



SPECIAL CITY COUNCIL REGULAR MEETING

Thursday, July 18, 2024 at 6:00 PM

City Hall 8319 Co. Rd. 11 Breezy Point, MN 56472

(218) 562-4441 | Office Hours 8:00 a.m. - 4:00 p.m. | cityadmin@cityofbreezypointmn.us

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL/AMENDMENT OF THE AGENDA**
5. **SPECIAL MEETING BUSINESS**
 - [A.](#) City Hall Remodel & Expansion Bid Opening & Consideration
 - [B.](#) Buschmann Road Update & Consideration of Moving into Final Design
 - [C.](#) Presentation of Draft Equipment Capital Improvement Plan
 - [D.](#) Mayor Zierden Funding Request for Butterfly Release
6. **ADJOURN**

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: City Hall Expansion & Remodel Bid
DATE: July 18, 2024



Background

During the City Council meeting on April 1, the City Council executed a contract with Widseth to have the final designs and construction documents for a remodel & expansion of City Hall completed and then submitted to Hy-Tec Construction for bid using the eziQC process through Sourcewell, which is administered by Gordian.

Staff worked meticulously with Widseth throughout the months of April and May, and the final construction documents were issued to Hy-Tec Construction on May 31.

Hy-Tec Construction’s Bid

As listed in the attached bid document, the project bid from Hy-Tec Construction is \$2,950,000. This bid is NOT TO EXCEED and includes all labor and materials to construct a “turnkey” project.

Project Changes

During the bid process, staff and Widseth met with Hy-Tec on multiple occasions to review how quotes were coming in from subcontractors and where the overall project cost was at. When the majority of quotes came in, the initial cost of the project was almost \$3.4 million. Project Manager Andy Pickar with Hy-Tec was later able to lower that number to approximately \$3.2 million after working with subcontractors to solidify their quotes.

As a result of the project coming in much higher than anticipated, staff and Widseth went back to the drawing board to identify any areas of the project that could be cut back. The most significant changes that were made include:

- The ceiling and lighting in the lobby was reduced from a vaulted ceiling with decorative lighting to a simple drop ceiling.
- The front desk in the lobby was changed from stone to laminate.
- The expansion of the existing bathrooms was removed and replaced with a simple remodel of the existing spaces as single-use bathrooms.
- The new east entrance facing the park was reduced from a double door entry to a single door entry.
- The wood accent wall in the Council Chambers was removed and replaced with a painted accent wall.

- The audio/visual package was reduced to use the existing system to the fullest extent possible.
- The snow melt system, which was to be located at the entrance of the lobby, was removed.
- The decorative trusses on the exterior of the new entrance were removed.
- The exterior stone face and illuminated letters on the west side of the building were removed.
- The “face lift” of the City Hall sign was removed and replaced with a simple paint job to match the new exterior of the building.
- Some curb and gutter work around the parking lot entrances was removed.
- While connections for a backup generator were maintained, the generator itself was removed.

After the removal of these items, no further “fat” could be identified. Any further effort to reduce the cost of construction would require a reduction in the physical scope of the project (i.e. reduction in space).

Project Funding

As of June 30, the estimated end-of-year (EOY) Capital Fund and Debt Service Fund balances are expected to be approximately \$5.12 million.

Capital Fund and Debt Service Fund as of 6.30.24	
Current Capital Fund Balance	\$ 2,990,086.43
Current Debt Service Fund Balance	\$ 303,581.79
Anticipated 2024 Capital Revenue	\$ 1,268,600.00
Anticipated Fire Truck Reimbursement	\$ 1,409,470.00
Anticipated Remaining 2024 Expenditures	\$ 850,000.00
Est EOY Balance	\$ 5,121,738.22

As presented during the City Council Workshop on June 17, the City also has the ability to bond approximately \$5.8 million using existing levy dollars.

Current Est. Bonding Capacity	
Existing Payment Source	Est. Bond Proceeds
\$230,000 Capital Transfer	\$ 2,350,850.00
\$342,000 Capital Transfer	\$ 3,459,500.00
Total Est. Bond Capacity	\$ 5,810,350.00

Project Payment Options

There are essentially two paths for paying for this project should the City Council decide to move forward with construction. The project can either be bonded for or paid for with cash-on-hand.

If the project is entirely bonded for, the City would retain its estimated EOY capital and debt service fund balances while still having approximately \$2.86 million in remaining bonding capacity.

Bonding	
Project	Est Cost
City Hall Remodel & Expansion	\$ 2,950,000.00
Est. Available Bonding Capacity	\$ 5,810,350.00
Remaining Bonding Capacity after City Hall	\$ 2,860,350.00
Available Capital Funds & Debt Service Funds	\$ 5,121,738.22
Remaining Funding for Future Projects	\$ 7,982,088.22

If the project is paid for with cash-on-hand, the City would still have approximately \$2.12 million in capital fund balances as well as the \$572,000 in levy funds to either support future bonds or to help fund the draft Equipment CIP or future Streets CIP.

Cash Payment	
Project	Est Cost
City Hall Remodel & Expansion	\$ 2,950,000.00
Available Capital Funds & Debt Service Funds	\$ 5,121,738.22
Remaining Capital Fund Balance	\$ 2,171,738.22
Available Levy Funds for Future Debt/Capital	\$ 572,000.00

Council Action

The City Council needs to decide whether to accept the not-to-exceed bid of \$2,950,000 for the City Hall Remodel & Expansion from Hy-Tec Construction and, if accepted, whether to begin the bonding process or to proceed with paying for the project with cash-on-hand.

July 12, 2024

City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472

RE: Breezy Point City Hall Addition & Renovation Proposal

Dear City Council,

We hereby submit our Not To Exceed Proposal to furnish all labor and materials for the Breezy Point City Hall Addition and Renovation per the Widseth plans dated 5/31/24. We will utilize the Sourcewell/Gordian process on this project.

Breezy Point City Hall Addition & Renovation: \$2,950,000.00

Included in this proposal are the following clarifications:

DIVISION 01 – GENERAL CONDITIONS:

- Includes supervision, temp utilities, dumpsters and general conditions.
- Building permit fees and builders risk insurance are included.
- Includes the associated Sourcewell/Gordian Fees.

DIVISION 02 – EXISTING CONDITIONS, DEMO and SITE WORK:

- Selective demolition of the interior floors, walls, ceilings, mechanical and electrical system per demo plans.
- Site excavation, removals and backfill for the new building addition.
- Includes all exterior concrete walks, curb and gutter per the plans.
- A \$15,000 allowance for landscaping and plantings is included.
- New well for the domestic and fire suppression system to be included. The existing well to be used for future community garden.
- Includes temporary shelters to isolate the new addition from the existing building.
- Includes final cleaning of the facility prior to turnover.
- Includes all necessary tools and equipment to perform the project.

DIVISION 03 - CONCRETE:

- Includes new concrete footings and slab at the building addition.
- Misc. floor patching for underground plumbing and electrical.

DIVISION 04 – MASONRY

- Includes all masonry foundation and stoops.
- Includes new stone at walls and columns per the elevation plans.

DIVISION 05 – STEEL

- Provide and install all required steel rebar for footings, masonry and slabs.
- Provide and install steel columns at entry doors.

DIVISION 06 – CARPENTRY

- Framing new interior walls with wood 2x framing.
- Roof trusses for the new addition and modifying the existing roof at the tie-in.
- Includes all blocking and backing as required.
- New decking and railings to be composite materials.
- Includes wood T&G paneling and wood timbers per the plans.
- Includes all cabinets and laminate countertops.

DIVISION 07 – THERMAL & MOSITURE

- Provide and install foundation insulation.
- Provide and install new building insulation for the addition, also includes re-insulate as needed for renovation of the existing city hall building.
- Install new roof shingles throughout the addition and existing building.
- Includes interior sound insulation in the new walls.
- Provide and install new board & batten LP siding as shown.
- Provide flashings, trims soffit and fascia.

DIVISION 08 – DOORS & WINDOWS

- Provide new aluminum exterior doors per plans.
- Includes all new door hardware for wood and aluminum doors.
- All windows to be replaced with new aluminum fixed windows.
- Provide and install new coiling security shutters at the lobby desk.
- Includes a new operable partition wall at the Council Chambers.

DIVISION 09 – FINISHES

- Install new drywall, hang, tape and texture.
- Includes patching of the existing building drywall as needed.
- Includes painting of all rooms per the project plans.
- Includes new 2x2 ACT ceilings as per the plans.
- All flooring, ceramic tile and base per the finish plans.

DIVISION 10 – SPECIALTIES

- Includes updates to the monument sign, including siding and signage.
- New exterior channel letters and interior room signage.
- Provide and install new markerboards.
- Includes toilet and bath accessories per plans.
- Fire extinguishers and cabinets included.

DIVISION 11 – EQUIPMENT

- All appliances for the kitchen and breakroom.
- Appliance installation and connection included.

DIVISION 12 – FURNISHINGS

- Includes a \$130,000 furniture allowance.
- Does not include any window shades.

DIVISION 15 – MECHANICAL

- Includes all new underground plumbing rough-ins.
- New plumbing fixtures and plumbing equipment per the plans.
- Plumbing tie-ins to the existing sanitary and domestic water systems.
- HVAC to have new furnaces for each designated area.
- All new HVAC ductwork and diffusers.
- New fire sprinkler system in both the new addition and existing city hall.
- Wet system in office space and dry system in attic space.

DIVISION 16 – ELECTRICAL

- Maintain the essential operating system for the existing city hall building services.
- Provide new light fixtures per plans.
- Includes new receptacles and devices.
- Power to the mechanical equipment per the plans.
- Provide and install door strikes for access control.
- New security surveillance system for the building.
- Includes AV system and devices for Council Chambers and conference rooms.
- Includes installation of power and data to each location.
- Includes electrical transfer switch for future generator install.

Exclusions:

- Prevailing wages.
- Any asbestos abatement.
- Does include any existing wall repairs or unforeseen existing issues.
- Removal / storage of existing furniture or equipment.
- Generator (will provide rough-in for future install)
- Boiler and hydronic system.

Thank you for the opportunity to present this cost estimate for your consideration. If you have any questions or concerns, please contact me.

Sincerely,

Andy Pickar

Andy Pickar, Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Acceptance: _____ Dated: _____

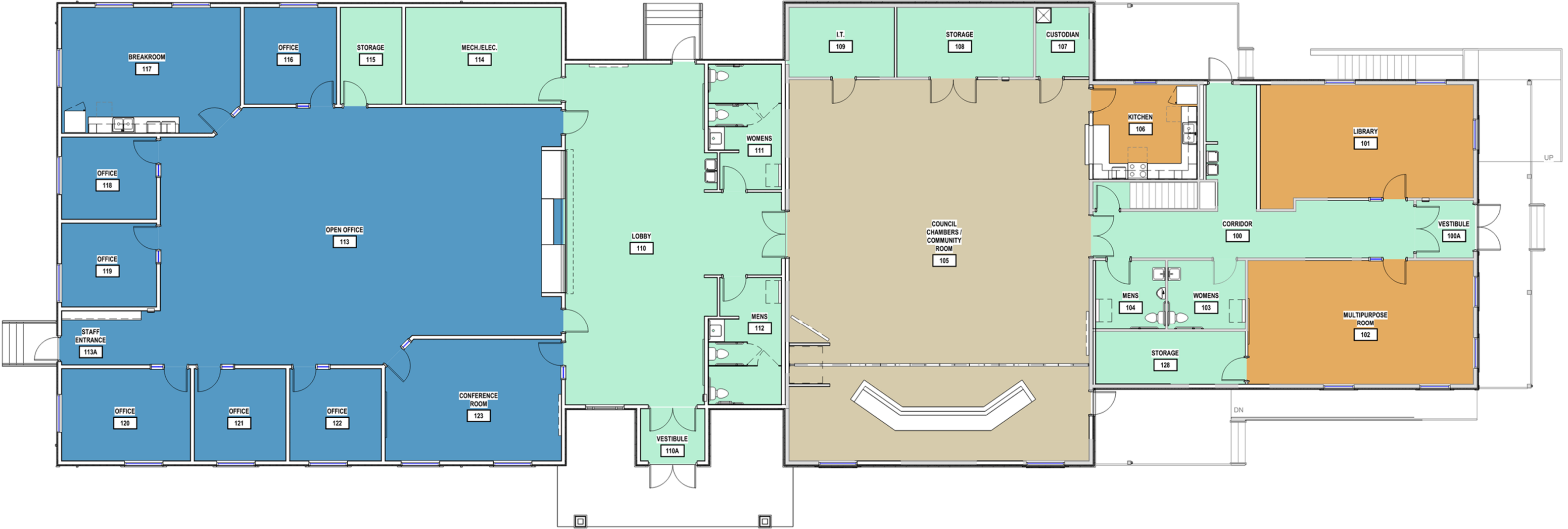


SCHEDULE OF VALUES
for
City of Breezy Point, MN
Breezy Point City Hall Remodel and Addition
7/12/2024

Division	Description	Value	Total by Division	% of Base Bid
	<u>PROFESSIONAL SERVICES</u>			
	Management/Testing/Gordian Fee	\$187,868.47		
	Sub-total Professional Services		\$187,868.47	6.37%
Div 1	<u>GENERAL REQUIREMENTS</u>			
	Supervision	\$94,187.33		
	Safety	\$1,375.70		
	Cleanup & Dumpster	\$35,675.75		
	Project Closeout	\$7,954.98		
	Misc. Consumables	\$6,018.14		
	Shelters	\$2,393.66		
	Permits & SAC/WAC (if applicable)	\$30,205.00		
	Builders Risk Insurance	\$11,296.25		
	Mobilization, general equipment & gas	\$29,382.24		
	Sub-total General Requirements		\$218,489.05	7.41%
Div 2	<u>SITWORK</u>			
	Utilities - Well	\$102,821.24		
	Excavation & Backfilling	\$68,491.23		
	Exterior Concrete / Bollards / Curbing	\$11,949.42		
	Bituminous	\$131,658.10		
	Demolition	\$21,642.65		
	Landscaping	\$16,440.00		
	Sub-total Sitework		\$353,002.64	11.97%
Div 3	<u>CONCRETE</u>			
	Concrete Footings/Slabs/Poured Walls	\$60,702.22		
	Sub-total Concrete		\$60,702.22	2.06%
Div 4	<u>MASONRY</u>			
	Bricks/Stone/Tuckpointing	\$68,869.89		
	Sub-total Masonry		\$68,869.89	2.33%
Div 5	<u>METALS</u>			
	Misc. Metals/Steel	\$18,758.77		
	Reinforcing	\$14,860.34		
	Sub-total Metals		\$33,619.11	1.14%
Div 6	<u>CARPENTRY</u>			
	Rough Carpentry	\$199,784.04		
	Finish Carpentry	\$12,679.13		
	Cabinets	\$81,543.91		
	Deck Construction	\$52,997.72		
	Sub-total Carpentry		\$347,004.80	11.76%
Div 7	<u>THERMAL & MOISTURE PROTECTION</u>			
	Foundation Insulation/Coatings/Drain Tile	\$16,385.79		
	Building Insulation	\$27,887.72		
	Siding	\$75,259.79		
	Roofing/Flashing/Soffit/Gutters	\$87,032.58		
	Caulking	\$7,973.40		
	Sub-total Thermal & Moisture Protection		\$214,539.29	7.27%
Div 8	<u>DOORS & WINDOWS</u>			
	Doors/Frames/Hardware	\$121,264.00		
	Coiling Security Shutters	\$25,684.76		
	Windows & Glass/Glazing	\$93,072.32		
	Sub-total Doors & Windows		\$240,021.08	8.14%

Div 9	<u>FINISHES</u> Gypsum Hanging/Taping/Texturing Painting/Wallcovering Acoustical Ceilings Resilient/Carpet/Base & Specialty Flooring Sub-total Finishes	\$127,136.00 \$32,463.52 \$24,173.38 \$100,646.78	\$284,419.67	9.64%
Div 10	<u>SPECIALTIES</u> Interior Specialties/Fire Extinguishers Signage Bathroom Partition Bath Accessories Sub-total Specialties	\$4,678.59 \$10,960.00 \$49,320.00 \$16,776.17	\$81,734.76	2.77%
Div 11	<u>EQUIPMENT</u> Appliances Sub-total Equipment	\$4,092.63	\$4,092.63	0.14%
Div 12	<u>FURNISHINGS</u> Furniture Sub-total Furnishings	\$130,000.00	\$130,000.00	4.41%
Div 15	<u>MECHANICAL</u> Plumbing HVAC Fire Protection Sub-total Mechanical	\$89,236.32 \$162,311.02 \$108,175.20	\$359,722.54	12.19%
Div 16	<u>ELECTRICAL</u> Electrical/Sound/Security Sub-total Electrical	\$365,913.85	\$365,913.85	12.40%
	TOTAL BASE BID COST	\$2,950,000.00	\$2,950,000.00	100.00%

BREEZY POINT CITY HALL



LEGEND

- COMMUNITY
- SUPPORT SPACES
- COUNCIL CHAMBERS
- ADMINISTRATION



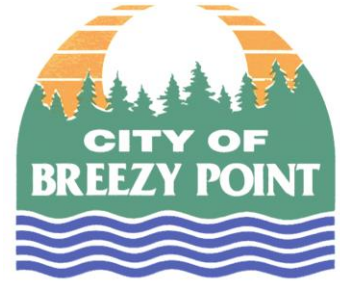
JULY 15TH, 2024

CITY OF BREEZY POINT





TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Buschmann Road Update
DATE: July 18, 2024



Background

Buschmann Road was last before the City Council in December 2023 when the City Council approved the Phase II.A agreement with WSB. This first part of Phase II of the is easement acquisition. The preliminary design for Buschmann Road, which easement acquisition (Phase II.A) and final design (Phase II.B) will follow, was presented to the City Council at a workshop on October 17, 2023. The City Council its last project update during the workshop on April 24

Paul Sandy with WSB will be present at the July 18 special meeting to provide the City Council with a project update. Additionally, as discussed during the April 24 workshop, the Council should consider moving into final design (Phase II.B). A draft agreement for Phase II.B is attached.

Exhibit A

Buschmann Road and Ranchette Drive Reconstruction Project Phase 2B
Breezy Point, MN

I. **Scope of Services**

1. FINAL DESIGN, PLANS, SPECIFICATIONS, AND UTILITY COORDINATION

A. Project Management

- 1) *General Coordination.*
- 2) *Progress reports, invoices, and billing.*
- 3) *Quality control/quality assurance.*

B. Additional Private Utility Owner (GSOC) Coordination

- 1) *Coordination with onsite general contractor and utility contractor on utility relocations.*
- 2) *Two-dimensional surface features survey of all subsurface utilities.*
- 3) *Determine conflict points between planned construction and existing/planned private utilities.*

C. GSOC Meeting (assumed 2)

D. Plans

- 1) *Title Sheet.*
- 2) *General Layout.*
- 3) *Statement of Quantities/Notes.*
- 4) *Construction Details.*
- 5) *Standard Drawings.*
- 6) *Miscellaneous Details.*
- 7) *Construction Plans (removals, plan and profile, utility, traffic control, ADA).*
- 8) *Stormwater Pollution and Prevention Plan (SWPPP).*
- 9) *Cross Sections.*

E. Project Manual (specifications, general and special provisions, contract documents)

F. Design Meetings with City Staff

- 1) *60% Design Meeting.*
- 2) *90% Design Meeting.*
- 3) *Final Design/Pre-Bid Meeting.*

G. QA/QC Plan Reviews

H. Constructability Review

I. Permits

- 1) *Apply and obtain necessary federal, state, and local permits.*
- 2) *Technical Advisory Panel (TEP) meeting*

Deliverables

- Two-dimensional survey, layout, and AutoCAD file of subsurface utilities.
- Utility conflict plans.
- Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2)
- Construction drawings (60%, 90%, and 100%).
- Draft and final project manual and specifications.
- Meeting agenda, meeting minutes, and summary memos for design meetings.
- Constructability review memo.
- QA/QC plan review checklist.
- TEP meeting minutes.
- Permits – USACE Section 404 and Wetland Conservation Act.

2. FINAL CONSTRUCTION COST ESTIMATE

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
 - 4) Engineers Opinion of Probable Cost

Deliverables

- Engineer’s opinion of probable cost in excel format with finding groups.

3. ADDITIONAL PUBLIC ENGAGEMENT

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
- B. Project Owner and Stakeholder Meetings
 - 1) *City Council Meetings (assumed 5)*
 - 2) *Stakeholder ID and Engagement Plan Update*
 - 3) *Maintain Project Website and Update*
 - 4) *Project Fact Sheet and Q&A Update*
 - 5) *In-Person Property Owner Communications and Meeting (assumes two meetings, invitation/outreach)*
 - 6) *Open House (Two, 3-hr meeting, drive and prep)*

Deliverables

- Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary).
- Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination).
- Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations).

4. PROJECT BIDDING

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
- B. Project Bidding and Award
 - 1) *Schedule bid opening time, date, and location.*
 - 2) *Prepare notices and publications.*
 - 3) *Answer questions during bid phase.*
 - 4) *Prepare bid tabulations.*
 - 5) *Prepare award recommendation.*
 - 6) *City Council Meeting (award recommendation).*
 - 7) *Contracts, bonds, and insurance.*

Deliverables

- Notices and publications.
- Summary of Q & A during bidding.
- Bid tabulations.
- Award recommendation.
- Executed contracts, bonds, and insurance.

II. Compensation

Compensation for the scope of services will be rendered on an hourly basis not to exceed the amount of \$192,370.

Final Design, Plans, Specifications, and Utility Coordination \$145,176

Final Construction Cost Estimate.....	\$10,376
Additional Public Engagement.....	\$25,208
Project Bidding.....	\$6,624

TOTAL..... \$187,384

III. Assumptions

1. Assumes permits needed will be Section 404/WCA Wetland Permits and NPDES permit. Assumes 2 utility coordination meetings during design. Assumes 5 design meetings with City staff.
2. Assumes two public open houses around 60% and 90% plans.
3. Assumes attendance at 5 City Council meetings.



Estimated Project Fees
Buschmann Road and Ranchette Drive Reconstruction Project - Final Design
 City of Breezy Point, MN

Scope of Services Phase/Task Description	Estimated Hours													Total Hours	Fee	
	Principal	Senior Project Manager	Senior Project Manager - Construction	Public Engagement Project Manager	Public Engagement Lead	Marketing Graphics	GIS	Graduate Engineer	Municipal Design Lead	Water Resources Design	Water Resources Design	SWPPP Design	Environmental Permitting			
	Ron Bray	Paul Sandy	Matt Indihar	Ryan Earp	Sammantha Watson	Yeng Muoa	Steve Gazdik	Isaiah Escobedo	Shannon Heitmann	Laura Pietila	Laura Rescorla	Thomas Hoffman	Roxy Robertson			
Phase 2 - Final Design																
2B.1 Final Design, Plans and Specifications and Utility Coordination																
2B.1.0 Project Management General coordination Progress reports, invoices, and billing Quality control/quality assurance		22													22	\$ 4,840.00
2B.1.1 Additional Private Utility Owner (GSOC) Coordination Coordination with utility contractors on relocations Two-dimensional surface features survey in ACAD format of all subsurface utilities Determine conflict points between planned construction and existing/planned public utilities		10							30						40	\$ 8,020.00
2B.1.2 GSOC Meeting (2)		8							4						12	\$ 2,536.00
2B.1.3 Plans Title Sheet General Layout Statement of Quantities/Notes Construction Details Standard Drawings Miscellaneous Details Construction Plans (removals, plan and profile, utility, traffic control, ADA) Stormwater Pollution and Prevention Plan (SWPPP) Cross Sections		32						230	260	36	26	6			590	\$ 98,788.00
2B.1.4 Project Manual (specifications, general and special provisions, contract documents, etc.)		16	4						32	10	5				67	\$ 12,964.00
2B.1.5 Design Meetings with City Staff Design meeting 1 (Design kick-off) Design Meeting 2 (30% Design) Design meeting 3 (60 % Design) Design meeting 4 (90% design) Design meeting 5 (Final Design/Pre-Bid)											2	2			6	\$ - \$ - \$ - \$ 1,140.00 \$ 1,140.00 \$ 1,140.00
2B.1.6 QA/QC Plan Reviews	4	16							8						28	\$ 6,068.00
2B.1.7 Constructability Review		4	8												12	\$ 2,432.00
2B.1.8 Permits Apply and obtain necessary federal, state, and local permits Technical Advisory Panel (TEP) meeting		4						4					32		40	\$ 6,108.00
Deliverables: Two-dimensional survey, layout, and AutoCAD file of subsurface utilities Utility conflict plans Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2) Construction drawings (30%, 60%, 90%, 100%) Draft and final project manual and specifications Meeting agenda, meeting minutes, and summary memos for design meetings Constructability review memo QA/QC plan review checklist TEP meeting minutes Permits – USACE Section 404 and Wetland Conservation Act																
Subtotal Task 2.1	4	118	12					234	340	52	31	6	32		829	\$ 145,176.00
2B.2 Final Construction Cost Estimate																
2B.2.0 Project Management General coordination Progress reports, invoices, and billing Quality control/quality assurance		4													4	\$ 880.00
2B.2.1 Engineer's Opinion of Probable Cost Deliverables: Engineer's opinion of probable cost in excel format with funding groups		10							24	10	6				50	\$ 9,496.00
Subtotal Task 2.2		14							24	10	6				54	\$ 10,376.00

	Estimated Hours													Total Hours	Fee			
	Principal	Senior Project Manager	Senior Project Manager - Construction	Public Engagement Project Manager	Public Engagement Lead	Marketing Graphics	GIS	Graduate Engineer	Municipal Design Lead	Water Resources Design	Water Resources Design	SWPPP Design	Environmental Permitting					
2B.3 Additional Public Engagement																		
2B.3.0 Project Management		3		3	14												20	\$ 3,126.00
General coordination																		
Progress reports, invoices, and billing																		
Quality control/quality assurance																		
2B.3.1 Property Owner and Stakeholder Meetings	6	20		14	60	38	8										146	\$ 22,082.00
City Council meetings (assumed 5)																		
Stakeholder ID and Engagement Plan update																		
Maintain Project Website and Update																		
Project Fact Sheet and Q&A Update																		
In-Person Property Owner Communications and Meeting (assumes two meetings, invitation/outreach)																		
Open House (Two, 3-hr meeting, drive and prep)																		
Deliverables:																		
Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary)																		
Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination)																		
Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations)																		
Subtotal Task 2.3	6	23		17	74	38	8										166	\$ 25,208.00
2B.4 Project Bidding																		
2B.4.1 Project Management		4							10								14	\$ 2,820.00
General coordination																		
Progress reports, invoices, and billing																		
Quality control/quality assurance																		
2B.4.2 Project Bidding and Award		12							6								18	\$ 3,804.00
Schedule bid opening time, date, and location																		
Prepare notices and publications																		
Answer questions during bid phase																		
Prepare bid tabulations																		
Prepare award recommendation																		
City Council Meeting (award recommendation)																		
Contracts, bonds, and insurance																		
Deliverables:																		
Notices and publications																		
Summary of Q & A during bidding																		
Bid tabulations																		
Award recommendation																		
Executed contracts, bonds, and insurance																		
Subtotal Task 2.4		16							16								32	\$ 6,624.00
Total	10	171	12	17	74	38	8	234	380	62	37	6	32				1081	\$ 187,384.00
Grand Total Hours	10	171	12	17	74	38	8	234	380	62	37	6	32				1081	
Hourly Rate	\$ 249.00	\$ 220.00	\$ 194.00	\$ 220.00	\$ 129.00	\$ 108.00	\$ 158.00	\$ 131.00	\$ 194.00	\$ 156.00	\$ 180.00	\$ 147.00	\$ 147.00					
Grand Total Direct Labor Costs	\$ 2,490.00	\$ 37,620.00	\$ 2,328.00	\$ 3,740.00	\$ 9,546.00	\$ 4,104.00	\$ 1,264.00	\$ 30,654.00	\$ 73,720.00	\$ 9,672.00	\$ 6,660.00	\$ 882.00	\$ 4,704.00					\$ 187,384.00
Reimbursable Expenses -																		
Subtotal Expenses																		\$ -
Total Fee (Hourly estimated fee)																		\$ 187,384.00

Assumptions Phase 2B.1 - Final Design, Plans, Specifications, and Utility Coordination - Assumes permits needed will be Section 404/WCA Wetland Permits and NPDES permit. Assumes 2 utility coordination meetings during design. Assumes 5 design meetings with City staff.
Phase 2B.3 - Additional Public Engagement - Assumes two public open houses around 60% and 90% plans. Assumes attendance at 5 City Council meetings.
Phase 2B.4 - Project Bidding - Assumes attendance at 1 City Council meeting.

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Draft Equipment Capital Improvement Plan
DATE: July 18, 2024



Background

One of City Administrator Chanski’s goals for 2024 was to draft an Equipment Capital Improvement Plan (CIP). A draft plan has been formatted, and staff has begun to fill it out. At this point, the CIP is roughly 75% complete.

The purpose of this presentation is to walk the City Council through the design of the plan and take any questions the City Council has. The plan will continue to be refined as the 2025 Budget process progresses with the goal of implementing the CIP as part of the 2025 Budget.

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Butterfly Release Funding Request
DATE: July 18, 2024



Mayor Zierden has requested that the City Council consider allocating funds for supporting the Butterfly Release event to be held on Saturday, July 20 at 11:00am.