTOR, AS INTERIM CITY ADMINISTRATOR

The City Council reviewed a Request for Council Action. Councilmember Sollom introduced Resolution No. 11-282-18, being seconded by Councilmember Lorenson, that:

WHEREAS, the Ad-Hoc Labor Committee and the Administrative Services Committee have met and both concur that Angie Philipp should be appointed as the Interim City Administrator and be compensated for the additional time, responsibilities, and duties involved during the transition. It is in the best interest of the City to have a person appointed, now, so that a smooth transition can occur before the present City Administrator retires on January 29.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the findings of the Ad-Hoc Labor Committee and the Administrative Services Committee and appoint Angie Philipp, Finance Director, as the Interim City Administrator, effective January 29, 2019 with additional pay of \$1,068 per month which is the midpoint range between her current position and the position of City Administrator. As the result of additional duties to ensure a smooth transition, the additional pay shall begin January 1, 2019.

On vote being taken, the resolution was unanimously passed.

UPCOMING MEETINGS/EVENTS

- Joint City Council/School District Meeting – December 3rd at 5:30 p.m. at District Service Center
- City Council Meeting – December 4th at 5:30 p.m.
- Joint City Council/Planning Commission – December 6th at 5:00 p.m.
- Utilities Committee Meeting – December 10th at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – December 10th at 4:30 p.m.
- Administrative Services Committee Meeting – December 11th at 4:30 p.m.
- Public Works Committee Meeting – December 12th at 4:30 p.m.
- City Council Meeting – December 18th at 5:30 p.m.

ADJOURNMENT

There being no further discussion, Councilmember Brown moved, being seconded by Councilmember Sollom to adjourn. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Rodney Otterness, City Administrator

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.03

RESOLUTION NO. : APPROVAL OF 2019 CITY LICENSES

Presented as part of the Consent Agenda, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

RESOLVED, by the City Council, to approve the following City Licenses, effective January 1, 2019 through December 31, 2019, contingent upon receiving all renewal forms, fees and insurance:

TOBACCO \$150

East Side Tesoro
Erl's Market, Inc.
Falls Liquor
Farmer's Union Oil Company
Farmer's Union Oil Company – Hwy 59
Hugo's #7
Holiday Stationstore
Pennington Main
Pennington Square
Wal-Mart Supercenter #3761

PAWN BROKER'S \$40

Northern Gun & Pawn

JUNK DEALER'S \$45

Phillip's Iron & Metal, Inc.

SEPTIC WASTE PERMIT \$50

Beatrice Smith "Dick's Septic"

Michael Skjerven

TAXI \$30 for 1st

Northland Taxi

\$25 each add'l

OFF-SALE 3.2 BEER \$100

East Side Tesoro
Erl's Market, Inc.
Holiday Stationstore #197
Wal-Mart Supercenter #3761

ON-SALE 3.2 BEER \$250

Kuznia Peralta Inc. - Pizza Hut
Julie Koshenina - The Puck on 3rd
DaRoos Pizza Thief River Falls

ON-SALE WINE \$250

Kuznia Peralta Inc. - Pizza Hut
Julie Koshenina - The Puck on 3rd
DaRoos Pizza Thief River Falls

ON-SALE LIQUOR \$2,800

- * American Legion Post 117, Inc.
- * Family Bowl, Inc. (Family Bowl)
- * Ganesh Hospitality, Inc. (Sundance Dining)
Steven P. Carlson (The Schooner Bar & Grill)
- * River Walk Public House
The Hive Bar & Grill
- * Grzadzy's Inc. (Black Cat Sports Bar & Grill)
- * Heidi Ortiz (Las Ranitas)
16 Penny Inc. (Rusty Nail)
Stoked, LLC – TRF Norskies

CLUB ON-SALE LIQUOR \$500

- * FOE Aerie 2368 (Eagles)
- * VFW 2793 (VFW Post)

SUNDAY ON-SALE LIQUOR \$200

- * American Legion Post 117, Inc.
- * Family Bowl, Inc. (Family Bowl)
- * VFW 2793 (VFW Post)
- * Ganesh Hospitality, Inc. (Sundance Dining)
Steven P. Carlson (The Schooner Bar & Grill)
- * Grzadzy's Inc. (Black Cat Sports Bar & Grill)
- * Heidi Ortiz (Las Ranitas)
16 Penny Inc. (Rusty Nail)
Stoked, LLC – TRF Norskies
* License includes outdoor seating area.



City of Thief River Falls

Electric Department

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

#7.04

PHONE: 218-681-4145
FAX: 218-681-7373
email: dnarlock@citytrf.net
www.citytrf.net

Request for Council Action

DATE: December 4, 2018

SUBJECT: Digi-Key Feeder Construction Project

RECOMMENDATION: It is respectfully requested that the Council consider the following recommendation:

MOTION TO: Approve pay request #2 in the amount of \$38,157.98 payable to North-Holt Electric, Inc. for Digi-Key Feeder Construction Project.

BACKGROUND: The Digi-Key Expansion project involves three new 750 MCM underground feeders from the existing Anderson Substation. The three feeders include two main feeders and one backup feeder. Pay request #2 has been approved for payment by the city's engineer. The project is 43.11% complete. Total project cost is \$239,075.90. (See attached pay request #2.)

FINANCIAL CONSIDERATIONS: Payment is from electrical utilities funds with a portion reimbursed by the benefitted property owner.

DEPARTMENT/RESPONSIBLE PERSON: Dale Narlock, Electric Superintendent

ATTACHMENTS: Pay request #2.

November 27, 2018

Mr. Rodney Otterness, City Administrator
City of Thief River Falls
405 Third Street East
Thief River Falls, MN 56701-0528

Re: City of Thief River Falls, MN
2018 Digi-Key Feeder Construction
WSN Project No. 0588C0073.000/0150

Dear Mr. Otterness:

Enclosed is a copy of Application and Certificate for Payment No. 2 for the 2018 Digi-Key Feeder Construction project submitted by North-Holt Electric, Inc. This request for payment represents work completed to date including mobilization; boring; trenching; installation of junction box ground sleeves; installation of pull boxes; installation of 6" conduit and components; installation of 6" duct bank; installation of 750 MCM conductors; installation of URD warning tape; installation of ground rods, and miscellaneous excavation work between the Anderson Substation and the new Digi-Key building.

We recommend payment of this request less \$11,452.16, which represents the maximum retainage amount, based on the original contract price. **Total due for payment on this request is \$38,157.98.** This contract is 43.11% complete.

Sincerely,
WSN, Inc.



Todd M. Forster, PE

TMF/
Enc.
CC/ Dale Narlock, Electrical Superintendent, TRF Municipal Utilities



Contractor's Application for Payment No.

2

Application Period:	November, 2018	Application Date:	11/27/2018
To (Owner):	City of Thief River Falls, MN	From (Contractor):	North-Holt Electric, Inc.
Project:	2018 Digi-Key Feeder Construction	Via (Engineer):	Widseth Smith Nolting
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:	0588C0073.000/0150

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS	\$0.00	

1. ORIGINAL CONTRACT PRICE.....	\$	\$239,075.90
2. Net change by Change Orders.....	\$	\$0.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$239,075.90
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$114,521.55
5. RETAINAGE:		
a. 10.0% X \$114,521.55 Work Completed.....	\$	\$11,452.16
b. 0% X \$0.00 Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$11,452.16
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$103,069.40
7. LESS PREVIOUS PAYMENTS (Line 6 from prior App).....	\$	\$64,911.42
8. AMOUNT DUE THIS APPLICATION.....	\$	\$38,157.98
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	\$136,006.51

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: *Conrad Holt* Date: 11/28/18

Payment of: \$ 338,157.98
(Line 8 or other - attach explanation of the other amount)

is recommended by: *Widseth Smith Nolting* 11/27/18
(Engineer) (Date)

Payment of: \$ 338,157.98
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract)	2018 Digi-Key Feeder Construction				Application Number	2					
Application Period	November, 2018				Application Date	11/27/2018					
Bid Item No	A		B	C	D	E	F	G			
Item	Contract Information				Actual	Value of Work	Materials Presently	Total Completed	%	Balance in Finish	
Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Quantity Identified	Identified to Date	Stored (not in C)	and Stored to Date (D + E)	(P / D)	(B - F)	
1	W71U	16,648	fl	\$1.40	\$23,307.20	21867	\$10,613.80	\$0.00	\$10,613.80	59.7%	\$12,693.40
2	W71U	2,346	fl	\$7.30	\$17,125.80		\$0.00	\$0.00	\$0.00		\$17,125.80
3	W42U	1,371	fl	\$1.00	\$1,371.00		\$0.00	\$0.00	\$0.00		\$1,371.00
4	W42U	195	fl	\$1.00	\$195.00		\$0.00	\$0.00	\$0.00		\$195.00
5	7R1	6,790	fl	\$7.00	\$47,530.00	1470	\$10,290.00	\$0.00	\$10,290.00	21.6%	\$37,240.00
6	7R1	1,000	fl	\$16.00	\$16,000.00	1283	\$20,512.00	\$0.00	\$20,512.00	119.0%	\$0.00
7	7R1-DB	610	fl	\$8.00	\$4,880.00	613	\$4,904.00	\$0.00	\$4,904.00	100.0%	\$0.00
8	DOR-2	173	fl	\$8.00	\$1,384.00		\$0.00	\$0.00	\$0.00		\$1,384.00
9	DOR-6	570	fl	\$10.00	\$5,700.00	1837	\$18,370.00	\$0.00	\$18,370.00	322.3%	\$0.00
10	WTAVE	2,040	fl	\$0.23	\$469.20	5270	\$1,212.90	\$0.00	\$1,212.90	263.3%	\$0.00
11	CM02	187	fl	\$2.00	\$374.00		\$0.00	\$0.00	\$0.00		\$374.00
12	CM04	344	fl	\$3.00	\$1,032.00	133	\$399.00	\$0.00	\$399.00	38.7%	\$633.00
13	CM05	818	fl	\$2.30	\$1,881.40		\$0.00	\$0.00	\$0.00		\$1,881.40
14	CM06	1,178	fl	\$3.75	\$4,414.50	793	\$2,988.75	\$0.00	\$2,988.75	67.3%	\$1,425.75
15	CM06-8G	386	fl	\$1.00	\$386.00	1930	\$1,930.00	\$0.00	\$1,930.00	497.4%	\$0.00
16	CM06-8G	314	fl	\$8.10	\$2,543.40	615	\$5,081.50	\$0.00	\$5,081.50	199.6%	\$0.00
17	CM04-45	6	ea	\$25.00	\$150.00	7	\$175.00	\$0.00	\$175.00	33.3%	\$150.00
18	CM05-45	72	ea	\$27.00	\$1,944.00		\$0.00	\$0.00	\$0.00		\$1,944.00
19	CM06-49	17	ea	\$25.00	\$425.00	30	\$750.00	\$0.00	\$750.00	224.1%	\$0.00
20	COUPA	12	ea	\$8.25	\$99.00	4	\$33.00	\$0.00	\$33.00	33.3%	\$66.00
21	COUPB	44	ea	\$8.75	\$385.00		\$0.00	\$0.00	\$0.00		\$385.00
22	COUPC	55	ea	\$10.00	\$550.00	52	\$520.00	\$0.00	\$520.00	94.5%	\$30.00
23	RULLA	6	ea	\$10.50	\$63.00		\$0.00	\$0.00	\$0.00		\$63.00
24	RULLB	22	ea	\$10.00	\$220.00	1	\$10.00	\$0.00	\$10.00	4.5%	\$210.00
25	RULLC	47	ea	\$15.00	\$705.00	31	\$465.00	\$0.00	\$465.00	66.2%	\$240.00
26	PT3-300	1	ea	\$720.00	\$720.00		\$0.00	\$0.00	\$0.00		\$720.00
27	PT3-1000	1	ea	\$800.00	\$800.00		\$0.00	\$0.00	\$0.00		\$800.00
28	PT3-2000	5	ea	\$1,210.00	\$6,050.00		\$0.00	\$0.00	\$0.00		\$6,050.00
29	PT3-3500	2	ea	\$1,500.00	\$3,000.00		\$0.00	\$0.00	\$0.00		\$3,000.00
30	PSW-4A	1	ea	\$500.00	\$500.00		\$0.00	\$0.00	\$0.00		\$500.00
31	PSW-4B	1	ea	\$500.00	\$500.00		\$0.00	\$0.00	\$0.00		\$500.00
32	PSW-4C	1	ea	\$500.00	\$500.00		\$0.00	\$0.00	\$0.00		\$500.00
33	PSW-4D	1	ea	\$500.00	\$500.00		\$0.00	\$0.00	\$0.00		\$500.00
34	PSW-6	1	ea	\$500.00	\$500.00		\$0.00	\$0.00	\$0.00		\$500.00
35	PFB6-34A	2	ea	\$250.00	\$500.00		\$0.00	\$0.00	\$0.00		\$500.00
36	PFB6-34B	1	ea	\$210.00	\$210.00		\$0.00	\$0.00	\$0.00		\$210.00
37	PFB6-34C	6	ea	\$250.00	\$1,500.00		\$0.00	\$0.00	\$0.00		\$1,500.00
38	PFB6-34D	2	ea	\$250.00	\$500.00		\$0.00	\$0.00	\$0.00		\$500.00
39	PFB-3GS	11	ea	\$175.00	\$1,925.00	6	\$1,050.00	\$0.00	\$1,050.00	54.5%	\$875.00
40	PLD120F	2	ea	\$145.00	\$290.00		\$0.00	\$0.00	\$0.00		\$290.00
41	PLDX	2	ea	\$1,500.00	\$3,000.00	2	\$3,000.00	\$0.00	\$3,000.00	100.0%	\$0.00
42	SCM6-35	93	ea	\$199.00	\$18,507.00		\$0.00	\$0.00	\$0.00		\$18,507.00
43	SCM6-35	66	ea	\$185.00	\$12,210.00		\$0.00	\$0.00	\$0.00		\$12,210.00
44	SCM6-35	3	ea	\$175.00	\$525.00		\$0.00	\$0.00	\$0.00		\$525.00
45	SC2-48	19	ea	\$21.00	\$399.00		\$0.00	\$0.00	\$0.00		\$399.00
46	PC2	9	ea	\$8.00	\$72.00		\$0.00	\$0.00	\$0.00		\$72.00
47	PC2	48	ea	\$6.00	\$288.00		\$0.00	\$0.00	\$0.00		\$288.00
48	RECLOSER	3	ea	\$960.00	\$2,880.00		\$0.00	\$0.00	\$0.00		\$2,880.00
49	SLB-BISER	2	ea	\$1,625.00	\$3,250.00		\$0.00	\$0.00	\$0.00		\$3,250.00
50	SLB-CND	2	ea	\$845.00	\$1,690.00		\$0.00	\$0.00	\$0.00		\$1,690.00
51	GND-J	37	ea	\$15.00	\$555.00	6	\$90.00	\$0.00	\$90.00	16.3%	\$465.00
52	TG-1	146	ea	\$25.50	\$3,723.00		\$0.00	\$0.00	\$0.00		\$3,723.00
53	FATP1	8	ea	\$15.00	\$120.00		\$0.00	\$0.00	\$0.00		\$120.00
54	LABEL	16	ea	\$25.50	\$408.00		\$0.00	\$0.00	\$0.00		\$408.00
55	EL	20	ea	\$55.00	\$1,100.00		\$0.00	\$0.00	\$0.00		\$1,100.00
56	PI-LED	10	ea	\$60.00	\$600.00		\$0.00	\$0.00	\$0.00		\$600.00
57	MOBIL	1	ea	\$12,000.00	\$12,000.00	0.3	\$6,000.00	\$0.00	\$6,000.00	50.0%	\$6,000.00
Totals					\$29,075.90		\$14,537.95	\$0.00	\$14,537.95		\$14,537.95

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.04

**RESOLUTION NO. : APPROVAL DIGI-KEY FEEDER CONSTRUCTION PROJECT
PAY REQUEST NO. 2**

Presented as part of the Consent Agenda, Councilmember ____ introduced Resolution No., being seconded by Councilmember _____, that:

WHEREAS, the Digi-Key Expansion project involves three new 750 MCM underground feeders from the existing Anderson Substation. The three feeders include two main feeders and one backup feeder. Pay request #2 has been approved for payment by the city's engineer. The project is 43.11% complete. Total project cost is \$239,075.90.

THEREFORE, BE IT RESOLVED, by the City Council, Approve pay request #2 in the amount of \$38,157.98 payable to North-Holt Electric, Inc. for Digi-Key Feeder Construction Project.

Presented at the December 4, 2018 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Sollom ___ Lorensen ___ Brown ___ Prudhomme ___ Aarestad
___ Narverud

Notes: _____



City of Thief River Falls

#7.05

Ralph Engelstad Arena
525 Brooks Avenue North
Thief River Falls MN 56701-0528

PHONE: 218-681-2183
FAX: 218-683-7246
email: msletten@citytrf.net
www.citytrf.net

Request for Council Action

DATE: December 4, 2018

SUBJECT: Youth Fundraiser Dance

RECOMMENDATION: it is respectfully requested the Council consider the following motion:

MOTION: to approve the recommendation of the Administrative Services Committee to authorize the city to co-sponsor with the school a Fundraiser Dance for youth.

BACKGROUND: Todd Woods has asked the city and school district to co-sponsor an event that would provide high school students with a service opportunity while raising money for cancer research. The city's role would be limited to allowing use of the Imperial Room without charge as co-sponsor of the event. The event would provide high school students with an opportunity to participate in a service project by organizing a fundraising dance for youth. The city's role would be limited but, as co-sponsor of the event, the city would provide use of the Imperial Room without charge on a date otherwise not scheduled for an event.

LEGAL: N/A

FINANCIAL CONSIDERATIONS: N/A

DEPARTMENT/RESPONSIBLE PERSON: Missy Sletten, Arena Manager



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

#8.01

PHONE: 218-681-8506
FAX: 218-681-8507
email: mborseth@citytrf.net
www.citytrf.net

Request for Council Action

DATE: December 4, 2018

SUBJECT: Sidewalk Snow Removal Ordinance

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee Recommendation:

Motion to: Call for Second Reading of Ordinance No. xxx to approve amending **91.01 ASSESSABLE CURRENT SERVICES (B) Snow, ice, dirt, and rubbish (1) Duty of owners and occupants and (2) Removal by City; and 91.18 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY (A)** as follows:

The proposed amendment requires snow to be removed from sidewalks in the central business district within 24 hours after snow or other precipitation causing the condition has ceased to fall.

The central business district for this purpose is defined as the area bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east.

BACKGROUND: The City of Thief River Falls enforces regulations that require property owners to remove snow from their sidewalks within 48 hours after the end of a snow or wind event. City staff inspects the sidewalks during normal working hours a minimum of 48 hours after a snowfall ends. Any sidewalks not clear of snow are turned over to a contractor for immediate removal. The contractor is paid for his work as per agreement. A \$10.00 administrative fee is added and billed to the property owner.

KEY ISSUES: Up until approximately five years ago the requirement for sidewalk snow removal was 24 hours rather than 48 hours. The city council changed the requirement to allow homeowners additional time. Recently problems have occurred downtown with complacent owners and owners of vacant buildings. Allowing the snow to stay on the sidewalks downtown for 48 hours causes the snow to be packed down from foot traffic to a point where normal snow removal equipment can't remove it and as a results creates a hazardous situation. Downtown business owners are asking us for this change as their business' are impacted when neighboring complacent owners don't remove the snow. Reducing the time from 48 hours to 24 hours in the central business district will help with this issue.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: An ordinance amendment typically receives two readings.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director.

Encl. (1)

ORDINANCE NO. _____, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 91 ENTITLED "GENERAL PROVISIONS" BY AMENDING 91.01 (B) SNOW, ICE, DIRT, AND RUBISH (1) DUTY OF OWNERS AND OCCUPANTS AND (2) REMOVAL BY CITY; AND 91.18 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY (A) TO AMEND THE HOURS THAT SNOW CAN REMAIN ON A SIDEWALK, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 91.01 (B) (1) and (2); and Chapter 91.18 (A) are hereby amended as follows:

(1) **DUTIES OF OWNERS AND OCCUPANTS.** The owner or occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt, or rubbish to remain on the walk longer than 48 hours, or 24 hours in the central business district defined for this purpose as the area bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east, after its deposit thereon. Failure to comply with this section will constitute a violation.

(2) **REMOVAL BY CITY.** The City Administrator or other person designated by the City Council may cause removal from all public sidewalks all snow, ice, dirt, and rubbish as soon as possible beginning 48 hours, or 24 hours in the central business district defined for this purpose as the area bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east, after any matter has been deposited thereon, or after the snow has ceased to fall. The City Administrator or other designated person shall keep record showing the cost of removal adjacent to each separate lot and parcel.

The following are declared to be nuisances affecting public peace and safety:

(A) All snow and ice not removed from public sidewalks 48 hours, or 24 hours in the central business district defined for this purpose as the area bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east, after the snow or other precipitation causing the condition has ceased to fall.

Section 2. City Code Chapter 10 entitled "General Provisions" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed by the City Council of Thief River Falls, Minnesota, on the ____ day of



City of Thief River Falls

#8.02

WATER DEPARTMENT

305 Pennington Ave. S. P.O. Box 528
Thief River Falls, MN 56701-0528

PHONE: 218 681-3809
FAX: 218 681-5820
email: wjohnson@citytrf.net

Request for Council Action

Date: December 4, 2018

Subject: Water Treatment Plant Freight Elevator

Recommendation: It is respectfully requested that the Council consider the following recommendation:

Motion To: Adopt a resolution approving the recommendation to accept the lowest and best quote from MEI Total Elevator Solutions for Freight Elevator Hydraulic Modernization and capacity upgrade.

Background: The existing freight elevator was installed in 1992 with the Water Treatment Plant upgrade/expansion. It has the capacity of 5,000 pounds which is too light for lifting freight/chemicals and a forklift and operator. The control panel and pump are at the end of their useful life and the safety doors are also in dire need of replacement. Maintenance costs are increasing annually and the last inspection from the Minnesota Department of Labor and Industry indicated more extensive repairs are needed in the near future.

Key Issues: The Water Treatment Plant Freight Elevator has been in need of upgrades and funds have been budgeted in the Capital Improvement plan for some time. Quotes were solicited from four different companies and two were received. Both quotes were reviewed by the Building Official and architects from Widseth Smith and Nolting and no discrepancies were noted other than the large difference in quotes.

Financial Considerations: The Elevator rebuild/modernization and capacity upgrade has been on the capital improvement plan and will be paid from Utility reserves. Quote from MEI Total Elevator Solutions is \$ 174,105.

Legal Considerations: None

Department/Responsible Person: Wayne Johnson/Water Systems Superintendent



Hydraulic Modernization Proposal

PROPOSAL SUBMITTED TO City of Thief River Falls Water Systems Facility	DATE 11/14/18
ADDRESS 305 Pennington Ave South	JOB NAME TRF Water Systems Facility
CITY, STATE, ZIP CODE Thief River Falls MN 56701	JOB LOCATION Thief River Falls
CONTACT NAME Wayne Johnson	RE Modernization
EMAIL wjohnson@citytrf.net	QUOTE # 190786 Rev 2

Project Objective: To convert existing freight to 12,000lb capacity.

We propose hereby to furnish material and labor to **modernize one (1) 5,000 lb. hydraulic freight elevator(s)**, for the sum of: One Hundred Seventy-Four Thousand One Hundred Five Dollars and Zero Cents (\$174,105.00) – A tax exempt status has been applied, please provide a tax-exempt certificate for this project.

Payment to be made as follows: 30% due upon signature of contract, 45% due upon arrival of materials before any work begins and final 25% due within 30 days of final invoice date. Proposal valid for 45 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 specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Please note the following:

- 1) ADD 3% to the above price if payment(s) will be made by credit card

The purchaser agrees to pay for any delinquent payments not received after thirty (30) days interest at the rate of one and one half (1 ½%) per month.

In the event it becomes necessary to retain an attorney for collection of delinquent amounts, the purchaser agrees to pay reasonable attorney's fees and court costs in such collection efforts.

Authorized Signature Jake Anderson

MEI Total Elevator Solutions – Account Manager

NOTE: This proposal may be withdrawn by us if not accepted within forty five (45) days

If you find the work we are proposing acceptable, please sign and return a copy of the proposal to MEI.

If you have any questions or comments concerning the above, please feel free to call Jake Anderson 218-336-2528. .

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified herein. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

As a follow-up to surveying the elevator located at the above location, I have listed below the work we are recommending as a means to help improve the overall performance of the elevator and bring it up to date with the current life safety, handicap and elevator code requirements. The size of the elevator cab will not change. The work we are recommending is as follows:

EQUIPMENT TO BE INSTALLED BY MEI:

NEW CONTROLLER:

- New solid-state controller with a built in soft start as manufactured by Vertiron Midwest, Inc. This controller will be non-proprietary and anyone will be able to work on it in the future. No programming tool will be needed to work on this new controller.
- MEI will sign a non-proprietary affidavit should we be awarded this work

NEW FIXTURES: Stainless Steel & vandal resistant

- New car operating panel shall be furnished with Digital Position Indicator – with card reader provisions
- New hall stations shall be furnished
- New emergency ADA phone
- New emergency car lighting within car operating panel
- Phase I and Phase II fire fighters service key switches to meet code
- New car direction lantern

NEW DOOR EQUIPMENT:

- New EMS freight gate
- New gate tracks
- New cam assemblies and hardware

NEW MACHINE ROOM EQUIPMENT:

- New heavy duty submersible power unit with muffler
- New hydraulic oil and oil line
- New Victaulic fittings and shut off valves

NEW EQUIPMENT CAB:

- New capacity compliant sling and platform
- New steel cab sheel
- New checker flooring
- New 2 speed fan
- New LED cab lighting in canopy
- 6" oak bumpers on side walls

NEW HOISTWAY EQUIPMENT:

- New selector for smooth transition into leveling
- New limit switches
- New cartop station per code compliance
- New slide Guides
- New spring buffers
- Add rail brackets as needed for new capacity
- New hydraulic jack assembly with PVC liner per code compliance

HOISTWAY & MACHINE ROOM WIRING:

- All associated wiring to the work listed in this contract will be new.

MISCELLANEOUS ITEMS:

- Third Party Inspection is included with this work
- This proposal includes {12} twelve months service/maintenance and warranty (see below)
- Operation and Maintenance Data
 - 1 set of schematics will be provided, and then 1 set of drawings will be provided only if new elevator. All extra copies will be additional

- MEI Total Elevator Solutions is proposing to furnish all of the necessary labor and materials required to perform the elevator portion of the work based on all work being performed Monday through Friday between the hours of 7:00 a.m. – 4:00 p.m.

WARRANTY:

- Provide a one (1) year warranty from date of final acceptance. Warranty shall include coverage of elevator system controller, operating equipment and devices that are defective, improperly installed or adjusted.
- MEI Total Elevator Solutions shall not be responsible for work required due to abuse or misuse by others or on parts that were not installed or replaced under this specification.
- MEI Total Elevator Solutions shall submit a written report to Owner, stating nature of abuse and corrective action taken.

MAINTENANCE SERVICE:

- MEI Total Elevator Solutions shall furnish complete service and maintenance of the elevator system and components during the initial twelve (12) month period following the final acceptance of the elevator.
- MEI Total Elevator Solutions shall examine elevator equipment every other month to clean, adjust, and lubricate all equipment. Repair or replace parts whenever required and use parts produced by the manufacturer of the original equipment.
- MEI Total Elevator Solutions shall provide regular time, emergency callback service for the duration of free service at no additional cost to the owner. Response time shall be within two hours after request is received.
- Maintain in our service vehicles an adequate stock of parts for repairs, replacement, or emergency callbacks.
- If emergency callback or repair is due to abuse or misuse by others, MEI Total Elevator Solutions shall submit a written report to the owner stating the nature of abuse and corrective action taken.

NOTE BELOW COST SAVINGS THAT MEI OFFERS OUR BUSINESS PARTNERS:

- MEI will work with you on scheduling. Other companies put in their contracts that they will charge you a re-mobilization fee of \$2,500.00 or more in some cases each and every time you cause a delay in their schedule. MEI does not charge this fee. We work with you as a valued partner.
- MEI does not bill for disposal of equipment or oil. If this is needed it should be included in your bid, not an extra!
- MEI has a more reasonable hourly rate per man hour for any work that you may decide to perform outside this scope of work listed below. Ask all vendors what they will charge for hourly rates and travel time, etc.
- Last and most importantly all equipment that we install is NON-PROPRIETARY saving you money as the end user

SPECIAL CONDITIONS:

- Lead time for engineering and materials is presently running **6 to 8 weeks approximately** after all submittal and approved documents along with selections have been processed by MEI Total Elevator Solutions. All selections must be in before the lead time begins.
- We project the work as explained to take approximately 5 weeks to complete per elevator.
- We are presently experiencing 3 to 5 weeks approximately for preliminary drawings if needed for this work.
- This proposal does not include any provisions for running the car for related work contractors. If access to the hoistway is required, the time will be billed as an add to this contract at a rate of \$178.00 per man hour.
- Installation must begin within twelve (12) months of contract date, or as shown on the published construction schedule. If installation does not begin within twelve (12) months of the contract date or as shown on published construction schedule, the project may be subject to an escalation fee for material costs and labor rate increases. Price is subject to change if any customer supplied information changes after booking, or upon review of additional and or updated information.

MATERIALS:

- Materials used shall be specified manufacturer's standard design and comply with all duty requirements of this Section.
- All fabricated components and material installed shall comply with ANSI A17.1 code requirements.

ELECTRICAL:

- All electrical wiring runs shall contain 10% spares and comply with National Electrical Code NFPA 70 requirements.

DESIGN FOR HANDICAP:

- Locations of all devices and audio/visual operation shall comply with this Section and Uniform Federal Accessibility Standards.

FINISHES:

- All fixture covers and backing plates shall be #304 satin finish stainless steel of manufacturer's standard design.

FIELD QUALITY CONTROL:

- Perform and meet tests required by ANSI ASME A17.1.
- Supply instruments and execute required test.

CLEANING:

- Remove protective coverings from finished surfaces. Clean surfaces and components ready for inspection.
- Cleaning of elevator equipment room and pit floor as specified under the "Equipment to be Installed" section.

ADJUSTING:

- Adjust for smooth accelerating and deceleration of car.
- Car shall be capable of lifting a capacity load, plus 25%
- Leveling speed shall be constant in both up and down directions.
- Sill to sill leveling accuracy shall be +/- 1/4".

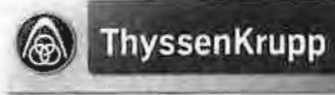
PROTECTION:

- MEI Total Elevator Solutions will be responsible for cleaning or repairing all interior building surfaces that are soiled or damaged by the installation of equipment.
- Protect all finished surfaces from damage when moving equipment into and out of the building.

STORAGE:

- All new equipment, prior to installation, shall be delivered to the jobsite and stored in a location that is approved by the building owner.

WORK TO BE COMPLETED BY OWNER/OTHERS: Not included in base price.



New Installation Proposal

November 13, 2018

Purchaser: City of Thief River Falls

Project Name: Thief River Falls WTP

City/State/Zip: Thief River Falls, MN

On behalf of ThyssenKrupp Elevator (hereinafter "TKE"), I am pleased to quote **\$344,000.00** sales tax included and bond not included, to furnish and install one (1) ThyssenKrupp Freight Elevator at the aforementioned location. This quote is valid for 45 Days, and is based on the general intent of the bid letter, plans, specifications, addenda # N/A, clarifications, exceptions, and provided durations. Project completion must occur on or before 9/27/2018, or the labor and material contained in this proposal will be subject to escalation.

VALUE ENGINEERING OPPORTUNITIES & ALTERNATES

1. **Hourly rate for removing existing casing & jack + Add \$700/hr. – 60 hours included.**
 - a. This is only required if existing casing comes apart below ground or if unknown obstruction is encountered.
 - b. The existing casing will be removed by our drillers under this alternate.
 - c. The new casing will be installed by our drillers under this alternate.
 - d. Pouring up to the new casing will be required.
2. **OT rate for removing existing casing & jack + Add \$975/hr. – 60 regular hours included.**

CLARIFICATIONS TO ARCHITECTURAL PLANS DATED N/A AND SPECIFICATION SECTION # N/A

1. Final contract must be mutually agreed upon. tKE reserves the right to amend the subcontract.
2. Pricing includes finishes, fixtures, and all other components from tKE & EMS standard line.
3. Disposal of existing elevator, jack hole spoils & oil are by others. Note: tKE will remove and put the oil in barrels for easy disposal.
4. Patching around new hall stations, code compliant smoke and phone lines, proper electrical service to the new equipment, and proper hoistway electrical components are by others.
5. See page 2 for product details and requirements.

TKE can proceed with preparation of layout drawings for review and approval with receipt of one (1) full set of plans and specifications, a copy of the preliminary schedule, and the Subcontract Agreement. We will require receipt of a fully executed subcontract agreement, including any attached amendments, along with payment for pre-production and engineering prior to the release of the elevator equipment for fabrication. An invoice representing pre-production and engineering costs will be provided for your convenience upon acceptance of this proposal.

If you have any questions or concerns, please do not hesitate to contact me at 701-205-8301. We appreciate your consideration.

Sincerely,

Jake Uphas

New Installation Sales Representative
 c/o ThyssenKrupp Elevator
 3021 39th Street SW, Ste. B
 Fargo, ND 58104

THYSSENKRUPP ELEVATOR SPECIFICATION SUMMARY

Project: Thief River Falls WTP

<p>Units in Estimate: 1 Units in Bank: 1 Product: Engineered Hydraulic Application: Freight Loading Class: C1 Capacity: 12000 lbs. Speed: 94 FPM Travel: 23 ft ½ in Stops: 4 (3 front, 1 rear) Car Gate: Manual Vertical Bi-Parting Freight, Rear will be Pass Type Power Supply: 480 Volts, 60 Hz HP: 75 (this can be reduced with less speed)</p>	<p>Opening Size: 8 ft 0 in X 8 ft 0 in Platform Width: 9 ft 0 in Platform Depth: 10 ft 0 in Pit Depth: 4 ft 4 ½ in Overhead: 13 ft 1 in Machine Room Location: Adjacent at Lowest Landing Controller: TAC 32 Jack Type: Conventional Below-Ground Seismic Equipment: Non-Seismic</p>	
<p>Cab Cab Type: Painted Steel Shell Cab Door: Powder Coated – EMS Gray Ceiling: Basic Flat Lighting: LED Bumper Finish: Oak Cab Finished Floor: 1/4" Non-Skid Steel</p>	<p>Car Fixtures Type: Vandal Resistant Finish: Brushed Stainless Fixtures Included: Swing Return, Car Position Indicator, No Car-Riding Lantern</p> <p>Hall Fixtures Type: Vandal Resistant Finish: Brushed Stainless Fixtures Included: Hall Stations, No Hall Lanterns, No Position Indicators</p> <p>Limited Access Provisions Type: N/A</p>	<p>Entrance Doors 4 PC – EMS Gray</p> <p>New Product Service Twelve (12) months</p>
<p>Additional Features: Two Speed Fan, Automatic Fan/Light Shutdown, Vista Remote Monitoring, Fire Service Provisions, Hoistway Access at Top & Bottom Landings, ADA Phone, Non-Proprietary Controller, Solid State Starting, Biodegradable Oil, Pit Ladder</p>		



GENERAL TERMS AND CONDITIONS

1. Project schedule shall be mutually agreed upon by both parties in writing before becoming effective.
2. This proposal is based on the following payment terms:
 - a. Fifty percent (50%) of the contract price will be due and payable within thirty (30) days from the receipt of the subcontract agreement. This initial progress payment will be applied to project management, permits, engineering and shop drawings, submittals, drilling mobilization (if required) and raw material procurement. Material will be ordered once this payment is received and subcontract is fully ratified.
 - b. An additional twenty five percent (25%) shall be due and payable when the material has been received at the TKE warehouse. Receipt of payment is required prior to mobilization of labor.
 - c. ThyssenKrupp Elevator shall retain exclusive ownership and control over all equipment installed pursuant to this agreement until such time as Purchaser has paid ThyssenKrupp Elevator 100% of the full contract amount including change orders. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full.
3. In no event shall TKE be responsible for consequential, indirect, incidental, exemplary, and special damages.
4. Should liquidated damages be mutually agreed upon, a TKE schedule will be incorporated as an exhibit of the contract which will specify Purchaser milestones and a TKE work schedule. In no event shall TKE's liability for damages arising out of this agreement exceed 5% of the agreement amount.
5. Overtime/additional / expedited work will be performed at the following rates and only after receipt of an executed Change Order:

Note: Rates are subject to change after 9/26/2019

Scope of Work (tKE)	Hourly Rate
Expedited Installation Hourly OT Rate (Up to 100 Team* Hours):	\$500/Team Hour
Hourly Team Rate for Out-of-Scope Work during Normal Hours:	\$300/Team Hour
Hourly Team Rate for Out-of-Scope Work during OT Hours:	\$500/Team Hour
Hourly Mechanic Rate for Out-of-Scope Work Normal Hours:	\$200/Man Hour
Hourly Mechanic Rate for Out-of-Scope Work OT Hours:	\$400/Man Hour

* Team = one (1) mechanic and one (1) apprentice

Be advised of the following approximate lead-times in effect as of the date of this proposal.

Preparation of layout drawings upon receipt of subcontract and plans: <i>(Additional Time Required for Cab, Signal, Entrance If Applicable)</i>	3-4 Weeks
Approval of layout drawings by purchaser:	Varies
Fabrication time: <i>(From receipt of all approvals, fully executed contract, material release form and PPE payment)</i>	21-22 Weeks
Installation of elevator system: <i>(After completion of all required preparatory work by others)</i>	6-7 Weeks Installation
Removal of existing elevator system & drilling: <i>(After notice to remove)</i>	4 Weeks/Elevator

WORK NOT INCLUDED

TKE shall be provided with uninterrupted access to the elevator hoistway and machine room areas to perform work between regular IUEC working hours of regular working days, Monday thru Friday, statutory holidays excluded.

The Purchaser agrees to provide suitable tractor-trailer access and roll-able access from the unloading area to the elevator or escalator hoistways or wellways. The Purchaser agrees to provide a dry and secure area adjacent to the hoistway(s) at the ground level for storage of the elevator equipment and tools within ten (10) business days from receipt at the local TKE warehouse. Any warranties provided by TKE for elevator equipment will become null and void if equipment is stored in any manner other than a dry, enclosed building structure. Any relocation of the equipment as directed by the Purchaser after initial delivery will be at the customer's expense.

Purchaser will be required to sign off on the Material Release Form, which will indicate the requested delivery date of equipment to the site. If Purchaser is not ready to accept delivery of the equipment within ten (10) business days of the agreed upon date, Purchaser will immediately make payments due for equipment and designate some local point where Purchaser will accept delivery. If Purchaser fails to make a location available, TKE is authorized to warehouse the equipment at the TKE warehouse at Purchaser's risk and expense. Purchaser shall reimburse TKE for all costs due to extra handling and warehousing. Storage beyond ten (10) business days will be assessed at a rate of \$100.00 per calendar day for each elevator, which covers storage and insurance of the elevator equipment and is payable prior to delivery.

We have included provisions for one elevator inspection. In the event that the elevator fails inspection due to work of other trades, TKE will be compensated by change order prior to scheduling a re-inspection. The cost of each re-inspection shall be \$1,500.00 plus a remobilization fee of \$2,500.00.

TKE includes one mobilization to the jobsite. A mobilization fee of \$2,500.00 per crew per occurrence will be charged for pulling off the job or for any delays caused by others once material has been delivered and TKE work has commenced.

Access for this installation shall be free and clear of any obstructions. A forklift for unloading and staging material shall also be provided at no additional cost.

TKE will be responsible for cleanup of elevator packaging material; however, composite cleanup participation is not included. A dumpster shall be available for use onsite at no cost to TKE.

Unless required by specification, there are no provisions for "temporary use" of the elevator(s) prior to completion and acceptance of the complete installation. Temporary use shall be agreed to in accordance with the standard TKE Temporary Use Agreement. Cost for temporary use of an elevator shall be \$50.00 per calendar day per hydraulic elevator and \$75.00 per calendar day for each traction elevator for rental use only, excluding personnel to operate. All labor and parts, including callbacks required during the rental use period will be billed at local billing rates. In the event that an elevator must be provided for temporary use, TKE will require 30 days to perform final adjustments and re-inspection after the elevator has been returned to TKE with all protection, intercoms and temporary signage removed. This duration does not include any provisions for finish installation or for repairs of same, which shall be addressed on a project-by-project basis. Cost for preparation of controls for temporary use, refurbishment due to normal wear and tear, readjustment and re-inspection is \$3,500.00 per elevator up to 10 floors. For installations above 10 stops, an additional cost of \$1,500.00 / 10 floors shall apply. These costs are based on work performed during normal working hours. Temporary use excludes vandalism or misuse. Any required signage, communication devices, elevator operators, and protection are not included. All overtime premiums for repairs during the temporary use period will be billed at our local service billing rates.

OSHA compliant removable barricades and entrance screening are to be provided by others prior to installation (TKE will replace if removed by TKE). Barricades must allow clearance for installation of entrance frames and should be located no less than 24" from the exterior face of the hoistway wall. Purchaser agrees to indemnify, defend and hold TKE harmless for any OSHA citations received as a result of Purchaser's non-compliance with OSHA standards. For MRL building supported applications and overhead traction applications, an OSHA approved work platform at the top landing served will be required.

TKE shall be provided a dry legal hoistway, properly framed and enclosed, and including a pit of proper depth and overhead. This is to include steel safety beam, inspection or access platforms, access doors, sump pump, lights, waterproofing, as required; dewatering of pit(s) and required screening. An OSHA compliant steel safety beam with a minimum 5,000 pound capacity must be furnished and installed by others 2" below the overhead roof deck as shown on the TKE shop drawings prior to elevator installation. Hoist-way shall be square and plumb within 1" from top to bottom of the total hoistway height. If hoistway is outside of this required tolerance, Purchaser shall pay extra for any additional modifications required for a proper installation. Purchaser must provide adequate backing for the elevator guide rails (as shown on the elevator shop drawings). If not, Purchaser will be subject to extra charges due to any additional work required or delay. Provide 75 degree bevel guards on all projections, recesses or setbacks in excess of 4" in accordance with ASME A17.1.

TKE shall be provided a legal machine room, adequate for the elevator equipment, including floors, trap doors, gratings, foundations, lighting, ventilation sized per the TKE shop drawings. Machine room temperature to be maintained between 50 and 90 degrees Fahrenheit, with relative humidity less than 95% non-condensing.

Maximum wall thickness for elevator doorframe is 12.5". Purchaser must specify this thickness on the layout approvals.

All grouting, fire caulking, cutting and removal of walls and floors, patching, coring, penetrations and painting (except as specified) and removal of obstructions required for elevator work are by others. Proper trenching and backfilling for any underground piping and/or conduit are by others.

Any tube steel and/or rail backing, including embeds and weld plates, that may be required by TKE for rail bracket attachment or guide rail support is to be furnished and installed by others flush with the hoistway from pit floor to the top of the overhead to carry the loads of all equipment. Guide rails for traction elevators must attach to steel, CMU or concrete, not wood. Support the full width of the hoistway at each landing for anchoring or welding the TKE sill support shall be furnished and installed by others as detailed on the TKE layouts. Structural steel doorframes with extensions to beam above if required on hoistway sides and sills for freight elevators, including finish painting these items shall be by others.

Rough openings for the entrances shall be no less than what is delineated on the elevator shop drawings. Purchaser to provide adequate bracing of entrance frames to prevent distortion during wall construction.

Suitable connections from the power main to each controller and signal equipment feeders as required, including necessary circuit breakers and fused mainline disconnect switches per NEC will be supplied by others prior to installation and will have the same characteristics as permanent power. Piping & wiring to controller for mainline power, car lighting, and any other building systems that interface with the elevator controls is by others. (Per N.E.C. Articles 620-22 and 620-51) will also be provided by others. A means to automatically disconnect the main line and the emergency power supply to the elevator prior to the application of water in the elevator machine room will be furnished by others if required. Any required hoistway, machine room, pit lighting and/or 110v service outlets shall be by others. Temporary 220v single phase (50 amps) within 50 feet of each hoistway shall be provided by others.

Purchaser agrees to provide a bonded ground wire, properly sized, from the elevator controller(s) to the primary building ground.

Conduit and wiring for remote panels to the elevator machine room(s) and between panels shall be by others. Remote panels required by local jurisdictions are not included.

Sprinklers, smoke/heat detectors on each floor, machine room and hoistways, shunt trip devices (not self-resetting) and access panels as may be required are to be furnished and installed by others.

Purchaser shall provide a dedicated telephone line monitored 24 hours, as well as normally open dry contacts for smoke/heat sensors, which shall be terminated by others at a properly marked terminal in the elevator controller.

Emergency power supply including automatic time delay transfer switch and auxiliary contacts with wiring to designated elevator controller shall be provided by others. Electrical cross connections between machine rooms for emergency power are to be provided by others.

Any governmentally required safety provisions not directly involved for elevator installation shall be provided by others.

Conventional Hydraulics Only (endura B)

When required, the excavation of the elevator cylinder well hole will be based on drilling through soil free from rock, sand, water, building construction members and obstructions. Removal of all dirt and debris from each hole location shall be by others. Only TKE standard HDPE or PVC protection system with bottomless corrugated steel casing will be provided for "in-ground" hydraulic jack assemblies. Should obstructions be encountered, TKE will proceed only after written authorization has been received from the Purchaser. The contract price shall be increased by the amount of additional labor at standard hourly rates listed, and the actual cost of any additional material plus 15%. Methane barriers or coordination/access are not included and are to be engineered and installed by others. Access shall be provided at no cost to 2" pressurized water supply within 100'-0" of the jack hole location. Layout is to be by others when excavation of jack hole is from grade.

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.02

RESOLUTION NO. : APPROVAL OF QUOTE FROM MEI TOTAL ELEVATOR SOLUTIONS FOR FREIGHT ELEVATOR HYDRAULIC MODERNIZATION AND CAPACITY UPGRADE

The City Council reviewed a Request for Council Action. Councilmember _____ introduced Resolution No. , being seconded by Councilmember _____, that:

WHEREAS, the existing freight elevator was installed in 1992 with the Water Treatment Plant upgrade/expansion. It has the capacity of 5,000 pounds which is too light for lifting freight/chemicals and a forklift and operator. The control panel and pump are at the end of their useful life and the safety doors are also in dire need of replacement. Maintenance costs are increasing annually and the last inspection from the Minnesota Department of Labor and Industry indicated more extensive repairs are needed in the near future; and

WHEREAS, the Water Treatment Plant Freight Elevator has been in need of upgrades and funds have been budgeted in the Capital Improvement plan for some time. Quotes were solicited from four different companies and two were received. Both quotes were reviewed by the Building Official and architects from Widseth Smith and Nolting and no discrepancies were noted other than the large difference in quotes.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the lowest and best quote from MEI Total Elevator Solutions for Freight Elevator Hydraulic Modernization and capacity upgrade.

Presented at the December 4, 2018 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Sollom ___ Lorenson ___ Brown ___ Prudhomme ___ Aarestad
___ Narverud

Notes: _____

