

City of Edna Bay - Special Meeting

1 — Meeting Date, Place and Call to order:

This Special meeting was held on Thursday, May 18th, 2017 at Edna Bay School.
Mayor Richter called the meeting to order at 6:05 PM.

2 — Roll Call:

Heather Richter	- Mayor / Presiding Officer	(Present)
Karen Williams	- Vice Mayor / City Council	(Absent)
Tyler Poelstra	- Clerk / City Council	(Present)
Myla Poelstra	- Treasurer / City Council	(Present)
Carleigh Fairchild	- City Council	(Present)
Doris Greif	- City Council	(Present)
Richard Stockdale	- City Council	(Present)

2.1 — Public Participants:

Maureen Viera	Russ Bartels	Lee Greif	Pat Richter	Bob Fish
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3 — Consent Agenda:

A: Approval of Meeting Agenda:

The current agenda was read by Councilor (Mr.) Poelstra.

Consensus of the public attendants was taken in favor, and no objections were noted.

Motion:

Mayor Richter moved to pass the consent agenda.

- *Seconded by Councilor Stockdale*

- **Approved by unanimous vote of the council**

3.1 — Business:

Special Business:

- a: *Dock Maintenance Project Contract Discussion and Decision.*
- b: *Bulk Fuel Tank Placement Contract Discussion and Decision.*
- c: *Bulk Fuel Mechanical Contractor Selection, Discussion and Decision.*
- d: *Bulk Fuel Facility Electrical Contractor Selection, Discussion and Decision.*

4 — Special Business

Item A – Dock Facility Maintenance Project...:

Councilor (Mr.) Poelstra passed out copies and reviewed the dock contract on the overhead projector.

Mayor Richter suggested that items B and C be removed from section C.2, and item A have the word “convenience” replaced with the word “needs”. It was also suggested to change Attachment A to remove “supplied by the City of Edna Bay” from items 1-6, and consolidate the language under item 7 for clarity.

The contract will be advertised locally for 10 days.

Consensus of the public attendants was taken in favor of approving the contract for advertising as amended.
No objections were noted.

Motion:

Councilor (Mrs.) Poelstra moved to accept and advertise the Edna Bay Dock Facility Maintenance Project Contract as amended.

- *Seconded by Councilor (Mr.) Poelstra*

- **Approved by unanimous vote of the council**

Item B – Bulk Fuel Tank Placement Contract....:

Councilor (Mr.) Poelstra read back the contract to those in attendance, projected it on the wall for review.

It was suggested that section C.1. needs to indicate the job will start upon arrival of the barge loaded with bulk fuel equipment. It was also noted to specify the requirement for the contractor to re-paint and perform any maintenance necessary to repair scratches and damage to the tanks/skids during the moving process.

It was suggested to replace “convenience” in section C.2. with “as necessary by the City”, add “roadways and BFF pad” to D.2., and note in Attachment B, item E that contractor must “Provide proof of insurance within 5 working days of bid award and prior to Notice to Proceed”.

Bidders will be encouraged to provide certificates of insurance with their bid. Since the attachments amount to hundreds of pages of material, the attachments will be available online for public review on the City website.

Consensus of the public attendants was taken in favor of advertising the bulk fuel facility contract as amended. No objections were noted.

Motion:

Councilor Stockdale moved to accept and advertised the Edna Bay Bulk Fuel Facility Contract as amended.

- *Seconded by Councilor Greif*
- **Approved by unanimous vote of the council**

Item C – Bulk Fuel Facility Mechanical Contractor....:

Mayor Richter summarized the discussion that took place at the recently held Work Session regarding available contractors to perform the mechanical work on the Bulk Fuel Facility. A formal acceptance of the recommendation to selection Schmolck Mechanical as the contractor of choice is needed.

The proposals from Schmolck Mechanical and Superior Group were discussed and summarized for those in attendance to bring everyone up to date.

Consensus of the public attendants was taken in favor of selecting Schmolck Mechanical to perform the mechanical portion of the Bulk Fuel Facility project. No objections were noted.

Motion:

Councilor Greif that we accept Schlock’s \$149,944 adjusted base bid, as submitted.

- *Seconded by Councilor (Mr.) Poelstra*
- **Approved by unanimous vote of the council**

Item D – Bulk Fuel Facility Electrical Contractor....:

Mayor Richter summarized two bids that were submitted to the City for the electrical portion of the Bulk Fuel project. One was from First City Electric for \$139,150, and the other from Channel Electric for \$198,000. She noted that First City has heavily adjusted their proposal to reduce the cost as much as possible to fit within the City’s budgetary constraints.

Questions were raised on whether the cost of the generator is justified and if the City can obtain one for a lower fee to further reduce the cost of the contract. It was agreed to stipulate that the contract be accepted with the option open for the City to supply the generator for the facility if the bid from First City is accepted.

The bid from Channel Electric was discussed. Overall consensus was that the quote was too high to consider for selection.

Consensus of the public attendants was taken in favor of selecting First City Electric to perform the electrical portion of the Bulk Fuel Facility project. No objections were noted.

Motion:

Councilor (Mrs.) Poelstra that we accept First City Electric’s \$139,150 bid, with the option for the City to provide the generator.

- *Seconded by Councilor Fairchild*
- **Approved by unanimous vote of the council**

5 – Persons to be Heard:

A special “Thank You” for Mayor Richter was observed by all in attendance for her diligent and hard work on the Bulk Fuel Facility project.

Adjournment

Mayor Richter moved that the meeting be adjourned.

Motion seconded by Councilor (Mrs.) Poelstra

Meeting adjourned at 8:05 PM.