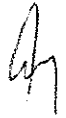


Memo

To: City Council
From: Amy E. Gilson, P.E., Director of Public Works
Date: June 21, 2016
Re: Windemuller Invoice



At the city council meeting on June 13, 2016 council member Bahmer questioned the above mentioned invoice and why it took so long to get to this point if this was part of an emergency purchase. The invoice is related to the installation of variable frequency drive (VFD) at the Tirrell Lift Station that was approved as an emergency purchase at the council meeting on March 24th.

The reason the VFD purchase was put through as an emergency purchase is that it takes time to have a VFD delivered and installed. Being our main lift station that pumps all of the sewage from the city, time was of the essence as we were left vulnerable. The VFD was ordered on March 24th, but it was not delivered until April 14th which was longer than expected. Windemuller was on site to install the VFD, but as mentioned in the emergency purchase memo, the VFD was a different brand than the existing one which was no longer available. That meant that it was not a direct replacement. It was necessary for Windemuller to install new conduit, run new wiring, and program the SCADA for the new VFD. The process was also slowed when a special connection had to be ordered. The installation was complete and startup occurred on May 4th. The invoice was not processed until the June 13th meeting making the process appear slower than it truly was.

It is our opinion that the job was done in an expedited manner. I would also like to thank the staff at the wastewater plant for all of the assistance they provided in making this happen so quickly.

Please let me know if you require additional information.

cc: Gregg Guetschow, City Manager