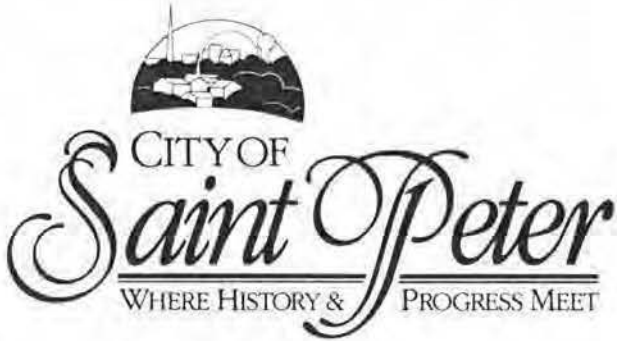


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

**Regular Meeting of the Saint Peter Public Library Advisory Board
Tuesday, May 9, 2023
5:30 p.m.
St. Peter Library Meeting Room**

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
- V. REPORT OF THE LIBRARIAN**
 - A. Summer Program Preview (Verbal)
 - B. Outreach (Verbal)
- VI. OLD BUSINESS**
 - A. Friends of the Library Update
- VII. NEW BUSINESS**
 - A. Library Condenser
- VIII. OTHER BUSINESS**
 - A. Additional Agenda Items
- IX. ADJOURN**

Director of Recreation & Leisure Services
Joey Schugel



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/20/2023

FROM: Joey Schugel
Director of Recreation and Leisure Services

RE: Receipt Of Bids Authorization: Library Condenser Unit Replacement

ACTION/RECOMMENDATION

Authorize receipt of bids for replacement of a condenser unit at the Library.

BACKGROUND

The Community Center and Library are coming up on 21 years old and as our facilities age we have been making plans for replacing or updating based on our preventative maintenance program.

This year, as you know, \$275,000 was budgeted through the equipment certificate for replacement of a chiller unit at the Community Center. Although the chiller has been functioning properly, the unit is at the age where it is hard to find parts and supplies that are cost effective to repair versus a replacement. Additionally, it uses a cooling agent that is no longer used and availability will be a growing challenge. The preventative maintenance program for the chiller continues to be effective and our maintenance servicing company is confident we can continue another year with the current unit.

The Library condenser unit has struggled over the last couple of years with multiple repairs that allowed us to limp the unit through cooling season. My plan was to recommend replacement of this unit in 2024, however, the current condition of this equipment has led to a recommendation from our maintenance servicing company that now is an appropriate time to replace the condenser at an expected cost of \$175,000.

From a budgeting perspective, this change is a "swap" of years for this equipment and the equipment certificate. Typically, we would not do a formal budget modification but would instead ensure that we follow through on changes in your 2024 budget cycle.

The price of this replacement equipment requires receipt of formal sealed bids and I request City Council authorization to develop plans and specifications and advertise for the receipt of bids. If approved and once bids are received, this would be brought back to a Council meeting for award of the bid.

FISCAL IMPACT:

Other than a minimal publication cost for the bid advertisement, this action has no fiscal impact. If a bid was awarded in the future, including authorization to fund the purchase from the 2023 Equipment Certificate in place of the chiller unit for the Community Center, the Certificate amount would be reduced by approximately \$100,000.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will await further direction from the City Council.

Negative vote: No further action will be taken, however, failure to receive bids prior to failure would put the City in the position of having to make an emergency purchase which may result in a higher cost.

Modification of the Resolution. This is always an option of the City Council.

Please feel free to contact me if you have any questions or concerns about this agenda item.

JS/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2023 -

STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)

**RESOLUTION AUTHORIZING RECEIPT OF BIDS FOR REPLACEMENT OF CONDENSER
UNIT AT LIBRARY**

WHEREAS, the condenser unit at the library has required multiple repairs in the last several years;
and

WHEREAS, capital planning called for replacement of the unit in 2024; and

WHEREAS, the maintenance servicing company on the unit has recommended replacement of
the unit at this time; and

WHEREAS, replacement of the Community Center chiller unit, funding for which was included in
the 2023 Equipment Certificate budget, could be used to instead fund replacement of the
condenser; and

WHEREAS, staff recommends authorization be provided for receipt of bids for the replacement
of the Library condenser unit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT
PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to proceed receipt of formal
sealed bids for replacement of the condenser unit at the library.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day
of April, 2023.

Shanon A. Nowell
Mayor

ATTEST:

Todd Prafke
City Administrator