



City of Columbia Heights

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Visit our website at: www.columbiaheightsmn.gov

Mayor

Donna Schmitt

Councilmembers

Robert A. Williams

John Murzyn, Jr.

Connie Buesgens

Nick Novitsky

City Manager

Kelli Bourgeois

NOTICE OF WORK SESSION

Meeting of:	Columbia Heights City Council
Date of Meeting:	February 3, 2020
Time of Meeting:	7 pm
Location of Meeting:	City Hall- Conference Room 1
Purpose of Meeting:	Work Session

1. Rental Property Update
2. Board & Commission Interview Questions
3. MWMO Grant Agreement
4. Pumps for Silver Lake Lift Station



AGENDA SECTION	WORK SESSION
ITEM NO.	2
MEETING DATE	FEBRUARY 3, 2020

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Board & Commission 2020 Interview Questions		
DEPARTMENT:	Administration	CITY MANAGER'S APPROVAL:	
BY/DATE:	Nicole Tingley / January 28, 2020	BY/DATE:	
CITY STRATEGY:	#8: Engaged, Multi-Generational Population		
Additional Strategy?	Choose an item.		
SHORT TERM GOAL (IF APPLICABLE):	Choose an item.		
Additional Goal?	Choose an item.		

BACKGROUND:

After last year's Board and Commission interviews, City Staff was asked to look at revamping the interview questions after the Library Board used new questions. Attached is a draft of new questions. All of the interviewees will be asked the 5 questions on the first page. The commission or commissions they are interested in will determine what questions on the second page are asked. This format allows for flexibility in interviewing one individual for multiple boards or commissions. Staff is seeking feedback on these questions.*

*These questions were initially brought to January 6th Work Session. The City Council asked for them to come back to the February 3rd Work Session.

ATTACHMENT(S):

- Draft Board & Commission Interview Questions
- Current Board & Commission Interview Questions
- Current Library Board Interview Questions

BOARD AND COMMISSION INTERVIEW

Name _____ Date/Time _____

1. Briefly describe any training, education, or relevant experience that you have acquired that would benefit the City of Columbia Heights.
2. What motivated you to apply to serve on a board or commission (please be specific to the ones you are interested in)?
3. Describe your involvement and participation in community groups and civic organizations.
4. Why do you feel that you would be a good person to represent the opinions and concerns of the City?
5. Are you aware of any circumstances in which you may have a conflict of interest due to work or personal situations; or do you see any conflicts with the meeting schedule?

Economic Development Authority

1. Please describe your understanding of the role of the Economic Authority Commission and the responsibilities/duties of its members.
2. What is your view of growth and development for the City of Columbia Heights?
3. What ideas do you have to encourage and support current business owners and what ideas do you have about how we could attract new businesses to Columbia Heights?

Library Board

1. Please describe your understanding of the role of the Library Board and the responsibilities/duties of its members?
2. The Library Board may need to encourage grants or gifts in support of the library. Do you have any experience in fundraising or grant writing? (This is not essential but may be helpful).
3. In your opinion what are the strengths and weaknesses of the library's programs and services? What are your experiences with them

Parks and Recreation Commission

1. Please describe your understanding of the role of the Parks and Recreation Commission and the responsibilities/duties of its members.
2. In your opinion, what are the strengths and weaknesses of the City's parks and its recreation programs? What are your experiences with them?
3. When considering potential parks projects or recreation programs, what do you think needs to be considered?

Planning Commission

1. Please describe your understanding of the role of the Planning Commission and the responsibilities/duties of its members.
2. What is your opinion and understanding to the Comprehensive Plan? How familiar are you with the Comprehensive Plan? What role do you think it will play in the evaluation of a typical application which you will see as a Planning Commissioner?
3. What are some of the most important concerns or issues that you think the City will face in the next 5-10 years? 10-20 years?

Traffic Commission

1. Please describe your understanding of the role of the Traffic Commission and the responsibilities/duties of its members.
2. What do you see as the greatest challenges in traffic safety facing Columbia Heights over the next few years?
3. What do you feel should be the top priorities of the Traffic Commission?

BOARD AND COMMISSION INTERVIEW

Name _____ Date/Time _____

1. What particular skills, expertise, or interest do you possess that you feel would be beneficial to you as a board or commission member?
2. What do you feel are positive and negative aspects of our community?
3. Describe your involvement and participation in community groups and civic organizations.
4. Name three reasons why you are interested in serving?
5. Conflict of interest is defined as the participating on any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect.
 - a. In accordance with this definition, do you own any real property or business located in Columbia Heights in which you have a legal or equitable interest, which could be construed as a conflict of interest? If yes, please explain.

CURRENT LIBRARY BOARD INTERVIEW QUESTIONS

1. Do you have a Columbia Heights library card? What services have you used in our library? If you don't have a library card, or you don't regularly use the library why are you interested in serving on the Library Board?
2. A Library Board is not necessarily a library patron or someone that just loved to read. In what ways do you already give back to the community?
3. What do you think is the role of a Library Board member?
4. The library serves all members of the community. What unique quality do you feel you can bring to the Library Board?
5. The Library Board may need to encourage grants or gifts in support of the library. Do you have any experience in fundraising or grant writing? (This is not essential but may be helpful.)
6. Is there anything that you would like to ask us in regard to this position?



AGENDA SECTION	WORK SESSION
ITEM NO.	3
MEETING DATE	FEBRUARY 3, 2020

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	ACCEPT MWMO GRANT AGREEMENT		
DEPARTMENT:	Public Works	CITY MANAGER'S APPROVAL:	
BY/DATE:	Kevin Hansen / January 28, 2020	BY/DATE:	
CITY STRATEGY:	#7: Strong Infrastructure/Public Services		
Additional Strategy?	N/A		
SHORT TERM GOAL (IF APPLICABLE):	N/A		
Additional Goal?	N/A		

BACKGROUND: The Huset Park splash pad began operation in 2016. The system is a flow through type – in that the water that is used by the splash pad flows out of the pad area and is discharged to Zurek Pond. Zurek Pond discharges at the south end and flows by gravity down 5th Street into the City of Minneapolis storm sewer system.

ANALYSIS/CONCLUSIONS: Following the completion of the Huset Park splash pad, staff had discussions with MWMO staff regarding potential water quality projects in the City. One potential project would be water reuse. This is where sufficient surface water is available to be used for other purposes, most typically irrigation. The cities of St. Anthony and Centerville are two recent examples of water reuse projects providing irrigation for park and/or athletic field applications.

With Huset Park adjacent to Zurek Pond, staff suggested an analysis of irrigation as a possible reuse project. Staff contacted the original design engineer, Stantec, for detailing the steps in a feasibility report. Stantec also met with the MWMO staff for additional input regarding the work scope. As the MWMO is both performing and evaluating stormwater improvements in the downstream area, the work scope was modified to include water quality and flood control evaluations. The work scope has been refined and is detailed in the attached Stantec letter dated January 23rd, 2020. The MWMO would provide funding for the entire study phase in the amount of \$40,000 through a grant to the City.

STAFF RECOMMENDATION: Approve the grant agreement with the MWMO for the Huset Park Feasibility Report in the amount \$40,000 and authorize the consulting engineering firm of Stantec to prepare the feasibility report as detailed in their January 23rd, 2020 work plan (attached).

RECOMMENDED MOTION(S): Accept the grant from the MWMO in the amount of \$40,000 for the Huset Park Feasibility Study and accept the proposal from the consulting engineering firm of Stantec for the Huset Park Feasibility Study in the amount of \$40,000, and authorize the Mayor and City Manager to enter into a contract for the same.

ATTACHMENT(S): MWMO Board Resolution
 Stantec 1/23/2020 Task Listing



MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION

Request For Board Action

Attachment 6.3

Agenda Item: Huset Park Feasibility Study

Presenter: D. Snyder

Meeting Date: 14 January 2020 **Flexibility:** Yes No

Estimated Time: Consent Agenda 10 Min. 15 Min. 30 Min. 45 Min. 1 Hour

Action Request: Information/Review Motion to approve Budget Change Other

Board Action: Approved Denied Tabled Accepted Report Other

Date of Action: 14 January 2020

Background (Attach Supporting Documents as needed)

The City of Columbia Heights (City) would like to plan for potential irrigation improvements to one or two of the fields in Huset Park, using water from the existing Zurek Pond. In subsequent discussions with the Mississippi Watershed Management Organization (MWWMO), we indicated we have an interest in building on to this project to improve water quality as well as reduce flooding issues downstream in Minneapolis, which connects to our joint project at Columbia Golf Course.

As a first step, the City needs to determine the feasibility and desirability of this project. The City proposes to do this by preparing a preliminary report that evaluates stormwater management options, provides an initial recommended design concept, and estimates the cost of this potential project. Options to be evaluated include:

- Reuse of stormwater from Zurek Pond to irrigate the fields; and
- Providing a pond outlet that could draw down the Zurek Pond level, thereby increasing the effective flood storage; and
- Providing additional pond storage in Huset Park at a location other than Zurek Pond; and
- Providing a filtration bench along the pond, enhanced with iron filings to remove dissolved phosphorus, and potentially including a recirculating pump in a pump station.

The engineer's estimated cost of the study is not to exceed \$40,000.

The cost was prepared without first reviewing the MWMO's XPSWMM model and assumes that relatively minimal work will be needed to turn this model into a sufficiently detailed existing conditions model of the area. Staff agrees this is the case.

The MWMO funding would go the City and the City will manage the project. The MWMO and the City of Minneapolis staff will also participate as part of the project team because of the connection of the study area to the 1NE Columbia Golf Course project.

Mississippi Watershed Management Organization

RESOLUTION 2020-006

A RESOLUTION APPROVING FUNDING TO THE CITY OF COLUMBIA HEIGHTS FOR THE Huset PARK FEASIBILITY STUDY

WHEREAS, The MWMO's 10-year Plan has established a goal to Protect and improve the Mississippi River; followed by actions that limit the transport of pollutants to the Mississippi River and identify and implement stormwater management practices for highly urban settings; and

WHEREAS, The City of Columbia Heights and the MWMO share common interests in reducing the local and downstream effects of flooding and reducing pollutant loading to the Mississippi River and

WHEREAS, The goal of the feasibility study is to identify, advance design of and develop cost estimates for the storage, reuse and filtration of stormwater at Huset Park and Zurek Pond and their contributing watershed; and

WHEREAS, The MWMO staff reviewed the project proposal developed by the City's consultant and has determined it is a realistic cost for the project; and

WHEREAS, The MWMO has funds available in the Capital Project and Initiatives fund to support this feasibility study.

NOW THEREFORE BE IT RESOLVED, the MWMO Board of Commissioners commit \$40,000 for a grant to the City of Columbia Heights for a stormwater feasibility study at Huset Park and authorizes MWMO staff to take all necessary administrative actions to implement the resolution.

Adopted this the 14th day of January, 2020.

Review for the Board:

Kevin Reich, Chair

Review for Administration:

Douglas Snyder, Executive Director



Stantec Consulting Services Inc.
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

January 23, 2020
File: 193885208

Attention: Kevin Hansen
Public Works Director
637 38th Avenue NE
Columbia Heights, MN 55421

Reference: Huset Park Stormwater Management and Harvesting System Preliminary Report

Dear Kevin,

In our September 18, 2018 meeting, you indicated that the City of Columbia Heights would like to plan for potential irrigation improvements to one or two of the fields in Huset Park, using water from the existing Zurek Pond. In subsequent discussions with you and with Doug Snyder, it was indicated that the Mississippi Watershed Management Organization (MWMO) would have an interest in building on this project to improve water quality as well as reduce flooding issues downstream in Minneapolis.

As a first step, the City needs to determine the feasibility and desirability of this project. Stantec proposes to assist the City in this effort by preparing a preliminary report that evaluates stormwater management options, provides an initial recommended design concept, and estimates the cost of this potential project. Options to be evaluated include:

- Pumping from Zurek Pond to irrigate the fields
- Providing a pond outlet that could draw down the Zurek Pond level, thereby increasing the effective flood storage. It is our understanding that expanding the pond size is not an option, due to space constraints within the park.
- Providing additional pond storage in Huset Park at a location other than Zurek Pond
- Providing a filtration bench along the pond, enhanced with iron filings to remove dissolved phosphorus, and potentially including a recirculating pump in a pump station

The tasks to prepare this preliminary report will include:

1. Stormwater Modeling. Stantec will build on the MWMO's XPSWMM model of the area to create a model of the drainage area, including Huset Park and Zurek Pond, to a downstream outlet point at 5th Street NE and Columbia Way in Minneapolis. The model will be used to estimate existing flooding conditions in the residential area northeast of the 5th Street/Columbia Way intersection as well as various flood control options.

The primary flood control options include drawdown within Zurek Pond and additional flood storage within Huset Park. Stantec will use the XPSWMM model to evaluate the effectiveness at reducing flooding in the downstream residential area in Minneapolis. Drawdown in Zurek Pond will assume

Reference: Huset Park Stormwater Management and Harvesting System Preliminary Report

pumping down the pond prior to flood events. Location and available area for the additional flood storage within Huset Park will be based on the City's Huset Park Master Plan and discussions with the City. The pond depth, area, volume, high water level, and outlet will be determined. A preliminary cost estimate will be performed for the flood control options.

2. Pond Water Balance. Stantec will perform a water balance evaluation for Zurek Pond. This will include evaluating the volume of water contributing to the pond from the splash pad and the drainage area to the pond. As part of this evaluation, various storm frequencies will be evaluated using NOAA Atlas 14 rainfall data to determine the expected volume of water contributing to the pond from the drainage area. The expected water volume needed to irrigate the desired area will then be estimated and compared to the expected volume available.
3. Pumping Station. Stantec will prepare a preliminary design of a stormwater pumping station at Zurek Pond. A combination of three potential pumping options will be evaluated:
 - a. Pumping water from Zurek Pond to an irrigation system located between the ballfield located in the NW corner of the intersection of Huset Parkway and Jefferson Street Northeast and the multi-use field to the northwest of that ballfield.
 - b. Pumping water from the pond into the downstream storm sewer in order to draw down the pond prior to a flood event.
 - c. Pumping water from the pond to a filtration bench along the pond.

The pumping station design will evaluate the minimal components for structural, electrical, and mechanical equipment needed to pump the stormwater to the receiving system (irrigation, storm sewer, filtration bench) and size the facility. The preliminary design will also include an inlet structure in the pond and the forcemain needed to connect to the receiving system. Given that there are multiple potential combinations of pumping options, we will discuss with the City to determine a set of three potential pumping combinations to evaluate. A preliminary cost estimate will then be performed for these preferred combinations of options.

4. Irrigation System. Stantec will prepare a preliminary design of an irrigation system. The goal of the irrigation system will be to effectively irrigate the ballfield outfield and the multi-use field. The preliminary design will evaluate different types of sprinkler systems but will focus on systems capable of meeting the sprinkling coverage objectives and the use of unfiltered water from Zurek Pond. The preliminary design will determine the pressure and water volume needed that will be used for the analyses in Tasks 1 and 2. A preliminary cost estimate will be performed for the selected irrigation system.
5. Filtration Bench. Stantec will design an iron-enhanced filtration bench to be located along the pond. Bench area, depth, materials, and potential draintile will be included in the design. A preliminary cost estimate will be performed for the filtration bench.

Reference: Huset Park Stormwater Management and Harvesting System Preliminary Report

6. Preliminary Report. At the conclusion of the preliminary design efforts, a preliminary report will be prepared which describes the stormwater methodology and conclusions and presents the selected pumping station and irrigation system. The report will include figures to depict the system and a cost estimate of the proposed facilities.
7. Meetings. Our fee estimate includes two meetings with City Staff and one with the MWMO. It is anticipated that the first City meeting will be a kickoff and data collection meeting, and that the second meeting will be a review meeting prior to final publication of the report. The meeting with the MWMO will likewise be a review meeting prior to the report publication.

Stantec proposes to perform the tasks outlined in this letter for an estimated fee of \$40,000. The deliverable will be the report outlined in Task 6. We propose to conduct the work on an hourly basis not to exceed \$40,000 without further direction and authorization from the City. The cost was prepared without first reviewing the MWMO's XPSWMM model and assumes that relatively minimal work will be needed to turn this model into a sufficiently detailed existing conditions model of the area. If a higher level of effort appears to be necessary to create the existing conditions model, we would contact you prior to proceeding with this work.

Thank you for the opportunity to provide service to the City of Columbia Heights.

Regards,



Dan Edgerton, PE
Senior Associate
Phone: (612) 712-2037
Cell: (651) 775-5627
dan.edgerton@stantec.com

Reference: Huset Park Stormwater Management and Harvesting System Preliminary Report

By signing below, the client acknowledges that it has read, accepts and agrees to the terms and conditions attached hereto and that the terms and conditions, together with this proposal, constitute the contract, and further the client hereby authorizes Stantec to proceed with the services herein described.

City of Columbia Heights

Stantec Consulting Services Inc.

Print Name and Title

Signature _____

Print Name and Title

Signature _____

Dan Edgerton, Senior Associate

Print Name and Title

Signature _____

Mark Rolfs, Principal

Print Name and Title

Signature _____



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

DESCRIPTION OF CLIENT: The Client confirms and agrees that the Client has authority to enter into this Agreement on its own behalf and on behalf of all parties related to the Client who may have an interest in the Project.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

Liability of Consultant shall be further limited to such sum as it would be just and equitable for Consultant to pay having regard to the extent of its responsibility for the loss or damage suffered and on the assumptions that all other consultants and all contractors and sub-contractors shall have provided contractual undertakings on terms no less onerous than those set out in this Agreement to the Client in respect of the carrying out of their obligations and have paid to the Client such proportion of the loss and damage which it would be just and equitable for them to pay having regard to the extent of their responsibility.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or



damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.



AGENDA SECTION	WORK SESSION
ITEM NO.	4
MEETING DATE	FEBRUARY 3, 2020

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	AUTHORIZATION TO PURCHASE SMITH & LOVELESS PUMPS FOR SILVER LAKE LIFT STATION		
DEPARTMENT:	Public Works	CITY MANAGER'S APPROVAL:	
BY/DATE:	Kevin Hansen / January 28, 2020	BY/DATE:	
CITY STRATEGY:	#7: Strong Infrastructure/Public Services		
Additional Strategy?	N/A		
SHORT TERM GOAL (IF APPLICABLE):	N/A		
Additional Goal?	N/A		

BACKGROUND:

The Silver Lake Lift Station was included in the Public Works Capital Improvement 2020 Budget for replacement. Its reconstruction is identified in our CIP to update and modernize the facility and improve reliability. As part of the reconstruction two 10 HP pumps will be replaced and the current lift station will be moved to make room for a new boat launch. Public Works is working with WSB & Associates on the redesign of the station and is prepared to go out for bid in February 2020. As part of the bid process, staff is requesting to purchase the pump station via a sole source purchase and choose the station and pump supplier. The supplier of choice is Smith & Loveless. Purchasing directly from Smith & Loveless ensures a known price in the reconstruction of the lift station, and acquires the make and model of pump already in the sanitary sewer system. Currently, the City has Smith & Loveless pumps installed at other stations and the use of a single pump manufacturer creates familiarity and redundancy in the sanitary sewer system. Public Works staff will be familiar with the pump operations, the design of the system, have replacement parts on hand, and be able to utilize pumps across stations in the event of an emergency. Smith & Loveless is viewed as a top supplier of pumps, and by utilizing their system the City will be well positioned to provide reliable service to the citizens, and protect property and the environment.

STAFF RECOMMENDATION:

Purchase sole source pump station with two 10 HP pumps from Smith & Loveless to replace the aging station at the Silver Lake boat launch site.

RECOMMENDED MOTION(S):

Move to authorize staff to make a sole source purchase of Smith & Loveless pump station.

ATTACHMENT(S):