

AGENDA
CITY COUNCIL MEETING
April 8, 2015
4:30 P.M.

A. 4:30 Call to Order

B. Roll Call

C. Open Forum

The public is invited to speak at this time. Open Forum is limited to one half-hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Council members may ask questions of the speaker. With the agreement of the Council, such matters taken up during the open forum may be scheduled on the current agenda or a future agenda.

D. 4:35 Approve Consent Agenda

1. Approve Agenda
2. Approve Meeting Minutes
3. Approve Payment of Bills
4. Car Show Street Permit—Visit Cook County

E. 4:35 Lake View Natural Dairy Letter of Support

F. 4:40 Fire Department Hiring Request

G. 4:55 Hospital Request for DEED Grant Application

H. 5:05 Tennis Association Funding Request

I. 5:20 Library Hiring

J. 5:25 Public Restrooms

K. 5:35 Other items as necessary

L. Council & Staff Reports

M. Attached correspondence:

1. Other Meeting Minutes
2. Upcoming Meeting Schedule

N. 6:00 Adjourn

*CITY OF GRAND MARAIS
MINUTES
March 25, 2015*

Mayor Arrowsmith-DeCoux called the meeting to order at 4:30 p.m.

Members present: Jay Arrowsmith-DeCoux, Dave Mills, Anton Moody, Tim Kennedy and Tracy Benson

Members absent: None

Staff present: Mike Roth, Kim Dunsmoor and Chris Hood

Mayor Arrowsmith-DeCoux invited the public to speak during a period of open forum. Open Forum is limited to one half-hour. No person may speak more than 5 minutes or more than once.

Greg Gentz requested that the council consider a letter of support for Lake View Natural Dairy at their next meeting.

Motion by Moody, seconded by Kennedy to approve the Agenda with addition of Assisted Living RFP; March 11, 2015, Minutes; Payment of Bills; and Cook County Curling Club Consumption and Display Permit. Approved unanimously.

Kimber Wralstad and Rory Smith, Cook County North Shore Hospital, presented their request for IRRRB Grant Application. IRRRB Grants are only given to cities: the hospital is requesting that the City make an application on their behalf for \$350,000. If the city is successful in receiving the grant, the City will publicly bid the portion of the hospital project funded by the grant and keep wage reports from contractors paying prevailing wage. There is no financial obligation to the city other than to pass on the reimbursement payments to the hospital.

Motion by Kennedy, seconded by Benson to approve Resolution 2015-04 Authorizing Application to the Iron Range Resources FY15 Development Infrastructure Grant Program for Cook County North Shore Hospital. Approved unanimously.

Randy Sjogren presented his idea for coin-operated viewing binoculars on the east side of the Harbor. Sjogren will return with a specific proposal and the city administrator and city attorney will research the legality of allowing a permanent private business on city property. Sjogren would be happy to see the city operate the business if it is not feasible to allow him to operate the business in that location.

Karl Hansen, presented the Assisted Living Market Analysis request for RFP. Although a market analysis was done recently, it only encompassed 20 miles around the city. A new study would cover the entire county.

Motion by Kennedy, seconded by Mills to approve the Assisted Living Market Analysis RFP with an emphasis that communication with the County, Tribe and West End is important. Approved unanimously.

The Grand Marais Biomass District Heat Information Plan was discussed. We could have the deliverables by next week. The 12 page overview will be sent to the council.

Councilor Kennedy summarized the March 18, 2015, Planning Commission meeting. The developer discussed concerns about the City's developer agreement including the financial security requirements, utility hookup fees and the provision for as-built construction drawings. The Planning Commission felt that our city attorney prepared the developer's agreement similar to what is used in other cities. The city had a conference call with both attorney's present. The attorney's will work to resolve the issues, but the city will not relinquish control over infrastructure requirements. The taxpayers should not have to fix what is not done right by the developer.

A follow-up city planning workshop will be scheduled by doodle poll for May.

City Administrator Roth received the concept drawings for the public restrooms this afternoon. They will be emailed to the council for discussion at the next meeting.

Mayor Arrowsmith-DeCoux's Report:

- 1) Bill Middlefelt, CERT, attended a CCLEP meeting and is excited about the biomass project. There is a "Green Core" program where a college intern can help with projects such as Dark Sky, Green Cities, and Energy Efficiency.
- 2) Attended North House Folk School's annual meeting. They are financially solid and are looking for ways to expand.

Councilor Mills' Report:

- 1) The YMCA had a strong discussion about the agreement between the school and the YMCA for facility use.
- 2) North Woods Food's Composting Project is gaining momentum to compost restaurant organic food waste. They would like to use the composting site by the recycling center. This is a county site.
- 3) North Woods Food is conducting a Green Dollars survey funded by a Blandin Quick Grant.

There being no further business, the meeting adjourned at 6:40 p.m.



CITY OF GRAND MARAIS

04/03/15 11:59 AM

Page 1

Payments

City of Grand Marais

Current Period: April 2015

Batch Name	4092015AP	User Dollar Amt	\$78,358.99
Payments		Computer Dollar Amt	\$78,358.99
			\$0.00 In Balance

Refer 64588 AMERIPRIDE LINEN AND APPARE -

Cash Payment E 101-41940-210 Operating Supplies (GE) \$132.90

Invoice 3500728137 3/23/2015

Transaction Date 4/1/2015 MAIN CHECKING G 10100 Total \$132.90

Refer 64589 MCI MEGA PREFERRED -

Cash Payment E 101-41400-321 Telephone \$45.98

Invoice 08678993875 4/1/2015

Cash Payment E 211-45500-321 Telephone \$3.88

Invoice 08678993875 4/1/2015

Cash Payment E 609-49750-321 Telephone \$8.21

Invoice 08678993875 4/1/2015

Cash Payment E 101-43100-321 Telephone \$1.72

Invoice 08678993875 4/1/2015

Transaction Date 4/1/2015 MAIN CHECKING G 10100 Total \$59.79

Refer 64590 COMO OIL & PROPANE -

Cash Payment E 101-41940-217 Heating Fuel \$442.75

Invoice 538276 3/19/2015

Cash Payment E 101-45100-217 Heating Fuel \$547.53

Invoice 834125 3/24/2015

Transaction Date 4/1/2015 MAIN CHECKING G 10100 Total \$990.28

Refer 64591 MN DEPT OF LABOR AND INDUST -

Cash Payment E 101-45100-439 Licenses \$70.00

Invoice 0000083761 2/23/2015

Transaction Date 4/1/2015 MAIN CHECKING G 10100 Total \$70.00

Refer 64592 ANDERSON LOGGING -

Cash Payment E 101-45100-250 Merchandise Resale (GE) \$13,500.00

Invoice 085679 3/19/2015

Transaction Date 4/1/2015 MAIN CHECKING G 10100 Total \$13,500.00

Refer 64593 G&G SEPTIC -

Cash Payment E 101-45100-220 Repair/Maint Supply (GE) \$202.50

Invoice 9230 3/14/2015

Transaction Date 4/1/2015 MAIN CHECKING G 10100 Total \$202.50

Refer 64594 WIRTZ BEVERAGE MINNESOTA -

Cash Payment E 609-49750-252 Beer For Resale \$3,237.40

Invoice 1080304916 3/30/2015

Cash Payment E 609-49750-333 Freight and Express \$46.87

Invoice 1080304916 3/30/2015

Cash Payment E 609-49750-251 Liquor For Resale \$184.50

Invoice 1080304917 3/30/2015

Cash Payment E 609-49750-252 Beer For Resale -\$151.44

Invoice 2080080018 3/10/2015

Cash Payment E 609-49750-252 Beer For Resale -\$70.00

Invoice 2080080017 3/10/2015



CITY OF GRAND MARAIS

04/03/15 11:59 AM

Page 3

Payments

Current Period: April 2015

Refer 64600 WINE MERCHANTS					
Cash Payment	E 609-49750-251 Liquor For Resale				\$478.00
Invoice	7023208	3/25/2015			
Cash Payment	E 609-49750-333 Freight and Express				\$12.55
Invoice	7023208	3/25/2015			
Transaction Date	4/1/2015	MAIN CHECKING G	10100	Total	\$490.55
Refer 64601 ARTISAN BEER COMPANY					
Cash Payment	E 609-49750-252 Beer For Resale				\$142.75
Invoice	3023560	3/25/2015			
Transaction Date	4/1/2015	MAIN CHECKING G	10100	Total	\$142.75
Refer 64603 PETTY CASH - LIBRARY					
Cash Payment	E 211-45500-322 Postage				\$19.55
Invoice	POSTAGE	4/1/2015			
Transaction Date	4/1/2015	MAIN CHECKING G	10100	Total	\$19.55
Refer 64604 FLEET ONE LLC					
Cash Payment	E 613-45125-212 Motor Fuels				\$179.51
Invoice	4453130043	3/31/2015			
Cash Payment	E 101-43100-212 Motor Fuels				\$59.47
Invoice	4452920043	3/31/2015			
Cash Payment	E 101-43100-212 Motor Fuels				\$445.94
Invoice	4452910043	3/31/2015			
Cash Payment	E 101-45100-212 Motor Fuels				\$16.99
Invoice	4452920043	3/31/2015			
Cash Payment	E 101-45100-212 Motor Fuels				\$92.19
Invoice	4452890043	3/31/2015			
Transaction Date	4/1/2015	MAIN CHECKING G	10100	Total	\$794.10
Refer 64605 SUNDEW TECHNICAL SERVICES					
Cash Payment	E 613-45125-240 Small Tools and Minor E				\$1,042.02
Invoice	GM GOLFCOUR	3/31/2015			
Cash Payment	E 609-49750-221 Equipment Parts/Building				\$859.75
Invoice	GM LIQUOR ST	3/17/2015			
Transaction Date	4/1/2015	MAIN CHECKING G	10100	Total	\$1,901.77
Refer 64606 JOHNSON S FOODS					
Cash Payment	E 101-41110-430 Miscellaneous (GENERA				\$33.94
Invoice	1848	3/16/2015			
Transaction Date	4/3/2015	MAIN CHECKING G	10100	Total	\$33.94
Refer 64607 BAKER & TAYLOR					
Cash Payment	E 215-45500-435 Books, Periodicals				\$450.62
Invoice	2030428030	3/16/2015			
Cash Payment	E 215-45500-435 Books, Periodicals				\$323.09
Invoice	2030421429	3/12/2015			
Transaction Date	4/3/2015	MAIN CHECKING G	10100	Total	\$773.71
Refer 64608 TEI LANDMARK AUDIO					
Cash Payment	E 211-45500-437 Audio Visual / DVD				\$103.50
Invoice	11834384	3/16/2015			
Transaction Date	4/3/2015	MAIN CHECKING G	10100	Total	\$103.50



CITY OF GRAND MARAIS

04/03/15 11:59 AM

Page 4

Payments

Current Period: April 2015

Refer	64609	AMERIPRIDE LINEN AND APPARE			
Cash Payment	E 211-45500-310	Service Agreements			\$43.59
Invoice	3500728174	3/23/2015			
Transaction Date	4/3/2015		MAIN CHECKING G 10100	Total	\$43.59
Refer	64610	PUBLIC UTILITIES COMMISSION1	Ck# 002582E 4/3/2015		
Cash Payment	E 101-41940-380	Utility Services (GENER			\$1,330.63
Invoice	MARCH 2015	4/3/2015			
Cash Payment	E 101-43100-380	Utility Services (GENER			\$26.68
Invoice	MARCH 2015	4/3/2015			
Cash Payment	E 101-45100-380	Utility Services (GENER			\$667.17
Invoice	MARCH 2015	4/3/2015			
Cash Payment	E 101-43100-381	Street Light Utilities			\$2,218.70
Invoice	MARCH 2015	4/3/2015			
Cash Payment	E 101-42700-380	Utility Services (GENER			\$139.20
Invoice	MARCH 2015	4/3/2015			
Cash Payment	E 101-42200-380	Utility Services (GENER			\$1,103.70
Invoice	MARCH 2015	4/3/2015			
Cash Payment	E 211-45500-380	Utility Services (GENER			\$543.64
Invoice	MARCH 2015	4/3/2015			
Cash Payment	E 101-45184-380	Utility Services (GENER			\$327.04
Invoice	MARCH 2015	4/3/2015			
Cash Payment	E 101-42200-380	Utility Services (GENER			\$151.78
Invoice	MARCH 2015	4/3/2015			
Transaction Date	4/3/2015		MAIN CHECKING G 10100	Total	\$6,508.54
Refer	64611	MMUA			
Cash Payment	E 101-41900-308	Safety Assistance Progr			\$3,475.00
Invoice	45039	4/1/2015			
Transaction Date	4/3/2015		MAIN CHECKING G 10100	Total	\$3,475.00
Refer	64612	COUNTY PLUMBING & HEATING			
Cash Payment	E 101-45100-220	Repair/Maint Supply (GE			\$50.24
Invoice	9549	3/28/2015			
Transaction Date	4/3/2015		MAIN CHECKING G 10100	Total	\$50.24
Refer	64613	NCPERS GROUP LIFE INS.			
Cash Payment	G 101-21710	NCPERS-Pera			\$16.00
Invoice	4936415	3/20/2015			
Transaction Date	4/3/2015		MAIN CHECKING G 10100	Total	\$16.00
Refer	64614	VOYA	Ck# 002584E 4/3/2015		
Cash Payment	G 101-21720	MN State Retirement DeferC			\$290.00
Invoice	650251	3/30/2015			
Transaction Date	4/3/2015		MAIN CHECKING G 10100	Total	\$290.00
Refer	64615	PERA	Ck# 002603E 4/3/2015		
Cash Payment	G 101-21704	PERA			\$4,186.61
Invoice	04032015	4/2/2015			
Transaction Date	4/3/2015		MAIN CHECKING G 10100	Total	\$4,186.61
Refer	64616	MINNESOTA REVENUE	Ck# 002618E 4/3/2015		
Cash Payment	G 101-21702	State Withholding			\$1,212.70
Invoice	04032015	3/30/2015			



CITY OF GRAND MARAIS

04/03/15 11:59 AM

Page 5

Payments

Current Period: April 2015

Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$1,212.70
Refer	64617 DEPT OT THE TREASURY IRS	Ck# 002631E 4/3/2015		
Cash Payment	G 101-21703 FICA Tax Withholding			\$3,567.66
Invoice	04032015 4/1/2015			
Cash Payment	G 101-21717 Medicare			\$839.72
Invoice	04032015 4/1/2015			
Cash Payment	G 101-21701 Federal Withholding			\$2,540.99
Invoice	04032015 4/1/2015			
Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$6,948.37
Refer	64618 IOWA DEPARTMENT OF REVENUE			
Cash Payment	G 101-21718 Garnishment			\$20.57
Invoice	Y001677268 4/3/2015			
Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$20.57
Refer	64619 BLUE CROSS/BLUE SHIELD OF M			
Cash Payment	G 101-21706 Health Insurance			\$12,437.00
Invoice	CI926-VO 8 4/3/2015			
Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$12,437.00
Refer	64620 MII LIFE- HRA	Ck# 002632E 4/3/2015		
Cash Payment	E 101-43100-131 Employer Paid Health			\$38.15
Invoice	04032015 4/3/2015			
Cash Payment	E 602-49480-131 Employer Paid Health			\$269.45
Invoice	04032015 4/3/2015			
Cash Payment	E 601-49420-131 Employer Paid Health			\$269.45
Invoice	04032015 4/3/2015			
Cash Payment	E 601-49440-131 Employer Paid Health			\$178.74
Invoice	04032015 4/3/2015			
Cash Payment	E 602-49490-131 Employer Paid Health			\$178.75
Invoice	04032015 4/3/2015			
Cash Payment	E 604-49590-131 Employer Paid Health			\$357.49
Invoice	04032015 4/3/2015			
Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$1,292.03
Refer	64621 MINNESOTA LIFE			
Cash Payment	G 101-21716 MN Mutual Life			\$161.00
Invoice	0028722 3/20/2015			
Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$161.00
Refer	64623 COOK COUNTY AUDITOR-TREASU			
Cash Payment	E 101-41610-306 Attorney (Criminal)			\$3,125.00
Invoice	5341 3/20/2015			
Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$3,125.00
Refer	64624 LHB ENGINEERS & ARCHITECTS			
Cash Payment	E 101-41900-457 Highway 61 Corridor Imp			\$4,500.00
Invoice	140474.00-5 3/18/2015			
Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$4,500.00
Refer	64625 GENE S FOODS			
Cash Payment	E 101-41110-430 Miscellaneous (GENERA			\$79.68
Invoice	3871848 3/12/2015			



CITY OF GRAND MARAIS

04/03/15 11:59 AM

Page 6

Payments

City of Grand Marais

Current Period: April 2015

Transaction Date	4/3/2015	MAIN CHECKING G 10100	Total	\$79.68
------------------	----------	-----------------------	-------	---------

Fund Summary

	10100 MAIN CHECKING GMSB
101 GENERAL FUND	\$58,264.00
211 LIBRARY	\$714.16
215 LIBRARY RESTRICTED FUND	\$773.71
601 WATER	\$448.19
602 SEWER	\$448.20
604 ELECTRIC	\$357.49
609 MUNICIPAL LIQUOR FUND	\$16,131.71
613 GOLF COURSE	\$1,221.53
	<u>\$78,358.99</u>

Pre-Written Checks	\$20,438.25
Checks to be Generated by the Computer	\$57,920.74
Total	<u>\$78,358.99</u>

APPLICATION FOR USE OF STREET AND SIDEWALKS

CHECK ONE:

Benches _____ Flowers _____ Community Event

Miscellaneous _____ Describe: _____

Name and address of applicant or organization, charitable, veterans, community or non-profit group:

Visit Cook County

116 W. Hwy. 61 ; P.O. Box 1330

Grand Marais, MN 55604

Contact Person:

Phone Number:

Maggie Barnard, Communications Mgr. 387-2788

Description of request or event:

Grand Marais Classic Car Show ; cars, trucks, motorcycles displayed on Wisc. St. from 1st Ave. W to Hwy. 61 and 2nd St. W. per attached map.

* NOTE - no closure of 1st Ave. W. this year - extending show west on Wisc. St.

Date of Event:

Length of Event:

Saturday, June 6, 2015

11 a.m. - 3 p.m. (4 hrs.)

Time of Event:

11 a.m. - 3 p.m.

Location of Event:

Wisconsin St. from 1st Ave. W. (Joyces) to Hwy. 61 entrance/intersection 2nd Ave. W. (halfway to DA) to be used for overflow/entry to show for exhibiting vehicles.

Assistance requested of the City or PUC:

Street barricades as indicated on attached map.

Signature

Date

MBarnard

3/20/15

Approve: _____

Not Approved: _____

Fee: Paid _____

Waived _____

Insurance (\$500,000): Proof naming City as additional insured _____

Waived in whole _____

Waived in part _____

Additional anticipated costs or expenses to City or PUC _____

Additional Council restrictions _____

• Hwy Dept. permit appl. mailed 3/20/15

• Submitted permit appl. to Parks Dept. 3/20/15

2015 Classic Car Show
Street Closure Map



~~xxx~~ : Road block barricades requested
Awards given out @ Voyageur Brewery this year.

Letter of Support

The Grand Marais City Council will support Lake View Natural Dairy (LVND) and their protection under the Minnesota Constitutional Article 13, Section 7:

“No license required to peddle. Any person may sell or peddle the products of the farm or garden occupied and cultivated by him without obtaining a license therefor. “

We believe Article 13, Section 7 protects LVND from governmental intrusions, when LVND is privately associating with private men and women to sell and peddle the products of their farm at their farm location.

Furthermore, we support the consumer's right under Article 13, Section 7 to privately associate with other private farmers or gardener's in a private relationship to purchase these products of the farm or garden.

We support LVND's right to sell products of the farm under Article 13, Section 7 protections, while following safety measures applicable to raw dairy product farms.

www.supportlakeviewnaturaldairy.org

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: April 2, 2015
SUBJECT: Fire Chief Report

The Grand Marais Fire Department is a paid-on-call department. The members are compensated for trainings, meetings, and emergency calls. The officers are paid a small stipend for their additional duties. Fire Chief Ben Silence has asked to be on the agenda to introduce himself and discuss adding two new firefighters.

Although commonly referred to as a "volunteer" department, since we compensate our firefighters they are City employees. For this reason all hiring and firing decisions come to the City Council.

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: April 2, 2015
SUBJECT: Request to Apply for DEED Infrastructure Grant for Hospital

Summary

At your last meeting you learned about the hospital capital project and authorized application to IRRRB for a grant of \$350,000. We also discussed the possibility of applying to the state Department of Employment and Economic Development (DEED) for additional grant money. The IRRRB has indicated that we should apply to DEED for \$175,000, which they will consider matching to make up the \$350,000 request. I have attached the application cover sheet, a project narrative provided by the hospital, and a resolution authorizing the application.

Since you received a thorough briefing at your last meeting, I let Kimber know she didn't need to attend this time. Please let Kim know if you have any questions for Kimber.

City Responsibilities

In order to submit the application, you will first need to approve the attached resolution. As you can see, the resolution DEED requires included more than the previous IRRB resolution. Just like with IRRRB, there will be a grant agreement between the State and the City. The agreement will require the City to meet the goals of the project identified in the narrative. Usually with DEED this consists of property tax base or jobs created. The hospital project is about job retention for this application. We will likely need to work with DEED to develop the requirements further.

DEED pays by reimbursing approved expenses, just like the IRRRB funding. The hospital will pay their contractors, and we will submit requests for reimbursement. We will not have to provide City funds other than those received from DEED. There will be an ongoing reporting requirement which we will arrange with the hospital.

RESOLUTION NO. 2015-05

RESOLUTION AUTHORIZING THE DEED BUSINESS
DEVELOPMENT INFRASTRUCTURE GRANT APPLICATION

WHEREAS, the City of Grand Marais (the City) wishes to act as the legal sponsor for project contained in the Business Development Infrastructure Application attached here and to be submitted on April 9, 2015; and,

WHEREAS, the City has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds, adequate construction, operation, maintenance and replacement of the proposed project for its design life; and,

WHEREAS, the City has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice; and,

WHEREAS, upon approval of its application by the state, the City may enter into an agreement with the State of Minnesota for the above-referenced project, and that it will comply with all applicable laws and regulations as stated in all contract agreements; and,

WHEREAS, upon approval of its application by the state, the City will commit \$175,000 to be provided by the Cook County North Shore Hospital and Care Center, towards the local match requirement. The City certifies that it will comply with all applicable laws, regulations, and rules of the Business Development Infrastructure Application.

NOW, THEREFORE BE IT RESOLVED that Mayor and City Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City, and are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the applicant.

Adopted by the City Council of the City of Grand Marais this 25th day of March 2015.

(SEAL)

Mayor Jay Arrowsmith-DeCoux

ATTEST:

Michael J. Roth
City Administrator

Business Development Public Infrastructure Application Cover Sheet

The Cover Sheet must be completed by all applicants requesting financial assistance.

Project Name: Cook County North Shore Hospital and Care Center Addition and Remodeling

House District: 3A
Congressional District: MN-8

Applicant: City of Grand Marais
Project Contact Person: Michael J. Roth
Title: City Administrator
Address: 15 North Broadway
City: Grand Marais MN Zip: 55604
Phone: 218-387-1848 Fax: 218-387-1966
E-Mail Address: cityhall@boreal.org

Minnesota Tax Identification Number: 8030105
Federal Tax Identification Number: 416005197

Name of responsible entity who is responsible for submission of payment request forms to DEED (Complete only if different from above)

Mailing Address: _____

Contact Person: _____
Person Completing Application
or Project Director: _____
Telephone Number: _____
Email: _____

Check all of the activities listed below that relate to your Project

- New Industrial Park Development
- Business Expansion
- Innovative BDPI Project-as defined in Program Concept

DEED Business Development Public Infrastructure Grant Program

City of Grand Marais
and
Cook County North Shore Hospital and Care Center

Project Narrative

Request

The City of Grand Marais is requesting a Department of Employment and Economic Development (DEED) Business Development Public Infrastructure Grant of \$175,000 to support Cook County North Shore Hospital and Care Center's expansion and renovation project. The grant would provide funding toward the cost of earthwork; utilities infrastructure, including electrical, sewer and water services and other exterior improvement such as asphalt and concrete work. Attachment #3 details the project location. The project will be on site of the Cook County North Shore Hospital and Care Center.

The City of Grand Marais currently has no funds from DEED. The sources of grant funds identified as possible support for this project include the amounts awarded under this application and a grant request from the Iron Range Resources and Rehabilitation Board.

Project

Cook County Hospital District, which does business as Cook County North Shore Hospital & Care Center (the District), is a municipal corporation and hospital district created by Laws of Minnesota 1989, Chapter 221, Section 8, as amended (the Act). The Act creates a Board to manage the District. The Board is comprised of members elected from each county commissioner district for Cook County, Minnesota.

Cook County North Shore Hospital and Care Center is a 16-bed Critical Access Hospital and 37-bed Skilled Nursing Facility located in Grand Marais, Minnesota. The Hospital and Care Center are two elements of Cook County Hospital District d/b/a Cook County North Shore Hospital and Care Center. In addition to the Hospital and Care Center, the organization also operates a Home Health Agency and an Ambulance Service. All services are housed on the same campus. These are the only hospital and skilled nursing facilities located in Cook County. The next closest critical access hospital is located in Two Harbors, 80 miles away, and the tertiary hospitals are located in Duluth, 110 miles away. The next closest skilled nursing facility is located in Silver Bay, a 56-mile drive from Grand Marais. The Silver Bay facility is a Veterans' Home and serves only Veterans or their spouses. Other than the Silver Bay facility, the next closest skilled nursing facility is over 80 miles away in Two Harbors, MN.

Cook County is located in Northeast Minnesota with a land area of 1,452.28 square miles. The County is bordered by Lake Superior, the Boundary Water Canoe Area Wilderness and Canada. Cook County has a population of 5,176 per the 2010 census. According to the Minnesota State Demographic Center, Cook County is projected to have estimated population of 6,320 by 2035, a 22.1% increase. The population of those over 65 and those over 85 are also anticipated to increase by 117% and 72% respectively. The population in Cook County is stable but the percentage of population 65 or older rose from 17.4% in 2000 to 20.3% in 2010 indicating a higher demand for health care.

Currently, Cook County North Shore Hospital and Care Center employs approximately 150 individuals that equates to 110 FTEs, employing nearly 3% of Cook County's population, more than 12% of Grand Marais population, and 3.6% of those under 65 years of age. The organization maintains minimum staffing and could increase patients and resident volume without increasing staff. The median household income in Cook County is \$49,162 compared to the average median earnings of the full time Cook County North Shore Hospital and Care Center employee which is \$54,600. Cook County North Shore Hospital and Care Center payroll is roughly \$5.9 MM annually making it one of the largest job providers in

the county. This project will not lead to any job creation outside of the construction jobs estimated at 75 new jobs. However, one of the goals of this project is to maintain local services and maintain the jobs; employee retention. With changes constantly occurring in the delivery and reimbursement of health care, it is imperative for Cook County North Shore Hospital and Care Center to remain a relevant organization to our community. Should Cook County North Shore Hospital and Care Center not be able to remain a viable organization, the provision of emergency, hospital, nursing home and home care will not be available to the residents and visitors of Cook County. In addition to the loss of services, the following job positions currently employed in the community will no longer have a job that offers competitive wages and excellent benefits:

Accounting Clerk II	LPN - Hospital
Activity Assistant	Maintenance -- Department Manager
Activities -- Department Manager	Materials Management Coordinator
Administrator	Medical Lab Technician
Assistant Controller	Medical Technologist
Business Office Clerk	MDS Coordinator
Clinical Computer Application Specialist	Nursing Assistant Registered -- Care Center
Cook	Nursing Assistant Registered -- Home Health
Dietary Aide	Nursing Assistant Registered -- Hospital
Dietary -- Assistant Manager	Plant Services Worker
Dietary -- Department Manager	Paramedic
Director of Finance/Controller	Patient Account Representative
Director of Nursing - Care Center	Physical Therapist
Director of Nursing - Hospital	Physical Therapist -- Department Manager
Emergency Medical Technician	QI Coordinator/Corporate Compliance Officer
EMT Supervisor	Radiology Clerical
Health Information Management Coordinator	Radiology Technologist (R)
Home Health RN Coordinator	Registrar
Housekeeping/Laundry Aide	Registered Nurse -- Care Center
Housekeeping/Laundry -- Department Manager	Registered Nurse -- Home Health
Human Resource Coordinator	Registered Nurse -- Hospital
Imaging Services -- Department Manager	Social Worker
Information Technology Coordinator	Trained Medication Assistant
Laboratory -- Department Manager	Unit Coordinator -- Care Center
LPN -- Care Center	Unit Coordinator -- Hospital

In addition to the positions list above, additional jobs exist in Grand Marais due to the services offered at Cook County North Shore Hospital and Care Center. Organizations that would be directly impacted by the loss of services include Sawtooth Mountain Clinic, Arrowhead Pharmacy and Grand Marais Pharmacy. This does not take into consideration jobs that are created in the community to support the 150 employees.

The Hospital opened in 1958 and in 1962 the organization began to evaluate the addition of a Nursing Home. The Care Center was completed in March 1965 and throughout the intervening years, Cook County North Shore Hospital and Care Center has experienced several additions and remodeling projects to address the needs of the patients, residents and the community. The following provides a brief summary of the building projects:

1958	The original building was completed
1963	First addition to the building, which added the Care Center, currently the 300 wing
1968	Second addition, which added the Maintenance office and the 200 wing in the Care Center
1996	Third addition to the building, which added the Hospital inpatient area, part of the lab, new ER and radiology
1998	Fourth addition to the Care Center, which added the dining room and 100 wing and remodeled the 200 and 300 wings
2000	Ambulance garage adjacent to the building was added to the campus
2002	Basement remodel provided space for Physical Therapy and Cardiac Rehab
2004	Remodel and addition of the kitchen and part of maintenance shop

Cook County North Shore Hospital is licensed for 16 beds. Currently, the Hospital consists of nine rooms; three rooms are single patient rooms with private toilets and showers; four rooms are double patients rooms with private toilets for each room and a shared shower with the adjacent room; two rooms are double patients rooms with a private toilet for each room and showers are available in shower room located down the hall. The Care Center consists of rooms where residents share 17 double rooms which have a bathroom shared by four residents; six residents have a single room with a shared bathroom; and one resident has a private room with a small private toilet.

Cook County North Shore Hospital and Care Center Mission Statement is to provide "*Community Access to Compassionate Care.*" While it is not a large medical facility, it is necessary that they provide services in modern environment addressing the needs of the patients, residents, families, visitors and staff. This project will allow the facility to reflect and enhance the high quality of care provided to patients and residents who depend upon the organization for care.

As the Board of Directors completed a visioning process over the previous three years, they considered the long-range goals and plans for the future of the organization. They also evaluated the services that are provided to the community and the services needed and desired by the community. After years of review and analysis, the Board of Directors decided to maintain skilled nursing beds to provide the full continuum of care for community members. This proposal allows the building to meet this vision by providing skilled nursing care to residents in a modern environment with all private rooms and bathrooms in two distinct resident neighborhoods. In addition to skilled nursing, the Board of Directors is dedicated to enhancing the Hospital patient care experience by creating private patients rooms, private Emergency Room treatment areas, and outpatient treatment areas to provide additional services such as chemotherapy and minor surgical services.

The proposed project is the addition of one Hospital patient room wing, two Care Center resident room wings and extensive remodeling to the existing Hospital and Care Center building. The construction of additional space will be 26,150 square feet and the renovation of 42,680 square feet will include every area of the existing hospital and Care Center. This will create a 16-bed Hospital and a 37-bed Care Center with 100% private rooms and bathrooms. Private rooms and bathrooms are becoming the standard of care. Privacy, individualism and self-determination are much more possible when patients and residents have their own private space. In addition, private rooms address infection control concerns that can be present in large group environments. The Emergency Room will have individual patient exam space, the Pharmacy will be relocated and include the addition of a chemotherapy hood, an outpatient clinic area will be developed for subspecialty and telemedicine patient visits, and an operating room/procedure area will be developed to allow for expanded services. The Care Center will be enhanced with smaller resident focused neighborhoods. The Care Center will continue to be physically attached to Cook County North Shore Hospital and remains an integral part of the organization.

The creation of neighborhood spaces will allow the Care Center to care for the mixed population of residents in a more accommodating fashion. Currently, residents who are admitted for a short stay for rehabilitation share the same space with dementia residents or residents who need significant assistance. As a small organization that provides care for residents with a wide variety of diagnoses and care needs, the Care Center needs a building that offers the flexibility of private rooms, private bathrooms and neighborhoods that provide separation by medical and cognitive status.

This project is a planned \$22.5 million remodeling/expansion to the entire Hospital and Care Center space. The \$22.5 million campus remodeling will reorganize the hospital spaces, relocate dietary, and create a shared entrance canopy and lobby/town center area to welcome visitors to both the Hospital and Care Center. The project is designed to create staff efficiency and staff sharing opportunities.

The **goals** of the project are as follows:

- a. 100% private patient and resident rooms
- b. 100% private patient and resident bathrooms with barrier-free showers
- c. Building designed to support the high quality of care provided to the patients and residents
- d. Create two neighborhoods for the Care Center
- e. Create spaces to be home-like, pleasant, quiet, and calming (not institutional)
- f. Create a welcoming entrance and easy way finding for visitors
- i. Building to support good staff flow and efficient use of staff (there will be sharing of staff between the Hospital and Care Center in the future)

The remodeled building and new patient and resident wing additions will have 16 private Hospital rooms and 37 Care Center private rooms. Each room will have a private bathroom that includes a lavatory with a counter, shower and toilet so that central bathing is not the only option, and it will eliminate the standing water problem created by the poor location of the existing showers in the current semi-private resident rooms. This will improve the privacy and dignity of patients and residents. Each room will have enough space for visitors.

Hospital

- The Hospital will have 16 private rooms with private bathrooms and showers. The rooms will be same-handed to create patient safety and efficiency.
- The Emergency Room will have four separate exam areas. Exam areas will be divided by glass walls providing auditory privacy and cubicle curtains will provide visual privacy. A drive through garage with space for two vehicles will be provided adjacent to the Emergency Room. The private patient rooms adjoin the Emergency Department so "overflow" patients can be seen in a Nursing area.
- The Care Team area (Nurses Station) for both the Emergency Room and the Hospital patient area are contiguous to each other allowing for efficient utilization of staff. Staff will be able to provide assistance in each area without walking down hallways. The area will be designed for the use of computers for the electronic medical record. Areas to allow for auditory privacy will be included.
- The Laboratory will be designed with enough space needed for the machines, supplies and reagents use on a daily basis. A private space and bathroom will be included so the Laboratory can provide chain of custody collections.
- All machines for Radiology will be located in one central area, including radiographic equipment, CT, ultrasound, mammography and dexascan. The area for the CT will be sized to allow the table to move its full length and still be square to the console area. The room will be large enough to allow employees to access both sides of the scanner. The Department will be designed to allow immediate access to computers throughout the area.
- The Pharmacy will be located adjacent to the Care Team area to allow access to patient medication. The laminar flow hood for mixing sterile IV solutions will be replaced and an additional hood for chemotherapy mixing will be installed.
- Physical Therapy and Cardiac Rehabilitation will be relocated to the main level of the Hospital. Patients will use the main registration and waiting area. Therapy staff members will be able to access patients and residents without traversing different levels.
- An area for subspecialty clinics and telemedicine services will be developed to allow for access to services not currently available. A surgical suite will also be developed to allow for simple same day procedures.

Care Center

- The Care Center will be developed using a neighborhood model which will allow for the required amount of common, personal and support space for each resident, and will have a home-like environment. A variety of spaces throughout this building will help the facility meet the day-to-day needs of the residents, families, friends, and staff.
- Residents will have the freedom and flexibility to bring along personal possessions and furniture that will add a sense of home within the space. All patient and resident-use rooms will have adequate lighting at approximately 40 foot candles, easy access, a sufficient number of outlets, and individual easy-to-use temperature control.
- Residents will be dining in smaller dining rooms with other members of the neighborhood. There will be a serving kitchen with opportunity for made-to-order selections and snacks. Additional seating/space will be provided for family members to join or assist during meal times. The dining rooms and common spaces in the existing nursing units will be smaller and more intimate since they will be used by fewer residents.

- The new Cook County North Shore Care Center will have 37 private rooms. Some of these rooms will be in the new additions and some of these private rooms will be the existing double rooms extensively remodeled into private rooms. Each new resident room will have a private bathroom with showers. This will result in 100% private resident rooms and bathrooms in this facility.
- Common living areas, dining areas, and living rooms, will be smaller in scale and decentralized. They will be closer in scale to home-sized rooms and create a calm, comfortable environment for the residents. The TV area and the living room will be separated, allowing variety and choice for resident gathering and activities. These spaces will be designed with a variety of settings to create a home-like, non-institutional feel with the use of warm, comforting colors and decorations.
- Kitchens will have space for staff to cook items for meals, serve meals to residents, bus and clean up after mealtime, and wash dishes. There will be nourishment area as part of the neighborhood kitchen-dining room that will be conveniently located so that the residents/patients refreshment needs are met between meals.

Campus-Wide

- The interiors will use carpet, wood, warm colors, and residential lighting fixtures to create a warm feel in the neighborhoods. Additional lighting helps residents/patients in their daily activities.
- The new building will be designed with conveniently placed storage rooms for clean suppliers, linens, wheelchairs, lifts, and other supplies. In addition, there will be a central storage room. Medication carts will not be needed, as meds will be stored in the nurse servers.
- Cook County North Shore Hospital and Care Center currently use an electronic medical record and has mobile electronic charting. This system will be used in the new and remodeled areas of the building. Currently there are no places to park the electronic charting stands. In the new design, there will be space for the nurse to do electronic charting and to store the charting carts when not in use so they are neatly tucked out-of-site.
- Cook County North Shore Hospital and Care Center currently has wireless Internet access. Wireless access points shall be expanded into the new additions.
- The main entrance will be through a main corridor shared with the hospital and door security systems will be improved so wandering patients no longer have the opportunity to exit the Care Center undetected directly outdoors.

Budget

The funding requested from DEED and IRRRB will be used toward earthwork; utilities infrastructure, including electrical, sewer and water services. The budget is detailed in Attachments #2 and #5. Total project budget is projected to be \$24,707,500. The project will be funded by a combination of taxable bonds issued by the Hospital District, Hospital District Capital Reserves and funds from IRRRB and DEED. The project budget is detailed below and well exceeds the amounts requested from DEED and IRRRB.

Sources:

Revenue Bonds – AgStar Financed	\$ 9,832,500
USDA Direct Loan	\$12,275,000
Cook County North Shore Hospital and Care Center Capital Reserve Funds	\$ 2,250,000
Grant Funding	\$ 350,000
Total	<u>\$24,707,500</u>

Uses:

Construction and Construction Management Fee Costs	\$19,164,028
Architectural and Design Fees	\$ 1,529,472
Equipment Costs	\$ 1,806,500
Debt Issuance Cost	\$ 571,600
Construction Period Interest	<u>\$ 1,635,900</u>
Total	<u>\$24,707,500</u>

Tax Base

The Cook County Hospital District pays no taxes so the benefits of improved taxes will be from indirect improvements to community stability as discussed earlier.

Schedule:

The schedule shown below includes the preconstruction phase which is expected to end in late May or early June 2015.

Preliminary Cost Estimates	November 2014
USDA Intent to Provide Loan	May 2015
Revenue Bond Financing	June 2015
Significant Construction Begins	June 2015
Construction Complete	May 2017

DEED Business Development Public Infrastructure Grant Program

City of Grand Marais and Cook County North Shore Hospital and Care Center

Attachments

1. City of Grand Marais Resolution
2. BDPI Application – Source and Use of Funds for the Project
3. Property Map
4. Hospital Legal 2015 ATLA Survey
5. Floor Plan
6. Project Budget at Design Development
7. AgStar Commitment Letter and Term Sheet
8. Forecasted Financial Report – Examined by McGladrey
9. Market Study – CSHCC 11-21-14 Final Report
10. Request for Proposals for Architectural & Engineering Services for CCNSHCC
11. DSGW Response to Request for Proposals for Architectural /Engineering Services
12. Request for Proposals for Construction Management Services for CCNSHCC
13. Boldt Response to Construction Management Services for CCNSHCC
14. Boldt Staffing Plan



March 5, 2015

Grand Marais City Council
15 North Broadway, PO Box 600
Grand Marais, MN 55604

Dear City Council Members:

The two lower courts in the five court public tennis complex near the High School need to be reconstructed. The Cook County Tennis Association (CCTA) has spent the last several years investigating various options for improving these courts which were constructed in 1997. With the assistance of Fred Kolkmann, a specialist in tennis court construction and repair, we have identified installation of a NovaProbounce surface as the best fix. Detailed information describing how this solution was selected can be provided if requested.

The estimated cost to install the NovaProbounce surface is \$145,000. Presently, the county has committed \$60,000 to the project and the CCTA is in the process of writing grant applications to acquire additional funding. We anticipate the project will be funded as follows:

Cook County	\$60,000
Grand Marais	\$20,000
USTA Grant	\$20,000
USTA Northern Grant	\$15,000
DNR Grant	\$10,000
IRRRB Grant	\$10,000
Cook County Tennis Association	\$10,000

We are requesting that Grand Marais contribute \$20,000 toward the project.

The CCTA, organized in 1992, has a longstanding history in our community of providing quality tennis activities for all ages, organizing the annual Fisherman's Picnic tennis tournament and raising \$240,000 in 2009 for the reconstruction of the upper 3 courts. Our membership, over 75 members strong, is committed to the life sport of tennis in this community. This is evidenced by our passion to play the game and to help find additional funding opportunities to support and maintain a quality public tennis complex in our county.

The five court public tennis complex with CCTA programming has been a place where our youth, adults and seniors have enjoyed the social interaction, physical activity and a competitive environment. In

order to continue to grow and develop tennis in Cook County, we have come to the point where reconstruction of these two courts is necessary.

The CCTA would very much appreciate receiving funding from the City of Grand Marais to assist in completing the Cook County Public Tennis Court Complex Project.

Thank you so much for your support and consideration,

Regards,

A handwritten signature in black ink, appearing to read "Lee Bergstrom". The signature is written in a cursive style with a prominent loop at the end.

Lee Bergstrom
President, Cook County Tennis Association

PROJECT MANUAL

FOR

**2015 TENNIS COURT RECONSTRUCTION
COOK COUNTY COMMUNITY CENTER
GRAND MARAIS, MN**

PROJECT #15-011

PREPARED FOR

**MRS. DIANE BOOTH
COOK COUNTY COMMUNITY CENTER
411 W. SECOND STREET
GRAND MARAIS, MN 55604**

BID DATE: THURSDAY, APRIL 2, 2015

BID TIME: 2:00 PM

Set # _____

CERTIFICATION PAGE

PROJECT:

**2015 TENNIS COURT RECONSTRUCTION
COOK COUNTY COMMUNITY CENTERR
GRAND MARAIS, MN**

PROJECT CONSULTANT AND MANAGER

**FRED KOLKMANN TENNIS & SPORT SURFACES, LLC
1921 MAYFAIR ROAD
GRAFTON, WI 53024**

I hereby certify that his plan, specification, or report was prepared by me or under my direct supervision.

Fred Kolkmann

3.21.15

Fred Kolkmann, CTCB

Date

This document is proprietary and only for the use of Fred Kolkmann Tennis & Sport Surfaces, LLC. Reproduction or use of this document in whole or in part for that FKT&SS, LLC., may violate both company policy and law including contractual law, copyright law, and licensing. Written authorization from the above mentioned project owner or design engineer is necessary for any re-use of these documents

SECTION 000110

TABLE OF CONTENTS

DOCUMENT/ SECTION	TITLE	PAGES
000101	Title Page	1
000105	Certification Page	1
000110	Table of Contents and List of Plans	2
BIDDING REQUIREMENTS		
002100	Instruction to Bidders	5
005000	Bid Form	2
CONTRACTING REQUIREMENTS		
	Application for Payment	1
DIVISION 01 GENERAL REQUIREMENTS		
011100	Summary of Work	3
012000	Coordination and Scheduling	3
013000	Submittals	2
014000	Quality Control	2
015000	Temporary Facilities and Controls	2
016000	Protection, Repair and Cleaning	2
021000	Selective Demolition	2
DIVISION 32 EXTERIOR IMPROVEMENTS		
323580	ProBounce Tennis Surface	4
323650	Flexible Tennis Court Color Finish System	5

325000

Fences and Gates

4

PLANS

COVER PAGE

1

ELEVATIONS

1

DEMOLITION PLAN

1

STRUCTURAL CRACKS

1

LOW AREAS

1

SAFETY ZONE SPACING

1

NEW FENCE DETAILS

1

COLOR COATING AND STRIPING PLAN

1

DETAILS PAGE

1

SECTION 011100

SUMMARY OF WORK

PART 1 GENERAL

1.01 SUMMARY

- A. Supply all labor, transportation, materials, apparatus, and tools necessary for the entire proper completion of this Work. Install, maintain, and remove all equipment for the proper execution of this Contract. Be responsible for the safe, proper, and lawful performance of equipment, maintenance and use of the same and perform in the best manner and everything properly incidental thereto, as stated on the Contract Documents or reasonably implied therein.

1.02 EXISTING CONSTRUCTION - VERIFICATION

- A. The existing construction may not be as shown on the plans and some modifications of the details may be required to accomplish the intent of the documents. The details shown and the information provided may have been taken from the original plans for the site, but are not represented or guaranteed by the Owner and Consultant as being accurate as to the actual "as built" and present conditions. Verify all conditions at the site and perform all work to complete the project under this Contract, regardless of variations that may be found, without additional cost to the Owner. All modifications or adjustments are to be approved in advance by the Consultant.

1.03 DEFINITIONS

- A. The words install, provide, furnish, include, supply, apply, place, or any combination thereof, are intended to be synonymous and to indicate that the material and/or work specifically mentioned is to be furnished and installed by this Contractor and/or this Contractor's Subcontractors.

1.04 PREVAILING WAGE RATES

- A. Prevailing wage rates do not apply to this project.

1.05 PERMITS

- A. Prior to beginning any construction or demolition, provide the Consultant with copies of all required permits from the Governing Agencies where work is taking place.

1.06 SEDIMENT CONTROL

- A. Install silt fence and catch basin inlet protection, as required to prevent runoff sediment from the construction area from washing into the adjacent catch basins, streets and properties.

1.07 SITE RESTORATION

- A. The contractor is responsible for any damage due to the contractor's construction activity to existing lawn areas, bituminous drives and parking lots, concrete curb and gutter, concrete sidewalks, valley gutter, etc., and underground utilities, including irrigation systems, adjacent to and within the project site. The contractor shall repair all damaged items and areas to their original condition or better, at the contractor's expense.

1.08 DESCRIPTION OF WORK

All nets will be removed by owner. Windscreens will be removed or rolled up and tied center of fence by the owner.

A. BASE BID: SOUTH BATTERY OF TWO COURTS

Remove south fence line. Install new fence posts by driving the posts to a 5' depth. Old fence footing holes to be filled in with stone – flush to asphalt. Re-install old fabric and gate. Gate post to be set in concrete. Rout all cracks and clean down to stone base. Fill cracks less than 3/4" in width with court patch binder, fill cracks larger than 3/4" with hydraulic cement and level with court patch binder. Sand all areas flush with existing surface. Flood courts and mark low areas, when dry, level low areas. Clean court surface and install the ProBounce court surface. Protect the fences, net posts, etc from the Polyseal during spray application. Color courts per specifications, color to be blue interior and dark green exterior. Stripe for 78' tennis courts in white, 36' and 60' courts to be in dark blue. ProBounce is not to be installed in seating area, apply a 4 coat color system only.

The following quantity is provided for the Contractor's convenience only, contractor is responsible for verifying his own quantities:

Crack and Joint Repairs	744 lineal feet
Low Areas	300 square feet
Surface Area for ProBounce	12,960 square feet
Surface Area for additional color	400 square feet

1.11 CONSTRUCTION SCHEDULE

- A. A pre-construction conference will be held one week prior to any work starting.
- B. The site is available to the contractor(s) from time of award to August 31, 2015, including Saturday and Sundays. Work to be done only from 7 am to 5 pm. Except that the courts need to be available to the owners from July 6 – 8, and again from July 31 – August 2nd.
- C. All work is to be fully completed by August 31, 2015. By fully completed, it is intended all work included as part of this contract be fully completed, including items such as clean-up, repairs to existing property, and punch-list items.

B. A pre-final inspection will be conducted two days before the scheduled completion date.

PART 2 PRODUCTS

PART 3 EXECUTION

Not used

END OF SECTION

SECTION 012000

COORDINATION AND SCHEDULING

PART 1 GENERAL

1.01 PRE-CONSTRUCTION CONFERENCE

- A. Prior to starting any work on the Contract, the Owner, the Consultant and the Contractor will meet at the site to discuss procedures, schedules, review submittals, etc., for the work. The Contractor's superintendent and foreman, who will be on the project full-time directing the work, must attend this pre-construction conference.
- B. The pre-construction conference will be held prior to starting the project. A mutually agreed upon time will be chosen once the construction schedule is determined.

1.02 SITE ACCESS AND AVAILABILITY

- A. The site will be available to the Contractor upon receipt of the Owner's written notice to proceed, unless otherwise indicated in these specifications. Care, custody, and control of the site work area, equipment area, and material storage area are vested to the Contractor during the term of operations under the Contract.
- B. Failure to examine the project site and to become familiar with the existing conditions shall not constitute cause for complaint or claim for extra payment. The Contractor shall accept the project site, as it exists.
- C. Means of ingress or egress to sites shall not be blocked for any reason or hamper the normal operation of the site in any way unless permission is first obtained from the Owner. Fire protection and immediate access for fire-fighting equipment must be maintained at all times.
- D. Equipment and material storage areas are limited to those designated.
- E. All access roads, parking lots, grass areas or any other path necessary to be traveled across to gain access to the site shall be repaired to their existing conditions or better.

1.03 SITE PROTECTION

- A. The construction site must be protected from unauthorized personnel at all times. The installation of a semi-permanent construction fence may be required on projects that will be prolonged over a period of time. The installation of temporary fences barricades, cones and signs may also be required. No additional compensation will be made to the Contractor for construction site protection.

1.04 DELIVERY, STORAGE, AND HANDLING

- A. Verify and coordinate storage of materials or equipment, and access to the site with the Owner prior to material delivery and start of construction. Where this provision is neglected, and material is delivered to the project site when the latter is not available

to receive it, such materials shall be properly stored elsewhere at the expense of the Contractor and adequate insurance coverage provided for the off-site storage.

- B. Damage to any existing properties or new construction must be immediately reported to the Consultant.

1.05 USE OF TOBACCO PRODUCTS

- A. No person may smoke or use a tobacco product in any building or upon any grounds that is owned (or leased) and occupied by the Owner.
- B. The term "smoke" shall include smoking a cigarette, cigar, or pipe; or carrying a lighted cigarette, cigar, or pipe. The term "use of a tobacco product" shall include the chewing of tobacco or snuff, or the consumption of any other tobacco product. The utilization of any smoke or tobacco cessation product, as long as it does not generate smoke, is not prohibited under this policy.

1.06 COORDINATION WITH OWNER

- A. It is the Owner's intent that the site will be utilized in the usual manner in accordance with the normal schedule, therefore, the Contractor executing this Contract shall schedule the work so as to interfere least with normal activities and shall coordinate the Work with the Owner.
- B. Work that might interfere with the use of the facilities by the Owner shall be accomplished at a time approved beforehand by the Owner.

1.07 CONSTRUCTION SCHEDULE

- A. It is the intent to start work and to fully complete all work by the dates indicated in Division 01, Section 011100.
- B. The Contractor agrees that said Work shall be prosecuted regularly, diligently, and uninterruptedly at such a rate of progress as will ensure full completion thereof within the time stipulated. It is expressly understood and agreed, by and between the Contractor and the Owner that the time for completion of the work described herein is a reasonable time for climatic range and usual industrial conditions prevailing in this locality. It is further understood and mutually agreed that the date of beginning, rate of progress, and the time for completion of the work to be done hereunder are essential conditions for this Contract.
- C. If adverse weather conditions are the basis of a request for additional time, such a request shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that weather conditions had an adverse effect on the scheduled construction.
- D. Liquidated Damages - The Contractor and the Contractor's surety, if any, shall be liable for and shall pay the Owner the sums hereinafter stipulated as liquidated damages for each calendar day of delay once a mutually agreed upon schedule is determined. The liquidated damages per day are \$300.00.

1.08 COORDINATION OF WORK

- A.** The Contractor submitting the bid to the Owner has the responsibility for coordinating the work of subcontractors and for scheduling all work so that all work required by the Contract Documents, is completed as scheduled.
- B.** The Contractor shall coordinate work of various trades employed by this firm so the stated completion date is met.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 013000

SUBMITTALS

PART 1 GENERAL

1.01 WITHIN TEN (10) DAYS OF NOTICE OF AWARD

- A.** Provide the Consultant with evidence of qualifications required by the Instructions to Bidders.
- B.** Provide the Owner with certificates of insurance required by the Supplementary Conditions. Submit a copy to the Consultant for its information.
- C.** List of subcontractors, if any, for review and acceptance by the Consultant, prior to executing subcontracts in accordance with the General Conditions and Instructions to Bidders.

1.02 WITHIN TEN (10) DAYS OF CONTRACT AWARD

- A.** Provide the Owner with Performance and Payment Bonds required by the Supplementary Conditions.
- B.** Submit two copies of a complete list of all materials, products, and equipment, proposed to be used in this Work to the Consultant for acceptance. The list shall clearly identify the materials, products, or equipment by the manufacturer and brand, and show the names for all items and their description. All items listed shall fully conform to the project requirements and applicable reference specifications shall be shown on the list of materials. Submittals shall include methods of handling, storage and maintenance and cleaning recommendations.
- C.** Submit samples of materials to the Consultant, as requested, with complete identifying information such as brand names, brief descriptions, source of materials, date sampled, location sampled, etc.
- D.** Submit a construction schedule to the Consultant indicating anticipated work progress, starting and completion dates, crew size, and estimated average daily progress.
- E.** Submit a schedule of values to the Consultant covering labor and materials for rough grading, base aggregate, bituminous paving, and any other components, to serve as a basis for progress payments during construction.
- F.** Provide copies of all permits and licenses necessary for the proper execution and completion of this work, which are applicable at the time the bids are received.
- G.** Refer to subsequent specification sections for specific submittals required by each section.

1.03 DURING PROGRESS OF THE WORK

- A.** Provide the Consultant with certificates of conformance to the specifications for each shipment of materials to the site.
- B.** Provide the Consultant with certificates for progress payments showing a tabulation of the completed work, labor completed, materials used, and materials in approved storage at the site.

1.04 PRIOR TO OR ON THE COMPLETION DATE

- A.** Provide a written notice to the Consultant and the Owner that the Work required by the Contract has been completed.
- B.** The signed warranty form required in the specifications shall be submitted to the Owner, through the Consultant.
- C.** Submit a waiver to the Owner that all work, materials, and equipment are free and clear of all liens, claims, security interests, and encumbrances.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 014000
QUALITY CONTROL

PART 1 GENERAL

1.01 GENERAL

- A. All materials, systems, or assemblies shall be installed or applied in accordance with these specifications and, where not specifically designated otherwise, in accordance with the State Department of Transportation "Standard Specifications for Construction", current edition. If, in the opinion of the Contractor, any work is indicated on the plans or specified in such manner as to make it impossible to produce work of the highest quality, or should discrepancies appear between plans, or plans and specifications, the Contractor shall advise the Engineer before proceeding.
- B. References: Without limiting the generality of other requirements of the specifications, all work specified shall conform to, or exceed the applicable requirements of the documents referenced in each section of the specifications to the extent that the provisions of such documents are not in conflict with the requirements of that section.

1.02 SURVEYING, STAKING AND SITE LAYOUT

- A. The Contractor is responsible for performing all construction staking and site layout. If a topographic survey is required to construct the project in accordance with the specifications, the Contractor shall provide the survey from an Independent licensed, bonded and insured Land Surveyor. The Consultant will verify the construction staking, site layout and topographic survey only for quality assurance purposes.

1.03 INSPECTIONS AND TESTS

- A. The Owner will retain and pay for the services of an Independent Engineering Firm for inspections.
- B. The Contractor shall retain and pay an Independent Testing Agency for all construction materials testing. The testing laboratory shall submit test reports to the Engineer and Contractor within 48 hours after test has been performed.
- C. The Consultant may request tests of any materials in addition to the tests specified. The Contractor shall pay for the additional tests if the test results show the material not in conformance with the specifications.
- D. Repeat tests required because test results show materials not in conformance with the specifications, shall be paid for by the Contractor.
- E. Notify the Consultant not less than 24 hours in advance whenever work is to be performed. Failure to notify the Consultant at least 24 hours in advance shall be reasonable cause for the Consultant to order a sufficient delay in the Contractor's schedule to allow time for inspections and any remedial or corrective work required. All costs of such delays, including its effects upon other portions of the work, shall be borne by the Contractor and no time extension will be permitted.

- F. When notification has been given to the Consultant by the Contractor to be present on the job site to perform inspections and the Contractor fails to show up or arrives more than two hours later than the scheduled time, all costs incurred by the Consultant shall be charged to the Contractor. The costs shall be deducted from the Contract in the form of a change order.
- G. During the construction of a project, if it is determined the Work does not conform to the requirements of the plans and specifications; the Contractor shall repair, replace or correct the Work to meet the intent of the plans and specifications. All costs incurred by the corrective work shall be borne by the Contractor. Engineering fees for inspections and tests shall also be the responsibility of the Contractor. Such fees shall be paid directly by the Contractor or be deducted from the Contract in the form of a change order.
- H. Provide documentation for all unit price items. Contractor's foreman and Consultant will confirm daily.
- I. Test samples of materials and completed work at the project site will be taken in the presence of the Consultant.
- J. Cooperate by furnishing materials required for testing, access to the work, and space for necessary storage.
- K. Properly repair sample/test location openings made in the work required for testing and inspections to the satisfaction of the Consultant.
- L. The Manufacturer of all products used must have source quality control capabilities to show conformance of the products to the specification requirements prior to shipment to the Owner.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 015000

TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 USE OF EXISTING FACILITIES

- A.** The Contractor may use utilities, i.e. water, electricity, etc. owned by the Owner only if approved in advance. Coordinate the use of utilities with the Owner. At no time shall utilities be wasted.
- B.** The Contractor shall not interrupt the utility service for the site in any way unless agreed upon by the Owner.
- C.** The Contractor shall make arrangements for portable sanitary facilities, as necessary. The Contractor shall be responsible for maintaining the cleanliness of any facility used.
- D.** The Owner's telephone will not be available for Contractor use.

1.02 CONTROLS OF PUBLIC AGENCIES

- A.** All Federal, State, County, City, or any other governing agency permits, licenses and fees associated with the work shall be obtained and paid for by the Contractor. Copies of all required permits must be submitted to the Consultant prior to the start of construction. If the permits have not been obtained in advance of the start construction and such non-conformance to the regulations requires a change in the scope of work, all such costs associated with the change in scope of work shall be borne by the Contractor. The Contractor shall repair, replace or correct the Work to meet the requirements of the regulating/governing body. Engineering fees for inspections and tests shall also be the responsibility of the Contractor. Such fees shall be paid directly by the Contractor or be deducted from the Contract in the form of a change order.
- B.** The work shall meet the requirements of all governing codes, ordinances, laws, regulations, safety orders, and directives relating to the Work, including any specific requirements of the city and state of jurisdiction. Contractor to contact Gopher One Call (411) before doing any digging or removals.
- C.** The work on, adjacent to, or over public land, streets, alleys, or other public facilities, shall be approved by the proper authorities. Make arrangements with such authorities regarding all details, timing, materials, methods, protection, and similar items in connection with the work, including street use, work on streets, or blocking of streets. Make repairs, file bonds, conform to directions, and such other requirements that may be necessary.

1.03 REFERENCE STANDARDS

- A.** Publications in effect on the date of issue of these Contract Documents shall apply to the work performed under this Contract, except when a specific date is specified.

1.04 SPECIAL CONTROLS

- A.** Disturbing or disruptive noise that interferes with the normal site occupancy will not be permitted. Operations creating noise of this type must be scheduled in advance with the Owner.
- B.** The Contractor shall discharge any worker creating a nuisance on the premises.
- C.** Protect the building, site and adjoining property from objectionable dust and wind-blown debris.
- D.** Provide necessary controls to prevent pollution of the air by odors or particulate matter.
- E.** Exercise reasonable precautions to prevent vandalism and to safeguard the public at the existing building and site.
- F.** Disposal of Materials:
 - 1.** Load disposal materials directly into trucks by means that will prevent damage to the existing or new surfaces and to control pollution.
 - 2.** No accumulation of disposal materials will be permitted at any time, except as otherwise specified. The Contractor is responsible for prompt removal from the site and disposal in a manner approved by the local authorities.
 - 3.** Transport and legally dispose of materials off-site.
- G.** When earth materials are exposed, the Contractor shall install adequate erosion control measures, such as silt fences, hay bales, riprap, erosion control blankets, etc., to prevent soils from exiting the site.
- H.** Utilities within the project site shall be protected from receiving soils or other types of debris when extensive or copious amounts of rainfall or wind occur.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 016000

PROTECTION, REPAIR AND CLEANING

PART 1 GENERAL

1.01 PROTECTION OF EXISTING PROPERTY

- A. The construction site must be protected from unauthorized personnel at all times. The installation of a semi-permanent construction fence may be required on projects that will be prolonged over a period of time. The installation of temporary fences, barricades, cones and signs may also be required. No additional compensation will be made to the Contractor for construction site protection.
- B. Provide protective materials and methods, as required, to protect existing buildings and adjacent surfaces, features, and property. The Contractor is responsible for any damage resulting from work under this Contract.
- C. Take precautions to protect the building grounds from damage due to necessary construction traffic.
- D. Existing materials that are to be salvaged for reuse, or given to the Owner, shall be removed carefully and stored in a manner and location to prevent damage until utilized.
- E. Prevent access by the public to materials, tools, or equipment.

1.02 REPAIRS OF EXISTING PROPERTY

- A. Access to the construction site will be the responsibility of the Contractor. Property that is traveled over to gain access to the construction site will be properly repaired to the existing conditions or better, at the Contractor's expense, to the satisfaction of the Owner. This includes all bituminous, concrete, grass or other types of surfacing materials.
- B. When it is required to remove or alter the existing property, all affected areas shall be properly repaired to the existing conditions or better, at the Contractor's expense, to the satisfaction of the Owner.
- C. Existing materials designated to remain, which are damaged or defaced as a result of the work and are unsuitable for the use intended, shall be replaced at the Contractor's expense to the satisfaction of the Owner.
- D. Use approved procedures and materials to repair defective or incomplete surfaces caused or exposed by work at the project.
- E. Repairs required by the Contract, or necessary because of damage from this Work, shall use products equivalent to, and compatible with, the existing materials.

1.03 CLEANING

- A.** Refer to the General Conditions for requirements pertaining to the removal of waste materials or rubbish caused by the work, and the restoration of existing areas affected by the work. In case of undue delay or dispute, the Owner may remove rubbish, materials, and equipment and charge the costs to Contractor. These actions are permissible by the Owner 48 hours after a written notice has been transmitted to the Contractor.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 021000

SELECTIVE DEMOLITION

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
1. Removal and disposal of vegetation and topsoil.
 2. Removal and disposal of existing concrete construction.
 3. Removal and disposal of existing bituminous pavement.
 4. Removal of existing fence construction.

1.02 PROTECTION OF EXISTING CONDITIONS

- A. Provide protection necessary to prevent damage to existing conditions indicated to remain in place. In particular, protect the existing tennis court color coating, striping and bituminous pavement surfaces.
- B. Restore all damaged areas to their original condition, as acceptable to the Owner.

1.03 SUBMITTALS REGARDING EXISTING CONDITIONS

- A. Provide pre-demolition photographs of the existing bituminous pavement and landscaped areas prior to beginning any work at the site.
- B. Bring to the attention of the Consultant in writing within 48 hours any items damaged during the demolition process that are to be salvaged for re-use. If it is determined that the damage to the item(s) could have been prevented by the Contractor taking reasonable measures or precautions, the damaged item(s) will be replaced or repaired at the Contractor's expense.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 SITE ACCESS

- A. Demolition and removal operations shall be performed to ensure minimum interference with roads, parking lots, sidewalks and pathways.
- B. Erect temporary fencing as necessary to keep people out of the work area.

3.02 DEMOLITION

- A.** Remove vegetation, improvements, or obstructions interfering with installation of new construction. Remove such items elsewhere on site or premises as specifically indicated.
- B.** Store salvaged materials on-site in a location where they will not be damaged or interfere with the use of the other facilities.
- C.** Promptly dispose of demolished materials off-site. Do not allow demolition materials and debris to accumulate on-site.
- D.** Restore all damaged underground piping and utilities.

END OF SECTION

SECTION 323580
PROBOUNCE TENNIS SURFACE
RESURFACING OVER ASPHALT OR CONCRETE

PART 1 - GENERAL

1.01 SUMMARY

- A. This section includes and is not limited to:
1. Installation of the patented ProBounce monolithic pavement "CushionCourt" tennis court consisting of a base sheet of synthetic fibers and fabric interlocked with select aggregates, synthetic polymers and flexible acrylic finishing materials.
 2. Preparation of existing asphalt or concrete base to receive new surfacing.
 3. Tennis net posts, foundations and anchor straps.

1.02 QUALITY ASSURANCE

- A. ProBounce tennis surface shall be constructed by an approved licensee certified by NGI Sports (NGI). The ProBounce system shall meet manufacturing specifications set up for same.
- B. If not certified, an employee of NGI Sports is to be on-site during the crack repair and ProBounce installation up to and including the first coat of acrylic resurfacer. NGI Sports is then to verify in writing that the installation has been done per their specifications.
- C. All material shall be clearly marked.
- D. Material shall not be installed when rain is imminent or the temperature is below 50°F.
1. The installation of the ProBounce system shall be completed in dry weather.
 2. Neither surface nor aggregates may be moist or wet.
 3. Fabrication should be done in dry weather with the temperature above 50° F and rising.
- E. Quality assurance personnel will perform intermittent inspections during the installation procedure

1.03 WARRANTY

- A. Materials shall have a 5 year limited warranty supplied by the manufacturer.
- B. Contractor and NGI Sports to provide Cook County Community Center upon completion a written warranty in accordance with the Project Manual.

PART 2 - PRODUCTS

2.01 SURFACING SYSTEM FOR TENNIS

A. The ProBounce base sheet, PB-Stratum shall consist of artificial fibers that shall meet the following minimum specifications.

1. Tufting Construction	ASTM D418
2. Breaking Elongation	124%, ASTM D1682
3. Breaking Load	181 lbs, ASTM D1682
4. Grab Tear Strength	100 lbs, ASTM D 1682
5. Seam Tensile Strength	55 lbs/inch, minimum
6. Melting Point	334.4° F, ASTM D 789
7. Flammability Test	Pass, ASTM E 108

B. Granular Fill Material: PB-TexFill, shall consist of approved 30-70 mesh granules applied at a rate of approximately two point two (2.2) lbs per square foot. All aggregate shall be kept dry.

C. Seams: PB-Bond, weather resistant tape and one component moisture cured urethane adhesive as recommended by system designer, NGL.

D. Resin Binder: PB-PolySeal (acrylic binder) shall be of the quality approved by system designer, NGL.

E. Interface: PB-ACR Binder (interface coating) shall be of the quality approved by system designer, NGL.

F. Finish: PB-Finish (**Flexible** surfacing materials) shall be of the quality approved by system designer, NGL.

PART 3 – EXECUTION BASE PREPARATION

3.01 EXISTING ASPHALT OR CONCRETE SURFACE PREPARATION

A. The ProBounce tennis surfacing system shall be installed on a sound base surface with surface tolerance not exceeding 1/8" in 10' when measured in any direction with a minimum slope in one direction of 1" in 10'.

1. Once the surface has been thoroughly cleaned and is free of all loose material, dirt, dust, and foreign debris, the court should be flooded with water and allowed to drain. Any area holding water a depth greater than 1/16" (thickness of a nickel) shall be outlined and patched.

B. Surface Leveling: Birdbaths shall be leveled using the following:

- a. Area to be patched shall be primed using five parts water to one part PB-PolyTex patching compound.
 - b. Primer to be brushed into place and allowed to dry prior to placement of the patch.
 - c. Surface Patch: Mix thoroughly five gallons of PB-PolyTex compound binder, five gallons of silica sand and one pint Type I Portland Cement. Applied in layers up to 1/2" deep.
 - d. Once all the areas have been leveled, flood the court again to verify that all bird baths have been removed. This second flood test is to be done with the consultant being on site.
- C. Cracks 1" wide and greater shall be cleaned, primed and filled with dry silica sand up to bottom of concrete or asphalt slab. The remaining void area shall then be filled to top of crack with a hydraulic cement (ASTM c 1157, type GU). Repair should be level with surrounding pavement with concrete latex patch mix. A rigid thin film tape, PB-Bond II shall be laid over repair on cracks 3/4" and larger to prevent shadowing after surfacing.
- D. Cracks less than 1" wide shall be cleaned, primed and filled with dry silica sand up to bottom of concrete or asphalt slab. The remaining void area shall then be filled to top of crack with a concrete latex patch mix. A rigid thin film tape, PB-Bond II shall be laid over repair on cracks 3/4" and larger to prevent shadowing after surfacing.

3.03 PROBOUNCE SURFACING SYSTEM

- A. Confirm that all center strap anchors and net post sleeves are in place and to the correct height prior to surface installation.
- B. The surface course shall be installed according to manufacturer's specifications.
- C. All surface course materials are to be installed after the surface has been inspected and approved by the Consultant.
- D. Specially engineered base sheet layer PB-Stratum shall be placed over sub-base in accordance with manufacturer's instructions.
- E. All sections of the base sheet layer are to be laid out in the same direction.
- F. All joints shall be attached with PB-Bond, a special combination of a one-component, moisture cured urethane adhesive and a weather resistant polyester tape as recommended by system manufacturer, NGI. Heat seaming methods are not allowed.
- G. Apply moisture cured urethane adhesive to concrete edge and bond ProBounce to the concrete.
- H. Base Sheet In fill: Using a special mechanical mix device to filter the material into the fabric, the PB-TexFill material shall be filtered into the surface mat in several light layers

and shall be brushed in to allow for compaction and a level finish.

- I. Prime Coat: Entire area to receive a coat of PB-PolySeal binder blended with a pre-measured quantity of PB-ACR Binder and allowed to cure for a minimum of 24 hours. All material to be spray applied using the PB-AppSYS. Protect fences, net posts, etc against overspray. Any overspray shall be the contractor's responsibility to remove.
- J. Seal Coat: Entire area to be saturated with a seal coat of PB-Polyseal blended with a pre-measured quantity of PB-ACR Binder and allowed to cure for a minimum of 24 hours. All materials to be spray applied using the PB-AppSYS.
- K. Inspect entire surface for imperfections, grind and scrape surface to remove any imperfections which may exist.
- L. Fill & Texture: Apply one coat by rubber squeegee of PB-ACR Binder to surface to prepare area to receive PB-Finish color surfacing materials.
- M. Apply Trim Edge: PB Edge Tape to perimeter of court to seal all surface edges.
- N. Finish: Apply PB-Finish approved flexible color surfacing system.
- O. Caution: Do not allow petroleum products to be spilled on the ProBounce surface.

4.01 CLEAN UP

- A. Upon completion of the work, the contractor shall remove all containers, surplus materials and debris and have the site in a clean and orderly condition acceptable to the Consultant.
- B. Provide Cook County Community Center with ProBounce Maintenance Manual at completion of project

END OF SECTION

SECTION 323650

FLEXIBLE TENNIS COURT COLOR FINISH SYSTEM

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Filler material.
 - 2. Color finish system.

1.02 SUBMITTALS

- A. Submit filler material product data and specification information provided by the manufacturer.
- B. Furnish the manufacturer's material product data and specification information stating the color finish system is especially made for use on tennis courts.
- C. Submit 2 sets of color samples to the consultant for Owner color evaluation.

1.03 QUALITY ASSURANCE

- A. Quality assurance personnel will perform intermittent inspections during the filling and color finish system operations.
- B. The contractor is to supply the barrel or tote product and manufacturing production numbers for each barrel or tote of acrylic resurfacer or color product used on this project.

PART 2 PRODUCTS

2.01 ACRYLIC FILLER OVER BITUMINOUS PAVEMENT

- A. A cold-applied sealer manufactured with mineral fillers, suitable for mixing with graded mineral aggregate, meeting the following requirements.

Color	Black
Acrylic	44%
Pigment	40%

- B. The mineral aggregate shall be a uniformly graded, durable, clean, hard material, or manufactured sand, free of clay lumps and organic matter, meeting the following requirements.

Sieve Size	Percent Passing by Weight
No. 16	100
No. 20	85 - 100
No. 30	15 - 85
No. 40	2 - 15
No. 100	0 - 2

C. The first coat of acrylic resurfacer shall have a minimum of 600 lbs of sand per 50 liquid gallons of acrylic resurfacer. (Pre-mixed)

2.02 ACRYLIC COLOR FINISH SYSTEM AND STRIPING

A. The color finish system and line striping paint shall be a non-glaring acrylic latex emulsion meeting the following requirements.

Background Color	Dark Green
Playing Court Color	Blue
Line Striping Color	White
Acrylic Latex Emulsion	25% minimum
Pigment (Color)	40% minimum
Pigment (Line Striping)	40% minimum

PART 3 EXECUTION

3.01 ACRYLIC EMULSION FILLER OVER BITUMINOUS PAVEMENT

A. Surface Preparation:

1. For cracks that are 1/4" wide or wider, rout, sterilize and fill cracks with a mixture of silica sand and Portland cement, "crack patch binder", specifically designed for applications on tennis courts. The filler material shall be level with the adjacent surfaces. The filling of the cracks or low areas and sanding is to be approved by the engineer before any coatings or Armor Crack Repair System is installed. Any Armor installed before approval of the consultant will be removed for inspection and replaced by the contractor at the contractors expense.
2. For cracks that are less than 1/4" wide, seal the cracks with a color pigmented, cold applied elastomeric sealant, specifically designed for applications on tennis courts. The sealer material shall be level with the adjacent surfaces.
3. The pavement surface must be completely cleaned of dust, dirt, debris, and all loose materials by power washing. The power washing shall be performed with a high-pressure power washer capable of providing 6,000 psi for general dirt and debris removal.
4. Tennis courts that need complete removal of the existing color coat system shall be power washed with a high-pressure power washer capable of removing the existing color coat system without causing any damage to the underlying bituminous or concrete surface.
5. On new bituminous surfaces, allow a minimum cure period of 28 days before the application of filler materials.
6. On existing tennis courts or old bituminous pavement surfaces, apply a primer before using the filler materials.

B. Application:

1. The following workday after bituminous placement, flood the courts with water. Depressions holding water over 1/8 inch deep shall be leveled with either a mixture of silica sand and Portland cement, "crack patch binder", or an acrylic emulsion filler. The color coat subcontractor must be present during the flood test.
2. If the leveling of the ponds requires a fine sand bituminous mix, the curing period will not start until the fine sand bituminous mix is in-place.
3. If the leveling of the ponds requires a "crack patch binder" or an acrylic emulsion filler, the leveling shall be performed after the curing period has expired.
4. Provide a minimum of two applications of the acrylic filler material at the consistency and thickness recommended by the manufacturer. Do not apply the material too thick. An application placed too thick may cause blistering and peeling of the color coat system.
5. The filler materials shall be completely cured before applying successive applications. If the materials have not cured properly, they may cause blistering and peeling of the color coat system.
6. Apply the acrylic filler materials during good weather conditions when the air temperature is between 55 degrees F and 90 degrees F and rain is not forecast or imminent.

3.02 ACRYLIC COLOR FINISH SYSTEM AND STRIPING

A. Surface Preparation:

1. Do not apply the background color system until all the depressed or deficient areas have been corrected.
2. The pavement surface must be completely cleaned of dust, dirt, debris, and all loose materials before the application of the color coat system.

B. Application:

1. Apply the color finish system at a rate of 0.05 gallons per square yard, or as recommended by the manufacturer, with a squeegee to provide a uniform texture, color, and density, free of holidays or voids.
2. Apply a minimum of two applications, more if recommended by the manufacturer. Provide additional applications over the entire surface if the final application is non-uniform. Apply additional coats until a uniform surface is achieved. Do not apply the material too thick. An application placed too thick may cause blistering and peeling of the color coat system.
3. The filler materials shall be completely cured before applying successive applications. If the materials have not cured properly, they may cause blistering and peeling of the color coat system.
4. The tennis courts color coat system shall cure a minimum of 48 hours before applying the line striping paint.
5. Apply the color coat system and line striping during good weather conditions when the air temperature is between 55 degrees F and 90 degrees F and rain is not forecast or imminent.
6. Apply the line striping paint according to the U. S. Tennis Association and ITF Specifications. Do not apply the line striping paint in windy conditions. Lines that are found to be crooked, wavy or out of line shall be colored out and

restriped at no additional cost to the Owner. Lines shall be masked. Line dimensions shall meet or exceed the following ITF tolerances.

Description	Dimension	Tolerance	Approximate Conversion
Middle of net to singles sideline #	13' 6"	+/- 5 mm	3/16"
Middle of net to singles sticks *#	16' 6"	+/- 5 mm	3/16"
Middle of net to doubles sidelines #	18'	+/- 5 mm	3/16"
Middle of net to net posts * #	21'	+/- 6 mm	1/4"
Half court diagonal (doubles)	53' 7/8"	+/- 16 mm	5/8"
Net to baseline	39'	+/- 12 mm	1/2"
Distance between doubles sidelines	36'	+/- 11 mm	7/16"
Doubles sidelines to singles sidelines	4' 6"	+/- 5 mm	3/16"
Single sidelines to center mark	13' 6"	+/- 5 mm	3/16"
Net to service line	21'	+/- 6 mm	1/4"
Centre service line to singles sideline	13' 6"	+/- 5 mm	3/16"
Half court diagonal (singles)	47' 5 1/4"	+/- 14 mm	9/16"

* = Measured to the center of the net posts/singles sticks

= Where the position of X cannot be located precisely, use a reference point midway across the center service line.

If line corrections need to be made, it is at the sole discretion of the consultant if the playing surface needs to be repainted. Any cost for such work shall be paid for by the contractor.

C. Acceptable products:

1. The following manufacturers are approved for this project, any other manufacturers need written approval by the consultant before bidding.
NuSurf and ColorFlex by Laykold
Plexipave PG by California Products

END OF SECTION

SECTION 333200
FENCES AND GATES

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Chain link fence
 - 2. Gates

1.02 DELIVERY, STORAGE AND HANDLING

- A. Inspect the materials delivered to the site for damage. Store the materials with a minimum of handling. Do not store the materials directly on the ground.

1.03 QUALITY ASSURANCE

- A. Quality assurance personnel shall be at the project site on an intermittent basis during the fence installation.

PART 2 PRODUCTS

2.01 FABRIC

- A. Galvanized (ASTM A392) zinc coated steel wire fabric, 9 gauge by 2". Selvages shall be knuckled.
- B. Salvage and reinstall existing fence as described
- C. Fastening

To Terminal posts:

Tension bas: Minimum 1/4" x 3/4"

Clamps: 12 gauge by 1" wide

To line posts: 6 gauge wire clips

To rails: 9 gauge wire

2.02 TERMINAL AND LINE POSTS

- A. For standard fence, 3" outside diameter SS 40 galvanized pipe

2.03 GATE POSTS

- A. SS 40 galvanized pipe sized to fit gate width.

- A. For Tennis Court Fences: The pipe shall be SS40 round steel pipe with a galvanized coating weighing not less than 1.0 oz per square foot, with a conversion coating and 0.5 mil clear coating finish, complying with ASTM A1011.
- B. Pipe sizing shall utilize the following requirements:
 - 1. Posts
 - a. Fence height 3.5' to 6': 2.5" O.D.
 - b. Fence height 6.5' to 10': 3" O.D.
 - c. Fence height 10' and greater: refer to Manufacturers recommendations.
 - 2. Top, Intermediate and Bottom Rails: 1 5/8" O.D.
 - 3. Intermediate or Diagonal Bracing: 1 5/8" O.D.
 - 4. Gate Posts: refer to Manufacturers recommendations.
 - 5. Gate Frames: refer to Manufacturers recommendations.
- C. The above pipe diameters are the minimum allowable. The actual pipe diameters and weights of the fence posts and rails shall be determined by the installer based on local building codes, fence heights, wind speed design requirements and coverage of the fence fabric with windscreens, plywood or other wind blocking materials.

PART 3 EXECUTION

- A. Lay out and measure fence line, equally space fence posts (unless otherwise noted)

3.01 POST SETTING

- A. Set corner, gate, and end posts in concrete footings. Diameter of footing to be a minimum of 4 times the diameter of the pipe. Footings to be a minimum of 66" deep.
- B. Line posts may be driven to a minimum depth of 5', where indicated on the drawings.

3.02 FABRIC

- A. Stretch fabric and tension wire to proper tension between terminal posts. Fasten to framework
- B. Attach fabric to line posts with wire on 12" centers
- C. Attach fabric to rails with wire spaced on 12" centers
- D. Properly tighten fasteners, hardware, and accessories

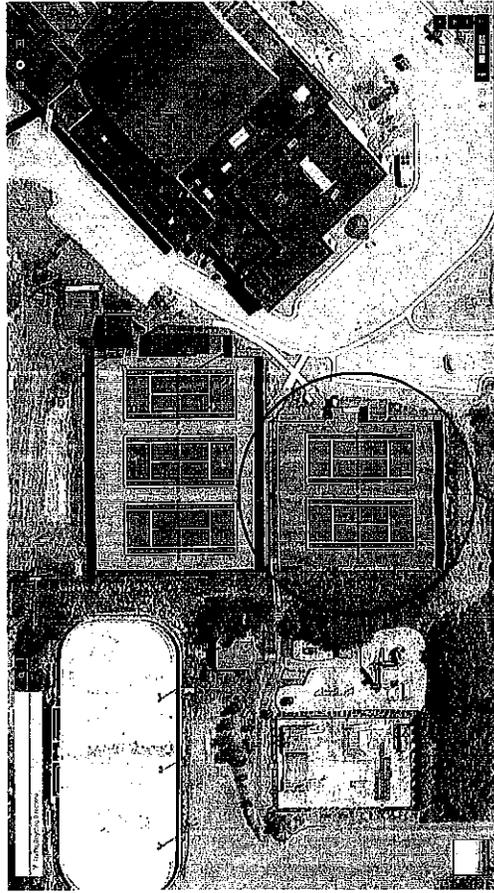
3.03 FIELD QUALITY CONTROL

- A. Remove excess materials from site
- B. Fence installation shall be in accordance with manufacturer's instructions and performed by skilled installers experienced in fence installation

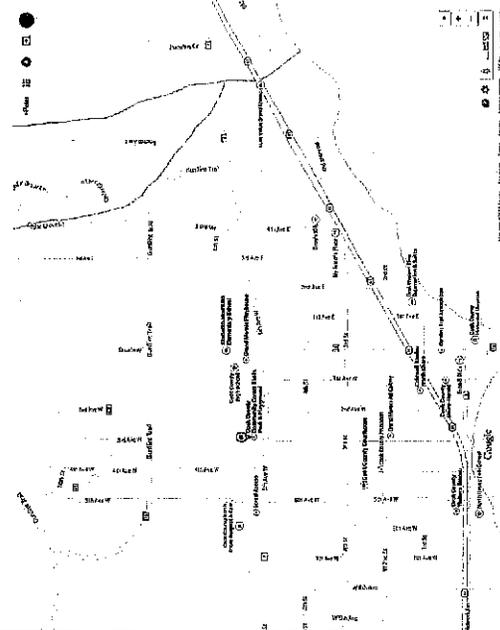
END OF SECTION

Cook County Community Center Tennis Complex

2015 - South
Battery Reconstruction



2015 Project Only



Fred Kolkmann Tennis & Sport Surfaces, LLC
 1921 Mayfair Rd. Graton, WI 53024
 www.kolkmanncourtbuilder.com
 262-685-7507

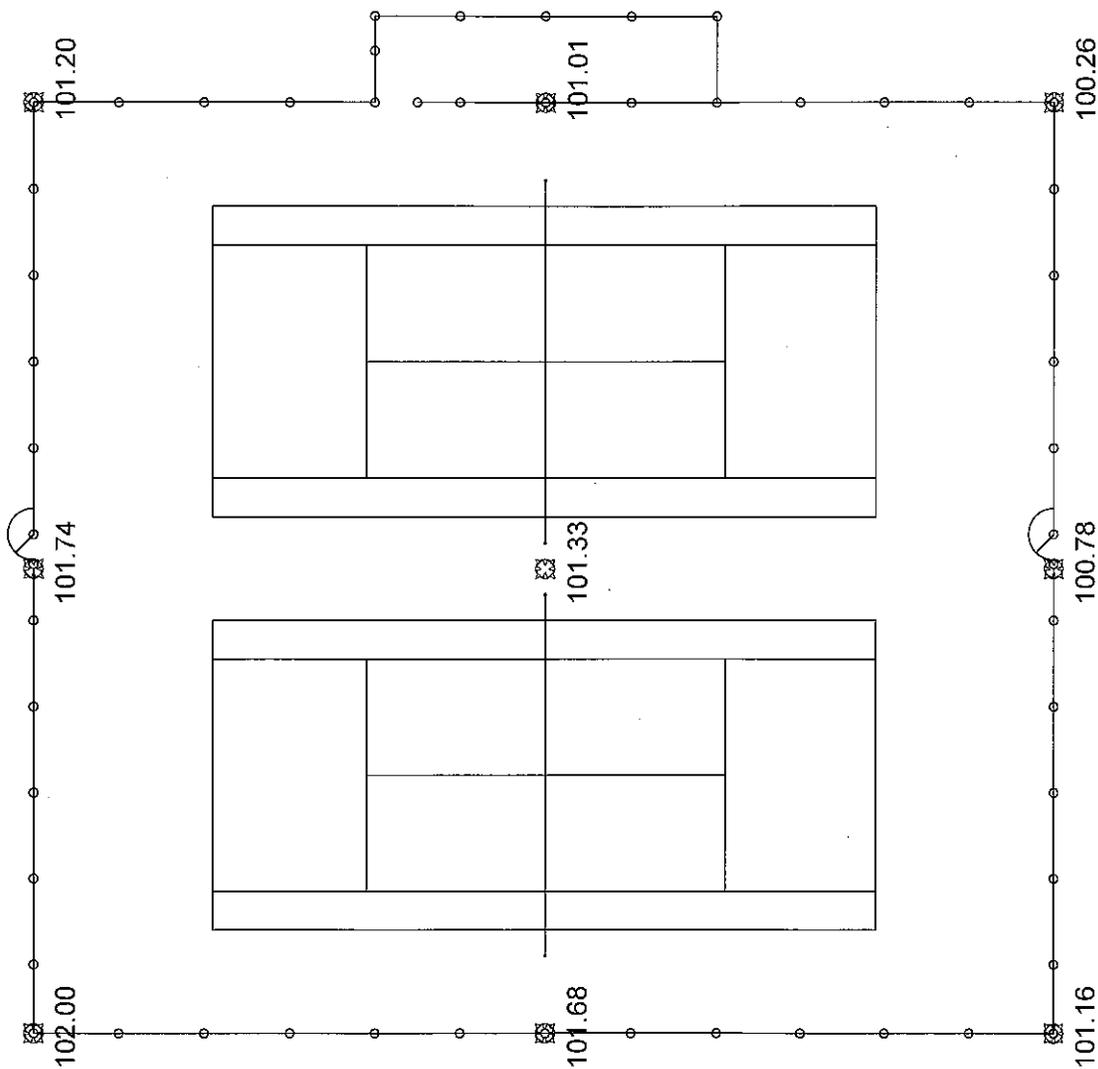
Cook County Community
Center Tennis Complex
411 W. Second St.
Grand Marais, MN 55604

Title Page

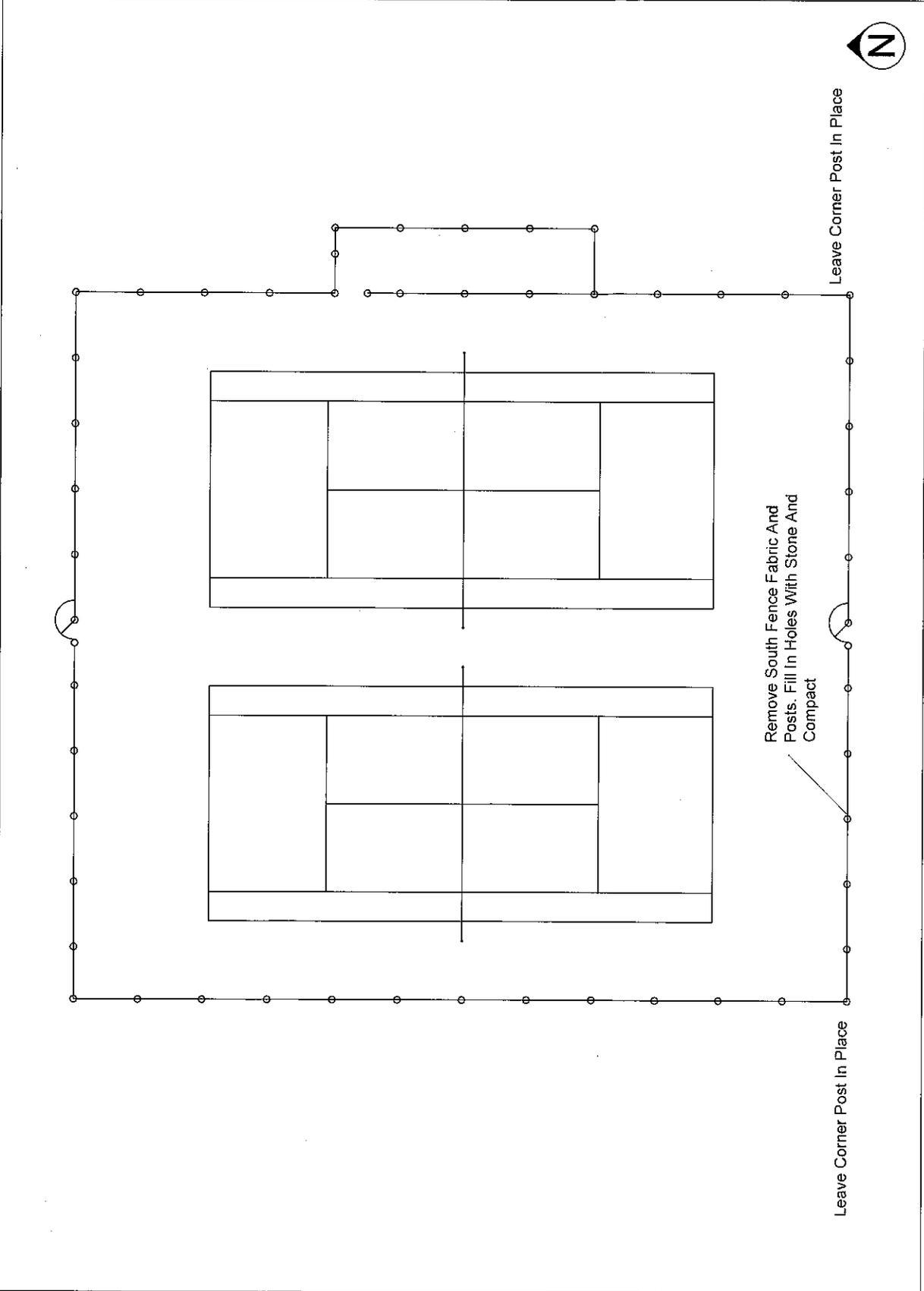
Project #	15-011
Sheet #	1
Date	3-18-15
Drawn By:	Peter K.
Scale:	NTS

Elevations

Project #	15-011
Sheet #	2
Date	3-18-15
Drawn By:	Peter K.
Scale:	NTS



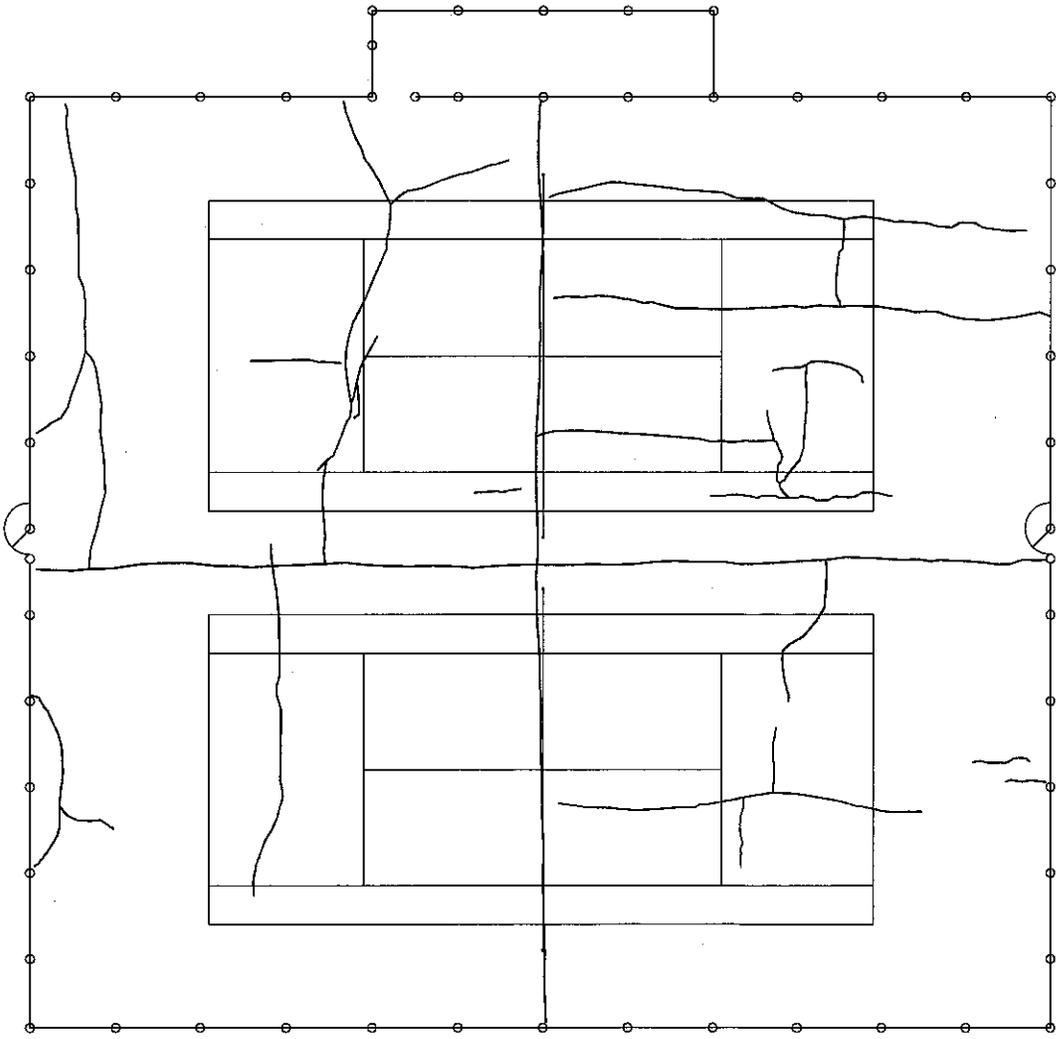
Demolition Plan	
Project #	15-011
Sheet #	3
Date	3-18-15
Drawn By:	Peter K.
Scale:	NTS



Fred Kolkman Tennis & Sport Surfaces, LLC
 1921 Mayfair Rd. Grafton, WI 53024
 www.kolkmancourtbuilder.com
 262-685-7507

**Cook County Community
 Center Tennis Complex**
 411 W. Second St.
 Grand Marais, MN 55604

Structural Cracks	Project #	15-011
	Sheet #	4
	Date	3-18-15
	Drawn By:	Peter K.
	Scale:	NTS



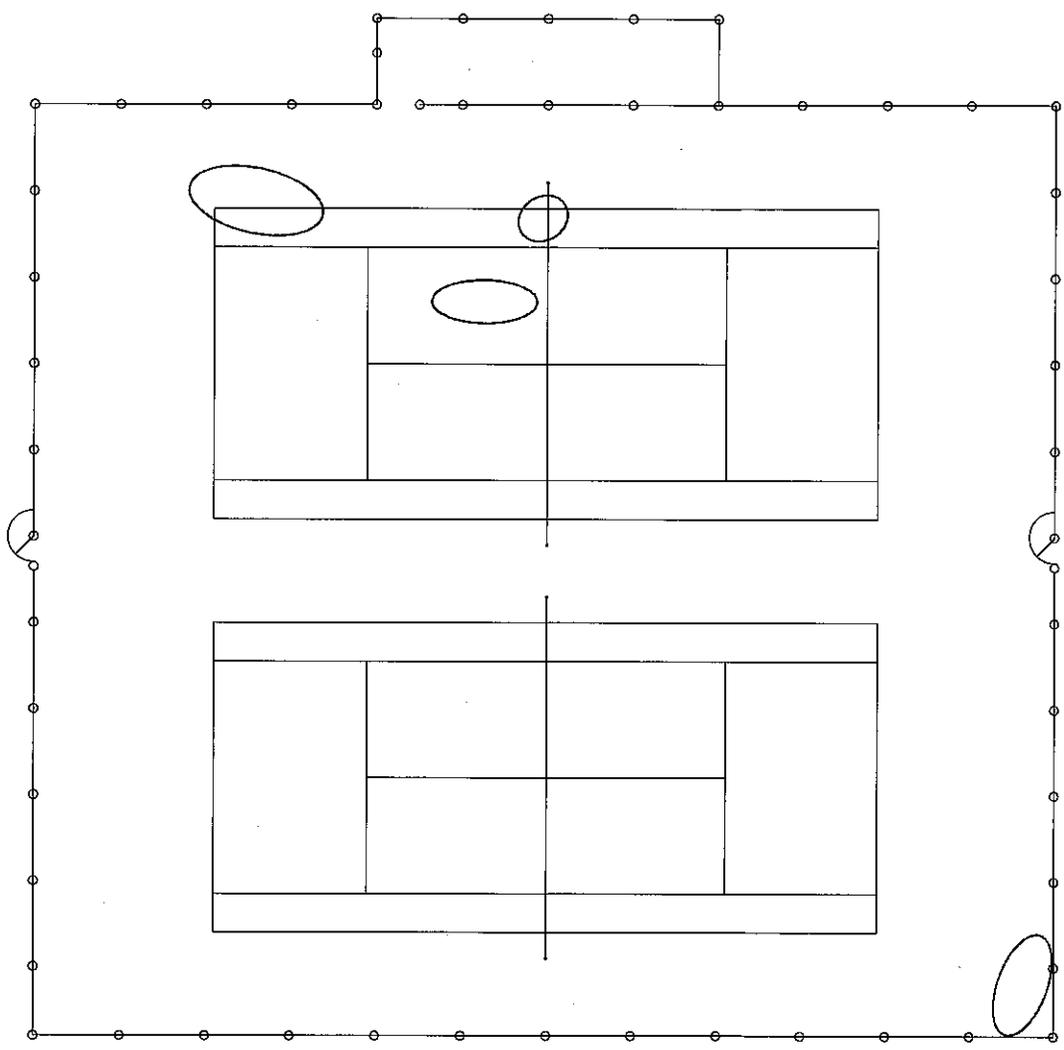
744 LF Of Cracks And Joints.
 Measured 8/28/2014
 Contractor To Verify

Fred Kolkman Tennis & Sport Surfaces, LLC
Helping people across North America get the most from their court and sport surfaces investments.

1921 Mayfair Rd. Graton, WI 53024
www.kolkmancourtbuilder.com
262-685-7507

**Cook County Community
Center Tennis Complex**
411 W. Second St.
Grand Marais, MN 55604

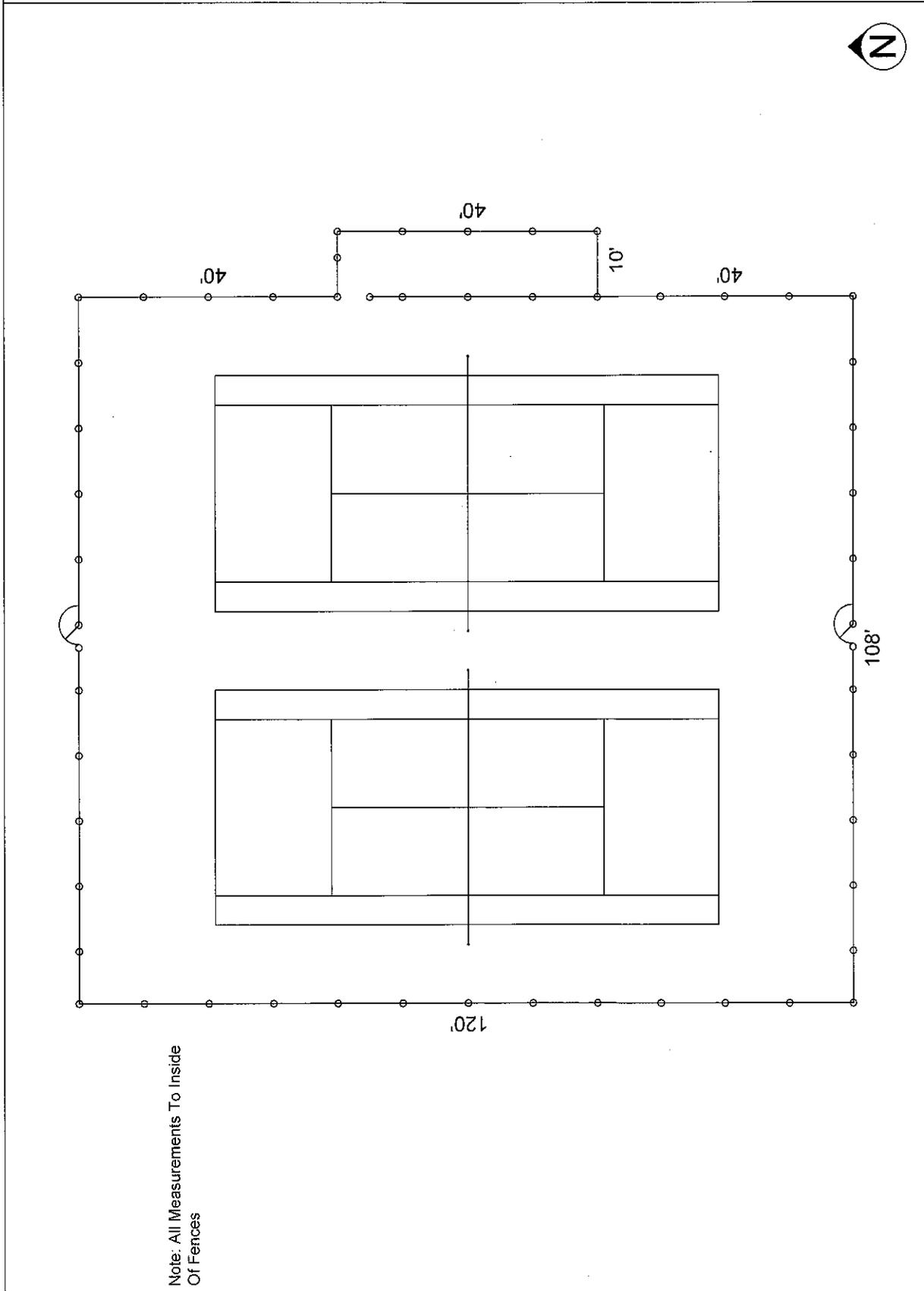
Low Areas	Project #	15-011
	Sheet #	5
	Date	3-18-15
	Drawn By:	Peter K.
	Scale:	NTS



AMERICAN SOCIETY OF MEASUREMENTS
 Fred Kolkman Tennis & Sport Surfaces, LLC
 1921 Mayfair Rd. Grafton, WI 53024
 www.kolkmancourtbuilder.com
 262-685-7507

Cook County Community
 Center Tennis Complex
 411 W. Second St.
 Grand Marais, MN 55604

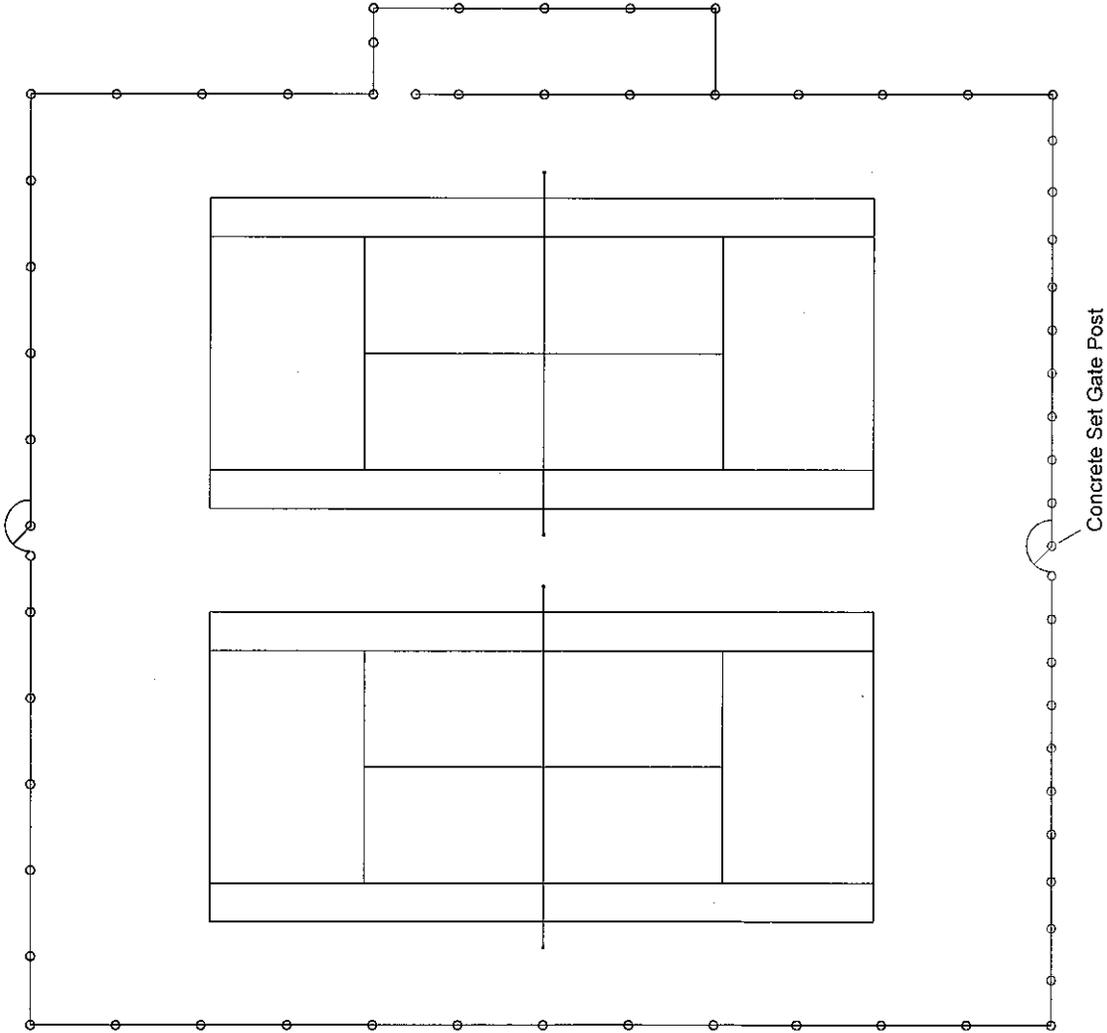
Safety Zone Spacing
 Project # 15-011
 Sheet # 6
 Date 3-18-15
 Drawn By: Peter K.
 Scale: NTS



Note: All Measurements To Inside
 Of Fences

Fence Layout

Project #	15-011
Sheet #	7
Date	3-18-15
Drawn By:	Peter K.
Scale:	NTS



- Drive New 3" Posts On 5' Centers
- Install Top And Bottom Rail
- Re-Install Gate Center Of Court
- Re-Install Old Fabric



1921 Mayfair Rd. Grafton, WI 53024
 www.kolkmancourtbuilder.com
 262-685-7507

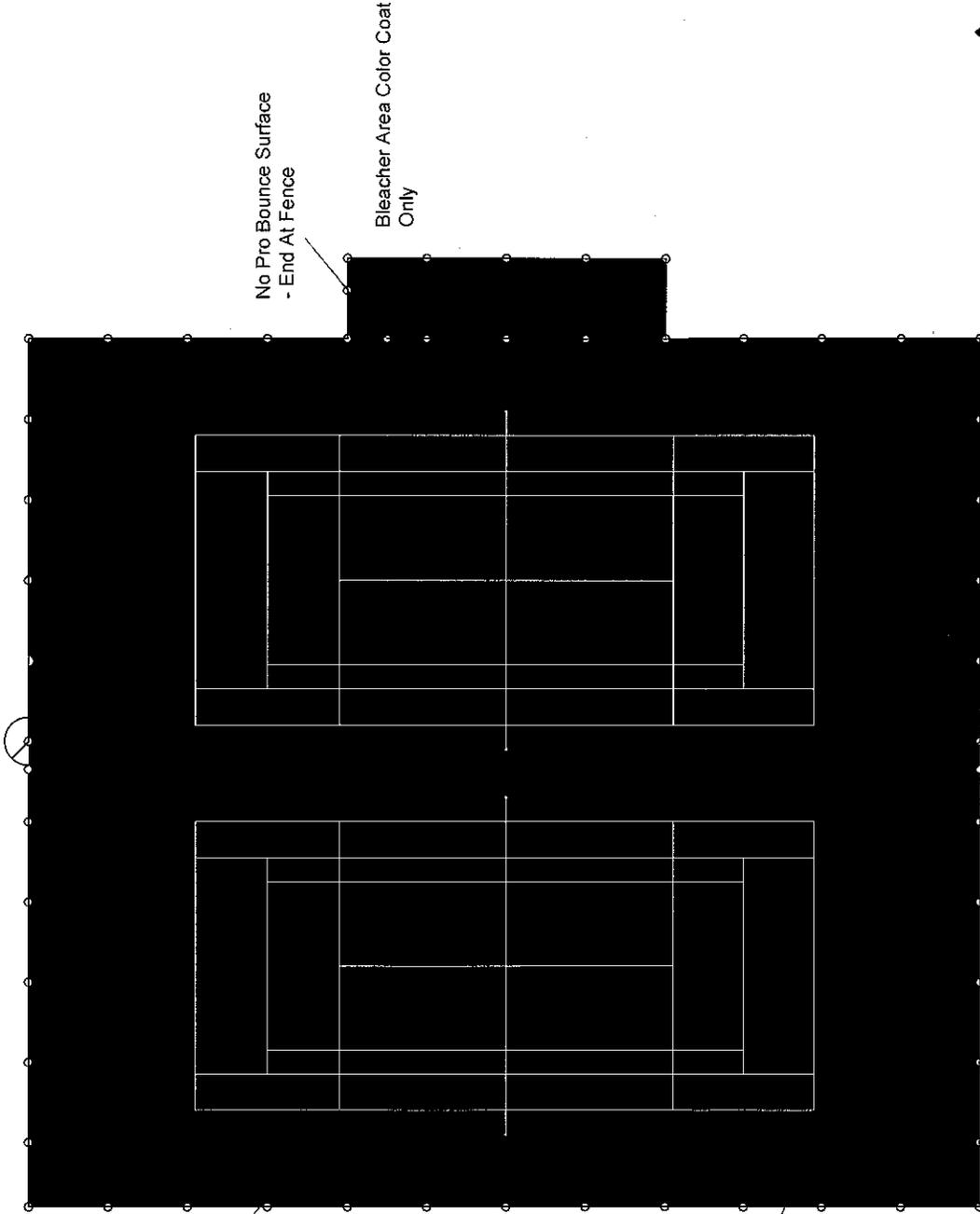
Fred Kolkman Tennis & Sport Surfaces, LLC

Always please use caution when using any of our products. We are not responsible for any damage or injury caused by our products.

Cook County Community
 Center Tennis Complex
 411 W. Second St.
 Grand Marais, MN 55604

Construction Plan

Project #	15-011
Sheet #	8
Date	3-18-15
Drawn By:	Peter K.
Scale:	NTS



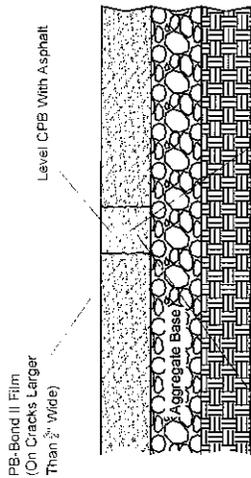
No Pro Bounce Surface
 - End At Fence

Bleacher Area Color Coat
 Only

Stripe For 78', 60', & 36' Courts

Install New Pro Bounce Surface

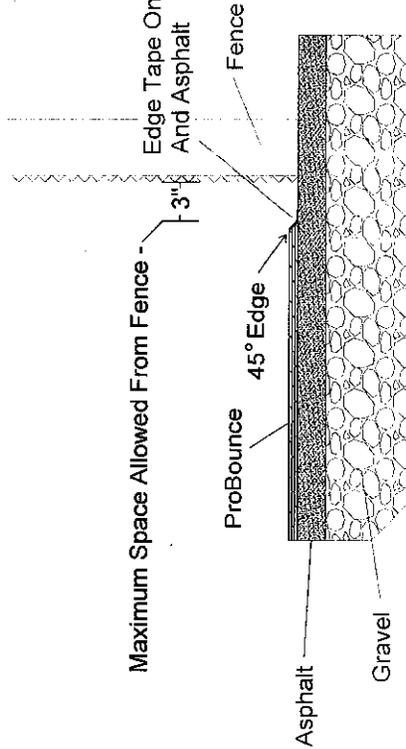
Existing Crack Repair



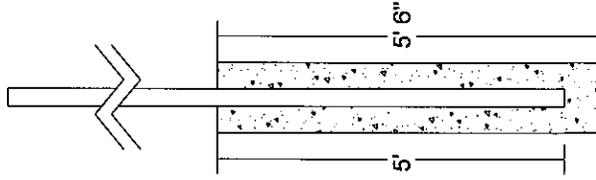
For Cracks Less Than 3/8" -
Clean Out Crack To Stone Base,
Fill With CPB Or Combination
CPB & PCC

For Cracks Larger Than 3/8" -
Clean Out Crack, Fill With Hydraulic
Cement, And Install PB-Bond II Film
Over Cracks

ProBounce At Border Detail

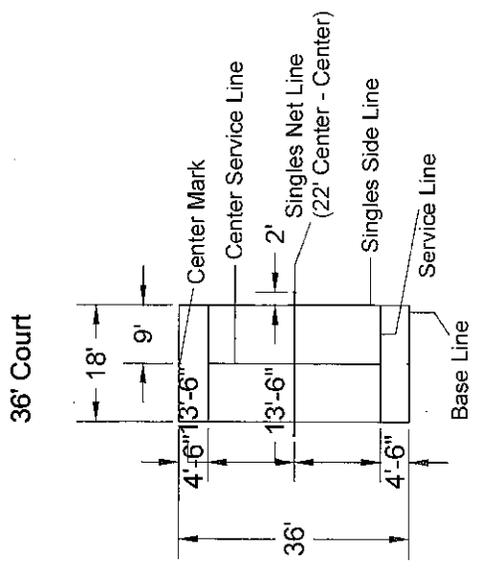
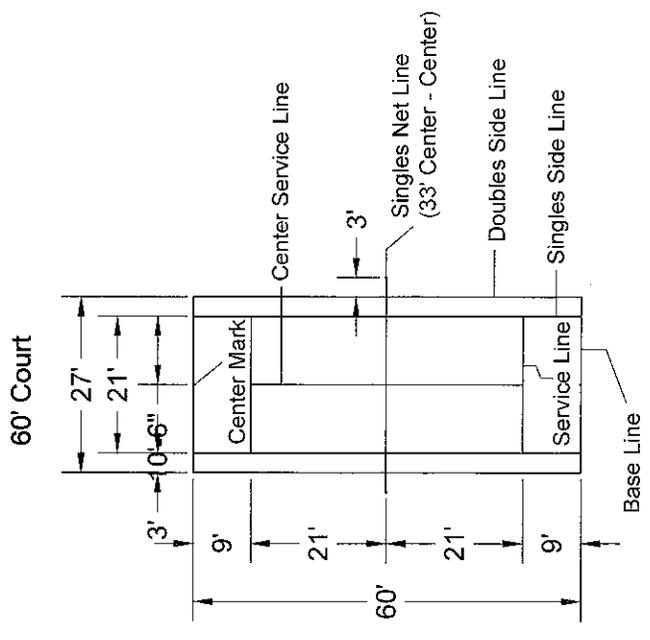
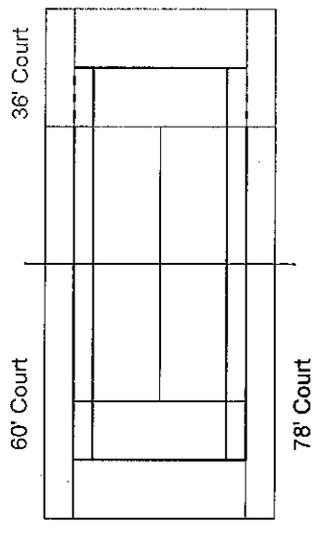
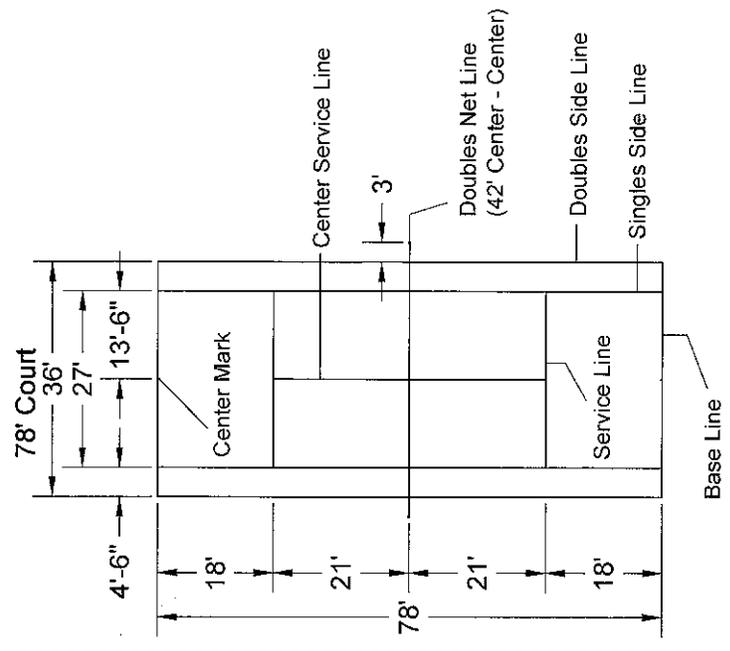


Gate Post Detail



Gate Post Detail

Details Page 2	
Project #	15-011
Sheet #	10
Date	3-18-15
Drawn By:	Peter K.
Scale:	NTS



DOCUMENT 002100

INSTRUCTIONS TO BIDDERS

1. DEFINED TERMS

- A. Terms used in these Instructions to Bidders which are defined in the "Standard General Conditions of the Construction Contract" EJCDC Document C-700, 2002 Edition, have the meanings assigned to them in the general Conditions.

2. QUALIFICATIONS OF BIDDERS

- A. To demonstrate qualification for the Project, each Bidder shall be prepared to submit, within 5 days of Owner's request, written evidence that bidder involved (1) maintains a permanent place of business; (2) has adequate equipment to do work properly and expeditiously within established schedules; (3) has suitable financial status to meet obligations incident to the work including a financial statement and credit references; (4) has a satisfactory experience record with work of this type and scope; and, if requested by the Owner, can provide five references for projects of a size exceeding 75 percent of the area included in this Project that are at least five years old. These references shall include project schedules, including bid date, start and completion dates, Owner and/or Engineer contacts including names, addresses and telephone numbers, and the specific components existing and installed on each referenced project; (5) submit an anticipated construction schedule and staffing plan; (6) submit "Contractor's Qualification Statement," AIA Document A305; and (7) can show evidence of authority to conduct business in the jurisdiction where the Project is located.

3. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

- A. Before submitting this bid, each Bidder shall (1) examine the Contract Documents thoroughly; (2) visit the site to familiarize themselves with local conditions that may in any manner affect performance of the Work; (3) familiarize themselves with federal, state, and local laws, ordinances, rules, and regulations affecting performance of the Work; and (4) carefully correlate their observations with the requirements of the Contract Documents.
- B. Before submitting a bid, each Bidder shall at their own expense, make such surveys and investigations as they may deem necessary to determine a bid price for performance of the Work within the terms of the Contract Documents.
- C. Bidders visiting the building for estimating purposes while the building is occupied shall abide by the Owner's or tenant's rules and regulations.
- D. The submission of a bid will constitute an incontrovertible representation by the Bidder that they have complied with every requirement of this Article.

4. INTERPRETATIONS

- A.** Questions about the meaning or intent of the Contract Documents shall be submitted to the Consultant in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Consultant as having received the Bidding Documents. Questions received less than five days prior to the date of bid opening will not be answered. Only questions answered by a formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B.** The Contract Documents are complementary, and what is called for by any one shall be as binding as if called for by all. The intent of the documents is to include all labor and materials, equipment, and transportation necessary for the proper execution of the Work. Materials or work described in words, which so applied, have a well-known technical or trade meaning shall be held to refer to such recognized standards.

5. BID FORM

- A.** The Bid Form is included in the contract Documents; additional copies may be obtained from the City.
- B.** The Bid Form must be completed in ink or by typewriter. The bid price of each item on the form must be stated in words and numerals; in case of a conflict, words will take precedence.
- C.** Bids by corporations must be executed in the corporate name by the president or a vice president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown adjacent to the signature.
- D.** Bids by partnerships must be executed in the partnership name and signed by a partner, their title must appear under their signature and the official address of the partnership must be shown adjacent to the signature.
- E.** All names must be typed or printed below the signature.
- F.** The Bid shall contain an acknowledgment of receipt of Addenda (the numbers of which shall be filled in on the Bid Form).

6. BID SECURITY

- A.** Each bid shall be accompanied by bid security for the sum of not less than five (5) percent of the total amount of the bid. The required security must be in the form of a certified or bank cashier's check made payable to Owner or a bid bond issued by a surety licensed to conduct business in the state where the Project is located and named in the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal register by the Audit Staff Bureau of Accounts, U.S. Treasury Department. The bid security of the successful bidder will be retained until they have executed the Agreement and furnished the required contract security, whereupon it will be returned; if they fail to execute and deliver the agreement and furnish the required contract security within 15 days of Notice of Award, the Owner may annul the

Notice of Award and the bid security of that bidder will be forfeited as liquidated damages. The bid security of any bidder whom the Owner believes to have a reasonable chance of receiving the award may be retained by the Owner until the seventh day after the executed Agreement is delivered by the Owner to the Contractor and the required contract security is furnished, but no longer than the sixty-first day after the bid opening. The bid security of other bidders will be returned within 10 days of the bid opening.

7. PERFORMANCE AND PAYMENT BONDS

- A.** Provide and pay for bonds covering faithful performance of the contract and the payment of all obligations arising there under, by a corporate surety acceptable to the Owner and authorized to do business in the state where the Project is located; as approved by the Owner; in accordance with statutory requirements. Provide on forms known as Bond of Public Contractor; in the amount of 100 percent of the Contract cost. The bidder shall deliver said bond to the Owner no later than the date of execution of the Contract.
- B.** Bonds shall guarantee the Contractor will satisfactorily perform each and every part of the Contract, including completion time and warranties required; guarantee payment to suppliers; allow for any additions or deductions to the Contract and completion time shall not be extended by reason of said changes, unless approved by the Owner at time of said change, provided that no notice of aforesaid alterations, additions, or omissions need be given to surety company.
- C.** The Performance and Payment Bonds are only required to apply to the construction period and the first year of the warranty period. Said bonds shall not apply to any extended warranty period beyond the first year. Such extended warranties are limited to the applicable Contractor and manufacturer.

8. CONTRACT TIME

- A.** Time of completion is important to the Owner and date for final completion is shown in Section 012000, along with provisions for liquidated damages.

9. SUBCONTRACTORS, ETC.

- A.** The Contractor, as soon as practicable, but before the award of the Contract, shall furnish to the Consultant in writing a list of the names of subcontractors proposed for the principal portions of the work. The Contractor shall not employ any subcontractor to whom the Consultant or the Owner may have a reasonable objection. Contracts between the subcontractor shall be in accordance with the terms of this Agreement and shall include the General Conditions of this Agreement insofar as applicable. Subcontractors shall meet qualification requirements listed herein.

10. SUBMISSION OF BIDS

- A.** Bids shall be submitted at the time and place indicated in Document 001115, and shall be included in an opaque sealed envelope, marked with the Project title and name and address of the Bidder along with other required information, and accompanied by the bid security and other required documents.

11. MODIFICATION AND WITHDRAWAL OF BIDS

- A.** Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a bid must be executed) and delivered to the place where bids are to be submitted at any time prior to the opening of bids.

12. OPENING OF BIDS

- A.** Bids will be opened as indicated in Document 001115.

13. BIDS TO REMAIN OPEN

- A.** All Bids shall remain open for 60 days after the day of the bid opening; but the Owner may in their sole discretion, release any bid and return the bid security prior to that date.

14. AWARD OF CONTRACT

- A.** The Owner reserves the right to reject any and all bids; to waive any and all informalities; and to disregard all nonconforming or conditional bids or counter-proposals.
- B.** In evaluating the bids, the Owner will consider the qualifications of the bidders; whether or not the bids comply with the prescribed requirements; and any alternates and unit prices if requested on the Bid Form. The Owner may conduct such investigations as deemed necessary to establish the responsibility, qualifications, and financial ability of the bidders, proposed subcontractors, and other persons and organizations to do the Work in accordance with the Contract documents to the Owner's satisfaction within the prescribed time. The Owner reserves the right to reject the bid of any bidder who does not pass any such evaluation to the Owner's satisfaction.
- C.** If a contract is to be awarded, it will be awarded to the lowest responsible bidder whose evaluation by the Owner indicates to the Owner that the award will be in the best interests of the District.
- D.** If a contract is to be awarded, the Owner will give the apparent successful Bidder a Notice of Award within 60 days after the day of the bid opening.
- E.** Simultaneously, with delivery of the executed counterparts of the Agreement to Owner, the Contractor shall deliver to the Owner the required contract security.

15. SUBSTITUTIONS

- A. The materials, products, and equipment described in the Contract Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.
- B. A Contractor only (not distributor, representative, or other person in like capacity) may request of the Consultant a statement, a minimum of 10 days prior to bid opening, concerning acceptability of any material or device which the Contractor is uncertain of as to compliance with the Contract Documents. It shall be the sole responsibility of the Contractor to transmit such requests in writing only, in a full and complete manner, accompanying the request with all data necessary for qualification of the article and at such a date as to allow reasonable time for the examination thereof. Such data may include structural analysis, drawings, including specific details pertaining to the Project, Project Manual and modifications, and any other information deemed necessary by the Consultant. All cost incidental to the submission of this data are to be borne by the submitting Contractor.
- C. The Consultant will examine such requests to the extent possible, but there shall be no guarantee that all requests can be examined, nor will the Consultant examine requests accompanied by inadequate data, that are received too late to be qualified, or are received after the last Addendum to the Project Manual has been issued.
- D. If the Consultant approves any proposed substitutions, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner. Approved substitutions may include modifications to submitted material deemed necessary by the Consultant to conform to the established standard of required function, dimension, appearance and quality set forth in the Contract Documents and shall be binding with regard to the performance of the Work, if accepted.
- E. The Contract Documents are complementary, and what is called for by any one shall be as binding as if called for by all. The intent of the documents is to include all labor and materials, equipment, and transportation necessary for the proper execution of the Work. Materials or work described in words, which so applied, have a well-known technical or trade meaning shall be held to refer to such recognized standards.

END OF DOCUMENT

APPLICATION AND CERTIFICATE FOR PAYMENT NO. _____

TO: (Owner) _____

FROM: (Contractor) _____

PROJECT: _____

For work completed through the date of: _____

Contract Item	Contract Amount	% Complete	Value of Work Completed to Date

1. Original Contract Sum	\$ -	5. Less % Retainage	\$ -
2. Net Change by Chg Orders	\$ -	6. Current Amount Due	\$ -
3. Contract Sum to Date (1+2)	\$ -	7. Previous Payment Amount	\$ -
4. Total Work Completed to Date	\$ -	8. Amount Due this Pay Req.	\$ -
		9. Balance to Complete Project	\$ -

CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR Certifies that (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above has been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment Numbered 1 through ___ inclusive; and (2) title to all 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, claims, security interests and encumbrances (except such as covered by Bond acceptable to OWNER).

Dated _____

Name of Contractor

By _____

Authorized Company Representative Signature

Payment of the above AMOUNT DUE THIS PAY REQUEST is recommended by Fred Kolkmann Tennis & Sports Surfaces LLC.

Dated _____

By _____

Authorized FKT&SLLC Representative

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: April 2, 2015
SUBJECT: Library Clerk Hire

The library staffing level has been reduced due to a few changes in jobs and a few reductions in hours for current employees. One response to this was the recent hiring of a 10 hour per week cataloguer. In addition, we recently posted an opening for a library clerk. We currently have two library clerks, one full-time and one at 25 hours per week. Our full-time employee has asked to become part-time in June. After all of these changes, we are short staffed and the current budget has ample space to add additional clerk hours.

We are looking at adding two additional clerks starting at 10-15 hours per week. After our application review and interviews, we recommend hiring Hartley Newell-Acero as a part-time library clerk. We may have an additional recommendation at the meeting. Otherwise we will bring a new hiring recommendation to a future meeting.

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: April 2, 2015
SUBJECT: Public Restrooms

We have received the preliminary drawings for the public restroom concept in the visitor center space. At this time staff are reviewing the plans and gathering information. We intend to provide a review of comments and thoughts on the plans for the next City council meeting on April 29. I recommend setting aside some time on that agenda to discuss the plans.

Upcoming Meeting Schedule

Updated April 2, 2015

APRIL

Date/Time	Meeting	Location
Wednesday, April 8, 4:30 p.m.	City Council Meeting	Council Chambers
Wednesday, April 29, 4:30 p.m.	City Council Meeting	Council Chambers

MAY

Date/Time	Meeting	Location
Wednesday, May 13, 4:30 p.m.	City Council Meeting	Council Chambers
Wednesday, May 27, 4:30 p.m.	City Council Meeting	Council Chambers
Thursday, May 28, 4:00 p.m.	Joint C/C/S/T	TBD