

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JULY 23, 2013 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Transit Route Changes & Designated Stops – Nancy Ellis**
- 2. Credit Card Purchasing System – Karla Anderson**
- 3. CAFR Presentation – Karla Anderson**
- 4. Trespass Ordinance – Karl Lindquist**
- 5. Memorandum of Agreement with AFSCME Council 65 – Karl Lindquist**
- 6. North End Park – Henry Tweten**
- 7. Swimming Pool Property – Mark Olstad**
- 8. Future of 2nd Avenue NE – City Council**
- 9. Springbrook Training – Karl Lindquist**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – August 6, 2013 – 5:00 PM – Council Chambers
Work Session – August 13, 2013 – 5:00 PM – Training Room
Regular Council Meeting – August 20, 2013 – 5:00 PM – Council Chambers
Work Session – August 27, 2013 – 5:00 PM – Training Room
Regular Council Meeting – September 3, 2013 – 5:00 PM – Council Chambers

Request for Council Action

Date: July 23, 2013

To: East Grand Forks City Council and Mayor Lynn Stauss

From: Nancy Ellis, Planner – EGF Transit

RE: Approval of Transit Route Changes and Designated stops

RECOMMENDATION:

Staff recommends approval of the proposed Cities Area Transit route changes and designated stops.

GENERAL INFORMATION:

In 2012 the MPO completed the Transit Development Plan. In this plan one issue that was brought forward was on-time performance. The buses were having a hard time keeping to the schedule that they have established. The suggestion was to modify the routes and establish designated stops.

In June, the MPO Technical Advisory Committee and public were presented with the suggested route changes and designated stops that Cities Area Transit staff found to work best. After incorporating feasible changes suggested by the public; I am presenting the final transit changes for implementation.

ANALYSIS & FINDINGS

The public comments were mostly favorable and in support of the changes.

SUPPORT MATERIALS:

- Responses to comments received from the public will be provided at the Work Session.
- Updated maps illustrating the new routes and designated stops will be provided at the Work Session.



Public Comments and Final Proposed Changes to CAT Bus Routes

**Service/Safety Committee Meeting
July 23, 2013**

**City Council Meeting
August 5, 2013**

COMMENTS FROM JUNE 18, 2013 OPEN HOUSE

TO END OF COMMENT PERIOD JUNE 28, 2013

GENERAL POSITIVE FEEDBACK

"As a regular rider on the CAT buses, I endorse the change to the routes, especially Routes 4, 6, and 10... I think the streamlining of routes will help drivers stay on time and increase customer satisfaction."

Response: Thank you for your feedback.

"I appreciate the wide coverage the buses provide and the great service we have. I know changes are difficult and sometimes costly, sometimes in money and sometimes in inconvenience to the passengers, but we have to work with what we have for now, as long as we can compromise on some things so no one has to be severely inconvenienced."

Response: See above.

"I'm pleased to see the designated stop model moving forward. It's logical, sensible, and should yield noticeable improvements quickly."

Response: See above.

"Route 1 looks good, I like the changes on it. Route 2 looks good, I like the changes... Route 4 looks good, I like the changes. I like that you changed the routes around to accommodate for the student traffic. Route 6 looks good. Route 8 looks good, like the changes. Route 12 looks good, like the changes."

Response: See above.

"Combining Routes 5 and 7 makes sense."

Response: See above.

GENERAL NEGATIVE FEEDBACK

"I have been getting rides on the bus since I moved to Grand Forks in 1982. I hope that you will continue to pick people up every block and not make people walk two or three blocks to catch the bus... It is the bus driver's responsibility to pick up people and it is the bus's job to serve the people of Grand Forks. Everyone that has been using the bus all of these years is getting older and to start placing more responsibility on us to walk more I do not think is the answer that will work."

Response: Transit ridership has increased substantially in recent years, and in order to meet a growing demand for service, the buses need to operate more efficiently. Designated stops will improve on-time performance, maximize efficiency, and reduce rider confusion about where to board. Designated stops will be located where the majority of passengers regularly get on and off the bus. CAT will monitor ridership at designated stops and adjust the locations according to user demand.

EXPAND SERVICE AND/OR HOURS OF OPERATION

"My only request is to extend the times the buses run. I would like to see buses run later into the evening (yes, I do know there is one evening bus) and on Sundays. What about people that work Sundays (or go to church) or evenings? Just a thought. Thank you for your time."

Response: CAT will extend the hours of service as funding allows. The cost to operate one route for an additional hour would be approximately \$19,000 per year. For every additional hour that fixed route service is provided, CAT is required by law to also provide ADA Paratransit "Dial-A-Ride" service. The added costs to operate bus service later in to the evenings or on Sundays are described below:

Scenario 1: Extend the Night Route to 11:00 pm

Additional hour of Night Route service = \$19,000

Additional hour of Dial-A-Ride service = \$11,000

Total cost = \$30,000 per year

Scenario 2: Extend the regular CAT routes to 7:00 pm and the Night Route to 11:00 pm

Additional hour of regular CAT service = \$110,000 (6 buses x \$19,000)

Additional hour of EGF service = \$19,000

Additional hour of Dial-A-Ride service = \$11,000

Total cost = \$140,000 per year

Scenario 3: Extend bus service to Sundays (8 am – 6 pm)

Sunday regular CAT service = \$162,000

Sunday EGF service = \$29,000

Sunday Dial-A-Ride service = \$16,000

Total cost = \$207,000 per year

"The buses need to run later in the evening or night. My son has no license and sometimes gets off work at 11 or midnight. Would be appreciated. Thank you."

Response: See above.

"The city bus needs to come out to the industrial park for places like Amazon, LM, Cirrus, etc."

Response: Bus service was provided to the Industrial Park in 2007 and there was not enough ridership to continue the service. More recently CAT surveyed employees at Amazon, LM and Cirrus regarding their interest in bus service to the Industrial Park, and it yielded a low response. An added barrier to providing service to the Industrial Park is the time service is needed. Since the early shift begins at 5:00 am, the CAT service would need to begin operating at 4:00 am in order for passengers to make transfers en route to the Industrial Park. This would cost an additional \$261,000 per year.

"Is there any discussion about having all the buses start earlier or at the same time?"

Response: The majority of the bus routes start between 6:30 am and 6:45 am. The earliest route (Route 12) starts at 5:43 am and the latest route (Route 10) starts at 7:00 am. CAT is proposing to push the Route 12 schedule back thirty minutes so it is closer to the other start times of 6:22 am, 6:30 am, 6:30 am, 6:43 am and

6:49 am. This change would also better align the route end times: 5:58 pm, 5:59 pm, 6:06 pm, 6:07 pm, 6:10 pm, 6:12 pm and 6:16 pm.

It would cost the City of East Grand Forks an additional \$9,400 per year to start Route 10 thirty minutes earlier and keep the same route end time. This change will be considered during the City's next budget process.

“Could extra buses be used during peak hours on the busiest routes (one every 15 minutes instead of one every ½ hour)? I am assuming these would be 4/6, 5/7, and 3. I know this would be expensive.”

Response: CAT will increase the frequency of service as funding allows. The cost to add an additional bus for one hour is approximately \$19,000 per year. The addition of more than one bus during peak hours would require the purchase of additional buses.

SPECIFIC CONCERNS, REQUESTS AND SUGGESTIONS

“The proposed changes would lengthen my ride to UND. It would be very helpful if there was a Route 10 bus that started earlier than 7 am... Also, it was unclear as to how the Route 4/6 changes through University Ave. would line up with a transfer from the Route 10 schedule.”

Response: The transfer times between Route 10 and 4/6 will not change. The first trip on Route 10 will arrive at the Metro Transit Center by 7:26 am. There you may transfer to Route 4 and arrive at the Hamline Shelter by 7:37 am. At the end of the day, you may board Route 6 at 4:18 or 5:18 in order to connect to Route 10 at the Metro Transit Center at 4:30 or 5:30.

“I’m extremely disappointed to see several big changes that will make the bus system much more un-friendly to UND employees. Generally, UND employees with regular office jobs must keep office hours of 8:00 am to 4:30 pm. Currently, if a worker (like me) doesn’t get out of the office right away at 4:30 and misses the west-bound run of the No. 6, she can still get the No. 6 bus back downtown (or the No. 2) as it goes eastbound, about 10 minutes later. Then, we still make it downtown for 5:00 deboarding or transfers.

Taking away the eastbound run on the bottom of the hour – from both the No. 6 and No. 2 runs! – takes away the opportunity to get eastbound by 5:00, if you’re unlucky enough to miss the westbound run up University at the beginning of the run. Certainly, I would try to get to one of the designated stops on 6th Avenue North, but that’s a good three blocks of walking, and I may very well miss the bus trying to make that walk, if I’d already missed the westbound, and then have to wait for the next half-hour anyway. Imagine adding another half-hour to your Grand Forks commute.

It would be very disappointing to regularly get downtown at 5:30 rather than 5:00. I would much prefer it if the proposed 4 and 6 routes were swapped, so the eastbound on University occurred during the bottom of the hour. If Grand Forks and UND want a ‘green campus,’ they should do more, not less, to make things like transit appealing to employees, and this change certainly does not help... I am disappointed and regret the loss of eastbound service at the University during the end-of-work departure time.”

Response: The proposed Routes 4 and 6 will be swapped in order to better serve UND students and employees on North 43rd Street. This “swap” will also provide three options on University Ave to get downtown at the end of the work day:

1. Board Route 4 at 4:37 at the Hamline Shelter
2. Board Route 2 at 4:45 at the Hamline Shelter
3. Board Route 6 at 5:18 pm at the Memorial Union

4. *In addition, based on your feedback, CAT is proposing to modify Route 6 in order to provide a fourth option – Board Route 6 at 5:07 at the Hamline Shelter*

“Is there really that much demand for bus service on 6th Avenue North? Enough to re-route three bus lines? Are you going where the passengers are or making them follow you?”

Response: The reason for re-routing portions of Routes 4 and 6 to 6th Ave N is to avoid traffic congestion on University Avenue.

“I hate to see the bus quit going to the main Altru clinic... When I go to or from the clinic, and twice over the years I had to take the bus to the emergency room, time is critical to get to the appointment and to get back to work promptly. I feel that additional walking from the hospital to the clinic would cause me to have to wait for a next bus, adding more time away from work. Another solution to this would be to have a stop for picking or getting off at the corner before the bus turns left to go in front of the hospital for the hospital stop. That would be a shorter walk to and from the clinic while eliminating the roundabout passing around past the psychiatric building, the cancer building, the main clinic, and the emergency room. It would still provide me a quick and not so long of a distance to the clinic. You might think that going through the hospital would save time, but it doesn't seem to, because it's more direct to go from that one corner than to navigate the corridors and pedestrians inside the building.”

Response: CAT feels that it would be safer for passengers to travel from the Altru Hospital to the Main Clinic on the inside of the medical complex. Inside the Hospital lobby is an information desk where visitors may request assistance navigating their way through the medical complex. Just past the information desk visitors may take a left and travel a short distance to a corridor that will lead them to the Main Clinic (see attached map).

“Routes 3 & 9: Leave Altru on 13th Ave instead of 14th Ave.”

Response: CAT is proposing to modify Routes 3 and 9 to exit the Altru Medical Complex on to Columbia Road via 14th Avenue South in order to serve the Family Medicine Center. Currently a right turn from 13th Avenue on to Columbia Road is easier than at 14th Avenue. However, prior to the route changes going in to effect, a median island will be installed in the center of Columbia Road to prevent through and left turning movements at 14th Avenue.

“Route 3 should exclude the picking up in the parking lot at The Link. There is a shelter there. I think it shows favoritism for those at The Link. My wife is disabled and will be attending Northland College this fall and I was told the reason that they don't go to the door is NO MORE PARKING LOTS, so if that's the case, The Link is being favored. I like the changes to the rest of Route 3 though.”

Response: Route 3 will continue to serve The Link at the bus shelter on Cherry Street. However, the bus will no longer drive up to the front door of the building during off-peak hours. CAT does not have a specific policy regarding service in parking lots.

“Can ‘The Link’ be eliminated from route 3?”

Response: See above.

“If I have to walk a couple of blocks I would probably miss the bus. Right now I can get to the clinic with bus #3... I am also visually handicapped and just because I have not used a cane, some bus drivers would probably keep passing me by and not stop to give me a ride and I would miss many appointments at the clinic if I do not get to 4th Avenue or wherever I will need to walk to. I live on 6th Avenue. It is a busy corner on Cherry Street.”

Response: CAT is proposing to put designated stops on Route 3 at the following locations near your home:

1. 5th Ave & Cherry St (southbound)
2. 6th Ave & Cherry St (northbound)

If you are at one of these designated stops prior to the bus arriving, it will stop to pick up passengers whether or not they wave or use assistive devices.

“The route I ride most often, Route 3, will have my 5th Ave stop eliminated going south and north. Going north, I could get off at 6th Ave S or at the stop at the 700 block of 4th Ave S in front of the low-income housing. Going south I would have to go up to the 700 block of 4th Ave S or down to 8th and Cherry. The stop at 4th Ave S requires me to cross the busy intersection at 4th and Cherry two times (I live on the east side of Cherry St). The stop at 8th Ave S is three blocks away.

I have a neighbor at the corner of 5th and Cherry who walks with a cane and is a little slow. He also has been riding the bus for years. We both use the 5th Ave stop.

I ride to work and often ride home on Route 3. On Saturdays I go to Hugo’s at 17th Ave S on Route 3. When I’m done shopping, I have a brown paper grocery bag stuffed to the top in my arms, and a duffel bag full over my shoulder. I would not be able to walk much of a distance with this load, especially in winter. In winter, after people shovel out to the street from their corner houses (if they do), the plow come by and cover this up, so there are snow mountains to climb, often impassable, especially with arms full... At other times, I may go to work or return home carrying extra items, sometimes heavy or bulky, aside from my usual backpack, and extra blocks would be a hardship.

If the goal is to have stops every 2 to 4 blocks apart, as stated on the front of the handout, then a stop at the shelter by The Link going south, and stop at 700 4th Ave S going north would be fine. For the next stop I would suggest 5th Ave S (or next best bus not so satisfactory would be 6th Ave S) for both south and north stops. Next would be 8th Ave S both north and south (there is a 4-way stop there anyway). 5th Ave S seems close to the shelter at the Link or the stop at 700 4th Ave S, but it involves crossing a busy intersection two times, which I view as an impediment to easy access.”

Response: See above.

“I don’t see any improvement of accessibility to the Library or Walmart.”

Response: The Grand Forks Public Library is accessible within two blocks of stops on Route 5. Walmart is accessible within two blocks of stops on Route 5 and Route 13. CAT has not identified feasible alternatives to providing service closer to the Library or Walmart at this time.

“Route 5, I think there should be a shelter on the east side along the frontage road between the ATT exit and the Pier One exit, instead of going up to the doors. At the Grand Cities Mall the buses don’t go up to the doors there, and it will be faster for the route to go in and out of the mall.”

Response: CAT will work with the Columbia Mall to place a sheltered stop on the east side of the property. Until the shelter is in place, the buses will continue to drop off and pick up passengers at the door.

“Please take off the bus stop at 20th and 32nd. 32nd is too busy for the driver to stop at 20th and then get in to the left lane to turn to Hugo’s. It makes things a bit dangerous. Use the stop on Route 13 for that area.”

Response: We agree. This stop has been removed.

“The 20th St S stop you have for Route 5 could be removed because Route 13 covers that area already.”

Response: See above.

“For the Library stops, please indicate on the signs ‘LIBRARY’ to clarify for people.”

Response: Good idea. CAT will indicate “Library” on the designated stop signs.

“Route 9, please get rid of the stop on 32nd across from the VA clinic. Route 13 can cover that safely.”

Response: We agree. This stop has been removed.

“Route 10 and 11, please get rid of the shelter at Hugo’s, put a sign at the door at Hugo’s. Otherwise good job on the changes.”

Response: The proposed designated stop is at the door at Hugo’s. The shelter will be removed and relocated to another stop.

“Route 13 could cover the VA and Salvation Army Thrift Store with a stop. Route 13 could cross over Columbia Rd on 36th to Ecolab and turn north on 31st St having a stop at the Salvation Army, then crossing 32nd to go to the Mall.”

Response: We agree. This change has been made.

“Routes 12 & 13 Designated stops: Change 20th St & 43rd Ave to 20th St & 44th Ave.”

Response: This change has been made.

“I don’t think the Night Bus should go right in front of the doors at Target and Super One for safety reasons, a lot of foot traffic. I think the Night Bus should pick up and drop at the shelter like the rest of the buses.”

Response: The Night Route serves the shelter at Super Target. CAT has not identified an alternate pick up location for Super One.

“Try to honor your (*expletive*) no foldable transit passes. And tell the drivers to keep smiling. And put some animated bus route type billboards on Demers instead of those (*expletive*) whatever you got up on Demers.”

Response: The instructions “Do not scratch or bend” are printed on the front of all CAT fare cards. Scratched or bent cards that have rides remaining on them may be exchanged for single tickets at the Metro Transit Center.

“I absolutely do not want the bus route to change. I work at the Ground Round. I need to be there at 7:00 am in the morning. I need some way of getting there.”

Response: CAT followed up with this passenger and determined that she will be able to continue her current route to work.

ALTERNATIVES TO IMPROVE ON-TIME PERFORMANCE

“Can designated stops be used only during peak hours? When I lived in Minneapolis, years ago, the ‘express buses’ (designated stops only) ran during peak hours, otherwise not. I don’t know what they do now.”

Response: The 2012 update to the Transit Development Plan found that the combination of route modifications and designated stops are needed to achieve the desired time savings during on- and off-peak times.

“Could you consider implementing this alone, without some of the route changes, and see what effect it has before making radical changes to the routes?”

Response: See above.

“Encourage drivers to keep UP TO the speed limit. There are those who often drive 5 to 10 miles under the limit. I know this because I see the speed flashing on the school signs.”

Response: Bus Operators are trained to drive safely and provide a comfortable ride for passengers. They are required to adhere to traffic laws and regulations while also keeping up to the published route timetable. Thank you for this feedback. The topic will be addressed as a driver training issue.

“Forbid passengers from standing up front to visit with drivers. They impede the on and off movement of passengers. There are a few people who do this routinely, not just one person.”

Response: Passengers are not allowed to stand forward of the painted yellow line near the front of the bus. It is CAT’s policy that, to avoid being distracted while driving, Bus Operators should avoid all unnecessary conversations with passengers. Any questions should be answered briefly, and Bus Operators should never let their attention be diverted from safe operation of the bus. Bus Operators should also ensure that the aisle ways are clear for safe and efficient passenger on and off movements. Thank you for this feedback. The topic will be addressed as a driver training issue.

“Is it possible and/or legal to change the fare structure for those who need extra driver time? I hate to single out a group, but people with walkers and wheelchairs who need the ramp may also need to be buckled in already pay a lower fare, yet take more driver time than others. Or maybe there is a way to keep the lower fare if they ride at off-peak times. Some who pay disabled fares have invisible disabilities, and are more able-bodied, and do not require more driver time). This might also apply to bike riders who need more time to load/unload their bikes (if it doesn’t already apply). Then maintain the lower fare for these two groups if they ride off-peak.”

Response: CAT is required by law to offer a reduced fare to persons with disabilities, senior citizens, and Medicare recipients. The reduced fare may be restricted to off-peak times only. However, CAT encourages persons with disabilities, senior citizens, and Medicare recipients to utilize the fixed route bus service because it costs CAT half as much as the ADA Paratransit “Dial-A-Ride” service. Passengers may require “extra driver time” for a number of reasons, including but not limited to, 1) persons traveling with bicycles; 2) persons traveling with small children and/or strollers; 3) first-time bus riders or persons who are new to the community; 4) persons carrying packages or grocery bags; and more. CAT’s fare structure is fair and equitable so as not to single out and/or discourage ridership among any user group.

“Some drivers are so alert and skilled that they reach for the kneeling button as soon as the doors open, automatically. I understand it is not required that they do this. It makes getting on and off much easier for me, a short person. Other drivers sit and ponder whether to kneel the bus or not, maybe a matter of 5 seconds, before they do it. If they don’t kneel the bus, I usually don’t ask, just try to get positioned so I can grab the handrail on the door and climb in. I know it is much faster if the drivers automatically kneel it. I can get on before it is fully kneeling – just those few inches do the trick. The fact that they do it automatically saves time.”

Response: Thank you for this feedback. CAT does not have a specific policy regarding when to kneel the buses for passengers to get on and off. In order to provide more consistent service, CAT will develop a policy for drivers to follow.

QUESTIONS

“Can riders still get on and off the bus at designated stopping points, such as 13th Avenue and Cherry Street, or only at the proposed bus shelters?”

Response: Yes, passengers may get on and off the bus at designated stopping points, such as 13th Avenue and Cherry Street, in addition to the bus shelters.

List of changes

Route 1

- No change

Route 2

- Move stop from Princeton & 6th Ave to Hamline & 6th Ave

Route 3

- Take Walnut to 1st Ave instead of Bruce
- Add southbound stop at 5th & Cherry
- Move Lewis & Clark stop closer to 12th Ave
- Move Red River High School stop closer to Rider Road
- Add stop at 10th St & 17th Ave

Route 4

- Move stop from Princeton & 6th Ave to Hamline & 6th Ave

Route 5

- Add stop on Columbia Mall ring road
- Remove stop at 32nd Ave & 20th St
- Add stop at 22nd Ave & 17th St

Route 6

- Reroute from Columbia Road to Harvard St in order to serve the Hamline Shelter

Route 8

- Add stop at 48th St & 6th Ave

Route 9

- Move McDonalds stop on 32nd Ave to the Columbia Mall ring road

Route 10

- No change

Route 11

- No change

Route 12

- Reverse the flow at Columbia Mall in order to match other routes
- Move stop from 44th Ave & 20th St to 43rd Ave & 20th St

Route 13

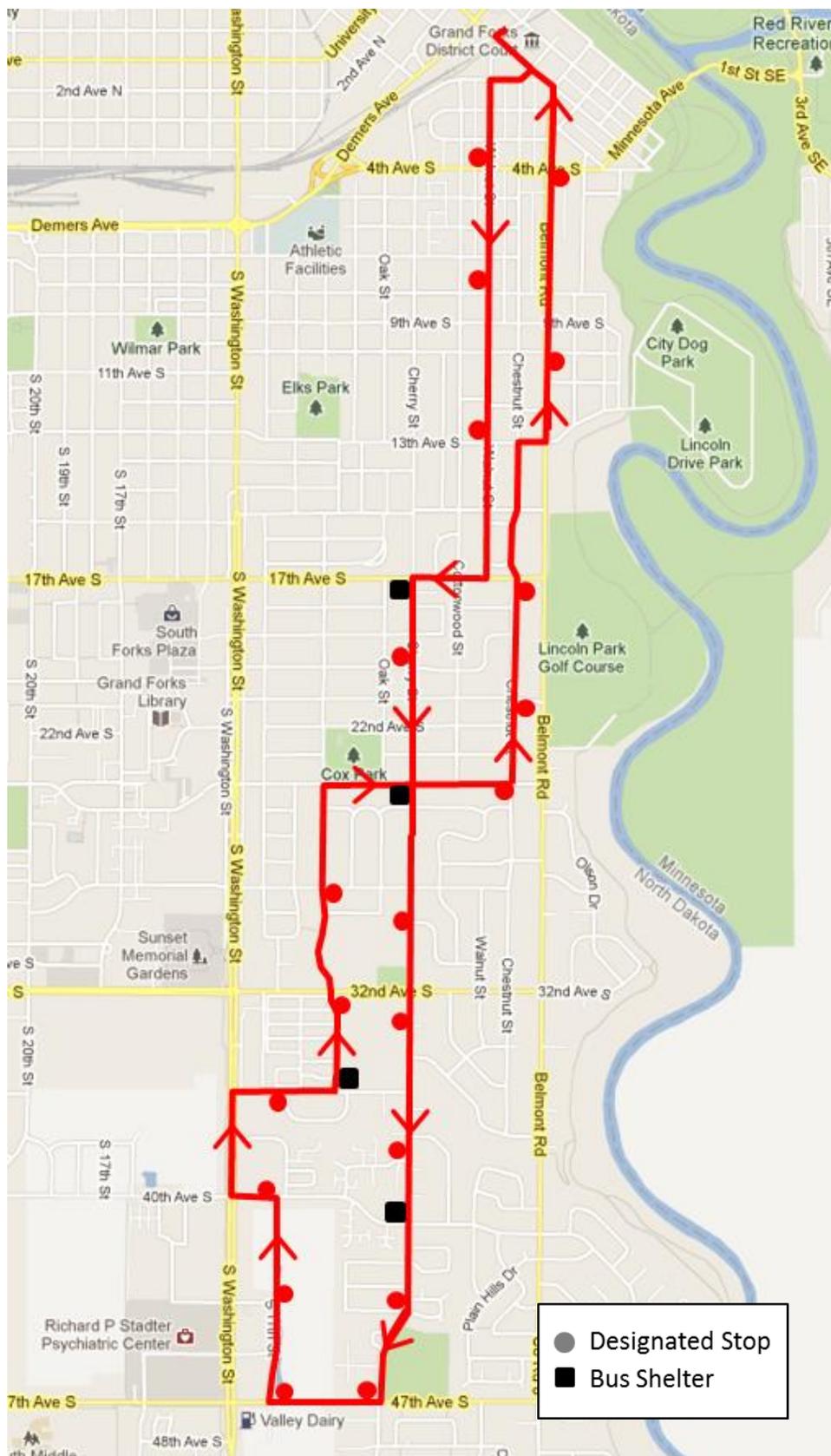
- Move stop from 44th Ave & 20th St to 43rd Ave & 20th St
- Reroute to serve the VA Clinic
- Access 42nd Street at 11th Ave instead of Garden View Drive

Night Bus

- Add stop at 5th & Cherry
- Move Lewis & Clark stop closer to 12th Street
- Add stop at 22nd Ave S & 17th St

Route 1 - Red

Downtown – Cherry Street – Tufte Manor – Choice Health



Route 1 Designated Stops:

- Metro Transit Center
- 4th & Walnut
- 8th & Walnut
- 13th & Walnut
- 17th & Cherry
- 20th & Cherry
- 24th & Cherry
- Kelly School
- Tufte Manor
- Cherry St Townhomes
- 40th & Cherry
- Great Plains & Cherry
- 47th & Cherry
- 47th & 11th St
- Choice Health
- 40th & 11th St
- 36th & Landeco Ln
- 36th & 10th St
- 32nd & 10th St
- 28th & 10th St
- 24th & Chestnut
- Park & Chestnut
- 17th & Chestnut
- 10th & Belmont
- 4th & Belmont

Route 2 Designated Stops:

- Metro Transit Center
- N 5th St & 2nd Ave
- N 5th St & 7th Ave
- N 5th St & 10th Ave
- Seward Ave
- Home of Economy
- Correctional Center
- Hugo's
- N 20th St & 10th Ave
- N 25th St & 10th Ave
- West School
- N 25th St & University Ave
- Hamline & University Ave
- Hamline & 6th Ave
- Valley Middle School
- St. Anne's
- N 14th St & 6th Ave
- N 12th St & 5th Ave
- N 7th St & 5th Ave
- N 4th St & 5th Ave
- Central High School

Route 3

Downtown – The Link – Altru Hospital – Grand Cities Mall

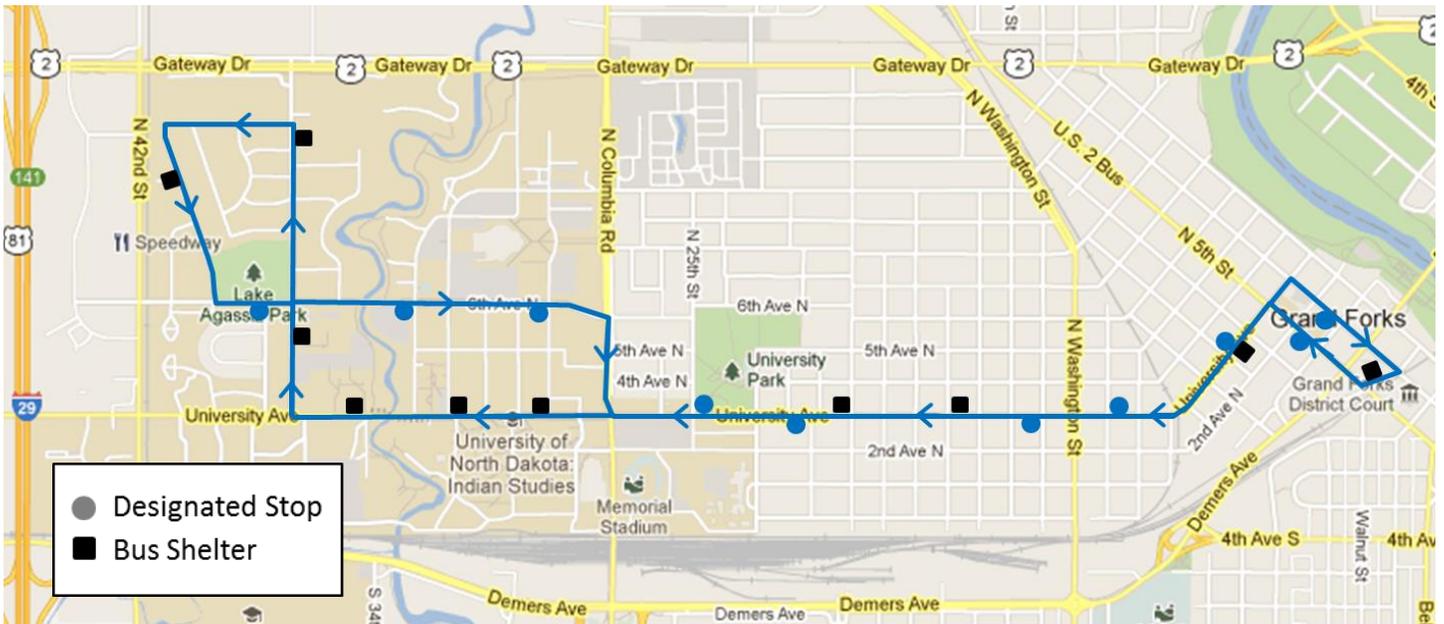


Route 3 Designated Stops:

- Metro Transit Center
- 1st Ave S
- The Link
- 5th & Cherry
- 8th & Cherry
- 13th & Cherry
- Lewis & Clark
- 13th Ave & 15th St
- 13th Ave & 20th St
- 13th Ave & 23rd St
- Hugo's
- Altru Hospital
- Altru Rehab
- Altru Family Medicine Center
- 17th Ave & 25th St
- Red River High School
- 17th Ave & 17th St
- Grand Cities Mall
- 17th Ave & 12th St
- 17th Ave & 10th St
- 17th & Cherry
- 13th & Cherry
- 10th & Cherry
- 6th & Cherry
- 4th & Cherry

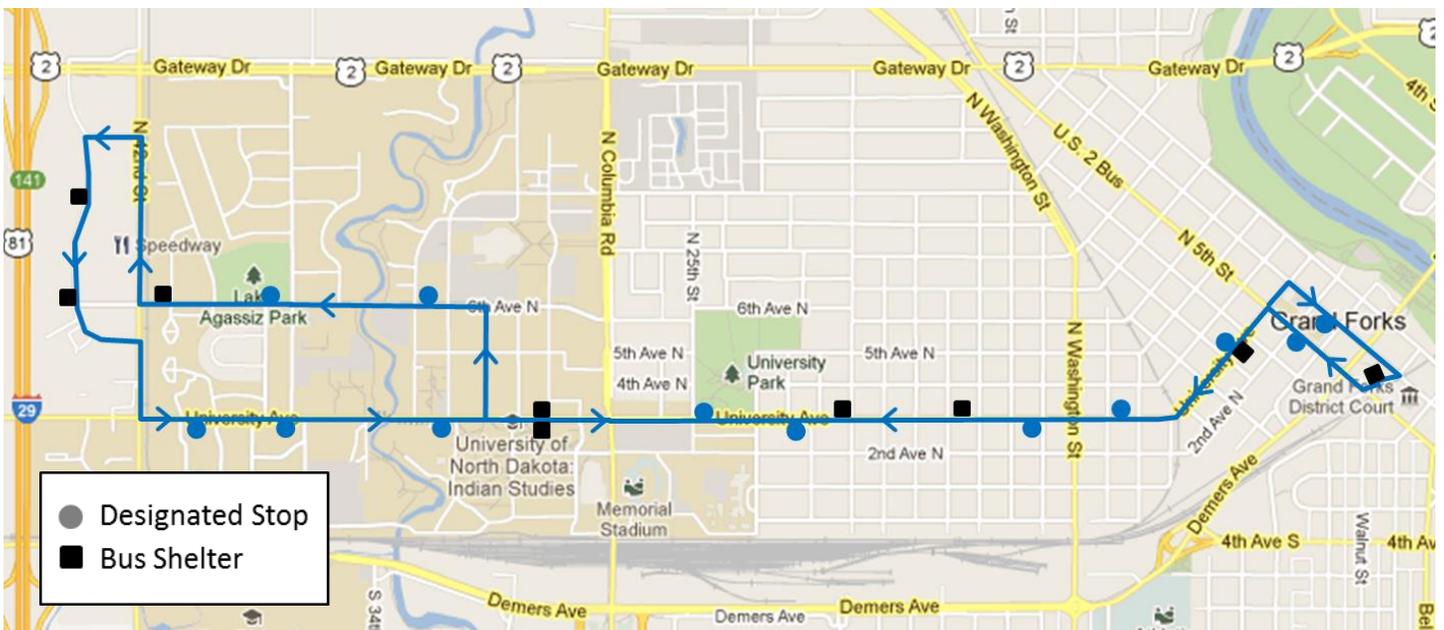
Route 4

Downtown – University Ave – N 39th St



Route 6

Downtown – University Ave – N 43rd St



Route 4 Designated Stops:

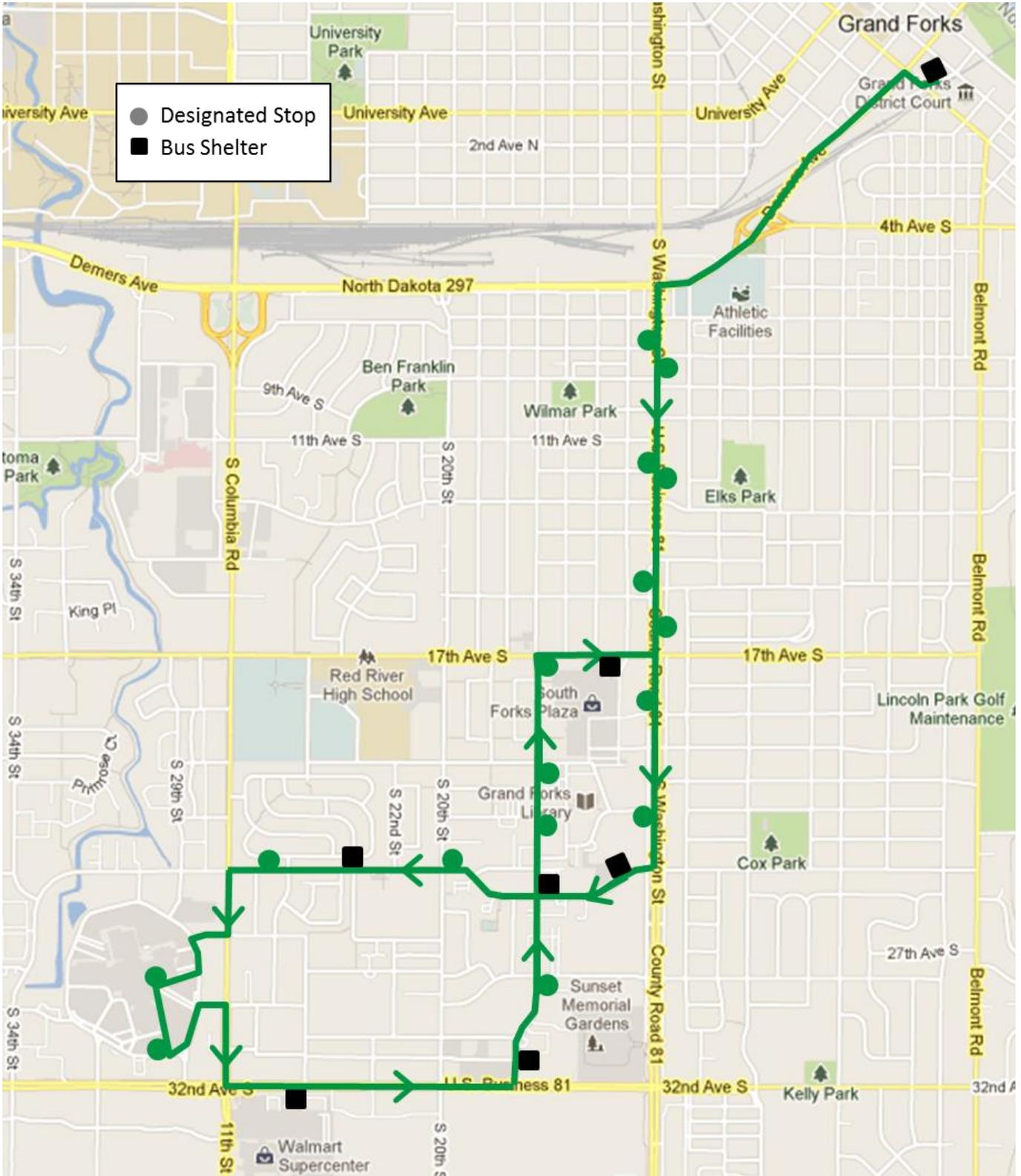
- Metro Transit Center
- N 5th St & 2nd Ave
- 7th St & University
- 12th St & University
- Salvation Army
- 20th St & University
- 25th St & University
- Hamline Shelter
- Oxford & University
- Wilkerson Hall
- Stanford Center
- Stanford Rd & 13th Ave
- N 39th St Shelter
- State St & University
- Princeton & 6th Ave
- Hamline & 6th Ave
- 22nd St & University
- 14th St & University
- YMCA
- Central High School

Route 6 Designated Stops:

- Metro Transit Center
- N 5th St & 2nd Ave
- 7th St & University
- 12th St & University
- Salvation Army
- 20th St & University
- 25th St & University
- Hamline Shelter
- Princeton & 6th Ave
- State St & 6th Ave
- Stanford & 6th Ave
- 40th St & 6th Ave
- N 43rd St Shelter
- 43rd St & 6th Ave
- Odegard Hall
- Stanford & University
- Oxford & University
- Memorial Union
- 22nd St & University
- 14th St & University
- YMCA
- Central High School

Route 5

Downtown – Columbia Mall – WalMart – Grand Cities Mall



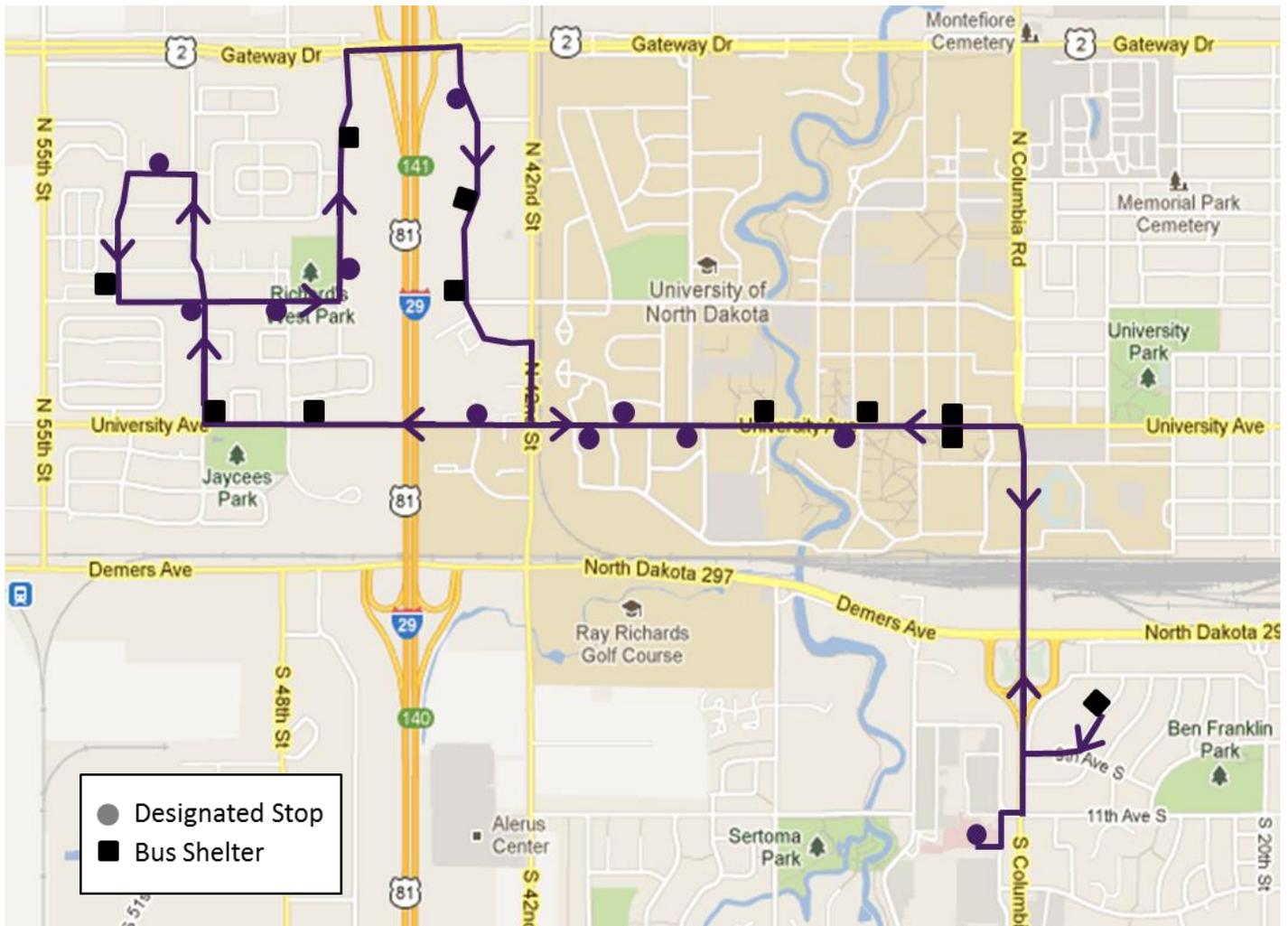
Route 5 Designated Stops:

- Metro Transit Center
- 8th & Washington
- 12th & Washington
- 16th & Washington
- Grand Cities Mall
- Library & Washington*
- Listen Day Center
- 24th Ave & 17th St
- 24th Ave & 20th St
- 24th Ave & 23rd St (shelter)
- 24th Ave & 26th St
- Columbia Mall
- McDonalds
- Wal-Mart
- Hugo's 32nd Ave
- 28th Ave & 17th St
- 24th Ave & 17th St
- 22nd Ave & 17th St
- 20th Ave & 17th St*
- 17th Ave & 17th St
- Grand Cities Mall
- Hugo's on Washington
- 12th & Washington
- 8th & Washington

***Bus stop provides access to the Grand Forks Public Library**

Route 8

UND Campus – Gateway Terrace – N 43rd St – Altru Hospital



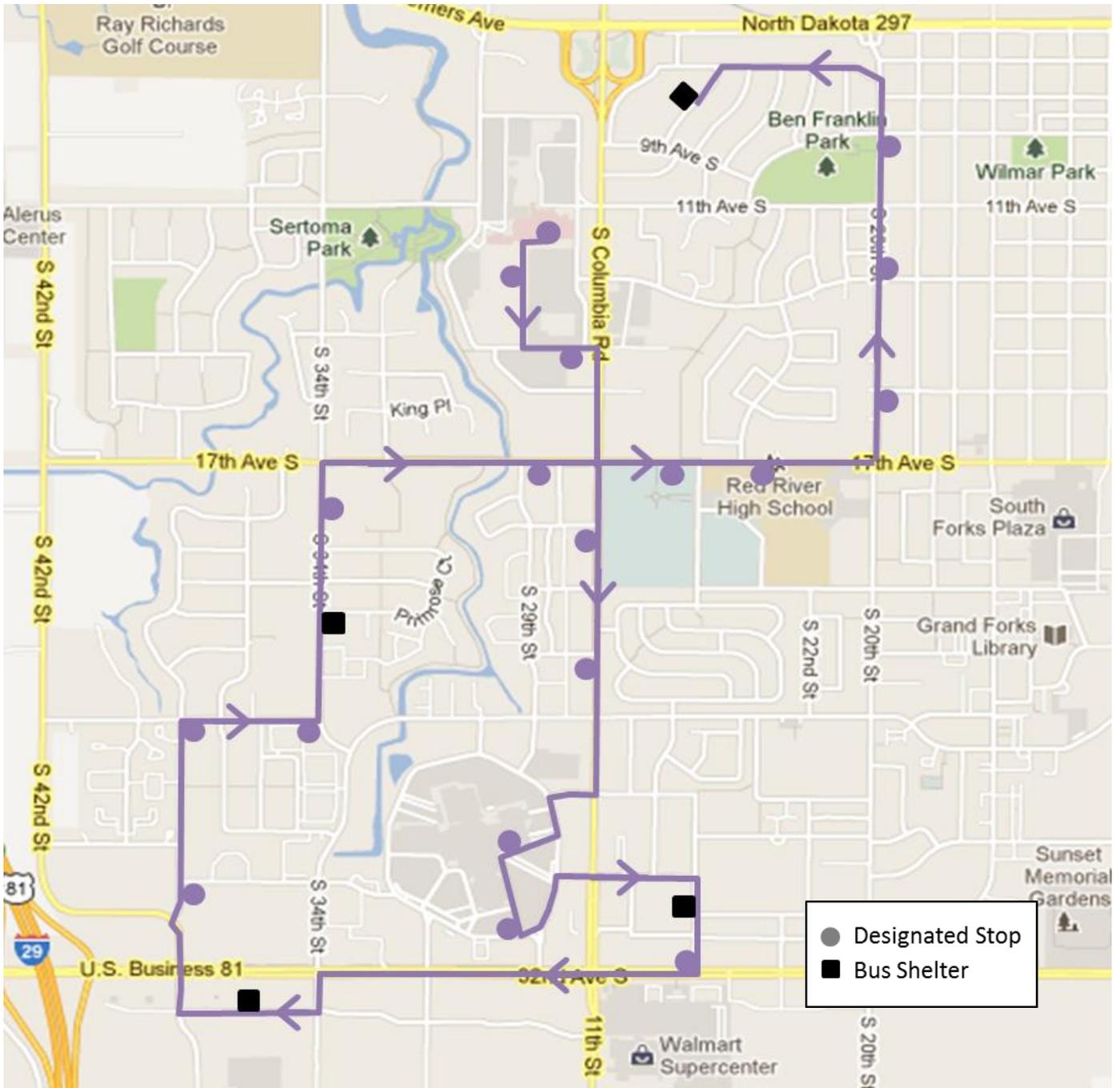
Route 8 Designated Stops:

- Amberwood
- Hamline Shelter
- Oxford & University
- Wilkerson
- Tulane & University
- Loaf N Jug
- 48th & University (shelter)
- 51st St Shelter
- Selkirk & 10th Ave N
- Westgate Village
- 51st St & 6th Ave
- 48th St & 6th Ave
- Public Works
- Gateway Terrace
- N 43rd St & Gateway Drive
- N 43rd St Shelter
- N 43rd St & 6th Ave
- Odegard*
- Stanford & University*
- Oxford & University*
- Memorial Union*
- Altru Hospital

***Service to this bus stop will begin following the Columbia Road construction detour**

Route 9

Altru Hospital – Columbia Mall – Super Target – Amberwood



Route 9 Designated Stops:

- Altru Hospital
- Altru Rehab
- Altru Family Medicine Center
- 19th & Columbia
- 22nd & Columbia
- Columbia Mall
- McDonalds
- Post Office
- 25th St & 32nd Ave S
- Super Target
- 38th St & 30th Ave
- 38th St & 24th Ave
- 34th St & 24th Ave
- 34th St & Primrose
- Century School
- 17th Ave & 29th St
- 17th Ave & 25th St
- Red River High School
- 20th St & 15th Ave
- 20th St & 13th Ave
- 20th St & 9th Ave
- Amberwood Apartments

Route 10

Downtown – Good Samaritan – Northland College – Hugo’s

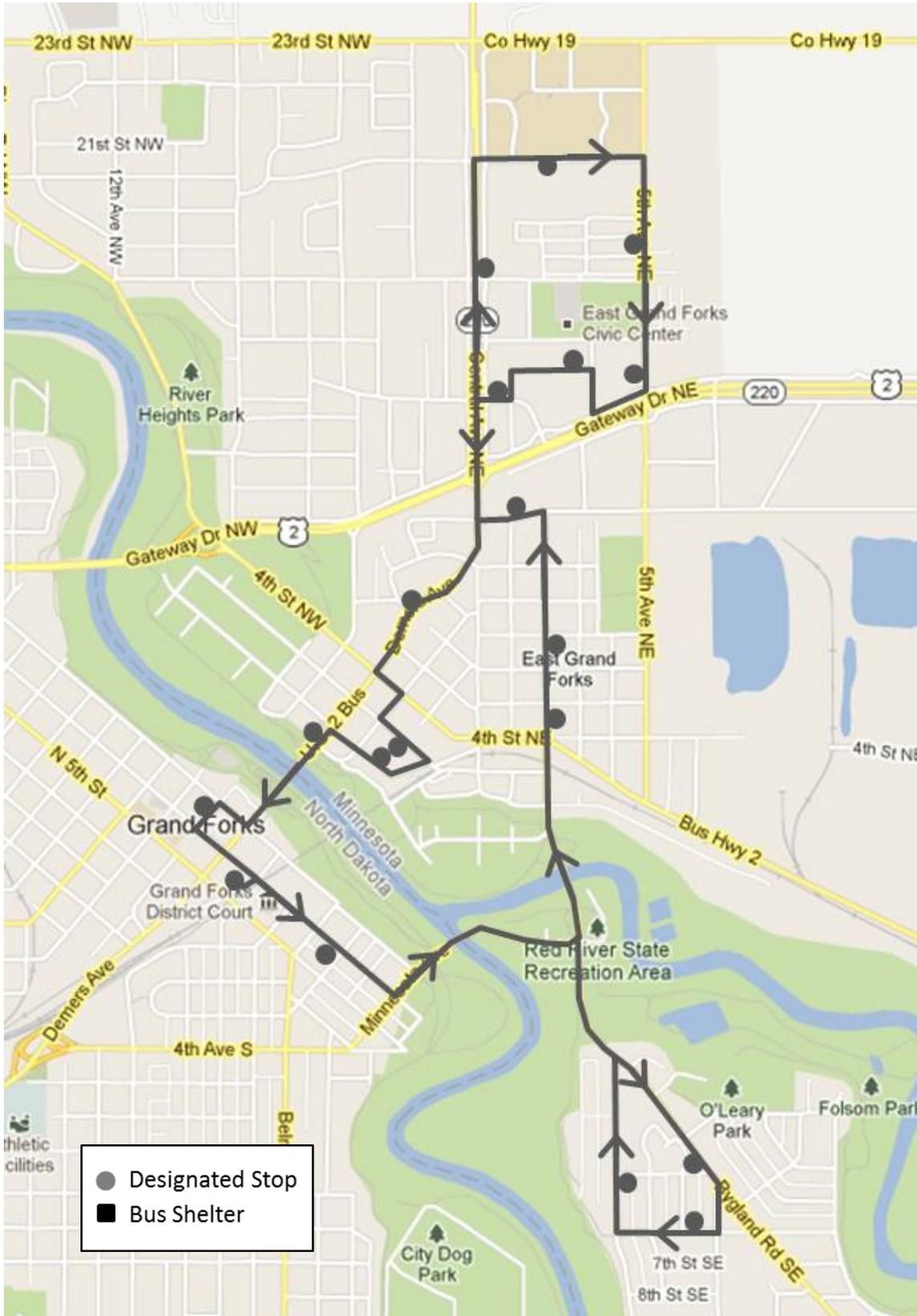


Route 10 Designated Stops:

- Metro Transit Center
- Cabela's
- City Hall
- Central Ave & 10th St NE
- Evergreen Estates
- EGF Senior High
- 4th Ave & 17th St NW
- 8th Ave & 17th St NW
- 12th Ave & 17th St NW
- Good Samaritan
- River Rd & 23rd St NW
- 12th Ave & 23rd St NW
- 8th Ave & 23rd St NW
- 8th Ave & 20th St NW
- 3rd Ave & 20th St NW
- Northland College
- 5th Ave NE & Mars Drive
- Shopko
- Hugo's
- 14th St NE & Central Ave (frontage road)
- Sunshine Terrace
- Public Library
- Boardwalk
- Ryan House

Route 11

Downtown – Senior Center – Northland College – Hugo’s

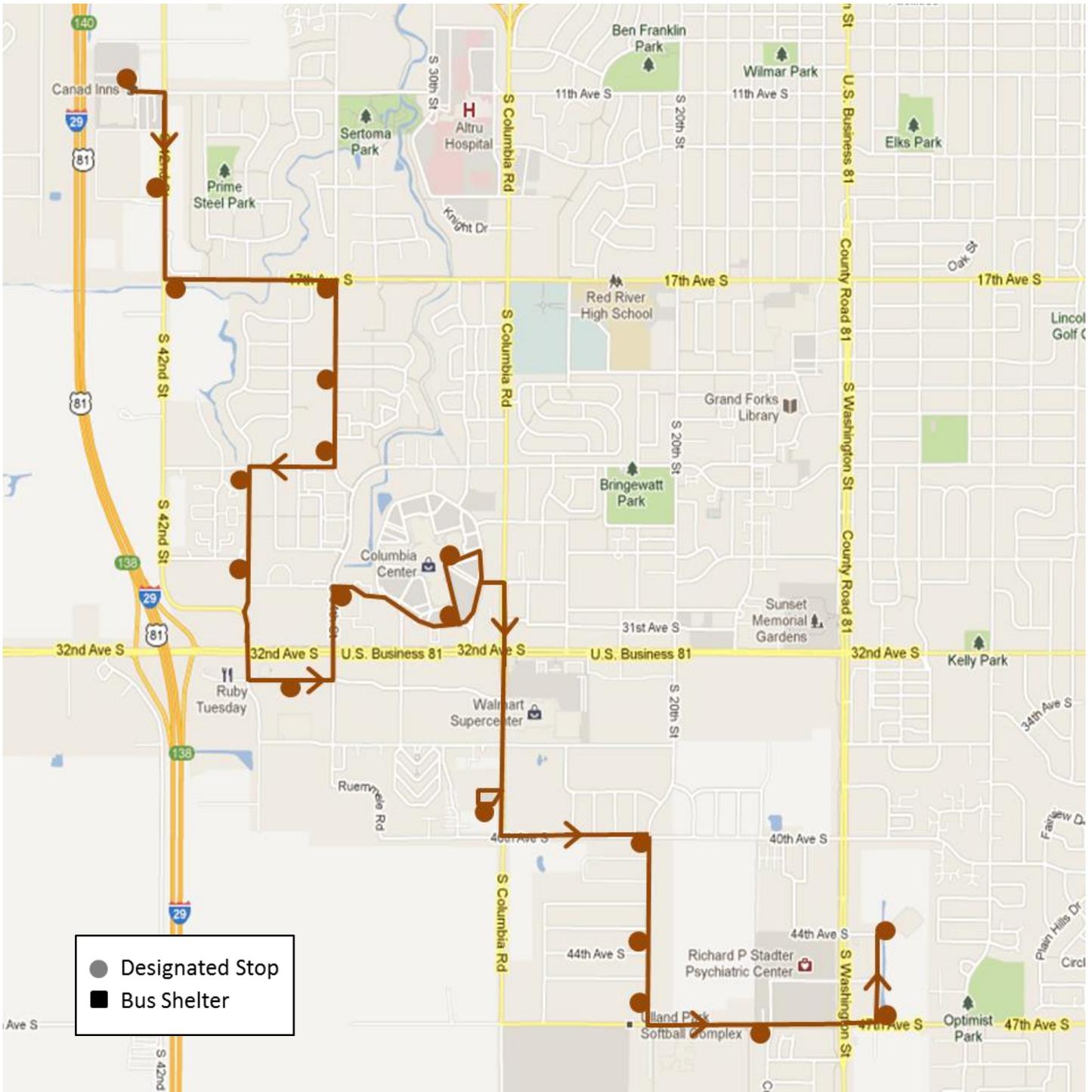


Route 11 Designated Stops:

- Metro Transit Center
- N 4th St & Gertrude
- 5th St & Bygland Road
- Senior Citizens Center
- 5th St & 5th Ave SE
- 2nd Ave & 5th St NE
- Riverside School
- 1st Ave & 10th St NE
- Central Ave & 17th St NE
- Northland College
- 5th Ave NE & Mars Dr
- Shopko
- Hugo's
- 14th St NE & Central Ave (frontage road)
- Sanford Health
- Sacred Heart
- Town Square
- Boardwalk
- Ryan House

Route 12

Columbia Mall – Development Homes – Choice Health



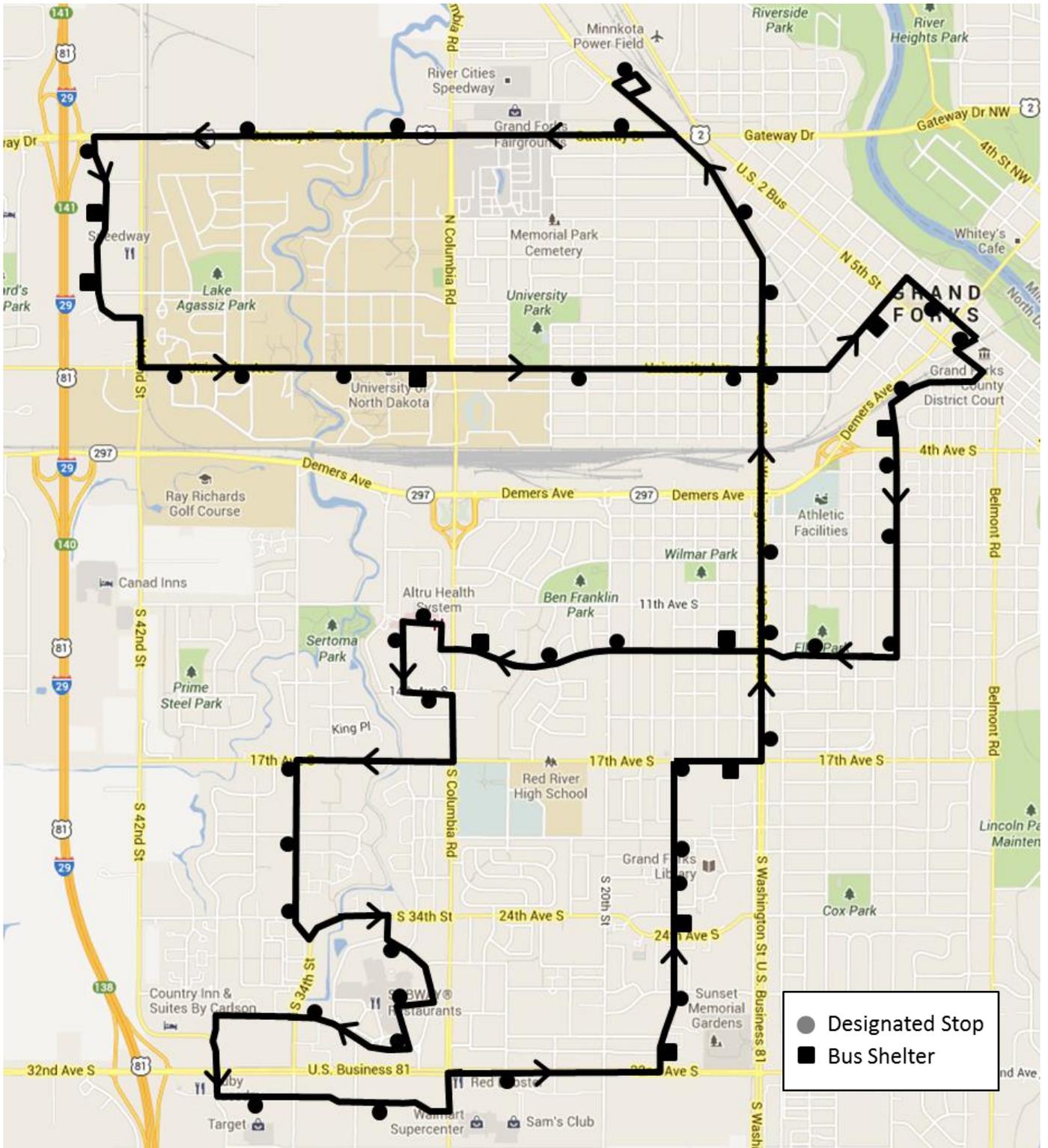
Route 12 Designated Stops:

- CanadInn
- Sleep Inn & Suites
- 42nd St & 17th Ave
- 34th St & 17th Ave
- 34th St & Primrose
- 34th St & 24th Ave
- 38th St & 24th Ave
- 38th St & 29th Ave S
- Super Target
- 34th St & 30th Ave S
- Columbia Mall
- McDonalds
- Development Homes
- 20th St & 40th Ave S
- 20th St & 43rd Ave S
- South Middle School
- 47th Ave & Curran Ct
- 47th Ave & 11th St
- Choice Health & Fitness

Route 13 Designated Stops:

- Choice Health & Fitness
- 40th Ave & 11th St
- South Medical (Stadter Center)
- 47th Ave & 44th St
- South Middle School
- 20th St & 43rd Ave S
- 20th St & 40th Ave S
- 20th St & 36th Ave S
- Columbia Rd & Pembroke
- 34th St & 36th Ave
- VA Clinic
- 34th St & 30th Ave
- Columbia Mall
- McDonalds
- 29th St & 22nd Ave S
- 29th St & 17th Ave S
- Altru Hospital
- Altru Rehab
- 34th St & 11th Ave S
- 40th St & 11th Ave S
- Canad Inn

Night Route



Night Route:

- Altru Hospital
- Altru Rehab
- Altru Family Medicine Center
- 34th St & 17th Ave S
- 34th St & Primrose Ct
- 34th St & 24th Ave S
- Columbia Mall
- McDonalds
- 34th St & 30th Ave S
- Super Target
- Super One
- Wal-Mart
- 20th St & 32nd Ave S
- Hugo's
- 17th St & 28th Ave S
- 17th St & 24th Ave S
- 17th St & 22nd Ave S
- 17th St & 20th Ave S
- Grand Cities Mall
- Hugo's on Washington
- 12th Ave S & Washington
- 8th Ave S & Washington
- University Ave & Washington
- 7th Ave N & Washington
- 10th Ave N & Washington
- Home of Economy
- N 20th & Gateway Drive
- REA & Gateway Drive
- Simplot
- N 43rd & Gateway Drive
- N 43rd St Shelter
- N 43rd & 6th Ave
- Odegard Hall
- Stanford & University Ave
- Oxford & University Ave
- Memorial Union
- 22nd & University Ave
- 14th & University Ave
- YMCA
- Central High School
- Metro Transit Center
- The Link
- 5th & Cherry
- 8th & Cherry
- 13th & Cherry
- Lewis & Clark
- 13th Ave S & 14th St
- 13th Ave S & 20th St
- Hugo's

Request for Council Action

Date: 7/22/13

To: East Grand Forks City Council; Mayor Lynn Stauss, President Craig Buckalew , Council Vice President Greg Leigh, Council Members: Mark Olstad, Henry Tweten , Clarence Vetter, Ron Vonasek and Chad Grassel.

Cc: File

From: Karla Anderson

RE: WellsOne Commercial Card

Background:

Administration and Finance has had discussions with Wells Fargo Bank during the past year about services that they could provide us. We would like to proceed in implementing a WellsOne Commercial card. This is a credit card/purchasing card for city employees. The city has not had credit cards, and it is getting difficult to make purchases from some vendors, especially online. I am aware of one instance, because a credit card was not available, the difference in price between vendors was \$300. Many vendors will not allow purchase orders, or you must go through many hoops to get credit to use a purchase order. Many vendors even encourage credit card purchases, since this can reduce their merchant rate.

It is more than just a credit card; we will be able to implement our chart of accounts with the system so that purchases can be coded into the system. Each card can have a specific dollar limit and restrictions on types of stores where purchases can be bought. The department head will have online approval authority.

Of course, this means that the purchase will be paid by the bank at the time of the purchase. We will then reimburse the bank monthly with the monthly credit card bill. The payment to the bank will be approved by the council at the same time as other bills. (We will work with the bank on this timing to make sure that bills are paid timely because of the Accounts Payable and council meeting schedule.)

This system will save the City money because we will be paying one check to the bank and not an individual check to each vendor. It will reduce fraud because there will be less checks disbursed. It will be more convenient for vendors and employees with more choices of vendors.

Recommendation:

Administration and Finance can proceed with Wells Fargo bank on implementing a credit card/purchasing card system.

Request for Council Action

Date: 7/22/13

To: East Grand Forks City Council; Mayor Lynn Stauss, President Craig Buckalew , Council Vice President Greg Leigh, Council Members: Mark Olstad, Henry Tweten , Clarence Vetter, Ron Vonasek and Chad Grassel.

Cc: File

From: Karla Anderson

RE: 2012 Comprehensive Annual Financial Report for the City of East Grand Forks and Water and Light Comprehensive Annual Financial Report

CITY FINANCIAL HIGHLIGHTS

- The City's net position (asset minus liabilities) decreased by 0.8% as a result of this year's operations. The net position of the City's governmental activities decreased \$1,203,804 (0.9%) and net assets of the City's business type activities increased \$1,313,121 (2.0%).
- Capital assets increased \$1,171,946 (0.6%), with most of the increase due to city projects.
- The City's long-term liabilities decreased \$24,641 (0.2%) during the fiscal year ending December 31, 2012. Governmental long-term liabilities increased \$224,436 (1.6%), which was primarily due to the issuance of new debt.
- At the close of the current fiscal year, the City's governmental funds reported total ending fund balances of \$7,987,161, a decrease of \$246,938 (3%).
- The General Fund's fund balance increased \$435,152 (13.6%) to \$3,195,155. The unassigned fund balance is 39% of expenditures and other uses.

Governmental Activities. A significant share of revenues of the governmental activities is capital grants and contributions (28%), with most of that amount attributed to local share of additions to the infrastructure. Property taxes and franchise taxes accounted for 21% and 12% of total revenues, respectively. Unrestricted grants and contributions in the form of

local government aid and other State aids contributed 25% to total revenues. Charges for services brought in 10%.

Public works (35.9%) expenses are the most significant, followed by public safety (26.9%), parks and recreation (18.7%), general government (9%), and community development (1.7%). Interest on long-term debt and transit expenses accounted for 4% and 3.1% of total expenses, respectively. Included in these amounts is depreciation expense of \$2,766,146, which is 21.1% of the total expenses for governmental activities.

Governmental revenues increased \$2,304,873 (17.5%) in the current year, with the most significant portion of the increase attributable to larger amounts of operating grants and contributions.

Governmental activities expenses increased \$1,496,891 (13%) in the current year. The most significant changes in program expenses were as follows:

- Public Safety expenses increased \$76,745 (2.2%). The increase is primarily attributable to capital outlay.
- Public Works expenses increased \$1,183,811 (33.6%). The increase is the result of more infrastructure projects undertaken.

There were not any other programs with significant or unusual changes.

WATER AND LIGHT FINANCIAL HIGHLIGHTS

Electric utility sales increased 8.841 million kWh (5.65%) to 165.4 million kWh sold in 2012 compared to 156.6 million kWh sold in 2011. In 2012, electric sales revenues increased \$893,589 (6.88%) to \$13,875,019, compared to 2011 sales revenue of \$12,981,430.

Electric utility wholesale power purchase costs increased \$891,900 (11.38%) to \$8,728,410 in 2012 compared to \$7,836,510 in 2011.

- Water utility sales increased 2.3 million gallons (0.7%) to 326.2 million gallons sold in 2012, compared to 323.9 million gallons sold in 2011. In 2012, water sales revenues increased \$421,619 (22%) to \$2,334,738, compared to 2011 sales revenue of \$1,913,119.
- Electric utility operating income increased \$49,891 (5.8%) to \$857,950 in 2012, compared to 2011 operating income of \$808,059.
- Water utility operating income (loss) increased \$173,249 (99.5%) to \$(5,076) in 2012, compared to a 2011 operating income (loss) of \$(178,325).

- The Department's net assets increased \$1,310,809 (3.4%) to \$38,912,104 in 2012, compared to net assets of \$37,601,295 in 2011.
- The Department's 2012 noncurrent liabilities increased \$3,517 (0.9%) to \$368,662, compared to 2011 noncurrent liabilities of \$365,145.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

- The unemployment rate for the Polk County, Minnesota area for December 31, 2012 was 5.3%, which is below the state average (5.4%) and the national average (7.8%). The Grand Forks County unemployment rate was 3.5%. The Grand Forks-East Grand Forks metropolitan statistical area unemployment rate was 4.1%. The City of Grand Forks, located in Grand Forks County, is located across the Red River of the North and has a population of approximately 53,000.
- The state's economy is slowly recovering. Legislative action has revamped the local government aid(LGA) and it should remain steady for future years and will be favorable for the City. Other types of funding, including capital bonding will be very competitive. The City received \$2.47 million in local government aid in 2012, which is about 30% of budgeted General Fund revenues.
- The City's electric utility continues to experience increases in wholesale power costs. The costs are passed to the customer through monthly power adjustments. The Western Area Power Administration (WAPA) has notified the city that it will not raise wholesale power costs in 2013, but intends to do so in 2014 with that increase not yet finalized. The electric utility purchases approximately 48% of it wholesale power supply from WAPA. There have not been any power supply interruptions and none are expected.

RESOLUTION NO. 13-08-XX

Council Member _____, supported by Council Member _____, introduced the following resolution and moved its adoption:

WHEREAS, AFSCME Council 65 (Union) represents supervisory employees of the City of East Grand Forks (City); and

WHEREAS, the City’s position of “City Planner,” currently occupied by Nancy Ellis, has been added to the bargaining group,

WHEREAS, the Union would like to finalize the addition of the City Planner position to the bargaining unit,

WHEREAS, a representative of the Union and the City’s Interim City Administrator have come to an agreement on the pay grade, the date the pay grade became effective, and that this memorandum shall be considered an addendum to the existing labor agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED that Karl Lindquist, the City’s Interim City Administrator, is authorized to sign the accompanying Memorandum of Agreement on behalf of the City Council and the City of East Grand Forks.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: August 6, 2013

Attest:

Interim City Administrator

President of Council

I hereby approve the foregoing resolution this 6th of August, 2013.

Mayor

MEMORANDUM OF AGREEMENT
BETWEEN
CITY OF EAST GRAND FORKS, MINNESOTA
AND
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
COUNCIL 65, MINNESOTA AFL-CIO

WHEREAS the City of East Grand Forks, Minnesota (hereinafter referred to as Employer) and American Federation of State, Council and Municipal Employees, Council 65 Minnesota (hereinafter referred to as Union) are parties to a Collective Bargaining Agreement (CBA) covering the period of January 1, 2013 through December 31, 2013; and

WHEREAS the Union is certified as the Exclusive Representative for public employees covered by the existing CBA; and

WHEREAS the parties wish to resolve the addition of the City Planner through this Memorandum of Agreement, now

THEREFORE BE IT RESOLVED that the signatures of the parties constitutes agreement of the following:

- 1) The parties agree that the position of City Planner, currently held by Nancy Ellis, will be placed on pay grade 18 of the collective bargaining agreement.
- 2) The parties agree that Nancy Ellis will be placed on Grade 18-Step 4 of the pay scale.
- 3) The parties agree that Nancy Ellis will receive pay retroactive to July 16, 2013.
- 4) The parties agree that this memorandum shall be considered an addendum to the existing labor agreement and shall be enforceable via the grievance procedure as outlined in Article 5 of the agreement.

Christopher Kapella, AFSCME 65
Staff Representative

Date

Karl Lindquist, City of East Grand Forks
Interim City Administrator

Date

Request for Council Action

Date: July 23, 2013

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Henry Tweten

RE: North End Park

I am asking that our City Council consider the construction of a new “family oriented” “multi-purpose” park on the north end of our City on City land.

The park will cover approximately 21 plus acres, and will be constructed over the old 10 acre dump ground, and the north one half of Outlot A and all of Outlot B of Water’s Edge First Addition.

I have discussed the park with Collin Peterson and LeRoy Stumpf, and they are in agreement that we should build a “Regional Park” that would serve and attract people from a multi-county area. I suggest we call the park a “Natural Resource Learning Center.”

We could plant and grow trees, scrubs, bushes, grasses, and flowers that are all native to this area and the State. The park would attract educators and school children and curious adults from our community, as well as a large geographical area around our City. Visiting the park would be an educational experience.

We could also install a water park, ball fields and other sports venues, bleachers, and playgrounds with playground equipment. We would request corporations, foundations, and individuals to donate funds for shelters and various other park components in exchange for naming rights to the object of their donations.

The key to the development of this park will be its diversity of selection of activities contained in it which can be used by its patrons.

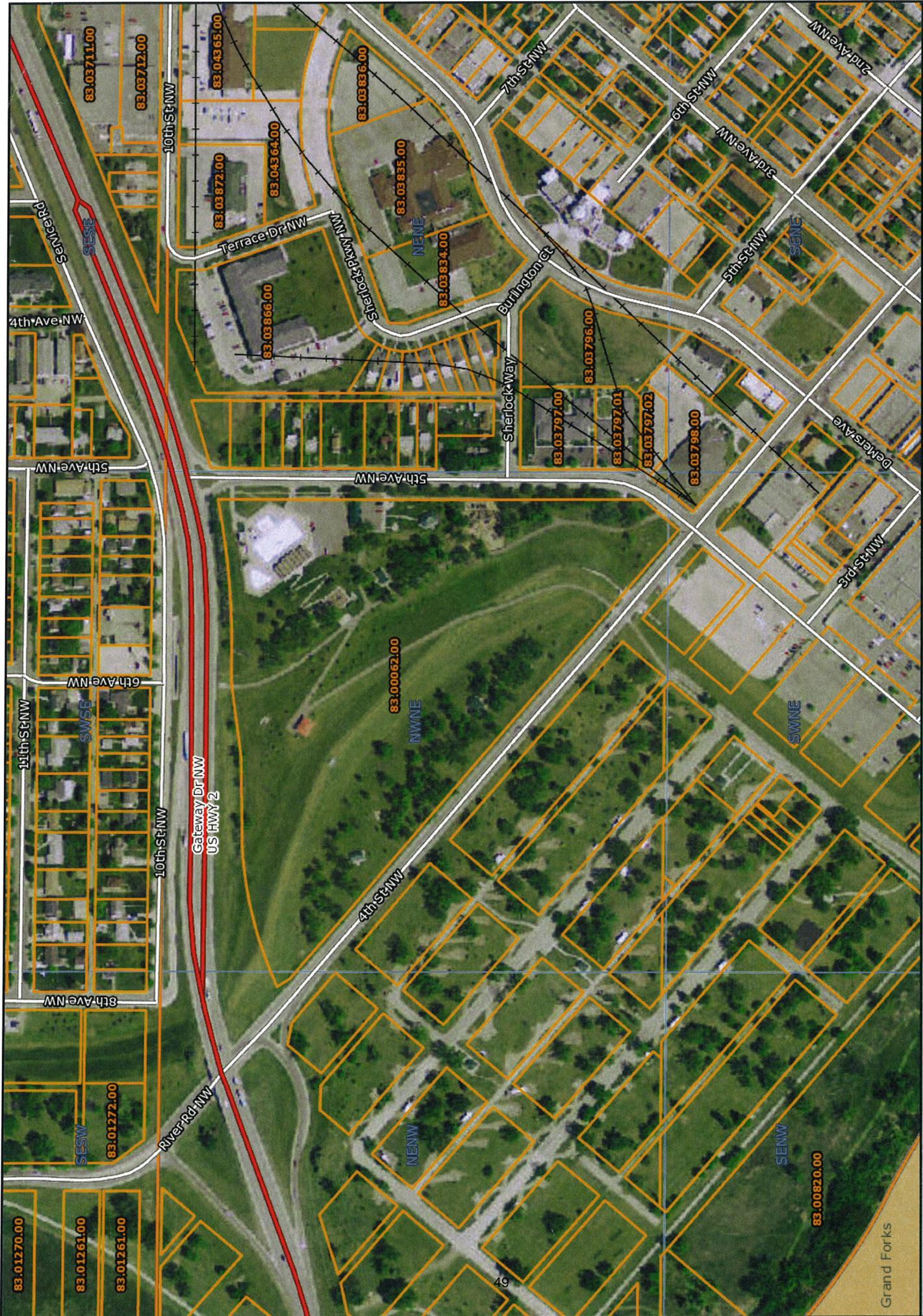
If we build the park as a “Community Park,” and a “Regional Park,” and establish a “Natural Resource Learning Center,” we could apply to the Legacy Fund for funding. We could work with the Minnesota DNR in an effort to make the park a model – a prototype - for other “Regional Parks” in the State.

An “ad hoc” committee has been formed to assist the City Council in the development of this exciting project.

A “Natural Resource Learning Center/Regional Park” in the north end would jump start the sale of the City owned lots in the area. Those lots cost the City approximately \$100,000 per year in special assessments, which hinders us from completing other needed worthwhile projects as selected by the City Council.

Recommendation:

I recommend we authorize Brad Bail of WSN to design the park, at a cost not to exceed \$2,500.00. Then we can use the plan when we apply to the Legacy Fund for funding.



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Swimming Pool

5/20/2013



Grand Forks