

Mayor George Deiss
Council Member Duke Harrison
Council Member Mark Lunde
Council Member Wade Miller
Council Member Mac Nelson



Special City Council Meeting Agenda
November 19, 2025
4:30 pm

1. New Business

- A. Action 25-70: Library Basement HVAC Project Discussion

ACTION MEMORANDUM 25-70



Subject: Library Basement HVAC Project

From: George Deiss, Mayor

Agenda Date: November 19, 2025

Background Information:

Mayor Deiss will provide detailed information at the meeting.

Action Request:

Approve the HVAC project.

Council Action: ☐ **Approved**

☐ **Defeated**

☐ **Amended:** _____

Wadena Library HVAC Draft Budget

Date: November 7, 2025



CATEGORY OF WORK		TRADE CONTRACTOR NAME	ORIGINAL CONTRACT	CHANGE ORDERS	ADJUSTED CONTRACT	PAID TO DATE	BALANCE TO FINISH
1	General Construction	CoBuilt Construction	\$29,110.00	\$0.00	\$29,110.00	\$0.00	\$29,110.00
2	Fire Protection	Budget Number	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
3	Electrical	Vinco, Inc	\$8,550.00	\$0.00	\$8,550.00	\$0.00	\$8,550.00
4	HVAC	Esser	\$44,883.00	\$0.00	\$44,883.00	\$0.00	\$44,883.00
5	Controls	Wired	\$9,782.00	\$0.00	\$9,782.00	\$0.00	\$9,782.00
TRADE CONTRACTOR TOTAL:			\$95,325.00	\$0.00	\$95,325.00	\$0.00	\$95,325.00
	Contingency	Budget	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
	General Conditions	Budget	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
	CM Fee	Contegrity Group, Inc.	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
	Architect & Engineer Fee	Architect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Architect & Engineer Reimbursables	Architect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONSTRUCTION TOTAL:			\$119,325.00	\$0.00	\$119,325.00	\$0.00	\$119,325.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROJECT TOTAL:			\$119,325.00	\$0.00	\$119,325.00	\$0.00	\$119,325.00



542 West Main Street, Perham, MN 56573
218.346.3530 | EsserPlumbingandHeating.com

WADENA LIBRARY BASEMENT HVAC

11-6-2025

CONTEGRITY GROUP

We are pleased to quote the following:

We will provide and install the new ductwork and diffusers from the provided Widseth designed plans dated 5-19-2025. Plumbing and HVAC work are included only. The following items are included:

- Ductwork and duct installation to match plan page M1.11.
- Supply and return air registers.
- Transfers will be installed per plans.
- Core drilling of the block wall for the return air transfers.
- Cutting of the block wall for the new lintel through the employee wall lounge.
- Supply duct will be insulated per code.
- Test and balance of the system once the ductwork is completed to verify system operation.
- Labor and miscellaneous materials to complete this installation are included.

We propose to furnish material and labor complete in accordance with the above specifications for the following sum: **\$44,883.00**

No temporary heating or cooling will be provided while the unit is offline for duct installation.

No portable toilet is included. The plan would be to use the on-site bathrooms.

No dewatering is included will be extra if necessary.

No fire protection work is included.

No electrical is included.

No controls work is included.

No general construction work is included.

PAYMENT TO BE MADE AS FOLLOWS: PROGRESS PAYMENTS

ACCEPTANCE OF PROPOSAL: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

AUTHORIZED SIGNATURE

AUTHORIZED ACCEPTANCE

DJ Altstadt, Commercial Estimator

IF NOT ACCEPTED WITHIN 14 BUSINESS DAYS WE MAY WITHDRAW THIS PROPOSAL OR INCREASE PRICING BECAUSE OF MARKET VOLATILITY. ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL.



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ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENTS UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

CoBUILT

CONSTRUCTION SERVICES

October 21, 2025

Jim Oman
Contegrity Group
101 1st St SE
Little Falls, MN 56345

Project: Wadena City Library HVAC Buildout

We would like to thank you for the opportunity to provide you with a proposal for your upcoming project. The scope of work below includes all labor, material and other items needed to complete the scope of work as detailed herein:

General Requirements

- Provide cleaning as necessary to keep the job site safe and looking neat.
- Provide Supervision and Project Management to complete the scope of work included in this proposal.
- Provide general liability insurance, equipment as needed for our scope, temporary protection for our scope.

Scope of Work

- Project scope based off Widseth plans dated 5/19/2025, MT1.10, MD1.11, M1.11 & M1.12.
- Provide demo of storage shelves as noted, demo of CMU wall openings for ductwork and transfers as noted.
- Provide removal as necessary to drop acoustical ceiling in conference room to provide 1'-0" clearance for plenum. Salvage materials for reinstallation.
- Provide and install steel lintels as detailed for duct openings, grout walls as noted at lintel per structural details. Provide patching as needed around round duct openings.
- Provide and install light gauge metal framed chase at corridor with drywall finish. Finish drywall and paint new gypsum board.
- Provide temporary measures to control dust and protect existing finishes to complete our scope of work.

Exclusions

- Permits, P&P Bonds, Dumpsters, Portable Toilets, Fire Caulking, Final Cleaning, Prevailing Wages, Floor Protection for other trades, MEP.

Total Investment: \$29,110 (Twenty-Nine Thousand One Hundred Ten Dollars)

Thank You,



Nick Ylitalo
President
Email: nick.ylitalo@cobuiltcs.com
Phone: (218) 252 5971

Acceptance

Billing to be done monthly with net payment made on all billings within 15 days, and 1-1/2% service charge on all overdue payments. Prices in this proposal are guaranteed for (30) days. The terms, price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Signature

Date



Proposal

Date: 10/10/25

Customer:

Contegrity Group
Attn: Jim Orman
101 1st St Se Little Falls, Mn 56345

Project Information:

Wadena Library
210 1st St Sw
Wadena, Mn 56482

Vinco Electric is proposing to furnish and provide all labor, material, and permit fees associated with the above stated project ("Project") in accordance with the NEC, local codes, and jurisdiction.

Base Bid **\$8,550.00**

Scope of Work:

- Remove and reinstall 6 lights in Conference 48. (Existing lights reused).
 - Remove and reinstall ceiling fan in Conference 48.
- Remove and reinstall 6 lights in Employee Lounge 36. (Existing lights reused).
- Move 1" conduit in Employee Lounge 36 east wall for duct work.
- Lights in Workroom 43 shall remain as is.
- Conduit between MDC-A and MDC-D in Storage Room 11 shall remain and not be moved.
 - If this conduit needs to be removed ADD \$3,772.00 to the base bid.

Exclusions:

- Utility cost/fees
- Engineered or CAD drawings
- Door access/security/CCTV/ audio visual /fire alarm/ television systems
- Data cabling and head end equipment
- Coordination and ARC flash studies
- Temporary electrical heat
- Prevailing/Davis Bacon wage rates
- Performance and bid bond
- Allowances and liquidated damages
- Primary Injection Testing
- Trenching in/through ground water, bedrock, rubble, frost, other unforeseen materials

QUALITY — SERVICE — COMMITMENT



Prepared By: *Craig Eischens* Vinco Electric (320)-808-4138

NOTICE TO PROCEED

I do hereby award the work as described above at the above-mentioned project to be completed by Vinco Electric.

Signature of Acceptance

Date of Acceptance

Printed Name

Work/Purchase Order Number

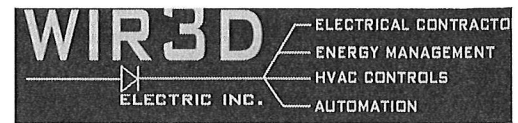
THIS PROPOSAL IS GOOD FOR 10 DAYS. VINCO ELECTRIC IS NOT LIABLE TO COVER PRICE INCREASES DUE TO VOLATILITY WITHIN THE COMMODITIES MARKET. THESE MATERIALS INCLUDE BUT ARE NOT LIMITED TO: WIRE, CONDUIT, LIGHTING FIXTURES, BREAKER PANELS, ETC. UPON ACCEPTANCE, ALL COSTS ASSOCIATED WITH THE WORK SHOWN ABOVE WILL BE REVIEWED, ANY INCREASE IN PRICE WILL BE PRESENTED TO THE CUSTOMER AND ADDED TO THE CONTRACT VALUE. VINCO ELECTRIC IS NOT LIABLE FOR ANY PROJECT DELAYS DUE TO EXTENDED LEAD TIMES ON EQUIPMENT AND/OR MATERIAL DUE TO CURRENT MARKET CONDITIONS OR SUPPLY CHAIN ISSUES.

PAYMENTS: ALL PAYMENT TERMS AS LISTED BELOW ARE ACCEPTED UPON THE SIGNING OF THE NOTICE PROCEED BOX ABOVE.

- 1) VINCO RESERVES THE RIGHT TO MAKE REQUESTS FOR 50 PERCENT DOWN PAYMENT UPON NOTICE TO PROCEED, AS WELL AS PROGRESS PAYMENTS MONTHLY AS THE WORK PROCEEDS, OR AT MORE FREQUENT INTERVALS AS DETERMINED BY THE PROJECT MANAGER BASED ON PROGRESS OF COMPLETED WORK.
- 2) FAILURE TO MAKE PAYMENTS MAY RESULT IN DELAY IN WORK PROGRESS AT VINCO'S DISCRETION UNTIL PAYMENT IS RECEIVED.
- 3) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
- 4) UNDER MINNESOTA LAW YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR AGREEMENT AMOUNT; OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.
- 5) ANY AMOUNTS OWED UNDER THIS AGREEMENT THAT ARE NOT PAID WITHIN 30 DAYS OF RECEIPT OF INVOICE SHALL BEAR INTEREST AT THE LESSOR OF: (A) EIGHTEEN PERCENT PER ANNUM, OR (B) THE MAXIMUM RATE PERMITTED BY LAW.

ACCEPTANCE: IF ALL ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY. PLEASE SIGN, AND DATE THE NOTICE TO PROCEED BOX ABOVE AND RETURN TO OUR OFFICE.

QUALITY — SERVICE — COMMITMENT



Wir3d Electric Inc.

3441 Interstate Blvd. S.
PO Box 9054
Fargo, ND 58103
October 17, 2025

We propose to install a Honeywell temperature control system for the **Wadena Library Fit Up** located in **Wadena, MN** as follows:

- Extension of existing **Honeywell WEBs** Building Automation System.
- Provide all low voltage wiring, conduit, sensors, relays, control valves, actuators, control cabinets and control components to complete sequences.
- Provide web interface w/graphics, alarming, and trends.
- Provide the following control work:
 - Update sequence of operation as needed.
 - Additional control components as needed.
 - Basement temperature sensors.
 - System software update and Software Maintenance Agreement extension

Our Proposal for the Work:

Base Bid...\$9,782.00

Exceptions/Notes:

- Excluding all 120-volt and 3-phase wiring

Addendums Received: none

Sincerely,
Terry Steiner, Sales Engineer
701-347-1972
Terry@wir3d-electric.com
This proposal is valid for 30 days.

Acceptance: This proposal including attached pages shall become an Agreement in accordance with the General Terms and Conditions below only upon signature below by an authorized representative of Customer.

Accepted by:

Signature: By: _____

Name: _____

Title: _____ Date: _____

General Terms and Conditions

1. WORKING HOURS

- a. Unless otherwise stated, all labor and services under this Agreement will be performed during the hours of 8:00 a.m. - 5:30 p.m. local time Monday through Friday, excluding federal holidays. If for any reason Customer requests Wir3d Electric to furnish any such labor or services outside of the hours of 8:00 a.m. - 5:30 p.m. local time Monday through Friday (or on federal holidays), any overtime or other additional expense occasioned thereby, such as repairs or material costs not included in this Agreement, shall be billed to and paid by Customer.

2. TAXES

- a. Sales tax include for all material purchased by Wir3d Electric

3. INSURANCE OBLIGATIONS

- a. Wir3d Electric shall, at its own expense, carry and maintain in force at all times from the effective date of the Agreement through final completion of the work the following insurance. It is agreed, however, that Wir3d Electric has the right to insure or self-insure any of the insurance coverages listed below:
- b. Commercial General Liability Insurance to include contractual liability, products/completed operations liability with a combined single limit of USD \$2,000,000 per occurrence. Such policy will be written on an occurrence form basis;
- c. If automobiles are used in the execution of the Agreement, Automobile Liability Insurance with a minimum combined single limit of USD \$2,000,000 per occurrence. Coverage will include all owned, leased, non-owned and hired vehicles.
- d. Workers' Compensation Insurance Coverage - Statutory limits.

4. WARRANTY

- a. Wir3d Electric will replace or repair any product provided under this Agreement that fails within the warranty period of one (1) year because of defective workmanship or materials, except to the extent the failure results from Customer negligence, fire, lightning, water damage, or any other cause beyond the control of Wir3d Electric. This warranty is effective as of the date of Customer acceptance of the product or the date Customer begins beneficial use of the product, whichever occurs first, and shall terminate and expire one (1) year after such effective date. Wir3d Electric's sole obligation, and Customer's sole remedy, under this warranty is repair or replacement, at Wir3d Electric's election, of the applicable defective products within the one (1) year warranty period. All products repaired or replaced, if any, are warranted only for the remaining and unexpired portion of the original one (1) year warranty period.

5. EXCUSABLE DELAYS

- a. Wir3d Electric shall not be liable for damages caused by delay or interruption in Services due to fire, flood, corrosive substances in the air, strike, lockout, dispute with workmen, inability to obtain material or services, commotion, war, acts of God, the presence of Hazardous Substances or Mold, or any other cause beyond Wir3d Electric's reasonable control. Should any part of the system or any Equipment be damaged by fire, water, lightning, acts of God, the presence of Hazardous Substances or Mold, third parties, or any other cause beyond the control of Wir3d Electric, any repairs or replacement shall be paid for by Customer. In the event of any such delay, date of shipment or performance shall be extended by a period equal to the time lost by reason of such delay, and Wir3d Electric shall be entitled to recover from Customer its reasonable costs, overhead, and profit arising from such delay.

6. ACCEPTANCE OF THE CONTRACT

- a. This proposal and the pages attached shall become an Agreement upon signature above by Wir3d Electric and Customer. The terms and conditions are expressly limited to the provisions hereof, including Wir3d Electric General Terms and Conditions attached hereto, notwithstanding receipt of, or acknowledgment by, Wir3d Electric of any purchase order, specification, or other document issued by Customer. Any additional or different terms set forth or referenced in Customer's purchase order are hereby objected to by Wir3d Electric and shall be deemed a material alteration of these terms and shall not be a part of any resulting order.

7. TERMS OF PAYMENT

Progress Payments - Wir3d Electric will invoice at least monthly for all materials delivered to the job site or to an off-site storage facility and for all installation, labor, and services performed, both on and off the job site. Customer agrees to pay the full amounts invoiced, less retainage, upon receipt of the invoice at the address specified by the Customer. Invoices not paid within thirty (30) days of the invoice date are past due and accrue interest from the invoice date to the date of payment at the rate of one- and one-half percent (1 and 1/2%) per month, compounded monthly, or the highest legal rate then allowed.

Suspension of work - If Wir3d Electric, having performed work per Agreement requirements, does not receive payment within thirty (30) days after submission of a Wir3d Electric Invoice invoice, Wir3d Electric may suspend work until Customer provides remedy.

8. CHANGES TO WORK

- a. A Change Order is a written order signed by Customer and Wir3d Electric authorizing a change in the Work or adjustment in the price or a change to the schedule.
- b. Customer may request Wir3d Electric to submit proposals for changes in the Work, subject to acceptance by Wir3d Electric. If Customer chooses to proceed, such changes in the Work will be authorized by a Change Order. Unless otherwise specifically agreed to in writing by both parties, if Wir3d Electric submits a proposal pursuant to such request but Customer chooses not to proceed, Customer shall issue a Change Order to reimburse Wir3d Electric for any and all costs incurred in preparing the proposal.
- c. Wir3d Electric may make a written request to Customer to modify this Agreement based on the receipt of, or the discovery of, information that that Wir3d Electric believes will cause a change to the scope, price, schedule, level of performance, or other facet of the Agreement. Wir3d Electric will submit its request to Customer within a reasonable time after receipt of, or the discovery of, information that Wir3d Electric believes will cause a change to the scope, price, schedule, level of performance, or other facet of the Agreement. This request shall be submitted by Wir3d Electric before proceeding to execute the Work, except in an emergency endangering life or property, in which case Wir3d Electric shall have the authority to act, in its discretion, to prevent threatened damage, injury or loss. Wir3d Electric's request will include information necessary to substantiate the effect of the change and any impacts to the Work, including any change in schedule or contract price. If Wir3d Electric's request is acceptable to Customer, Customer will issue a Change Order consistent therewith. If Customer and Wir3d Electric cannot agree on the amount of the adjustment in the Price, or the Schedule, it shall be determined pursuant to the Dispute Resolution provisions of this Agreement. Any change in the Price or the Schedule resulting from such claim shall be authorized by Change Order.

Initial to accept terms _____