

AGENDA
PUBLIC UTILITIES COMMISSION
June 6, 2018
3:00 P.M.

- A. Call to Order

- B. Roll Call

- C. Approve Consent Agenda
 - 1. Approve Agenda
 - 2. Approve Meeting Minutes
 - 3. Payments Report

- D. Public Works Building Solar Update

- E. Electric Vehicle Charging

- F. Adjourn

*Public Utilities Commission
Minutes
May 9, 2018*

Meeting was called to order by Chair Karl Hansen at 3:06 p.m.

Members present: Karl Hansen and Tim Kennedy
Absent: George Wilkes
Staff Present: Mike Roth and Haden Hinchman

Motion by Kennedy, seconded by Hansen to approve the Consent Agenda. Approved unanimously.

The Commission reviewed the AMI pilot project scope and quote. Roth explained the benefits of choosing Eaton as the provider. Roth also explained the usefulness of MRES hosting our data.

Motion by Kennedy, seconded by Hansen to move forward with the EATON quote. Approved unanimously.

Roth updates the Commission on the Public Works building solar project. The project is ready to go to bid.

Motion by Kennedy, seconded by Hansen to send the solar project to bid. Approved unanimously.

The Commission discussed current and future collaboration opportunities with Arrowhead Cooperative. The Commission decided it was best to keep collaboration at the staff level.

The Commission discussed the possibility of building a car charging station in the city hall parking lot and what costs that would incur.

There being no further business, the meeting adjourned at 4:15 p.m.



CITY OF GRAND MARAIS

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Payments

Current Period: May 2018

Batch Name	05/31/18 AP	User Dollar Amt	\$240,736.06
Payments		Computer Dollar Amt	\$240,736.06
			\$0.00 In Balance

Refer 72532 PUBLIC UTILITIES COMMISSION1 Ck# 004246E 5/29/2018

Cash Payment	E 602-49451-380 Utility Services (GENER	\$879.01
Invoice May Bills	5/1/2018	
Cash Payment	E 602-49480-380 Utility Services (GENER	\$4,330.45
Invoice May Bills	5/1/2018	
Cash Payment	E 601-49420-380 Utility Services (GENER	\$2,278.22
Invoice May Bills	5/1/2018	
Cash Payment	E 604-49551-380 Utility Services (GENER	\$32.56
Invoice May Bills	5/1/2018	

Transaction Date	5/15/2018	MAIN CHECKING G 10100	Total	\$7,520.24
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Refer 72548 TOSHIBA BUSINESS SOLUTIONS

Cash Payment	E 604-49590-200 Office Supplies (GENER	\$58.92
Invoice 14515668	5/8/2018	
Cash Payment	E 602-49490-200 Office Supplies (GENER	\$29.46
Invoice 14515668	5/8/2018	
Cash Payment	E 601-49440-200 Office Supplies (GENER	\$29.46
Invoice 14515668	5/8/2018	

Transaction Date	5/16/2018	MAIN CHECKING G 10100	Total	\$117.84
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Refer 72549 QUALITY FLOW SYSTEMS, INC

Cash Payment	E 602-49451-220 Repair/Maint Supply (GE	\$308.52
Invoice 35093	5/30/2018	

Transaction Date	5/16/2018	MAIN CHECKING G 10100	Total	\$308.52
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Refer 72550 PACE ANALYTICAL SERVICES

Cash Payment	E 602-49480-300 Professional Srvs (GENE	\$88.62
Invoice 181293251	5/9/2018	

Transaction Date	5/16/2018	MAIN CHECKING G 10100	Total	\$88.62
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Refer 72551 STEVE S SPORTS AND AUTO

Cash Payment	E 602-49451-404 Repairs/Maint Machinery	\$142.79
Invoice ID-271644	4/9/2018	
Cash Payment	E 602-49451-404 Repairs/Maint Machinery	-\$7.32
Invoice IC-271661	4/9/2018	
Cash Payment	E 602-49451-404 Repairs/Maint Machinery	\$81.98
Invoice ID-271831	4/25/2018	

Transaction Date	5/16/2018	MAIN CHECKING G 10100	Total	\$217.45
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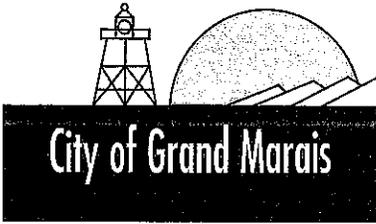
Refer 72552 GREG LYKINS

Cash Payment	E 601-49440-330 Transportation/School	\$237.58
Invoice WATER TRAININ	5/12/2018	

Transaction Date	5/16/2018	MAIN CHECKING G 10100	Total	\$237.58
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Refer 72553 COOK COUNTY HOME CENTER

Cash Payment	E 602-49451-220 Repair/Maint Supply (GE 250852	\$1.58
Invoice 1160-WATER/SE	4/30/2018	
Cash Payment	E 602-49451-220 Repair/Maint Supply (GE 250889	\$50.13
Invoice 1160-WATER/SE	4/30/2018	



CITY OF GRAND MARAIS
Payments

Current Period: May 2018

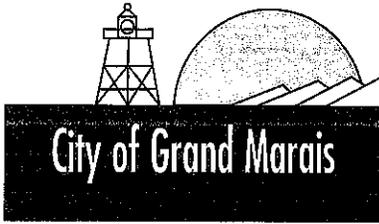
Cash Payment	E 602-49451-220 Repair/Maint Supply (GE	250893			\$11.96
Invoice	1160-WATER/SE	4/30/2018			
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total	\$63.67
Refer	72554 HAWKINS, INC.				
Cash Payment	E 601-49420-218 Operating Supplies- Che				\$2,750.85
Invoice	4272642	5/2/2018			
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total	\$2,750.85
Refer	72555 NORTH SHORE WASTE				
Cash Payment	E 602-49480-384 Refuse/Garbage Dispos				\$92.43
Invoice	61834	4/30/2018			
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total	\$92.43
Refer	72556 BUCK S HARDWARE HANK				
Cash Payment	E 602-49480-300 Professional Svcs (GENE				\$83.35
Invoice	ACCT 1160 - WA	4/30/2018			
Cash Payment	E 602-49480-210 Operating Supplies (GEN				\$15.22
Invoice	ACCT 1160-WAT	4/30/2018			
Cash Payment	E 604-49570-220 Repair/Maint Supply (GE				\$30.12
Invoice	ACCT 2088-ELE	4/30/2018			
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total	\$128.69
Refer	72557 PACE ANALYTICAL SERVICES				
Cash Payment	E 601-49420-300 Professional Svcs (GENE				\$30.80
Invoice	181292984	5/2/2018			
Cash Payment	E 601-49420-300 Professional Svcs (GENE				\$23.20
Invoice	181292985	5/2/2018			
Cash Payment	E 602-49480-300 Professional Svcs (GENE				\$88.62
Invoice	181292986	5/2/2018			
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total	\$142.62
Refer	72558 QUILL CORPORATION				
Cash Payment	E 602-49490-200 Office Supplies (GENER				\$77.28
Invoice	6567635	4/23/2018			
Cash Payment	E 604-49590-200 Office Supplies (GENER				\$20.49
Invoice	6624470	4/25/2018			
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total	\$97.77
Refer	72559 TWIN PORTS PAPER & SUPPLY IN				
Cash Payment	E 602-49480-210 Operating Supplies (GEN				\$287.75
Invoice	364601	5/8/2018			
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total	\$287.75
Refer	72560 CENTURLINK				
Cash Payment	E 601-49440-321 Telephone				\$56.60
Invoice	2183871788	5/1/2018			
Cash Payment	E 601-49440-321 Telephone				\$69.36
Invoice	218 D24-1002	5/1/2018			
Cash Payment	E 601-49440-321 Telephone				\$24.84
Invoice	218 D24-1001	5/1/2018			
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total	\$150.80
Refer	72561 ARROWHEAD COOPERATIVE		Ck# 004248E 5/20/2018		



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Cash Payment	E 602-49490-321 Telephone	ACCT 2121		\$130.08
Invoice	2183871160	5/1/2018		
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total \$130.08
Refer	72562	G&G SEPTIC		
Cash Payment	E 602-49480-317 Contracted Services			\$2,275.00
Invoice	15301	5/10/2018		
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total \$2,275.00
Refer	72563	WESTERN LAKE SUPERIOR SANIT		
Cash Payment	E 602-49480-317 Contracted Services			\$632.56
Invoice	7810	5/1/2018		
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total \$632.56
Refer	72571	SMMPA	Ck# 004250E 5/25/2018	
Cash Payment	E 604-49560-388 Purchase Power			\$142,669.40
Invoice	APRIL 2018	5/1/2018		
Transaction Date	5/16/2018	MAIN CHECKING G	10100	Total \$142,669.40
Refer	75319	WEX BANK		
Cash Payment	E 604-49570-212 Motor Fuels			\$24.17
Invoice	54402989	5/23/2018		
Cash Payment	E 601-49440-212 Motor Fuels			\$6.90
Invoice	54402989	5/23/2018		
Cash Payment	E 602-49490-212 Motor Fuels			\$6.90
Invoice	54402989	5/23/2018		
Cash Payment	E 604-49570-212 Motor Fuels			\$357.76
Invoice	54400825	5/23/2018		
Cash Payment	E 601-49440-212 Motor Fuels			\$167.28
Invoice	54402409	5/23/2018		
Transaction Date	5/24/2018	MAIN CHECKING G	10100	Total \$563.01
Refer	75320	PACE ANALYTICAL SERVICES		
Cash Payment	E 602-49480-300 Professional Srvs (GENE			\$88.62
Invoice	181293618	5/18/2018		
Transaction Date	5/25/2018	MAIN CHECKING G	10100	Total \$88.62
Refer	75346	STUART C IRBY CO		
Cash Payment	E 604-49570-210 Operating Supplies (GEN			\$371.12
Invoice	S010765833.001	5/21/2018		
Cash Payment	E 604-49570-210 Operating Supplies (GEN			\$1,235.48
Invoice	S010765833.002	5/21/2018		
Cash Payment	E 604-49570-210 Operating Supplies (GEN			\$512.07
Invoice	S010765833.003	5/21/2018		
Transaction Date	5/25/2018	MAIN CHECKING G	10100	Total \$2,118.67
Refer	75348	GREAT LAKES PIPE SERVICES, IN		
Cash Payment	E 602-49451-317 Contracted Services			\$4,945.00
Invoice	18019&18128	5/18/2018		
Transaction Date	5/25/2018	MAIN CHECKING G	10100	Total \$4,945.00
Refer	75349	MN DEPT OF HEALTH-DRINKING		
Cash Payment	E 601-49440-230 State Fees			\$1,124.00
Invoice	Water Fee	5/16/2018		



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Payments

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Current Period: May 2018

Transaction Date	5/25/2018	MAIN CHECKING G 10100	Total	\$1,124.00
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Fund Summary

	10100 MAIN CHECKING GMSB	
101 GENERAL FUND		\$47,100.92
211 LIBRARY		\$2,600.72
215 LIBRARY RESTRICTED FUND		\$500.00
601 WATER		\$6,799.09
602 SEWER		\$14,639.99
604 ELECTRIC		\$145,312.09
609 MUNICIPAL LIQUOR FUND		\$23,783.25
		<hr/>
		\$240,736.06

Pre-Written Checks	\$150,319.72
Checks to be Generated by the Computer	\$16,431.45
Total	<hr/> \$166,751.17



CITY OF GRAND MARAIS
Payments



Current Period: May 2018

Batch Name	5/11/18 APP Payments	User Dollar Amt	\$92,447.15
		Computer Dollar Amt	\$92,447.15
			\$0.00 In Balance

Refer	72508 VISA		
Cash Payment	E 602-49490-330 Transportation/School	Utility Commission	\$406.94
Invoice	0224 5/2/2018		
Transaction Date	5/7/2018	MAIN CHECKING G 10100	Total \$406.94

Refer	72509 VISA		
Cash Payment	E 602-49490-330 Transportation/School	Prior Month posted to wrong card	-\$1,268.37
Invoice	3814 5/2/2018		
Transaction Date	5/7/2018	MAIN CHECKING G 10100	Total -\$1,268.37

Refer	72525 MN DEPT OF REVENUE-EFTPS	Ck# 004245E 5/9/2018	
Cash Payment	G 601-20800 Taxes Due (State MN)		\$754.25
Invoice	April Sales Tax 4/30/2018		
Cash Payment	G 604-20800 Taxes Due (State MN)		\$11,972.75
Invoice	April Sales Tax 4/30/2018		
Transaction Date	5/9/2018	MAIN CHECKING G 10100	Total \$12,727.00

Fund Summary

	10100 MAIN CHECKING GMSB	
101 GENERAL FUND		\$56,636.22
211 LIBRARY		\$1,204.09
601 WATER		\$754.25
602 SEWER		(\$861.43)
604 ELECTRIC		\$11,972.75
609 MUNICIPAL LIQUOR FUND		\$22,741.27
		\$92,447.15

Pre-Written Checks	\$12,727.00
Checks to be Generated by the Computer	(\$861.43)
Total	\$11,865.57



CITY OF GRAND MARAIS

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Payments

Current Period: June 2018

Batch Name	06/08/18 APP Payments	User Dollar Amt	\$81,215.61
		Computer Dollar Amt	\$81,215.61
			\$0.00 In Balance

Refer	75366	UTILITY CONSULTANTS, INC		
Cash Payment	E 602-49480-300	Professional Svcs (GENE		\$613.60
Invoice	98378	5/30/2018		
Transaction Date	6/6/2018	MAIN CHECKING G 10100	Total	\$613.60
Refer	75399	VISA		
Cash Payment	E 601-49440-330	Transportation/School UTILITIES COMMISSION		\$359.28
Invoice	0224	6/2/2018		
Cash Payment	E 602-49490-310	Service Agreements UTILITIES COMMISSION		\$102.95
Invoice	0224	6/2/2018		
Transaction Date	6/6/2018	MAIN CHECKING G 10100	Total	\$462.23

Fund Summary

	10100 MAIN CHECKING GMSB	
101 GENERAL FUND		\$41,309.91
211 LIBRARY		\$634.66
215 LIBRARY RESTRICTED FUND		\$584.38
601 WATER		\$359.28
602 SEWER		\$716.55
609 MUNICIPAL LIQUOR FUND		\$37,610.83
		\$81,215.61

Pre-Written Checks	\$0.00	
Checks to be Generated by the Computer	\$1,075.83	
Total	\$1,075.83	

REQUEST FOR PRICING

**** THE BID FORM MUST BE COMPLETED AND RETURNED WITH PRICING ****

TO: All Contractors	Date: May 15, 2018
FROM: Erik Johnson, Project Manager McGough Construction, on behalf of the City of Grand Marais 26 E. Superior Street, Suite 203, Duluth, MN 55802	DUE DATE: Thursday, June 7, 2018 DUE TIME: 2:00 p.m.
RE: Grand Marais Public Works Facility 1800 West Highway 61 Grand Marais, MN 55604	

McGough Construction Co., LLC ("McGough"), on behalf of the City of Grand Marais ("Owner") is soliciting final bid pricing for Bid Scope No. 24 – Photovoltaic Systems on the Grand Marais Public Works Facility located at 1800 West Highway 61, Grand Marais, Minnesota, 55604.

The City of Grand Marais, Minnesota, reserves the right to reject any and all bids or to waive any informality in the bidding process.

Project Description:

The Project includes construction of the Grand Marais Public Works Facility. The overall project consists of construction of approximately 15,000 SF. of equipment storage, shop and administrative space and associated work.

Please review the attached LHB, Inc.'s Proposal Request No. 09 dated May 15, 2018, and current Construction Documents adding photovoltaic systems to the project scope.

Schedule:

The construction schedule for this scope of work is a start date of June 18, 2018, and completion date of on or before July 31, 2018.

General Bidder Requirements/Clarifications:

All bids must be submitted on the attached Bid Form with all requested information completed and Bidder's Proposal must be included. Please attach proposals to completed Bid Form. Bids can be submitted either hard copy or via email to the attention of Chris Barta, Project Coordinator, McGough Construction, 26 E. Superior Street, Suite 203, Duluth, MN 55802, on behalf of the City of Grand Marais. Via email to chris.barta@mcgough.com.

All Bids will be publicly opened and read aloud at McGough Construction, 26 E. Superior Street, Suite 203, Duluth, MN 55802, on behalf of the City of Grand Marais, **Thursday, June 7, 2018 at 2:00 p.m.**, and will be evaluated and awarded based on the Lowest Responsible Bidder process outlined in the section below.

The City of Grand Marais will award the contracts to the Lowest Responsible Bidder for each Bid Scope. In lieu of entering into a direct contract with each Contractor and then assigning that contract to McGough, the City will assign its right to enter into a binding contract with Contractors to McGough. McGough will issue its standard form of Subcontract Agreement to Contractor. Contractor will be required to execute the Subcontract Agreement unedited, and will be a Subcontractor to McGough Construction.

REQUEST FOR PRICING

Lowest Responsible Bidders Requirements:

By submitting a proposal, you are acknowledging that you have read and agree to all Bidding Requirements included in the Project Documents attached or downloaded from the McGough Project Box Account listed below. These Bidding Requirements are incorporated as part of the Request for Pricing and by submitting pricing, Contractor has read and agreed to the Bidding Requirements listed below:

Contract:

The City of Grand Marais will be awarding Contracts to Contractors for this Project. In lieu of entering into a direct contract with each Contractor and then assigning that contract to McGough Construction, the City assigned its right to enter into a binding contract with Contractors to McGough. McGough will issue its standard form of Subcontract Agreement to Contractor.

McGough Construction and Contractor agree that McGough's Standard Contract Agreement shall be the prescribed Contract form without modification. By submitting a proposal, Contractor acknowledges and agrees to all terms and conditions set forth in the Standard Contract Agreement. Contractor can obtain a copy of said Agreement by downloading it from the Box account referenced below. If you have questions or have trouble downloading the documents, please contact Chris Barta at 218-216-1501 or chris.barta@mcgough.com. McGough Construction must receive a fully executed Standard Contract Agreement and Certificate of Insurance prior to commencement of Work.

Pre-Qualification Requirements:

Contractor agrees that contractor shall be required to provide pre-qualification information as necessary for the Lowest Responsible Bidder Evaluation prior to Contract Award and at any time during the entire duration of the Contract.

Lowest Responsible Bidder Requirements:

All information below needs to be completed and submitted with Bidding documents. Contractors not meeting requirements below will not be eligible to bid on the project and bid will not be accepted.

1. Minnesota Responsible Contractor Verification Form signed and submitted with the Bid Form.
2. Three projects of similar size and scope in the last five years. Please provide Owner and Architect contact person and contact information. Include where indicated on the Bid Form.
3. Include current Safety EMR on Bid Form where indicated. Must be at or below 1.0.
4. Bid Scope Verification Checklist for your Bid Scope completed and submitted with the Bid Form.
5. Payment and Performance Bond amount included where indicated on the Bid Form.
6. Contractor agrees to be bound to the terms and conditions of the Subcontract outlined above, without modification, and agrees it meets all requirements of the Subcontract, including but not limited to the insurance requirements. Provide a certificate of insurance meeting the requirements with the Bid Form.
7. Contractor agrees with the Project Schedule. Indicate acceptance on the Bid Form where indicated.

Project Document Availability:

Drawings, Specifications and all other project documents are available by clicking on the link below. We have provided directions below to access the documents. If you should have any problems, please contact Chris Barta, Project Coordinator at 218-216-1501 or via email at chris.barta@mcgough.com.

- Click on the below link or copy and paste to your internet browser:
 - <https://mcgoughconstruction.box.com/s/yb33oxk12sj0v3jhqkhdeg640g5h2bay>

REQUEST FOR PRICING

Documents located in BOX folder(s) include, but are not limited to:

- *Drawings / Plans*
- *Request for Pricing with Bidding Requirements*
- *Bid Form (complete & return)*
- *Bid Scope Verification Checklists (complete & return with Bid Form)*
- *McGough Standard Subcontract Agreement (Sample)*
- *Specifications*
- *LHB, Inc. Proposal Request No. 09,*
- *Responsible Contactor Act Verification Form (complete & return with Bid Form)*
- *McGough Sample Certificate of Insurance Requirements*

Bid Packages and Bid Scopes:

McGough Construction is requesting bids for Bid Scope No. 24 – Photovoltaic Systems. Please review the Bid Scope Verification Checklist for detailed scope information.

Bidder Questions:

Please direct all questions through McGough Construction, on behalf of the City of Grand Marais, in writing via email to Erik Johnson, Project Manager, erik.johnson@mcgough.com.

Project Cost Summary

- L2 (4x) Equipment Costs = \$10,194
- L2 Off Site (3x) Installation Cost Estimate = \$3,000
- L2 AECL HQ (1x) Installation Cost Estimate = \$2,333
- DCFC Equipment Costs = \$55,737
- DCFC Installation Cost Estimate = \$21,000
- ZEF Professional Services Costs = \$10,000
- Great River Energy Pilot Project Contribution = (\$15,000)
- ZEF Energy Pilot Project Contribution = (\$15,000)
- GM PUC Pilot Project Contribution = (\$2,549 L2 + \$18,579 DCFC = \$21,128)

Total Year 1 Costs = \$51,136
Total Year 2+ Costs = \$4,000 (ZEFNET membership)

