

CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING/WORKSHOP
Council Chambers, 294 North 3rd Street
August 22, 2022
4:00 P.M.

STAFF AGENDA

CALL TO ORDER

Mayor St. Ores will call on Adam to take roll call of the City Council.

NEW BUSINESS (4:00 - 4:30 p.m.)

1. Consider acceptance of the 2021 city audit

Mayor St. Ores will call on Adam to provide a statement on this item. Approval is recommended. A motion to accept the audit is required.

Motion: *“I move to accept the 2021 city audit.”*

2. Consider pay application #1 to Pioneer Power for the 2021 Booster Station Improvement Project

Mayor St. Ores will call on Matt to provide a statement on this item. Approval is recommended. A motion to approve the pay application is required.

Motion: *“I move to approve pay application #1 to Pioneer Power in the amount of \$67,193.50.”*

3. Consider a lease proposal with St. Croix Preparatory Academy for use of the Nature Center

Mayor St. Ores will call on Adam to present this item.

DISCUSSION ITEMS (4:30 - 5:45 p.m.)

1. Preliminary city budget for 2023

Mayor St. Ores will call on Adam to present this item.

ADJOURNMENT

Mayor St. Ores will ask for a motion to adjourn.

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AGENDA

CALL TO ORDER

NEW BUSINESS (4:00 - 4:30 p.m.)

1. Consider acceptance of the 2021 city audit
2. Consider pay application #1 to Pioneer Power for the 2021 Booster Station Improvement Project
3. Consider a lease proposal with St. Croix Preparatory Academy for use of the Nature Center

DISCUSSION ITEMS (4:30 - 5:45 p.m.)

1. Preliminary city budget for 2023

ADJOURNMENT



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: August 17, 2022

To: Mayor and City Council
 Adam Bell, City Administrator

From: Matt Kline, Public Works Director

RE: Consider pay application #1 to Pioneer Power for the 2021 Booster Station Improvement Project

BACKGROUND

Attached, please find a copy of payment application #1 from the city’s contractor Pioneer Power for work completed on this project through July 31, 2022. As of that date, a portion of the electrical work related to base bid item #2 has been completed.

Staff and SEH have reviewed the application and found it to be consistent with the records of work completed. As a result, staff recommends approval of payment in the amount of \$67,193.50. This amount accounts for approximately 19% of the total contract amount of \$352,900.00.

Below is a summary of approved construction funding and payments made to date:

Construction Funding Summary

Item	Total
Original Contract	\$352,900.00
Change Order No. (none)	
Total Construction Funding Approved	\$352,900.00
Contractor Payment History	
Application for Payment	Total
1 – July 31, 2022 – Pending Approval	\$67,193.50
Total Contractors Payments	\$67,193.50

RECOMMENDATION

Staff recommends the City Council adopt a motion approving pay application #1 to Pioneer Power in the amount of \$67,193.50.



Application for Payment
(Unit Price Contract)
No. 1

Eng. Project No.: BAYPO 162333

Location: Bayport, Minnesota

Contractor <u>Pioneer Power, Inc.</u>	Contract Date <u>December 15, 2021</u>
<u>2500 Ventura Drive</u>	
<u>Woodbury, MN 55125</u>	Contract Amount <u>\$ 352,900.00</u>

Contract for 2022 Booster Pumping Station Improvements

Application Date <u>7/25/22</u>	For Period Ending <u>7/31/22</u>
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Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
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BASE BID

1	CONTRACTING, CONSTRUCTION PROJECT MANAGEMENT, COORDINATION, INSURANCE, BONDING & ANY OTHER GENERAL WORK NOT LISTED BELOW	LS	1	0.52	\$12,700.00	\$6,600.00
2	ELECTRICAL WORK RELATED TO DEMOLITION, TEMPORARY POWER, PUMP MOTOR CONNECTION, MOTOR CONTROL CENTER, VFDS, POWER SUPPLY AND ANY OTHER ELECTRICAL WORK NOT LISTED BELOW	LS	1	0.35	\$181,200.00	\$64,130.00
3	FURNISH AND INSTALL NEW FIXED MOUNT BACKUP GENERATOR AND TRANSFER SWITCH	LS	1		\$94,300.00	
4	FURNISH AND INSTALL INSTRUMENTATION (PRESSURE TRANSDUCER), SYSTEM INTEGRATION, SCADA & CONTROL MODIFICATIONS	LS	1		\$31,400.00	
5	FURNISH AND INSTALL NEW PUMPS & MOTORS, ASSOCIATED PROCESS WORK	LS	1		\$132,300.00	

ALTERNATE A

A1	(DEDUCT) FOR THE REBUILD OF THE EXISTING PUMPS AND INSTALLATION OF NEW 40 HP MOTORS IN LIEU OF INSTALLING NEW PUMP UNITS AS DEFINED IN SECTION 43 21 13	LS	1		(\$99,000.00)	
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Total Contract Amount	<u>\$70,730.00</u>
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Application for Payment (continued)

Total Contract Amount	\$ 352,900.00	Total Amount Earned	\$ 70,730.00
Contract Change Order No.	_____	Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No.	_____	Percent Complete	_____
Contract Change Order No.	_____	Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: _____	AFP No. 6: _____	GROSS AMOUNT DUE	\$ 70,730.00
AFP No. 2: _____	AFP No. 7: _____	LESS 5 % RETAINAGE	\$ 3,536.50
AFP No. 3: _____	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ 67,193.50
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ _____
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ 67,193.50

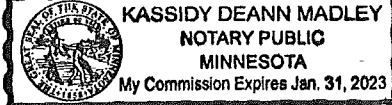
CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2022 Booster Pumping Station Improvements, Bayport, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date July 29, 2022 Pioneer Power, Inc.
(Contractor)

COUNTY OF Washington)
STATE OF Minnesota) SS By [Signature] CFO
(Name and Title)

Before me on this 29th day of July, 2022, personally appeared Bryan Norman known to be, who being duly sworn did depose and say that he is the CFO - PPI (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires Jan. 31, 2023
 [Signature]
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

[Signature] By Chad T. Katzenberger, PE - Project Manager
Date 07/29/2022

Short Elliott Hendrickson Inc.

By _____
Date _____



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: August 15, 2022

To: Mayor and City Council

From: Adam Bell, City Administrator
Sara Taylor, Assistant City Administrator/Planner

Re: Consider a lease proposal with St. Croix Preparatory Academy for use of the Nature Center

BACKGROUND

For several years, the city has discussed the long-term future of the Nature Center building that is located in the Inspiration neighborhood due to its underutilization and multiple challenges in renting the space as a public event facility. The structure was designed to be moved off the property and relocated, which is something the city has considered, but the costs to do so are high.

The city was recently approached by St. Croix Preparatory Academy (SCPA) about the potential of leasing the city's Nature Center for a term of 11 months. SCPA is temporarily in need of additional workspace for executive staff, as well as storage of some equipment. Because of its proximity to SCPA and lack of alternative nearby options, the Nature Center was identified by their personnel as an ideal space to provide both easy, convenient access to the school, as well as accommodate office space (on the main floor) and storage (in the basement). SCPA has rented the space in the past on a single-use basis, so they were familiar with the building.

Currently, the Nature Center is available for rent to the general public. On average, the building rents 7 times per year and generates approximately \$1,200 in rental income annually. Ongoing expenditures for utilities (electric, HVAC, waste/recycling service), cleaning, and snowplowing are approximately \$2,400 per year. These expenditures do not include costs for lawn mowing, landscaping, or other property, building, or infrastructure maintenance. The 2022 summer mowing and landscaping maintenance are currently being contracted and paid for by the Inspiration HOA in exchange for its meeting and event reservations. In 2022, the expense for this summer work alone was \$1200, which is the same value as twelve resident reservations. As a result of all these offsetting costs and current use, the city ends up subsidizing the building/operations at a cost of approximately \$1,200 per year.

As proposed, SCPA is offering \$1,200 per month in rent for the building and will also assume all costs for utilities, cleaning, snowplowing, and lawn/landscaping maintenance. As mentioned, the initial lease is for a term of 11 months, beginning September 1, 2022, and extending until August 1, 2023. Assuming the lease is a good fit for both SCPA and the city, there may be an option to extend the lease agreement for a longer term or the potential to relocate or sell the building to accommodate SCPA on a more permanent basis.

While the city would be forfeiting the ability to rent out this space to the public during this time, given the lack of use or rental demand, lack of success in increasing rentals, and the limitations that the physical space and parking area pose to increased rentals, staff believes this proposal would benefit the city from a financial standpoint at this time. If approved by the City Council, staff will work with the City Attorney to define the specific terms and execute a lease agreement, as outlined.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing staff to draft and execute a lease agreement with St. Croix Preparatory Academy, as outlined.