

**AGENDA
CITY COUNCIL
WORK SESSION
CITY OF EAST GRAND FORKS
JANUARY 13, 2009
5:00 PM**

CALL TO ORDER

CALL OF ROLL

DETERMINATION OF A QUORUM

1. 5th Ave. SE & Bygland Road Intersection – Paul & Carrie Braaten
2. 3rd Street Parking – Sgt Anderson
3. 2009 City Project No. 2 – Curb, Gutter, & Paving – File Plans & Specifications – Greg Boppre
4. 2009 City Project No. 3 – Curb, Gutter, & Paving – Prepare Plans & Specifications – Greg Boppre
5. Waste Management Residential Collection – John Wachter
6. Water Plant Operator Job Opening – Dan Boyce
7. Winter Carnival – Dave Aker

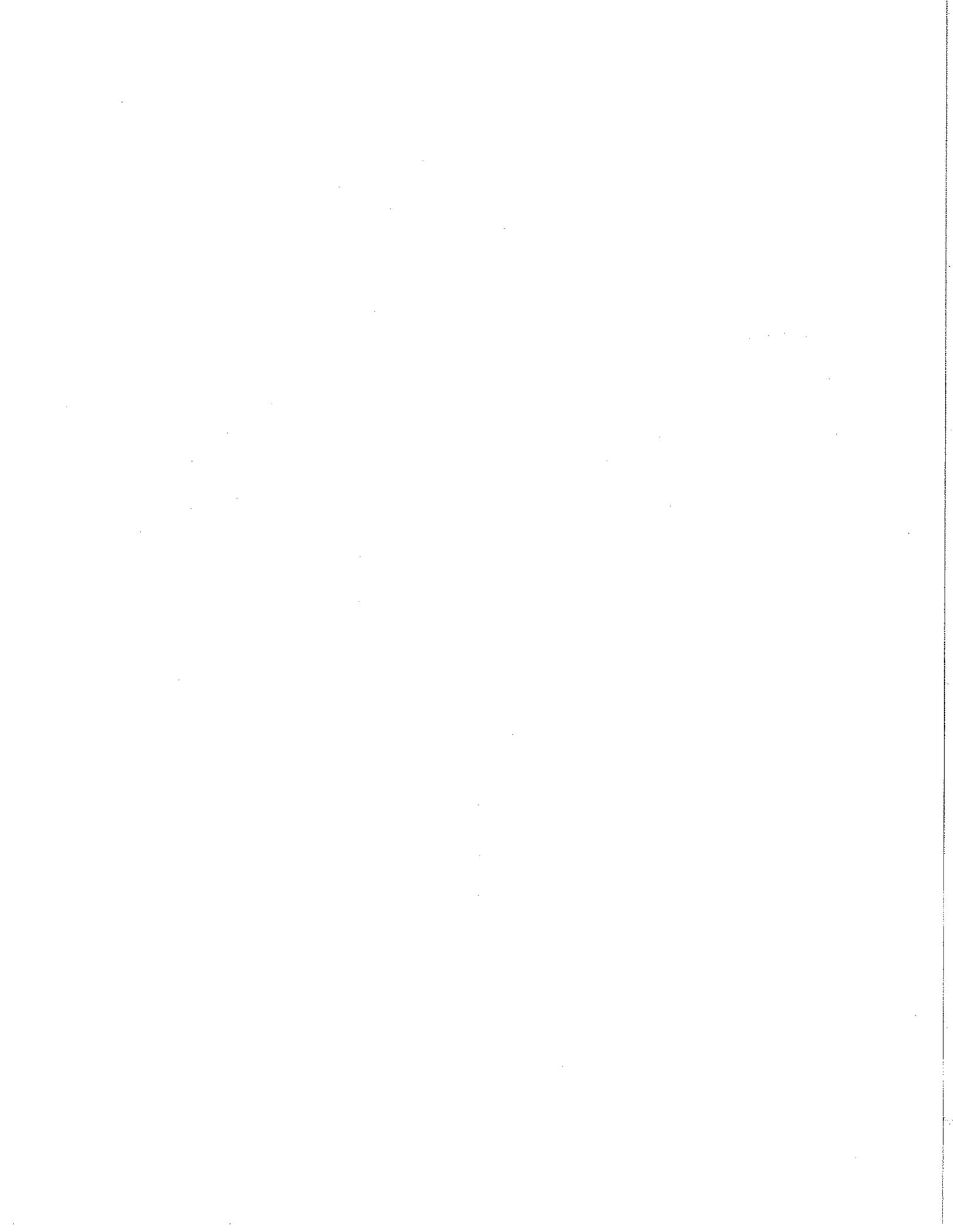
ADJOURN

UPCOMING MEETINGS

Regular Meeting – January 20, 2009 – 5:00 PM – Council Chambers

Work Session – January 27, 2009 – 5:00 PM – Training Room

Regular Meeting - February 3, 2009 – 5:00 PM – Council Chambers



Request for Council Action

Date: January 6, 2009

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Greg Boppre, P.E.

RE: File Plans and Specifications – 2009 City Project No. 2 – Curb, Gutter and Paving

Background:

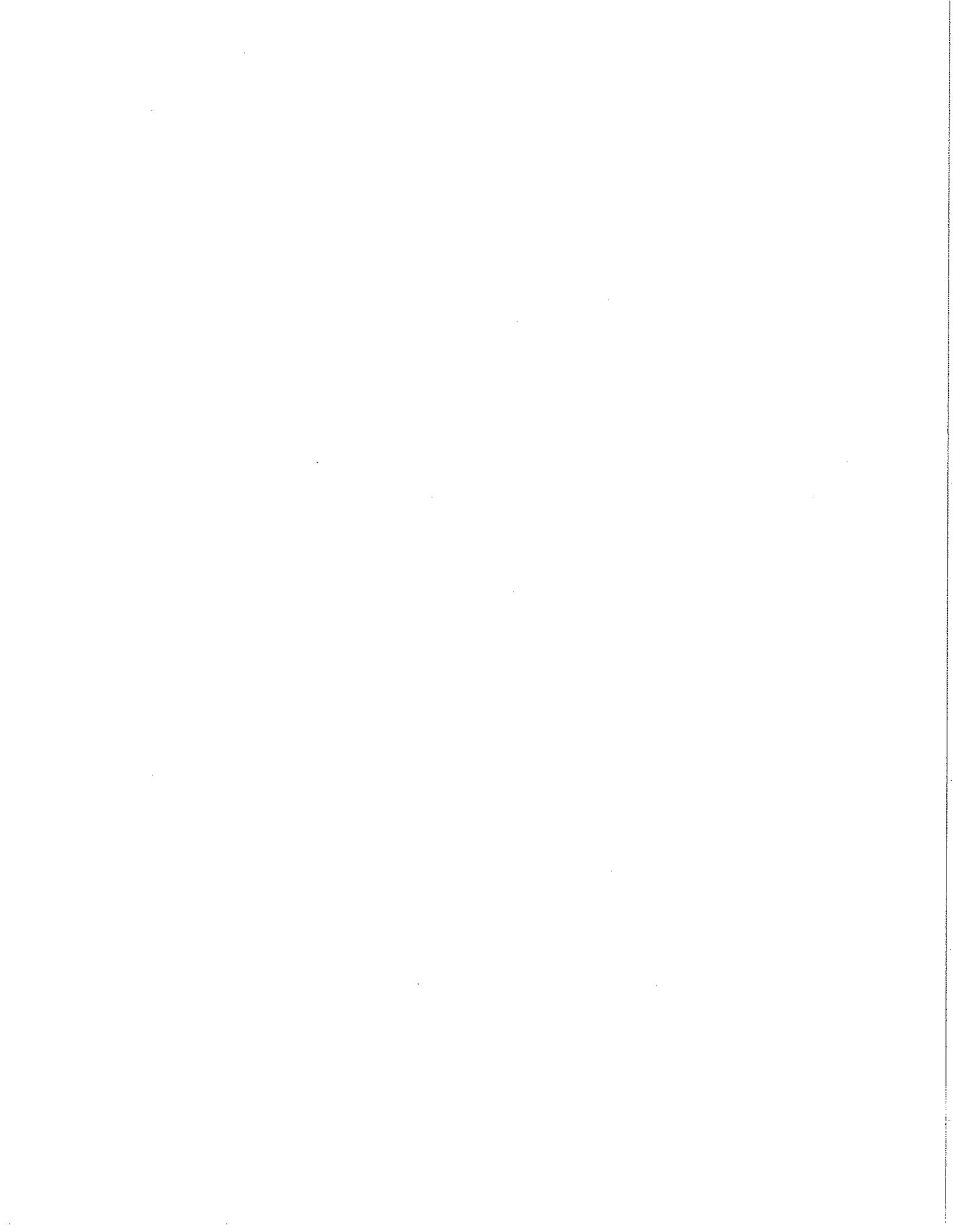
The City Council authorized the repair of 5th Ave NE from USTH 2 to 15th Street NE, using State Aid funds. We have sent the plans into MnDOT and they have been approved.

Recommendation:

Approval to file the plans and specifications, advertise and set bid date for 2009 City Project No. 2 – Curb, Gutter and Paving

Enclosures:

N/A



Request for Council Action

Date: December 4, 2008

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Greg Boppre, P.E.

RE: Plans and Specifications – 2009 City Project No. 3 – Curb, Gutter and Paving

Background:

As per the discussion at the Tuesday, June 10, 2008 Work Session, the City would like to construct the cul-de-sacs along 17th Ave SE and 14th Ave SE.

Also, please see the attached RCA from the above Work Session, that discussed the project and the proposed costs.

Recommendation:

Approval to prepare plans and specifications

Enclosures:

N/A

Request for Council Action

Date: June 4, 2008
To: East Grand Forks City Council, Mayor Lynn Stauss, Councilmembers Dick Grassel, Marc DeMers, Craig Buckalew, Greg Leigh, Henry Tweten, Wayne Gregoire, and Mike Pokrzywinski
Cc: File
From: Greg Boppne, PE
RE: Proposed work for 17th Ave SE and 14th Ave SE

Please see the attached cost breakdown for the proposed work on 17th Avenue SE and 14th Avenue SE. I have included the real estate acquisition cost for the five residents along 17th Ave SE, south of 13th Street SE, for which the city will need right of way to construct the proposed cul-de-sac. I have used an average of \$1.50/SF for the acquisition, because that was the average cost the City paid for the right of way on 140th ST SW (Phase 4, Reach 2, USCOE Flood Control Project).

I have discussed the funding of this project with Jerry Lucke and he has indicated that the City has the necessary funds to complete the entire project.

Also, I have previously mentioned, that the remaining Federal funds are \$279,123, which the City has to match at \$105,765.91, which is almost a 3:1 ratio. Therefore, anytime we can get a 3:1 on our money to improve our system, I would recommend it.

Memorandum

To: *Honorable Mayor and City Council
Members*
From: *Greg Boppre*
cc: *Jerry Skyberg, Jerry Lucke*
Date: *Wednesday June 4, 2008*
Subject: *2006 City Project No.1 - 13th ST SE*

The following is a budget breakdown for the above referenced project:

CURRENT

I. Construction costs	\$746,211.71
Federal share (80%)	\$596,969.37
City share (20%)	\$149,242.34
II. Engineering costs	\$139,235.00
City share	\$139,235.00
TOTAL CITY SHARE	\$288,477.34

FULL PROJECT - If City decides to do cul-de-sacs

I. Construction costs	\$1,095,116.25
Federal share (80%)	\$876,093.00
City share (20%)	\$219,023.25
II. Engineering costs	\$175,220.00
City share	\$175,220.00
TOTAL CITY SHARE	\$394,243.25

ACQUISITION COST - the average cost has been \$1.50/SF

The total square footage is 23,752(see attached), therefore the estimated cost for right of way acquisition would be \$35,628.00.

TOTAL CITY SHARE	\$429,921.25
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DOC. NO. 2000-0001
DEAN & MARY
PESCH

5444.43 SF

5566.38 SF

DOC. NO. 2000-0001
ROBERT & MARY
PESCH

5749.12 SF

PROPOSED PAVING
(BITUMINOUS)

BYGLAND ROAD

3255.86 SF

Residential Collection Information/Analysis

Residential units	2501	Average annual residential disposal (tons)	810
Residential monthly charge (Based on planned 2009 increase)	\$ 12.75	Cost for Disposal (per ton) (Based on planned 2009 increase)	\$ 41.00
Total Annual Revenue	\$ 382,653.00	Annual cost for disposal (est tonnage)	\$ 33,199.28

Scenario #1 - City provided services		Scenario #2 - Contract	
Initial Set up	\$ 10,000.00	Initial Set up	\$ -
\$12.75/ unit	Revenue \$ 382,653.00	\$12.75/ unit	Revenue \$ 382,653.00
Manpower	Expense \$ 58,000.00	Maintenance	Expenses \$ 198,079.20
Maintenance	\$ 3,120.00	Fuels	\$ 1,500.00
Fuels	\$ 19,181.04	Disposal	\$ 33,199.28
Disposal	\$ 33,199.28	Admin	\$ 1,300.00
Admin	\$ 3,900.00	Supervision	\$ 3,500.00
Supervision	\$ 7,000.00	Recycling	\$ 103,541.40
Truck	\$ 60,000.00		
Carts (60Gallon)	\$ 60,000.00		
Recycling	\$ 103,541.40		
	\$ 382,653.00		\$ 382,653.00
	\$ 347,941.72		\$ 341,119.88

Residential Recycling:

	Monthly	Annually
2.45/unit	\$ 6,127.45	\$ 73,529.40
3.45/unit	\$ 8,628.45	\$ 103,541.40

Additional cost:

Fuels surcharge is only charged if diesel is over \$3.00

Fuel surcharge	Diesel Price	Surcharge	Per unit
	<\$3.00	0%	0
	\$3.00-\$3.24	2%	\$ 0.13
	\$3.25-\$3.49	4%	\$ 0.26
	\$3. AND UP 50	5%	\$ 0.33

Changes in the United States Consumer Price Index. The annual increase will be equal to 80% of The CPI.

WASTE COLLECTION PLAN
For
City of East Grand Forks, MN

January 2, 2009

PREPARED BY:

WASTE MANAGEMENT OF NORTH DAKOTA, INC.

5170 21st Avenue North ♦ Grand Forks, ND 58203

701/775-5880

888/475-5880



January 2, 2009

John Wachter
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

Dear Mayor & City Council:

Waste Management appreciates the opportunity to submit the following proposal regarding the residential waste collection and recycling services for the City of East Grand Forks. We have appreciated the opportunity to partner with the city over the past many years for recycling and look forward to expanding our relationship in the future to include residential waste collection.

Following we have outlined what we believe to be the best option for the city in regards to both collection of the residential waste and improvements that we would like to make in regards to the recycling program.

I would like to take this opportunity to point out some important highlights of working with Waste Management.

- Waste Management is proposing the upgrade of your current residential collection program with the ultimate goal of improving both the image and ease of waste and recycling collection in East Grand Forks while maintaining or even reducing overall costs. Waste Management was the first provider of residential carts in the area. We continually strive to be the leaders in the waste industry by being on the forefront of new technologies that can improve the communities we serve.
- By the city privatizing their residential waste collection they would no longer need to invest significant dollars on the large capital expense of new trucks. In addition, the city would be able to upgrade the collection program by providing the new residential cart service to the community without incurring the large expense of the cart containers.
- With Waste Management providing the residential collection service the city would no longer have to deal with labor or truck issues in regards to running your own program. In addition, you've eliminated the concern of those future uncontrollable maintenance & repair related costs, along with truck and container replacement costs.
- With the increasing difficulty of Grand Forks sighting a new landfill in North Dakota and the need to continue to conserve landfill space it is imperative we continue to find ways to reduce the volume of waste going to the landfill. The new recycling cart program will help us achieve this goal.

We are excited to continue to work with the city to provide not only a successful recycling program, but also a state of the art residential waste collection plan. We are committed to providing the City of East Grand Forks with the best combination of quality service, security and cost control. Please feel free to contact me personally at (701) 624-5776 or Mike Miller at (701) 775-3534 with any additional questions or concerns. Thank you.

Best Regards,

WASTE MANAGEMENT

Rena Beeter
Public Sector Services Manager

WASTE MANAGEMENT

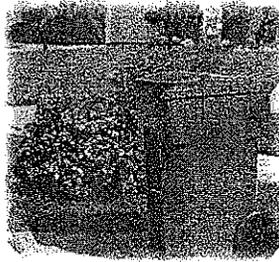
SCOPE OF SERVICE

REFUSE COLLECTION:

- **RESIDENTIAL REFUSE COLLECTION:**
Provide collection to all residents once per week.

Waste Management would like to upgrade your current refuse collection style. We would enhance your existing program by providing each resident a 64-gallon residential refuse cart at no additional cost to the resident. By each resident having a uniform looking container it will provide more attractive streets and result in a cleaner collection day by eliminating refuse blowing from bags, and animals rummaging through garbage.

In addition, residents would never have to pay to replace their garbage cans again, ultimately reducing their overall waste collection costs. In addition, we would dispose of old cans they wish to discard free of charge.



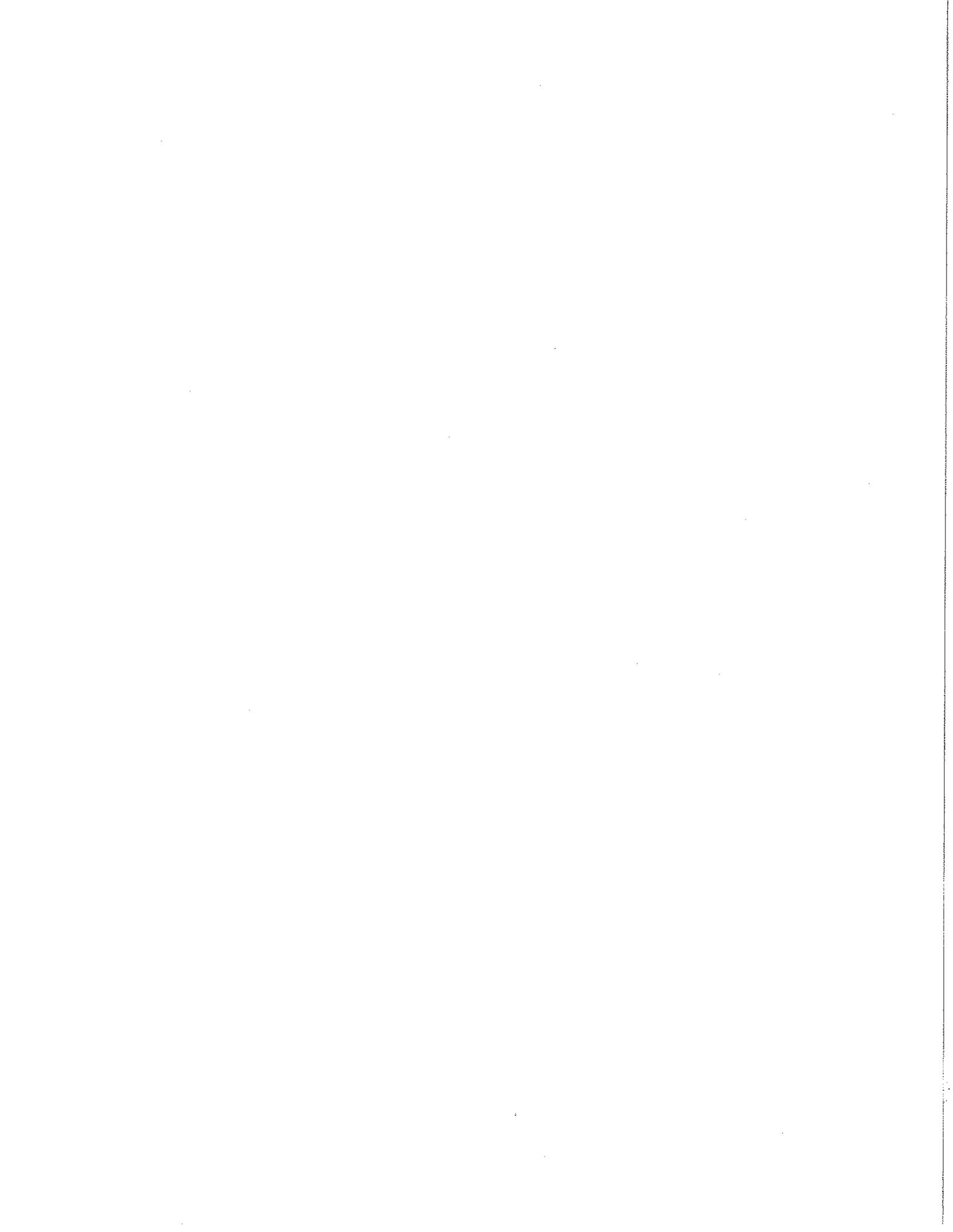
- **COMMERCIAL REFUSE COLLECTION:**
The City of East Grand Forks would continue to provide commercial collection.

RECYCLING OPTION:

- **OPTION #1: Curbside Single Sort Recycling**
Improve the cities recycling program by implementing our Single Sort (SS) Curbside Recycling Program. WM provides each resident in East Grand Forks a 96-gallon recycling cart for curbside collection of all recycling materials. The single sort program is where residents can put all their recyclables together in one green/yellow cart including: glass bottles, jars, metal cans, plastic bottles and jars, paper: newsprint, office, junk mail, phone books, magazines, and boxboard (cereal, chips, cake, etc.) and corrugated cardboard.

Service would be provided every other week for collection of the recycling cart. Our single sort carted program makes recycling easier! It increases recycling participation due to the ease of combining all recyclables in one container, adding extra capacity, and by residents recycling 15-20% more material when they are in the SS carted program. We are able to show specific examples of where such programs have shown measurable progress at increasing recycling rates and pounds/home. It's as easy as "do I lift my garbage lid, or my recycling lid?" By recycling more, it ultimately reduces the amount of garbage going to the landfill.

In addition to the carted residential recycling program, Waste Management would continue to provide the recycling containers at drop-site locations across East Grand Forks as currently outlined in our agreement.



Request for Council Action

Date: 01-07-2009

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: City Administrator Huizenga; File

From: Dan Boyce

RE: Water Plant Operator Job opening

One of the five certified water treatment plant operators has very recently resigned to begin work at a plant in another area in Minnesota. The Water and Light Commission seeks guidance from the Council regarding filling this vacancy in light of the City's stated hiring freeze.

The Commission would also like to discuss the possibility of transferring an existing City employee to an operator trainee position should layoffs become necessary, and should such a suitable and willing candidate be identified.

A memo with additional background information, a copy of the current job description for the Water Plant operator position, and copies of shift schedules are being provided in PDF.

Requested action: Meet with Commission and Department representatives to discuss filling the vacancy.

Mr. Huizenga's e-mail to the Council of Monday, January 5, 2009 summarizes the Water and Light Commission's main concerns concisely.

One of the five certified water treatment plant operators has very recently resigned to begin work at a plant in another area in Minnesota. The Water and Light Commission seeks guidance from the Council regarding filling this vacancy in light of the City's stated hiring freeze.

The Commission would also like to discuss the possibility of transferring an existing City employee to an operator trainee position should layoffs become necessary, and should such a suitable and willing candidate be identified.

This memo provides additional background regarding the Water Plant operator position.

The normal shift schedule for the Water Treatment Plant provides for plant coverage of 16 hours daily per week day and 12 hours daily on the week end. One operator is assigned to each shift to operate the plant to process and produce drinking water. There is also a maintenance shift and a relief shift through which all operators rotate. Copies of the Water Plant operator job description and shift rotations are attached.

Water Plant Superintendent Hultberg has rearranged the shift schedule to maintain the basic coverage with the remaining four operators. If there are any operator absences for illness, injury or other reasons overtime will be incurred to maintain proper coverage. If we were to lose another operator for any substantial length of time for any reason, we would be hard pressed to maintain adequate plant coverage.

With a full complement of five operators we are able to plan preventative maintenance and schedule a specific maintenance shift for that work. If and when emergency repairs arise, we have the flexibility to assign more than one person to work on that repair so it can be completed in a safe and timely manner. On those occasions where plant capacity is restricted because of major process renovation or where water demand is extremely high, the option of going to round the clock operations is feasible.

The department's normal procedure is to fill vacancies in the position at the earliest opportunity. Our practice has been to require a minimum of a Minnesota Class D Water Operator License for the person being hired. The normal applicant pool would consist of certified operators already working at a treatment plant in Minnesota or neighboring states or graduates of the training programs at St. Cloud AVTI or Vermillion Community College in Ely who have tested for and obtained a Class D license upon completion of both class room and internship. The Minnesota Water Operator Certification requirements and testing program are administered by the Minnesota State Department of Health.

The last time a vacancy occurred, only four people applied to the Civil Service Commission. Of those, only two chose to show up for the Department interview. Department Management and Supervisory staff had already been discussing alternatives which might result in a broader applicant pool. We recognize opening the position to uncertified candidates with suitable skills

and abilities might do so. We also recognize that will result in a more lengthy on the job training period before the person is qualified to be in sole responsible charge of shift operations. It is likely that it would take at least three to twelve months to reach that point.

If this approach was taken, it would likely require establishment of an operator trainee position. We would anticipate pay schedules paralleling the Water Distribution entry level and Water Distribution Class E positions currently in the Union contract. Advancement to higher levels would be contingent upon satisfactory job performance and the employee passing the appropriate level of MN State Water certification examination.

There is also the matter of long term continuity and stability in staffing. At least two employees in the Water Treatment division will be eligible for retirement under the "Rule of 90" within about two years. It takes that long or longer to train a new operator to be quite proficient and knowledgeable in all the parts of our plant operations and maintenance. The Department encourages its operators to advance to the highest level of certification for which they can qualify.. It can take up to seven years to qualify for the top or Class A license. The Water Plant Superintendent is required by the MN Health Department rules to hold a Class A license. It is desirable to have one or more well qualified plant operators who could be internal candidates for a Superintendent vacancy should that occur in the future.

WATER PLANT OPERATORS WORK SCHEDULE

2009

Shift	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30	1/31			
Jan-09	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S			
BOTTOMLEY	7/3 R	OFF	OFF	OFF	OFF	7/3	6/2	6/2	6/2	OFF	OFF	7/3	6/2	OFF	OFF	OFF	12/12	12/12	OFF	OFF	2/12	2/12	2/12	OFF	OFF	7/3 M	OFF							
WEISINGER	7/3 M																																	
<p>New Year's Day - 8 hours MLK Day - 8 hours</p>																																		
Feb-09	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28						
BOTTOMLEY	OFF	3/11	7/3	6/2	6/2	6/2	OFF	OFF	7/3	6/2	OFF	OFF	OFF	12/12	12/12	OFF	OFF	2/12	2/12	2/12	OFF	OFF	7/3 M											
Mar-09	3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31			
BOTTOMLEY	OFF	3/11	7/3	6/2	6/2	6/2	OFF	OFF	7/3	6/2	OFF	OFF	OFF	12/12	12/12	OFF	OFF	2/12	2/12	2/12	OFF	OFF	7/3 M											
<p>END OF 1ST QUARTER</p>																																		
Apr-09	4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30				
BOTTOMLEY	7/3 M	6/2	6/2	OFF	OFF	7/3	6/2	OFF	OFF	7/3 M	6/2	OFF	OFF	12/12	12/12	OFF	OFF	2/12	2/12	2/12	OFF	OFF	7/3 M											
<p>Good Friday - 4 hours</p>																																		

Request for Council Action

Date: January 7, 2009

To: East Grand Forks City Council, Mayor Lynn Stauss, Council President Grassel, Council Vice President Tweten, Council Members Marc DeMers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.

Cc: File

From: Dave Aker

RE: Winter carnival

Update on the Winter Carnival activities planned for Feb. 14 downtown area. Breakfast at the VFW Club 7:00 am – 11:00 am; Snowmobile Races starting at 10:00 am – 3:30 pm: sledding, 40th Anniversary of the Greater Grand Forks Snowmobile Club, 5K Race, cross country skiing, etc.

