

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 19, 2013 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.” If you would like to address the City Council, please come up to the podium to do so.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of November 5, 2013.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 12, 2013.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

3. Consider approving the agreement between the City of East Grand Forks and Thur-O-Clean for cleaning services for City Hall to begin on January 1, 2014.
4. Consider approving the agreement between the City of East Grand Forks and Thur-O-Clean for cleaning services for the Police Department to begin on January 1, 2014.
5. Consider adopting Resolution No. 13-11-107 declaring that the City of East Grand Forks acts as the legal sponsor for the FY 2013-2014 funding to the State of Minnesota Department of Natural Resources for the trail maintenance of snowmobile trails managed by the Red River Snowmobile Club.

6. Consider adopting Resolution No. 13-11-109 authorizing the City Council to order that the following costs, with interest charged at 10% per year beginning on January 1, 2014 for mowing grass on the listed properties be certified to the County Auditor for collection with the 2014 real estate taxes.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, AND COMMISSIONS:

7. Regular meeting minutes of the Water, Light, Power, and Building Commission Meeting for October 17, 2013.
8. Regular meeting minutes of the Planning Commission Meeting for October 10, 2013.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider adopting Resolution No. 13-11-110 approving the change orders for 2013 City Project No. 3 – Police Building Improvement Project.
10. Consider adopting Resolution No. 13-11-111 correcting the special assessments to parcel number 83.04368.00 in Point of Woods 5th Addition.
11. Consider approving the amendment to Lease Agreement No. 11874 between the City of East Grand Forks and the Minnesota Department of Natural Resources extending the time of lease through November 30, 2015.
12. Consider adopting Resolution No. 13-11-112 approving the change order for 2013 City Project No. 2 – Watermain and Forcemain replacement.
13. Consider granting preliminary approval to amend the City's Comprehensive Plan to include the update to the Long Range Transportation Plan – Street/Highway Element.

CLAIMS:

14. Consider adopting Resolution No. 13-11-113 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 17335 for a total of \$752.80 whereas Council Member Buckalew is personally interested financially in the contract.
15. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

BUDGET PRESENTATIONS (Meeting Moving to Training Room):

16. Campbell Library Budget Presentation – Charlotte Helgeson
17. Water & Light Department Budget Presentation – Dan Boyce
18. Park & Recreation Budget Presentation – Dave Aker

ADJOURN:

Upcoming Meetings:

- Work Session – November 26, 2013 – 5:00 PM – Training Room
- Regular Council Meeting – December 3, 2013 – 7:00 PM – Council Chambers
- Work Session – December 10, 2013 – 5:00 PM – Training Room
- Regular Council Meeting – December 17, 2013 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 5, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for November 5, 2013 was called to order by Council President Buckalew at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; Jason Stordahl, Public Works Director; and Chad Swendseid, Park Maintenance Worker.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.” If you would like to address the City Council, please come up to the podium to do so.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of October 15, 2013.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 22, 2013.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of October 29, 2013.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE ITEMS ONE (1) THROUGH THREE (3).

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

Items under the "Consent Agenda" will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

4. Consider approving Civic Recreation Center and VFW Memorial Arena Lease Agreement between the City of East Grand Forks and the East Grand Forks Public School District.
5. Consider approving the request from the Fire Department to have the civil defense sirens declared as surplus and sell for scrap metal.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS FOUR (4) THROUGH (5).

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, AND COMMISSIONS:

6. Regular meeting minutes of the Water, Light, Power, and Building Commission Meeting for October 3, 2013.
7. Regular meeting minutes of the Planning Commission Meeting for August 15, 2013.

COMMUNICATIONS:

8. Chad Swendseid has successfully completed his probationary period as a Park Maintenance Worker for the Parks and Recreation Department.

Council President Buckalew congratulated Mr. Swendseid on passing his probation.

OLD BUSINESS:

9. Consider approving the labor agreement between the City of East Grand Forks and the Teamsters Local No. 120.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE LABOR AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE TEAMSTERS LOCAL NO. 120.

Council President Buckalew asked if there were any questions regarding the clarification of language that was done under the Health Insurance portion of the contract. With no questions or comments he thanked Council member Vetter for making the suggestion for clarification of the language.

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

10. Consider adopting Resolution No. 13-10-103 amending the skating and hockey fees for the 2013-2014 season.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 13-10-103 AMENDING THE SKATING AND HOCKEY FEES FOR THE 2013-2014 SEASON.

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

NEW BUSINESS:

11. Consider approving the Cooperative Fire Protection Agreement between the East Grand Forks Fire Department and the Minnesota Department of Natural Resources.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE COOPERATIVE FIRE PROTECTION AGREEMENT BETWEEN THE EAST GRAND FORKS FIRE DEPARTMENT AND THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES.

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

12. Consider approving the request from the Park and Recreation Department to start the hiring process to fill a park maintenance worker position.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE REQUEST FROM THE PARK AND RECREATION DEPARTMENT TO START THE HIRING PROCESS TO FILL A PARK MAINTENANCE WORKER POSITION.

Council Vice-President Leigh asked for a clarification regarding the schedule of the park maintenance workers and would like to make their schedules are changing since the arenas are open late. Mr. Aker confirmed that they were. Council member Olstad asked why the hiring process needs to be done again. Mr. Aker stated how one of the park maintenance workers put in his two week notice and will be done on November 8th.

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

13. Consider approving the request for the City to join the Minnesota WSCA Purchasing Card Program and for use of this program to begin on January 1, 2014.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSTAD, TO APPROVE THE REQUEST FOR THE CITY TO JOIN THE MINNESOTA WSCA PURCHASING CARD PROGRAM AND FOR USE OF THIS PROGRAM TO BEGIN ON JANUARY 1, 2014.

Council Vice-President Leigh said how only two banks were looked at and asked why the other banks in town were not looked into. Ms. Anderson stated she had checked into what these other financial institutions offer which was only a credit card service but they do not provide the credit card system that the City would like to utilize.

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

CLAIMS:

14. Consider adopting Resolution No. 13-10-108 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 17185 for a total of \$2,847.99 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 13-10-108 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 17185 FOR A TOTAL OF \$2,847.99 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Council member Grassel asked if there was a typo in the agenda for this item. Ms. Nelson stated there was.

Voting Aye: Leigh, Grassel, Vetter, Tweten and Olstad.

Voting Nay: None.

Abstain: Buckalew.

Absent: Vonasek.

15. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

COUNCIL/STAFF REPORTS:

Council Member Tweten told the council they are very fortunate to have the new library project coordinator. He added she was very enthusiastic, very good at what she does, and hopes she will be around for years to come.

Council Vice-President Leigh stated how there is an ongoing stinky mess and the council needs to make this issue a priority and have it corrected. Mayor Stauss stated that he agreed with Council member Leigh on how this odor issue needs to be addressed. Council member Tweten explained how the watermain and forcemain replacement had been put on hold because of a family emergency with the subcontractor and asked Mr. Stordahl to say a few words on what the City has tried to fix this situation. Mr. Stordahl explained the variety of methods of eliminating the odor problem and a brief summary of it worked. He also added that once this forcemain project is completed there might have to be more done for odor at lift one. Mr. Tweten ended by mentioning the upcoming projects, how the system needs to be maintained, and how the City is trying to address this odor issue.

Mr. Murphy told the council he had attended the Senate Bonding Committee meeting over in Crookston with Mr. Buckalew, Mr. Stauss, and Mr. Tweten. He thanked the mayor and Mr. Tweten for giving presentations. He also told the council all of his stuff is now in storage and thanked them for allowing his unusual schedule these last couple weeks.

Ms. Helgeson informed the council that the new National Report had come out which had awarded the East Grand Forks Campbell with three stars. She told the council that this year library received four stars. She also explained to the council how there was a theft from the library but with the new security system, the help of the IT department and the police department the items stolen were returned to the library within 24 hours of the theft.

Ms. Anderson informed the council that after reviewing the budget she had found more revenue items that needed to be added so currently the budget is now balanced.

Mr. Boyce told the council about the progress at the new central substation and how it had been energized. He added how there will planned outages over the next few weeks in the north end to connect people to the new substation. He explained how the affected areas were notified but just wanted to let the council know in case they received a phone call from a resident regarding the power outages.

Council President Buckalew asked if electronics should be shut off during this time. Mr. Boyce stated how it is good to take precautions have electronics stuff off during this time because there would be less of a chance of having an issue.

Mr. Aker told the council that he would like to congratulate Mr. Swendseid on the great job he has been doing and what a great employee he is. Mr. Swendseid thanked the council for opportunity to serve the community. Council Vice-President Leigh added that all he heard is good comments about Mr. Swendseid. Mr. Swendseid added that he likes to keep things nice and neat to help attract people to our community.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE NOVEMBER 5, 2013 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:26 P.M.

Voting Aye: Leigh, Grassel, Vetter, Buckalew, Tweten and Olstad.

Voting Nay: None.

Absent: Vonasek.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 12, 2013 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for November 12, 2013 was called to order by Council President Craig Buckalew at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, and Mark Olstad.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. 2014 Transportation Projects – Nancy Ellis

Ms. Ellis told the council that there were only two upcoming projects in 2014. The first was the reconstruction of 17th Street NE. She explained how this was a subtarget project and how this will be funded through federal aid, a local share, and special assessments. She added that since this is a federal aid street it will also have a sidewalk included which will be connecting to other sidewalks in this area. Discussion followed about what the City portion might be as well as when the north end of town streets might need to have another coat of overlay added to them.

Ms. Ellis stated the second project was going to be a sidewalk project going down 20th Street going from Highway 220 all the way down to 5th Ave NE and connect to the new sidewalk that was put in along Highway 220 this year. She explained how this was going to be partially funded by Transportation Enhancement funds and added there are still some funds available in state aid and in transit grants to help pay for this project. Ms. Ellis also told the council that the City is not currently planning any other projects. She added that the reason for this was because the City needs to start fresh before applying to get funding for another project so the City will have time to budget those costs and know where the local portion is coming from.

2. Police Dept Change Orders from JTC – Mike Hedlund/Brent Dammann

Chief Hedlund stated that JTC has submitted three change orders. He said the work has already been done on the first change order, they are requesting to be paid. He explained how during the mold remediation desks had to be removed from the offices and then reinstalled. He added that they also fixed concrete curbs and worked on the vestibule area. Chief Hedlund said the second change order was for window sills. He told the council how the sills were particle board that had gotten wet and swelled. He continued by saying how there are two options to choose from, one is plastic and the other is corian. He added the corian costs more but are solid pieces that would last for a very long time.

Chief Hedlund asked Mr. Dammann to explain the last change order. Mr. Dammann explained how the caulking was put around the base of the vestibule at the police department. He added how the drip system was supposed to work and how it wasn't working properly since the caulking was put in. Mr. Dammann also stated that a camera was damaged during the project and the costs for the repair will be deducted from JTC's contract. Discussion followed about how there haven't been issues in the police department since the roof and waterproofing projects had been completed, how the removal of the caulking on the outside of the police entrance should help keep the water out of the entrance, and how a little more should be spent on the window sills.

These items will be referred to a City Council Meeting for action.

3. Resolution 13-11-XX Special Assessments – Ron Galstad

Mr. Galstad explained how an issue was found when looking through special assessments. He stated that he also received a phone call with questions on how the assessments were split by the current property owner. Mr. Galstad told the council a lot had been split in Point of Woods 5th a few years ago. He stated how a property owner purchased 20 feet of the lot next to him but the specials were split as if the lot had been split in half. Mr. Galstad added that due to this error the City will have to pay the difference since the lot that should have the specials on it has now been sold. He added that he was looking at how he could have these specials paid by the original owner but hasn't found a way to do that yet. Council member Vetter asked why the specials could not be subtracted from the one property owner and added to where they should have been. Mr. Galstad explained how since the ownership of that property changed, the law does not allow for that to happen. Discussion followed on the process of how specials are calculated, what the process of splitting a parcel is, and how the administration office sends these numbers to the county.

Mr. Galstad stated how these specials were incorrect and it is the City's legal obligation to correct this issue. Council member Vetter asked to wait to correct this issue until it has been decided where the funds would be coming from. Discussion followed about if the council should wait to address this issue or if the council should have it corrected.

This item will be referred to City Council Meeting for action.

4. Quonset Storage Lease Agreement with DNR – Dave Aker

Mr. Aker informed the council that the lease agreement between the City and the Minnesota Department of Natural Resources for storage in the Quonset by the south fire station was up at the end of the month. He added he was contacted by the DNR to have this lease agreement renewed. Council Vice-President Leigh asked if any maintenance was needed or if there had been any issues because of their use of the building. Mr. Aker explained how the DNR had paid for replacing a garage door opener just last month. Mr. Galstad suggested taking out the option to renew after two years for an additional two years so the City would not be obligated up to four years since they are not paying for the use of the building. Mr. Aker told the council the agreement could be terminated by either party for any reason upon giving a written notice and 30 days to vacate. Council Vice-President Leigh asked that the council receive a copy of the original agreement.

This item will be referred to a City Council Meeting for action.

5. Engineer Committee Amendment Update for Waste Water Project – David Murphy

Mr. Murphy told the council that committee had met with the city engineers to discuss the proposed amendment to the contract for the waste water treatment project. He explained how both sides have made proposals and the negotiating will continue until a possible agreement could be brought before the entire council to vote on. He told the council to let him or any of the council members on the committee know if they had any questions.

6. 13CP2 Watermain & Forcemain Replacement – David Murphy

Mr. Murphy reminded the council about how the subcontractor for 2013 City Project 2 – Watermain and Forcemain Replacement had a family emergency. He continued by saying Zavorals are requesting an extension to complete the project in 2014. He added how there will not be any additional costs to the City which was stated in a letter from Zavorals.

This item will be referred to a City Council Meeting for action.

7. Planning/Transit/Building Inspections/City Hall Budget Presentations – Nancy Ellis

Ms. Ellis gave an overview of the office duties in the Community Development office. She explained how much the City was saving since the Building Inspection office and Planning are now combined. Council member Tweten asked when the contract was up and Indepth Inspections and asked for a report of what the City has paid them for. Ms. Ellis stated how the contract is not up until March of 2014 and will get that report to the council with what they have been paid. Ms. Ellis continued with Inspections and stated there was more commercial done this year with one more house building permit this year than last year. She added how she will be requesting to keep the inspection service contracted out until the permit technician retires in about 15 months and then re-evaluate how the office functions. Council member Vetter asked why there were no employees listed under building inspections. Ms. Ellis stated she would look into that and have it corrected.

Ms. Ellis continued by reviewing the budget for City Hall. She informed the council she had to increase the amount for utilities. She explained how there hasn't been enough budgeted for the last two years for utilities. She added how the extra cost of custodial services would be covered

by lowering the amount to the supplies and adding that amount to custodial services. Mayor Stauss stated that at some point the dome will have to be repainted.

Ms. Ellis then went over the transit budget. She explained how the ridership has steadily increased over the last couple years and how the City is now getting more funding from the state for different things like a Dial-A-Ride vehicle. She said how transit has revenue coming in from the advertising on the bus and from the contract with the technical college. Discussion followed on how the City will be asking Cities Area Transit to help pay the local share for the Dial-A-Ride Vehicle, who is eligible for Dial-A-Ride services, and a brief review of what needed to increase and where the City is saving money with the current services provided.

8. EDHA Budget Presentation – Jim Richter

Mr. Richter began with an overview of the employees and board members. He then reviewed the programs and this year's activity under housing which includes housing assistance, down payment assistance, the new construction incentive program, tax abatement, and a brief overview of lot sales. Council President Buckalew asked what the interest rate was on the down payment program. Mr. Richter told him it was 5%. He then gave an overview of the programs and the year's activity under economic development which include loan funds, the TIF districts, and commercial lot sales. Mr. Richter also informed the council about the Riverwalk Centre, the Infill Building, and the Industrial Park 2nd Addition. Mr. Richter explained how revenue was down for the year at the Infill building because Altru had moved out but that space will be filled as of December 1st by Mr. Galstad's law office.

Mr. Richter also said how there were only five lots left in the Industrial Park. Mayor Stauss asked what is being looked into for additional development. Ms. Ellis stated that the City tried to annex in more property when the 5 acres were annexed into city limits last year but the property owners were not interested. Council member Tweten reminded the council that if land is annexed the Water and Light Department needs to be involved. Discussion followed about an upcoming development in 2014.

9. Police Department Budget Presentation – Mike Hedlund

Chief Hedlund gave an overview of the Police Department budget over the last few years and the number of employees. He continued going over areas of the budget that needed increases which included general supplies, software maintenance, communications, and custodial services. Mayor Stauss asked how often the police department was cleaned currently. Chief Hedlund stated that the Police Department is cleaned three days a week for four hours each time. He also explained how the mold remediation hasn't taken place but they are looking into options like cleaning out the duct work, then having an air quality test completed, and then seeing how to move forward.

Chief Hedlund then continued going through the budget for 2014. He requested the purchase of a new dispatch console. He stated that in the last two years he said it was estimated to cost around \$100,000 but after speaking with Mr. Thompson in the IT Department there might be equipment and be up and running for only \$20,000. He explained the increase in communications were for four portable alarm systems that cost approximately \$4000 each. He stated the alarms the department have no longer function and added that if the council would like

to purchase just two this year and then they could budget to purchase two more the following year.

Chief Hedlund then gave an overview of the Drug Task Force and how some of these costs are covered by a grant. Council member Olstad told the council that being on the board has allowed him to see what a great benefit this organization is to the City. Mr. Murphy stated how he has had experience with two other drug task forces and from the little that he has been able speak with them he stated how this group was noticeably more effective than other groups.

Chief Hedlund went on with his presentation and told the council how he doesn't see squad cars as a wish list item. He explained the rotation he would like to get into purchasing an SUV and car for two years and then only a SUV every third year. Mr. Murphy asked about if these SUVs were able to be used in a pursuit. Chief Hedlund stated these SUVs were pursuit rated. Discussion followed about what funds could be used to purchase the vehicles, proposed purchases over the next five years, and finding a way to get a school resource officer back into the public school system.

A short discussion followed about how the City will be including a ryder from the League of Minnesota Cities since there are so many unknowns about healthcare and how Mr. Murphy will meet with the department heads to make a priority list to present to the council that might not be currently included in the budget.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE NOVEMBER 12, 2013 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:15 P.M.

Voting Aye: Vetter, Vonasek, Buckalew, Tweten, Olstad, and Leigh.

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

Request for Council Action

Date: October 22, 2013
To: East Grand Forks City Council and Mayor Lynn Stauss
From: Nancy Ellis, City Planner
RE: Approve new cleaning services for 2014

RECOMMENDATION:

Staffs recommends approval of hiring Thur-O-Clean Inc at \$1200/month (all inclusive) for 2014 and enter into a one year contract, starting January 1st 2014 with the ability to renew each year if they meet our needs and expectations

GENERAL INFORMATION:

The Community Development Office was asked by the past City Administer to review the current cleaning contract and visit with other Departments regarding the cleaning of their facilities. After review and discussion, both Police and Public Works were interested in joining City Hall and look for bids to clean all three buildings: City Hall, the Police Building and the Public Works Building.

At the August 2013 council meeting, staff recommended rejecting all bids as the lowest bidders did not receive positive referrals and the other estimates were too high or incomplete. It was then recommended that each dept. get their own cleaning estimates or look for cleaning services on their own.

After some concerns and disappointment with our current cleaner; I contacted a new cleaning service, Thur-O-Clean Inc and asked that they submit an estimate for cleaning City Hall only. I have received the estimate - \$1200 per month (including tax) – and I feel that the City should approve the hiring of Thur-O-Clean. Although, their estimate is more than the current cleaning company, they come with: A) excellent references; B) Less than most of the bids we received in August; C) Provide more cleaning and will include a complete building steam cleaning once per year at no charge (worth \$1950). I would like to enter into a one year contract, starting January 1st 2014 and have the ability to renew each year if they meet our needs and expectations.

This increase in cleaning services per month will be adjusted in the upcoming 2014 budget (if approved) without an increase to the City Hall Buildings budget (funds will be shifted from the maintenance fund).

CLEANING SERVICES
AGREEMENT

THIS AGREEMENT, made and entered into this 19th day of November with services beginning on January 1, 2014, by and between Nate Altendorf, Thur-O-Clean, Inc., hereinafter “**Contractor**”, and the City of East Grand Forks, a municipal corporation, hereinafter “**Owner**”.

WHEREAS, Owner owns a building in the City of East Grand Forks which is known as the “East Grand Forks City Hall” and whose address is 600 DeMers Avenue East Grand Forks; and

WHEREAS, Contractor desires to provide cleaning services for this property.

NOW, THEREFORE, in consideration of the mutual covenants and promises, it is agreed by and between Owner and Contractor, as follows:

1. **Description of Service**: The service to be performed by Contractor shall be as follows:

- Vacuuming:
 - All halls, offices and stairs shall be vacuumed each time building is cleaned
- Tile Floors:
 - Verify tile floors are clean by dust mopping or damp mopping each time building is cleaned
- Garbage and Recycle:
 - Empty all garbage and replace liners in cans each time building is cleaned. Clean garbage cans inside and out as necessary.
 - Remove all recycling from offices and place in main receptacle each time building is cleaned. Move main receptacles to exterior (dock area) for pick up. (Pick up is each Wednesday)
- Dusting:
 - Clean and dust all handrails/banisters on all stairways one time every two weeks.
 - Dust all ledges, window ledges, shelving, countertops and desks in one department each time building is cleaned. Offices/Dept will be on a rotating schedule as provided by the City.
- Glass and doors:
 - Clean and wash all glass to include entrance doors and elevator doors each time building is cleaned
- Bathrooms:
 - Sanitize sinks, counters, faucets, toilets and urinals each time building is cleaned.
 - Check all paper and replenish if needed each time building is cleaned.
 - Check and replenish if needed all soap dispensers each time building is cleaned.
 - Sanitize all stalls and stall doors, walls and floors as needed each time building is cleaned. Floors should be cleaned at least once every three weeks.
 - Clean and wash all mirrors each time building is cleaned.
 - Empty garbage and other receptacles each time building is cleaned.
- Terazzo floor in rotunda:
 - Wash floor in rotunda and burnish as needed with a minimum of two (2) times per month.
- Carpet stains/cleaning:
 - Small carpet stains will be extracted when needed each time building is cleaned. Notification of stain location will be given to cleaning service before they begin cleaning.
- General:
 - Periodic carpet extractions/cleaning of entire building will be done under separate agreement.
 - Light maintenance duties shall be done as agreed upon.

All duties as outlined here to be performed two (2) times per week unless otherwise specified herein.

Notification of deficiencies in the performance of the Agreement may be made either of two ways: (a) in writing, stating the exact nature of the deficiency; or (b) by telephone call to the Contractor.

Contractor will furnish all labor to perform the specified duties under this Agreement. The Contractor is the only authorized person(s) to enter the Library building when it is closed to the public. Supplies used and consumed will be maintained by the Owner. Equipment necessary to perform the specified duties will be provided by Owner. Contractor must notify Owner when supplies or equipment is needed.

2. **Fees**: Contractor agrees to provide the specified duties under this Agreement for the amount of **\$1,200.00** per month for City Hall cleaning duties. This amount includes applicable sales and use tax payable to the Minnesota Department of Revenue. This amount shall be submitted to the Contractor by the last day of the month for services provided in that month.

Contractor also agrees to provide the specified duty of a complete building steam cleaning once per year under this Agreement for **NO CHARGE**.

3. **Term of Agreement:** This Agreement shall be for a period of one year, commencing on the 1st day of January, 2014, and terminating on the 31st day of December, 2014. This Agreement may be canceled upon 30 days written notice by either party. Length and terms of any future Contract can be negotiated within the last three months of 2014.

4. **Relationship of the Parties:** The parties agree that the relationship created between them by this Agreement is that of owner-independent contractor. Contractor is not an employee of the Owner and Contractor is not entitled to the benefits provided by the Owner to employees. Owner is interested only in the results to be achieved. The conduct and control of the work force involved in performing this contract will lie solely with the Contractor.

5. **Insurance:** Contractor agrees to carry liability insurance coverage of at least \$500,000 and will list the City of East Grand Forks as an additional insured on said policy. Contractor declares that he is a sole proprietor, with no employees who are not immediate family members, and that he is therefore not required by law to carry workers' compensation insurance. Contractor agrees that if at any time he employs any person who is not an immediate family member, he will immediately acquire workers' compensation insurance and will provide evidence of that insurance to the City.

6. **Other:** Due to public information and security of those public documents, employees of said Contractor must have background checks and have those available for said Owner and the Contractor must complete any background checks on new employees at the Contractor's expense.

7. **Assignment:** This Agreement may not be assigned or transferred.

8. **Enforceability:** This Agreement shall be enforced consistent with the laws of the State of Minnesota.

9. **Severability:** In the case that any provision of this Agreement is determined to be invalid, illegal, or unenforceable as written, both the Owner and Contractor intend and desire that such provision be enforced to the fullest extent allowed by law, and that the remainder of this Agreement shall not be affected in any way.

IN WITNESS WHEREOF, the parties have executed this Agreement, the day and year first above written.

CITY OF EAST GRAND FORKS

CONTRACTOR

By _____
Mayor

BY _____
Nate Altendorf

ATTESTED BY:

City Clerk

Address: 1026 20th Avenue SE
East Grand Forks, MN 56721
Phone: 218-773-4280
SSN or Tax ID #:

CLEANING SERVICES
AGREEMENT

THIS AGREEMENT, made and entered into this 19th day of November with services beginning on January 1, 2014, by and between Nate Altendorf, Thur-O-Clean, Inc., hereinafter “**Contractor**”, and the City of East Grand Forks, a municipal corporation, hereinafter “**Owner**”.

WHEREAS, Owner owns a building in the City of East Grand Forks which is known as the “East Grand Forks Police Department” and whose address is 520 DeMers Avenue East Grand Forks; and

WHEREAS, Contractor desires to provide cleaning services for this property.

NOW, THEREFORE, in consideration of the mutual covenants and promises, it is agreed by and between Owner and Contractor, as follows:

1. **Description of Service**: The service to be performed by Contractor shall be as follows:
 - Vacuuming:
 - All carpeted areas (primarily offices) shall be vacuumed each time building is cleaned
 - Tile Floors:
 - Verify tile floors are clean by dust mopping or damp mopping each time building is cleaned
 - Garbage and Recycle:
 - Empty all garbage and replace liners (as needed) in cans each time building is cleaned. Clean garbage cans inside and out as necessary.
 - Remove all recycling from offices and place in main receptacle each time building is cleaned. Move main receptacles to exterior (dock area) for pick up. (Pick up is each Wednesday)
 - Dusting:
 - Dust all ledges, window ledges, shelving, countertops and desks once per week.
 - Glass and doors:
 - Clean and wash glass entrance doors each time building is cleaned. Clean other glass in the entryway/lobby as needed.
 - Disinfect all doors and door handles each time the building is cleaned.
 - Bathrooms:
 - Sanitize sinks, counters, faucets, toilets and urinals each time building is cleaned.
 - Check all paper and replenish if needed each time building is cleaned.
 - Check and replenish if needed all soap dispensers each time building is cleaned.
 - Sanitize all stalls and stall doors, walls and floors as needed each time building is cleaned. Floors should be cleaned at least once every three weeks.
 - Clean and wash all mirrors each time building is cleaned (if needed).
 - Empty garbage and other receptacles each time building is cleaned.
 - Jail Cells (and Juvenile Holding Cells):
 - Clean and disinfect jail cells (including toilets and sinks) at least once per week or as needed.
 - Restock toilet paper as needed.
 - Carpet stains/cleaning:
 - Small carpet stains will be extracted when needed each time building is cleaned. Notification of stain location will be given to cleaning service before they begin cleaning.
 - Garage Bays:
 - Sweep out garage bays once per week or as needed.
 - Booking Room:
 - Clean and disinfect the sink, countertops and table once per week or as needed
 - Lab:
 - Clean and disinfect countertops and sink
 - Kitchen/Break Area:
 - Clean all countertops, tables, stove top, and sinks each time the building is cleaned and front of cabinets as needed.
 - Janitor’s Room:
 - Clean and maintain the janitor’s room as needed.
 - General:
 - Periodic carpet extractions/cleaning of entire building will be done under separate agreement.
 - Light maintenance duties shall be done as agreed upon.
 - Damage:
 - The contractor shall report to Police Department Staff any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.
 - Equipment and Cleaning Chemicals:

- The East Grand Forks Police Department will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking/ordering of cleaning equipment, supplies and chemicals will be coordinated with Police Department staff.

All duties as outlined here to be performed three (3) times per week unless otherwise specified herein. The cleaning schedule may be flexible due to the building being staffed 24/7. Ideally the schedule would include cleaning approximately every other day. Schedule to be arranged between the owner and the contractor prior to the initialization of service.

Notification of deficiencies in the performance of the Agreement may be made either of two ways: (a) in writing, stating the exact nature of the deficiency; or (b) by telephone call to the Contractor.

Contractor will furnish all labor to perform the specified duties under this Agreement. The Contractor is the only authorized person(s) to enter the Library building when it is closed to the public. Supplies used and consumed will be maintained by the Owner. Equipment necessary to perform the specified duties will be provided by Owner. Contractor must notify Owner when supplies or equipment is needed.

2. **Fees:** Contractor agrees to provide the specified duties under this Agreement for the amount of **\$1,350.00** per month for Police Department cleaning duties. This amount includes applicable sales and use tax payable to the Minnesota Department of Revenue. This amount shall be submitted to the Contractor by the last day of the month for services provided in that month.

Contractor also agrees to provide the specified duty of a complete carpet steam cleaning and one tile floor strip and wax and one deep scrub and wax per year under this Agreement for NO CHARGE. Thur-O-Clean will provide all supplies and chemicals needed for these processes.

Any additional maintenance that is agreed upon between the Contractor and the Owner will be charge at a rate of \$15.25 per hour.

3. **Term of Agreement:** This Agreement shall be for a period of one year, commencing on the 1st day of January, 2014, and terminating on the 31st day of December, 2014. This Agreement may be canceled upon 30 days written notice by either party. Length and terms of any future Contract can be negotiated within the last three months of 2014.

4. **Relationship of the Parties:** The parties agree that the relationship created between them by this Agreement is that of owner-independent contractor. Contractor is not an employee of the Owner and Contractor is not entitled to the benefits provided by the Owner to employees. Owner is interested only in the results to be achieved. The conduct and control of the work force involved in performing this contract will lie solely with the Contractor.

5. **Insurance:** Contractor agrees to carry liability insurance coverage of at least \$500,000 and will list the City of East Grand Forks as an additional insured on said policy. Contractor declares that he is a sole proprietor, with no employees who are not immediate family members, and that he is therefore not required by law to carry workers' compensation insurance. Contractor agrees that if at any time he employs any person who is not an immediate family member, he will immediately acquire workers' compensation insurance and will provide evidence of that insurance to the City.

6. **Other:** Due to public information and security of those public documents, employees of said Contractor must have background checks and have those available for said Owner and the Contractor must complete any background checks on new employees at the Contractor's expense.

7. **Assignment:** This Agreement may not be assigned or transferred.

8. **Enforceability:** This Agreement shall be enforced consistent with the laws of the State of Minnesota.

9. **Severability:** In the case that any provision of this Agreement is determined to be invalid, illegal, or unenforceable as written, both the Owner and Contractor intend and desire that such provision be enforced to the fullest extent allowed by law, and that the remainder of this Agreement shall not be affected in any way.

IN WITNESS WHEREOF, the parties have executed this Agreement, the day and year first above written.

CITY OF EAST GRAND FORKS

CONTRACTOR

By _____
Mayor

BY _____
Nate Altendorf

ATTESTED BY:

City Clerk

Address: 1026 20th Avenue SE
East Grand Forks, MN 56721
Phone: 218-773-4280
SSN or Tax ID #:

RESOLUTION NO. 13 – 11 - 107

A RESOLUTION DECLARING THAT THE CITY OF EAST GRAND FORKS ACT AS THE LEGAL SPONSOR FOR AN APPLICATION FOR THE FY 2013/2014 FUNDING TO THE STATE OF MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE TRAIL MAINTENANCE OF SNOWMOBILE TRAILS MANAGED BY THE RED RIVER SNOWMOBILE CLUB.

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

BE IT RESOLVED, that City of East Grand Forks will act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for maintenance of snowmobile/ski trails managed by the Red River Snowmobile Club.

BE IT FURTHER RESOLVED, that upon approval of its application by the state, the City of East Grand Forks may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that City Administrator/Clerk-Treasurer, is hereby authorized to serve as the fiscal agent for the above referenced project.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: November 19, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th of November, 2013.

Mayor

**STATE OF MINNESOTA
ENCUMBRANCE WORKSHEET**

State Accounting Information:

SWIFT PO No. 48846 Contract 70755

| | | |
|---------------------------------------|---------------------------------|---------------------------------|
| Agency: R29 | Fiscal Year: 14 | Vendor Number: 0000195440 |
| Total Amount of Contract: \$17,501.60 | Amount of contract first FY: | Amount of contract second FY: |
| UNSPSC/Category: 84101501 | UNSPSC/Category: | UNSPSC/Category: |
| Account Code: 441352 | Account Code: | Account Code: |
| Amount: \$17,501.60 | Amount: | Amount: |
| Accounting Chartfield 1: | Accounting Chartfield 2: | Accounting Chartfield 3: |
| Fund: 2101 | Fund: | Fund: |
| AppriD: R294401 | AppriD: | AppriD: |
| FinDeptID: R2934152 | FinDeptID: | FinDeptID: |
| Agency Cost 1: 29852 | Agency Cost 1: | Agency Cost 1: |
| Agency Cost 2: | Agency Cost 2: | Agency Cost 2: |
| Amount: \$17,501.60 | Billing Location: R294100086 | Amount: |

Contract Purpose: **FY 2014 Snowmobile GIA Maintenance and Grooming Grant**

Contract Start Date: **7/1/2013** Expiration Date: **6/30/2014**

Trail/Club Name: Northern Lights Snowmobile Trail

Sponsor Name and Address: Kenneth Lindquist, City Administrator
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

Submitted by: Allen Lego, Area Supervisor Phone: 218-681-0889

**MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM
SNOWMOBILE FY 2014
MAINTENANCE AND GROOMING GRANT AGREEMENT**

| | | |
|--|---|-----------------------------|
| Local Unit of Government (Sponsor) City of East Grand Forks | Trail/Club Name Northern Lights Snowmobile Trail | Grant Amount \$17,501.60 |
|--|---|-----------------------------|

THIS AGREEMENT is made between the STATE OF MINNESOTA, acting by and through the Commissioner of Natural Resources, hereinafter referred to as the "State," and Local Unit of Government, hereinafter referred to as the "Sponsor" relating to the maintenance and grooming of the trails specified above; and

WHEREAS, the Sponsor desires to maintain trails for the enjoyment of the public; and

WHEREAS, the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83; and

WHEREAS, the Sponsor has applied to the State for a grant for said trails and has submitted the Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming application form, required attachments, and resolution of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan", and the sponsor resolution is attached and incorporated into this agreement as Exhibit A; and

NOW THEREFORE, it is agreed between the parties as follows:

A. TRAIL OBLIGATION OF THE SPONSOR. The Sponsor agrees to maintain the proposed trails in accordance with the guidelines contained within the current **Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual**, hereinafter referred to as the "Manual" as accepted or amended by the State. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota. The Sponsor shall:

1. Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
2. Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

B. TECHNICAL ASSISTANCE. Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

C. FUNDING. The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event that state funds become unavailable because of legislative or executive action or restraints, the grant amount may be reduced or canceled by the State.

D. DISBURSEMENT. The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified in section F. This grant shall not exceed the Grant Amount as specified above. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

E. GROOMING. In order to receive maximum disbursement from this Agreement, the Sponsor agrees to groom the entire Trail referred to within the Plan in accordance with the Trail Grooming Guidelines established in the Manual.

F. PAYMENT.

1. Trail Completion Benchmark, 45% of Total Grant Amount

Disbursement of these funds is contingent on the sponsor providing a high quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount

A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount

The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount

The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

G. PENALTIES.

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.

2. If it is determined that the **Grooming Certification benchmark for the period of opening day through January 15** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

In addition to the above penalties, the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Trails Assistance Program.

H. ACCOUNTING AND AUDIT. The Sponsor shall maintain books, records, documents, and other evidence relevant to this grant and in such detail that will accurately reflect the benchmarks that have been reached in this program and that have received payment. The Sponsor shall use generally accepted accounting principles and these records shall be retained for six years after this grant terminates. The State, its representative or the legislative auditor shall have the right to examine this evidence and the Sponsor shall make them available at the office at all reasonable times during the record retention period. Records shall be sufficient, as defined in the Manual to reflect significant costs incurred and volunteer donation of time, equipment, and/or materials in performance of this grant.

I. WORKER'S COMPENSATION. The Sponsor shall comply with the provisions for worker's compensation in Minnesota Statutes Chapter 176.181, Subd. 2 and 176.182 and all applicable rules and subsequent amendments thereto.

J. LIABILITY. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The provisions of the Minnesota Tort Claims Act, Minnesota Statutes Chapter 3.736 and other applicable law shall govern the State's liability. The provisions of Minnesota Political Subdivisions Tort Liability, Minnesota Statutes Chapter 466.02 and other applicable law shall govern the Sponsor's liability.

K. TERM.

1. **Effective date: July 1, 2013**, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
2. **Expiration date: June 30, 2014**, or until all obligations have been satisfactorily fulfilled, whichever is sooner.

L. TERMINATION. This Agreement may be terminated by the State in the event of a default by the Sponsor; the legislature appropriates insufficient monies for the program, or the abandonment of the Trail. The State and the Sponsor may also terminate it upon mutual agreement, upon 30 days' written notice to each entity.

M. ASSIGNMENT OR MODIFICATION. The Sponsor may not assign any of its rights or obligations under this Agreement without the prior written consent of the State. No change or modification of the terms or provisions of this Agreement shall be binding unless such change or modification is in writing and signed by both parties to this Agreement.

N. DATA DISCLOSURE. Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

O. GOVERNING LAW, JURISDICTION, AND VENUE. Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

P. AUTHORIZED REPRESENTATIVE. The State's Authorized Representative is the Trail Area Supervisor from the Parks and Trails Division of the Department of Natural Resources for the area where the trail is located, or his/her successor, and has the responsibility to monitor the Sponsors performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment. A list of the Trail Area Supervisors can be found on the program webpage (http://files.dnr.state.mn.us/assistance/grants/recreation/ohv/area_supps.pdf).

The Sponsor's Authorized Representative is the contact person and individual who provide the authorized signature for the Sponsor, which can be found on the program application (incorporated here into this agreement by reference). If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

The authorized representative of the sponsor is prohibited from being an officer or bookkeeper/accountant of the club or organization receiving this grant on behalf of the State.

Q. INVASIVE SPECIES PREVENTION. The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during work. The Grantee and/or contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by Grantee and/or contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite. Note that transporting noxious weeds requires a permit from the Minnesota Department of Agriculture.

The Grantee and/or contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

LOCAL UNIT OF GOVERNMENT SPONSOR

| | | |
|------------------------------------|-------|------|
| Local Unit of Government (Sponsor) | | |
| City of East Grand Forks | | |
| Authorized Signature | Title | Date |
| Authorized Signature | Title | Date |

DEPARTMENT OF NATURAL RESOURCES

| | | |
|---|---|-----------------------------|
| Individual certifies that funds have been encumbered as required by M.S. § 16A.15 and 16C.05. <i>Jenni Hillman</i> | State Encumbrance Verification <i>Contract 70755</i> <i>SWIFT PO #: 48846</i> | Date <i>10.24.13</i> |
| Signature (Recommend for Approval) | Parks and Trails Regional Manager | Date |
| Authorized Signature | Parks and Trails Division Director or Deputy Director | Date |

RESOLUTION NO. 13 - 11 - 109

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

WHEREAS, The following listed properties did not comply with City grass control regulations; and

WHEREAS, The City hired said properties to be mowed and brought back into compliance after due notice was given; now therefore

BE IT RESOLVED, That the City Council hereby orders that the following costs, with interest charged at 10% per year beginning on January 1, 2014, for mowing grass on the respective properties be certified to the County Auditor for collection with the 2014 real estate taxes:

| <u>Parcel #</u> | <u>Legal Description of Property</u> | <u>Original Mowing Cost</u> |
|-----------------|---|-----------------------------|
| 83.01939.00 | Mikkelson Reilly 2 nd Addition Lot 001 Block 001 | \$160.31 |
| 83.00571.00 | Nash Addition Lot 003 Block 007 | \$160.31 |

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: November 19, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th day of November, 2013.

Mayor

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held October 17, 2013 at 5:00 P.M.

Present: Brickson, Ogden, Tweten

Absent: Quirk

It was moved by Commissioner Tweten seconded by Commissioner Ogden that the minutes of the previous meeting of October 3, 2013 be approved as read.

Voting Aye: Brickson, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,057,834.09.

Voting Aye: Brickson, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to approve North Holt Electric's Change Order #1 for the 2013 miscellaneous project in the amount of \$7,102.08.

Voting Aye: Brickson, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to authorize the preparation of plans and specs for the 2014 watermain replacement project.

Voting Aye: Brickson, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner seconded by Commissioner to adjourn to a closed meeting to discuss wage negotiation strategies in the Water & Light conference room.

Voting Aye: Brickson, Ogden, Tweten

Voting Nay: None

Lori Maloney
Sec'y

**EAST GRAND FORKS
PLANNING COMMISSION MINUTES
Thursday, October 10 2013 – 12:00 Noon
East Grand Forks City Hall Council Chambers**

CALL TO ORDER

Chairman Christianson called the October 10, 2013, meeting of the East Grand Forks Planning Commission to order at 12:02 p.m.

CALL OF ROLL

On a Call Of Roll the following members were present: Chairman Christianson, Vonasek, Powers, Boushey (12:06), Nelson, and Erickson.

Vice-Chairman McWalter was absent.

Guest(s) present were: Teri Kouba, MPO Planner; Stephanie Erickson, MPO Planner; David Murphy, City Administrator; and Ron Galstad, City Attorney.

Staff present was: Nancy Ellis, East Grand Forks City Planner; and Megan Nelson, Executive Assistant.

DETERMINATION OF A QUORUM

A quorum was present.

COMMUNICATION

1. Discussion on the upcoming November and December Planning Commission meetings.

Ms. Ellis stated that there will be meeting in both November and December because the MPO is in the process of finishing up plans. She stated that this month they will be presenting on the alternative modes plan which includes bike, pedestrian, and transit. Ms. Ellis informed the commission that next month the MPO will be submitting the final plan for approval. She also added that next month Mr. Haugen will be in for preliminary approval of the Long Range Transportation Plan which includes all of the streets and highways. The commission will have to make recommendations on for the final plan which will be voted on by the City Council in December.

Commissioner Powers asked what the dates of the meetings would be in November and December. Ms. Ellis stated that in both months it would be the second Thursday of the month. Commissioner Powers asked if the meeting in November was going to be held during deer hunting. Ms. Nelson stated that deer hunting didn't start until the second weekend in November so the next meeting will conflict with hunting.

Commissioner Powers asked to have the record show he will be making a sacrifice and come back for the meeting. Commissioner Vonasek stated he will not be able to make the November meeting because of a doctor appointment. Ms. Ellis stated there only needs to be a quorum and how the commission will only be making recommendations to the council and the council has final approval on these plans.

Ms. Ellis also informed the commission that in November they will be revisiting the sexual oriented use business ordinance. She said how the adopted interim ordinance was from the League of Minnesota Cities. She added how she is hoping this will become the permanent ordinance but a map has to be reviewed to verify there are properties that can be used. Ms. Ellis said ordinance states these properties are located in the general industrial district and are far enough away from the sensitive receptors like churches, schools, daycare centers, etc. She stated this map is currently being reviewed by the attorneys and it appears there are seven to ten properties that would work. Ms. Ellis explained how these properties are not up for sale right now but they are available and it would be the property owner's decision if they would like to sell.

Ms. Ellis introduced Mr. David Murphy, the new City Administrator. She asked the commission to go around and introduce themselves. People then took turns introducing themselves to Mr. Murphy. Mr. Murphy then introduced himself, told the commission a little bit about his experience with the expanding community of Belle Plaine, and stated how he is looking forward to working with the commission.

APPROVAL OF MINUTES

1. Matter Of Approval Of The August 15th, 2013, Meeting Minutes Of The East Grand Forks Planning Commission

A MOTION WAS MADE BY COMMISSIONER POWERS, SECONDED BY COMMISSIONER ERICKSON, TO APPROVE THE MINUTES OF THE AUGUST 15, 2013 REGULAR MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION, AS SUBMITTED.

Voting Aye: Christianson, Vonasek, Powers, Boushey, Nelson, and Erickson.

Voting Nay: None.

Absent: McWalter

OLD BUSINESS

NONE

NEW BUSINESS

1. Matter Of Preliminary Approval to amend the City's Comprehensive Plan to include the updates to the Alternative Modes Plan (Bike/Ped Element and TDP)

Ms. Kouba began the presentation by giving an overview of how the MPO is updating the Long Range Transportation Plan and how they will be coming back for final approval for alternative modes. Ms. Kouba then proceeded to present to the commission the transit portion of the presentation which included amendments in goals and objectives, modifications made, and how East Grand Forks will be helping pay for more capital projects.

Ms. Kouba mentioned how some funding isn't available anymore for transit, more for the Grand Forks or North Dakota side. Chairman Christianson asked if services are going to be lost. Ms. Kouba stated that no services will be lost. She added that East Grand Forks will be paying for more vehicles and other expenditures for transit. Ms. Ellis stated there is money available to for these expenditures. Commissioner Powers asked if a building will need to be built for storing the vehicles. Ms. Kouba stated that everything will be stored over in Grand Forks. Ms. Ellis informed the commission that East Grand Forks has its own transit system but we contract with Grand Forks to provide the service. She added to have our own service would be way too costly. Ms. Kouba continued on with the presentation. When finished she turned the presentation over to Ms. Erickson to present on the bike and pedestrian portion.

Ms. Erickson gave an overview of her portion of the presentation and explained how goals and objectives were added to the plan. While reviewing the slide of objectives, Chairman Christianson asked what the difference was between safety and security. Ms. Kouba stated that these two items used to be paired together but that is no longer the case. She explained safety covers stop signs and the push button system at crosswalks. Ms. Ellis added that security includes the ability to get emergency management on the outdoor trails; street and highway security includes hazardous response, and being able to reroute traffic if something happened.

Ms. Erickson continued on with the presentation. She explained how the MPO is looking at adding more commuter routes for bikes, connecting more neighborhoods, connecting the University to the downtown area, and explained the different ways these lanes could be identified and implemented into the current system.

Ms. Ellis stated the primary areas of focus for East Grand Forks will be the west side of Bygland, 13th St/Greenway Boulevard, and Rhinehart Drive area since there aren't many sidewalks in these areas. She explained where sidewalks could be put in to help connect areas. She also reviewed areas on the north end of town where sidewalks have been or will be going in next year by the college and going down 17th Street along with the placement of new bus shelters.

Ms. Ellis stated that bus ridership keeps going up and asked Ms. Kouba to elaborate. Ms. Kouba told the commission that East Grand Forks has a steady increase of about 3% each year in ridership. She added that the college has helped. Ms. Ellis asked what year there was an 18% increase. Ms. Kouba said that was 2012 and added she doesn't expect to see that again this year.

Ms. Ellis told the commission that there is a trend with the younger population to not own a car, use the transit system, move into apartments downtown, and use the city park for recreation. She added this is becoming more of a reality down by the Twin Cities but it won't take as long for this trend to start up here. Ms. Kouba added how this is a trend with the University students already. Ms. Erickson commented how the University students have been very supportive of adding more routes to connect the different areas of the cities and getting better connected to the greenway system. Ms. Ellis said how transportation costs are about 25% of a person's annual salary and younger people are finding that if they take away the car and maintenance that comes with a car they can afford better housing and travel more. She added that with the rise in gas, there are even more people that use the transit system.

Chairman Christianson said he had a concern. He asked if there is enough education for drivers about people riding bicycles. Ms. Erickson stated there could be more. She explained the younger generation has received some good education but the older generation could be more educated when it comes to bikes on the roadways. Chairman Christianson explained his experience as a biker on the road and how he tries to stay out of the way even though he should be in the driving lane. He also commented about a time when he was driving and was following a person on a bike riding very close to the parking lane and the dangerous situation of drivers trying to get around them. He stated that most drivers don't know what to do. Ms. Erickson stated that it is dangerous riding in the parking lane and around park cars since the bike riders don't know if a car door is going to be opened. She said how it should get better in the future. Ms. Ellis stated she would like to see more advertisements and public service announcements about this issue. She added how Safe Kids have kids ride on the trails and on the streets so the kids learn how they should ride their bikes on streets. Discussion followed on how once the parents ride with the kids they tell the kids to do something different or how the kids tell the parents what they are doing wrong. Commissioner Boushey commented how the seasons make it tough for people to ride around town all year. Ms. Ellis stated how the commission would be surprised at how many people ride bikes all year long.

A MOTION WAS MADE BY COMMISSIONER BOUSHEY, SECONDED BY COMMISSIONER VONASEK, TO RECOMMEND PRELIMINARY APPROVAL TO AMEND THE CITY'S COMPREHENSIVE PLAN TO INCLUDE THE UPDATES TO THE ALTERNATIVE MODES PLAN (BIKE/PED ELEMENT AND TDP).

Voting Aye: Christianson, Vonasek, Powers, Boushey, Nelson, and Erickson.

Voting Nay: None.

Absent: McWalter

OTHER BUSINESS

Commissioner Powers stated he wanted to compliment the ladies for all of their work putting the information together.

EAST GRAND FORKS
PLANNING COMMISSION MEETING
Thursday, October 10, 2013

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER ERICKSON, SECONDED BY COMMISSIONER NELSON, TO ADJOURN THE OCTOBER 10, 2013, MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION AT 12:43 P.M.

Respectfully submitted by,

Megan Nelson
Executive Assistant

RESOLUTION NO. 13 – 11 – 110

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

WHEREAS, the East Grand Forks City Council had plans and specifications prepared for improvements to the exterior of the Police Department building,

WHEREAS, the job was awarded to JTC, Inc because they were the lowest responsible bidder for the project,

WHEREAS, issues have been uncovered as the project as progressed and to fix the building properly change orders have been requested

NOW, THEREFORE, BE IT HEREBY RESOLVED the East Grand Forks City Council agrees with and allows the following change orders:

Change Order #6 – Remove and install corian window sills in the amount of \$3963.10

Change Order #7 – Installation of desks, fill concrete curbs, and waterproofing of vestibule, and install retaining wall at vestibule area with pavers in the amount of \$2304.05

Change Order #8 – Removal of existing caulking around the bottom of the vestibule in the amount of \$374.00

Total of the Change Orders: \$6641.15

Voting Aye:

Voting Nay:

The President declared the resolution passed:

Passed: November 19, 2013

ATTEST:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th day of November, 2013.

Mayor

RESOLUTION NO. 13- 11- 111

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

WHEREAS, the City of East Grand Forks, (hereinafter “The City”) authorized 2005 Assessment Job No.1 Sanitary Sewer, Watermain, Curb & Gutter, and Storm Sewer in the Point of Woods 5th addition to the City.

WHEREAS, after the completion of assessment project the City certified special assessments for the project, assessment roll 272 and filed said assessment roll with Polk County to be assessed over 15 years at 6% interest.

WHEREAS, at the time of the project Robert and Jeanine Peabody were the owners of all lots in Point of Woods 5th Addition.

WHEREAS Lot 7, parcel number 83.04217.00 was assessed \$16,668.38, Lot 8, parcel number 83.04218.00 was assessed \$15,780.00 and Lot 9, parcel number 83.04219.00 was assessed \$19,420.00

WHEREAS, in or about 2006 Phil Knutson purchased lot 7 and the 20 feet of the lot 8 in Point of Woods 5th Addition.

WHEREAS, the according to City ordinance a replat of Lot 7, 8 and 9 of Point of Woods 5th was required to document the split of lot 8 and the replat was recorded as the Replat of Lots 7, 8 and 9, Block 2 Point of Woods 5th Addition in Book D of Plats page 341 in the Polk County recorder’s office on December 18, 2007.

WHEREAS, as a part of the split Phil Knutson was now owner of Lot A of the Replat and was assigned new parcel numbers to this area. Phil Knutson received two parcel numbers for Lot A; 83.04367.00 and 83.04368.00 the latter was for the 20 foot portion of the newly created lot A.

WHEREAS, in 2010 the City authorized paving improvement project 2010 Assessment Job No. 1. In 2011 the paving assessment in roll 316 was added to these parcels and the assessment roll was certified and filed with Polk County.

WHEREAS, Lot A, parcel number 83.04367.00 was assessed \$10,789.41 for 123.55 front footage benefit and 83.04368.00 was assessed \$1,758.79 for 20.14 front foot benefit, Lot B, Parcel 83.04369.00 was assessed \$9,281.25 for 106.28 front foot benefit and Lot C, parcel 83.4370 was assed \$8,943.29 for 102.41 front foot benefit.

WHEREAS, when the parcels were split both parcel 83.04368.00 and parcel 83.04369.00 were assessed \$7,890.43 to recapture the \$15,780.00 from assessment roll 272. This amount was incorrect as it assumed that the split was an equal split of the lot 8. Phil Knutson only received 20 feet of the 116.88 feet of lot 8.

NOW, THEREFORE, BE IT HEREBY RESOLVED

1. That the City has determined the assessment to parcel number 83.04367.00 and 83.04368.00 was incorrect.
2. That the City has determined that Phil and Alissa Knutson have been over assessed in the amount of \$6,785.37 assessment plus interest paid.
3. That the City shall contact the Polk County Assessor and have the special assessments corrected and reduce the amount of special assessments that Phil and Alissa Knutson owe by \$6,785.37.
4. The City authorizes the City Administrator and the Mayor to sign all appropriate documents if any to make this correction.

Voting Aye:

_Voting Nay:

Absent:

The President declared the resolution passed.

Passed: November 19, 2013

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th of November, 2013.

Mayor

Request for Council Action

Date: November 4, 2013

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

Cc: File

From: Dave Aker

RE: Lease with DNR

Background:

The Minnesota DNR would like to lease the metal Quonset storage building between the VFW Arena and the South Point Fire Hall located at 243 5th Avenue SE. The lease would be for two years, commencing December 1, 2013 continuing through November 30, 2015.

Recommendation:

I recommend that we let the DNR lease the building for NO cost, because the building contains the Red River State Recreation Area work tools it would benefit us.

Enclosures:

The lease is in the packet.

STATE OF MINNESOTA

AMENDMENT OF LEASE

Amendment No. 1

Lease No. 11874

THIS AMENDMENT No. 1 to Lease No. 11874 is made by and between the City of East Grand Forks, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Natural Resources; Region 1.

WHEREAS, LESSOR and LESSEE entered into Lease No. 11874, dated September 13, 2011, as may subsequently be amended, involving the lease of approximately one thousand two hundred fifty (1,250) usable square feet of storage space in the building known as South Point Fire Hall located at 243 5th Avenue SE, along with the metal Quonset storage building located just east of the fire station site;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. 11874 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of two (2) years, commencing December 1, 2013 and continuing through November 30, 2015 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **RENT** LESSOR and LESSEE hereby agree there is no rent for the use of the Leased Premises.
3. **OPTION TO RENEW**
 - 3.1 LESSOR grants and LESSEE accepts the right to one (1) option to renew this Lease for a period of two (2) years, commencing December 1, 2015 and continuing through November 30, 2017 ("Option Period") at the same terms, conditions and rental rate as this Lease.
 - 3.2 To exercise the above noted Option Period, LESSEE must indicate in writing its intent to exercise said option no later than November 30, 2015.

4. **NOTICES**

4.1 **Deletion** Clause 19 of the Lease is deleted and of no further force and effect and is replaced with the following Clauses 4.2 and 4.3.

4.2 **Replacement** All notices or communications between LESSOR and LESSEE shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address noted in Clause 4.3 below.

- a. when personally delivered to the addressee, or
- b. on the second business day after sender has deposited the registered or certified mailing with the US Postal Service, or
- c. one (1) business day after deposited with an overnight courier service.

4.3 **Mailing Addresses:**

LESSOR:

City of East Grand Forks
City Administrator
P.O. Box 373
East Grand Forks MN 56721

LESSEE:

Real Estate and Construction Services
Department of Administration
50 Sherburne Ave # 309
St Paul MN 55155

5. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR:
CITY OF EAST GRAND FORKS

LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

LESSEE:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER

By _____
Real Estate and Construction Services

Date _____

APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF NATURAL RESOURCES

By [Signature]

Title [Signature]

Date 11.13.13

RECOMMENDED:
DEPARTMENT OF NATURAL RESOURCES

By [Signature]

Title Lease Administrator

Date 11/13/13

STATE ENCUMBRANCE VERIFICATION
Individual signing certifies that funds are encumbered as required by Minn. Stat. §16A.15 and §16C.05.

By N/A

Date N/A

Contract No. N/A

Request for Council Action

Date: 11/8/13

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: David Murphy

RE: 2013CP2 Watermain & Forcemain Replacement Change Order

Background:

The City had awarded a job this year for watermain and forcemain replacement. This job is complicated and because of this RJ Zavoral & Sons hired a subcontractor to help. Due to an unforeseen family emergency the subcontractor is unable to complete this project within the original timeline.

Recommendation:

At this time RJ Zavoral & Sons are requesting an extension of their completion date to June 2, 2014. They state in their request that there will not be an additional charges to the City. I recommend to grant their request and to authorize staff to fill out the necessary paperwork needed for this to be completed.

Enclosures:

Copy of the paperwork needed to authorize this request and the request from RJ Zavoral & Sons.



East Grand Forks
1600 Central Avenue NE
East Grand Forks, MN 56721-1570

218.773.1185 
218.773.3348 
EastGrandForks@wsn.us.com 

WidethSmithNolting.com

November 5, 2013

David Murphy, City Administrator
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

RE: 2013 City Project No. 2
Watermain and Forcemain Replacement
East Grand Forks, MN

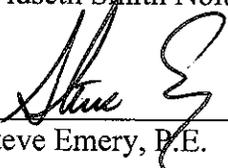
Dear David:

Enclosed please find the following contract documents for the above referenced project. Please execute and return two (2) copies to our office.

A.) Three (3) – Change Order No. 2

If you have any questions, or if additional information is needed, please contact our office.

Respectfully yours,
Wideth Smith Nolting & Associates, Inc.



Steve Emery, P.E.

SE:kmu

Change Order

No. 2

Date of Issuance: October 31, 2013

Effective Date: October 31, 2013

| | | |
|---|---------------------------------|-----------------------------------|
| Project: 2013 City Project No. 2 | Owner: City of East Grand Forks | Owner's Contract No.: |
| Contract: Watermain and Forcemain Replacement | | Date of Contract: March 5, 2013 |
| Contractor: R.J. Zavoral & Sons | | Engineer's Project No.: 0706G0016 |

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Contractor requesting time extension on forcemain work at Highway 2 and 5th Ave NW due to unforeseen circumstances with the subcontractor.

Attachments (list documents supporting change):

See Attached

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$

[Increase] [Decrease] from previously approved
Change Orders No. _____ to No. _____:

\$

Contract Price prior to this Change Order:

\$

[Increase] [Decrease] of this Change Order:

\$

Contract Price incorporating this Change Order:

\$

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): September 15, 2013

Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders
No. _____ to No. _____:

Substantial completion (days): 45 Days

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): October 31, 2013

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): June 2, 2014

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): June 2, 2014

Ready for final payment (days or date): _____

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 10/31/13

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 10/31/2013

Date: _____



R.J. ZAVORAL & SONS, INC.
P.O. Box 435
EAST GRAND FORKS, MN 56721
PHONE: 218.773.0586 • FAX: 218.773.6423
WWW.RJZAVORAL.COM

October 30, 2013

Steve Emery
[Title]
Widseth Smith Nolting
1600 Central Avenue NE
East Grand Forks, MN 56721

Re: Completion Date Extension – 2013 City Project No. 2

Dear Mr. Emery,

I am writing this letter to ask for an extension of the completion date for the 2013 City Project No. 2 – Watermain and Forcemain Replacement. Due to unforeseen circumstances relating to the Double Line Stop and Bypass subcontractor, we will not be able to complete the work prior to the current completion date. We would propose a revised completion date of June 2, 2014 at no additional cost to the City of East Grand Forks. Please let me know if you have any questions or concerns regarding this request.

Sincerely,

Daniel J. Zavoral

Assistant Secretary-Treasurer

RESOLUTION NO. 13 – 11 – 112

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

WHEREAS, the East Grand Forks City Council had plans and specifications prepared for watermain and forcemain replacement,

WHEREAS, the job was awarded to RJ Zavoral & Sons, Inc because they were the lowest responsible bidder for the project,

WHEREAS, an unforeseen family emergency has stopped the progress of the project which will no longer be completed in 2013,

WHEREAS, RJ Zavoral & Sons Inc are requesting an extension of time with no additional cost to the City,

NOW, THEREFORE, BE IT HEREBY RESOLVED the East Grand Forks City Council agrees with and allows the following change order:

Change Order – Revised completion date to June 2, 2014 at no additional cost to the City of East Grand Forks.

Voting Aye:

Voting Nay:

The President declared the resolution passed:

Passed: November 19, 2013

ATTEST:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th day of November, 2013.

Mayor

Request for Council Action

Date: November 19, 2013

To: East Grand Forks City Council and Mayor Lynn Stauss

From: Nancy Ellis, Planner – EGF Transit

RE: Matter of request from the Grand Forks – East Grand Forks Metropolitan Planning Organization to brief the Planning and Zoning Commission on request to amend City's Comprehensive Plan

RECOMMENDATION:

Planning Commission recommends preliminary approval to amend the City's Comprehensive Plan to include the update to the Long Range Transportation Plan – Street/Highway Element.

BACKGROUND:

The Street/Highway Modes is an element of the Long Range Transportation Plan that is updated every five years. It was last updated in 2007, with a few amendments since then. This plan is being developed under the newly Congressional adoption of the new transportation bill "Moving Ahead for Progress in the 21st Century" (MAP-21).

MAP-21 called for performance measures and targets to be set for all modes of transportation. The Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) have put out guidance on how these performance measures and targets need to be presented. MAP-21 also changed the way funding is made available and how much is available.

To be in compliance with the guidance and MAP-21 the MPO has updated the goals and objectives to give more prominence to the performance measures the MPO already collects data on. The MPO has also updated financial information to reflect the changes in funding that MAP-21 outlines. Staff from both Federal Highway Divisions, both State Departments of Transportation, both Counties and both Cities have been involved and concur with the update for the Street/Highways Element.

The Street/Highways is a full update that includes maps, data, and information about the vehicular network throughout the Grand Forks-East Grand Forks Metro area. The update recommends a future focus of preserving the existing roadway network in a "state of good repair". This focus has allocated most of the available future funding in preserving, rehabbing or reconstructing the existing

street and highway system. In fact, the revenue has not been sufficient to keep the system in the desired “state of good repair”

With the adoption of this Element, the Multi-modal Long Range Transportation Plan out to the horizon year of 2040 identifies the goals, performance, and recommended projects for the total transportation system. This assists in the goal of a transportation system in any city to provide access to facilities, goods, services and activities. Supporting different forms of transportation modes gives users the choice whether it is to make trips entirely by walking and biking or catching a ride on the public transit or in a vehicle transporting on the street highway network.

FINDINGS AND ANALYSIS

- The current MPO Street/Highway Modes Element of the MPO’s Transpiration Plan has a request to consider an amendment.
- The City of East Grand Forks City Comprehensive Plan does contain the MPO’s Plan and needs to also consider the amendment.
- The recommended amendment does maintain a financial plan that is fiscally constrained.
- The City of East Grand Forks City Comprehensive Plan needs to be amended to contain the updated Street/Highway Modes Element.

SUPPORT MATERIALS:

- Summary of the Street/Highway Modes Plan
- More Information Available: www.theforksmmpo.org

Street and Highway Plan Update

Goal Statements

- Support the **economic vitality** through enhancing the economic competitiveness of the metro area by giving people access to jobs, education services as well as giving business access to markets.
- Increase **security** of the transportation system for motorized and non-motorized uses.
- Increase the **accessibility and mobility** option for people and freight by providing more transportation choices.
- Protect and enhance the **environment**, promote **energy conservation**, and improve **quality of life** by valuing the unique qualities of all communities whether urban, suburban or rural.
- Enhance the **integration and connectivity** of the transportation system, across and between modes for people, freight and housing, particularly affordable housing located close to transit.
- Promote **efficient system management** and operation by increasing collaboration among federal, state, and local government to better target investments and improve accountability.
- Emphasize the **preservation** of the existing transportation system by first targeting federal funds towards existing infrastructure to spur revitalization, promote urban landscapes and protect rural landscapes.
- Increase **safety** of the transportation system for motorized and non-motorized uses.
- Develop a fiscally constrained transportation system.

Preliminary Draft 2040 Plan Available

The MPO's Long Range Transportation Plan focuses on the streets that move people and freight across neighborhoods and through cities. The MPO is releasing its Preliminary Draft 2040 Plan for public review and comment. This Plan is quite different from previous Plans by the MPO. Most previous Plans included planned projects that provided new connections, new capacities, or fixed know other deficiencies.

This newly released Plan is focusing on preserving the current roads in a "state of good repair". Virtually all the reasonably available funding is planned to be spent on pavement preservation techniques. These

techniques range from chip seals, mill and overlays, and reconstruction. Roughly \$250 Million is planned to be spent to maintain the existing system.

With the national economy still slow and declining vehicle miles driven, the revenue being collected for the federal transportation funds have declined. For the past decade or so, Congress had had to "infuse" the national transportation program with General Funds.

However, the cost of preserving the transportation system has continued to inflate. The inflation in costs has dwindled the purchasing power of the revenue raised. The costs

to maintain our existing system has ended our ability to funds expansion or capacity type projects.

For this draft, gone are the long recommended projects like additional, new bridges over the Red River, new interchanges with the Interstate, or expanding the intersection of DeMers Avenue and Washington Street to relieve traffic congestion.

These projects are still worthy; we just do not have the identified funds to plan for them to be constructed by 2040. Another \$250 Million in revenue would have to be raised in order for the MPO to plan for these improvements in a fiscally constrained plan.

Draft Plan Open House Nov. 13th

The MPO has scheduled an Open House for the public to visit with MPO staff and its consulting firm SRF Consulting Group about the 2040 Street and Highway Element of the MPO's Long Range Transportation Plan.

The Open House is scheduled for November 13th starting at 5:30 PM and concluding at 7:30 PM. The meeting will be held in the Training Room of East Grand Forks City Hall, 600 DeMers Ave, East Grand

Forks, MN.

See the back page for additional opportunities to provide input and comment on the draft. The Plan will be finally adopted by mid December of 2013.

Street and Highway Plan Update

Map of Roads Planned for State of Good Repair

The map to the right shows the streets that are planned to be maintained in a state of good repair. The red colored lines are those that will be “first” in line for federal aid. These roads have been identified by Congress and the MPO as having national and regional significance. Included in this are the Kennedy and Sorlie Bridges, along with reconstruction of the Washington Street Underpass. We are planning for them to be maintained in a good condition prior to investing in new connections or other expansion type projects. The green colored roads will be maintained with federal transportation funds. However, if the performance levels on the red colored roads are not met, these streets will be forced to be allowed to decline while the focus is put on the red colored roads.



Corridors of Concern

Shown on the next page are the forecasted Level of Service (LOS) in the year 2040. These forecasted conditions of congestion are based upon a computer travel demand model that predicts future traffic. The prediction is generated by the areas of the MPO that

have been planned for residential, commercial, or industrial growth.

Level of Service (LOS) is like the grading system in school: A is good; F is failing. The grades shown are based upon the ration between the capacity of the road versus the forecasted

traffic volumes. When the volume to capacity ratio starts to exceed 0.85, the road is congested.

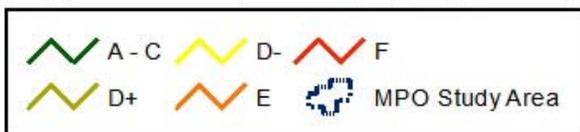
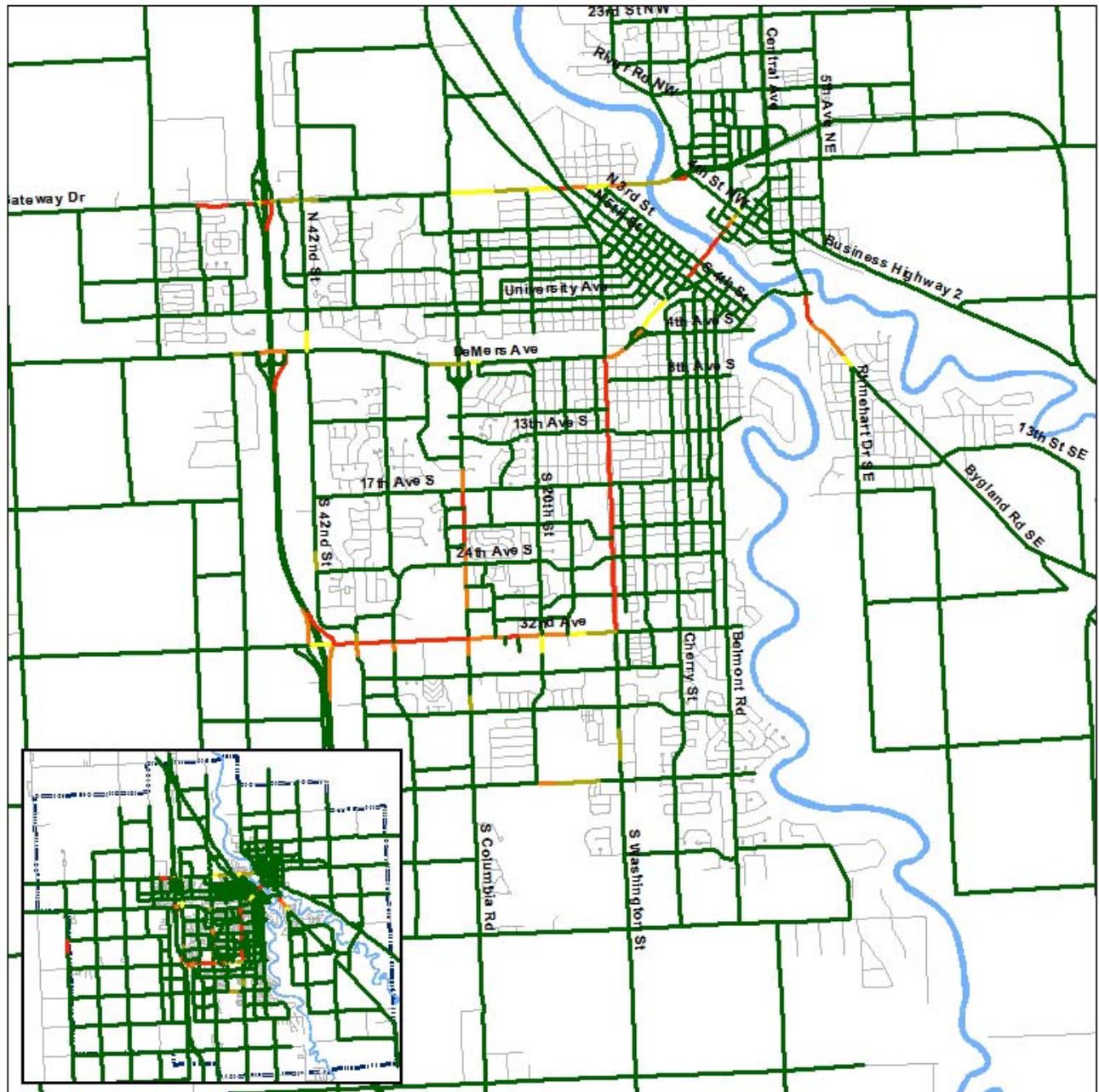
With the Draft 2040 Plan fiscally constrained to just maintaining the existing pavements, corridors currently considered congested continue to get more

Congested.

The LOS depicted is at a planning level analysis. More detailed, corridor specific analysis will need to be done to more fully understand the causes of the congestion and development strategies to ease it.

Street and Highway Plan Update

Map of 2040 Corridors of Concern





**Grand Forks - East Grand Forks
Metropolitan Planning Organization**

Grand Forks—East Grand Forks Metropolitan Planning Organization
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601 DeMers Ave. EGF City Hall

The MPO is working with SRF Consulting Group, along with CPS, to update its long range transportation plan—street and highways element. Additional newsletter will be distributed as new information becomes available.

Visit Our Website for more Information

www.theforksmpo.org

The Grand Forks—East Grand Forks Metropolitan Planning Organization is the responsible local transportation planning agency. The MPO adopts and maintains a multi-modal long range transportation plan for the urbanized area of Grand Forks and East Grand Forks. This area includes the existing urban development as well as the area projected to have urban development of the next 20 years. The current long range transportation plan has a horizon year out to 2035. The MPO is currently updating its plan out to 2040.

The MPO programs federal funds towards projects consistent with its long range transportation plan. The MPO prioritizes its transportation investments in order to implement the recommendations in its long range transportation plan.

New Revenue Potential

The draft 2040 Plan reveals a gap in funding of over \$250 Million to meet the existing and future needs of the street and highway network for the GF-EGF MPO Area. Unfortunately, this is a common issue for most transportation agencies.

Congress has struggled these past years discovering funding sources to continue maintaining and growing our transportation system. Congress is continuing to evaluate potential funding sources and must reach some conclusion soon in order to re-authorize the federal transportation program

Minnesota is currently engaging its citizens and elected officials about the funding gap and how revenues could be raised. The effort is anticipated to lead to draft legislation for the next Legislative Session, or two, to increase revenue for transportation. The City and County are participating

North Dakota is canvassing its DOT and local jurisdictions to identify the transportation needs of each with thoughts on proposing draft legislation. The City and County are participating.

Public Meetings Schedule for Plan

November & December 2013

| | Street/Highway |
|--|----------------|
| Open House on Draft Recommendation | Nov 13th |
| Preliminary Approval | |
| Grand Forks Planning/Zoning Commission | Nov 6th |
| East Grand Forks Planning Commission | Nov 14th |
| MPO Technical Advisory Committee | Nov 13th |
| Grand Forks City Council | Nov 18th |
| East Grand Forks City Council | Nov 19th |
| MPO Executive Board | Nov 20th |
| Final Approval | |
| Grand Forks Planning/Zoning Commission | PH on Dec 4th |
| East Grand Forks Planning Commission | PH on Dec 14th |
| MPO Technical Advisory Committee | Dec 11th |
| Grand Forks City Council | PH on Dec 16th |
| East Grand Forks City Council | Dec 17th |
| MPO Executive Board | Dec 18th |
| 30 Day Submit to SDOTs/Feds | Dec 20th |
| PH means Public Hearing | |

Long Range Transportation Plan

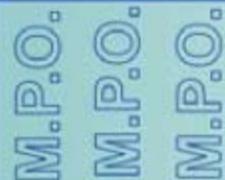
Streets and Highways

EGF Planning Commission

November 14, 2013



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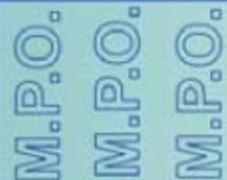
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Presentation Highlights

- Existing Conditions
- Future Growth
- Forecasted Traffic Volumes
- Forecasted Financial Information
- Range of Alternatives
- Fiscally Constrain Plan
- Un-met Needs



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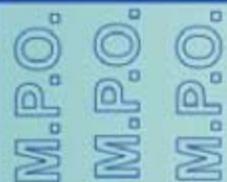
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Other MPO Activities

- Pavement Management System Update
- Freight Rail Access Study
- New School Traffic Study
- Traffic Counting Program
- MAP-21 Implementation
 - Transportation Improvement Program
 - Project prioritization criteria



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Street and Highway Plan Update

Special points of interest:

- Grand Forks' 2010 population was 53,400.
- Grand Forks changed its rate of growth from 0.9% annually to 1.2%.
- The new 2040 population forecast for Grand Forks is 74,250.
- This change will add an additional 6,000 people over the previous 2040 forecasted population that used an annual rate of 0.9%.
- Grand Forks is also significantly changing its 2040 Land Use Plan future growth areas for housing and commercial development.
- Employment is projected to grow from 32,500 in 2010 to 45,300 in 2040.
- East Grand Forks' 2010 population was 8,500.
- East Grand Forks is continuing at 1.2%.
- The 2040 population forecast for East Grand Forks is 12,300.
- Employment in East Grand Forks is projected to grow from 3,500 in 2010 to 5,000 in 2040.

Population Growth

The City of Grand Forks had adopted an annual population growth rate of 0.9% in its 2040 Land Use Plan, which was adopted at the end of 2011.

The rate was less than the previous adopted rate from the City's 2035 Land Use Plan. That Plan had an annual population growth rate of 1.2%.

The reason it was reduced to 0.9% was the result of the rate of population growth reflected in the 2010 Census. The annual population growth reflected between the 2000 Census and the 2010 Census for Grand Forks revealed an annual population growth rate of 0.7%.

Employment Growth

Employment projections for Grand Forks and East Grand Forks are based upon the current percentage of employees to population comparison. The current 2010 percentage is 60% for Grand Forks and

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Street and Highway Plan Update

October
Volume 5

Goal Statements

- Support the **economic vitality** through enhancing the economic competitiveness of the metro area by giving people access to jobs, education services as well as giving business access to markets.
- Increase **safety** of the transportation system for motorized and non motorized uses.
- Increase the **accessibility and mobility** option for people and freight by providing more transportation choices.
- Protect and enhance the **environment**, promote **energy conservation**, and improve **quality of life** by valuing the unique qualities of all communities whether urban, suburban or rural.
- Enhance the **integration and connectivity** of the transportation system, across and between modes for people, freight and housing, particularly affordable housing located close to transit.
- Promote **efficient system management** and operation by increasing collaboration among federal, state, and local government to better target investments and improve accountability.
- Emphasize the **preservation** of the existing transportation system by first targeting federal funds towards existing infrastructure to spur revitalization, promote urban landscapes and protect rural landscapes.
- Increase **safety** of the transportation system for motorized and non motorized uses.
- Develop a fiscally constrained transportation system.

Preliminary Draft 2040 Plan Available

The MPO's Long Range Transportation Plan focuses on the streets that move people and freight across neighborhoods and through cities. The MPO is releasing its Preliminary Draft 2040 Plan for public review and comment. This Plan is quite different from previous Plans by the MPO. Most previous Plans included planned projects that provided new connections, new capacities, or fixed known other deficiencies.

This newly released Plan is focusing on preserving the current roads in a "state of good repair". Virtually all the reasonably available funding is planned to be spent on pavement preservation techniques. These

techniques range from chip seals, mill and overlays, and reconstruction. Roughly \$250 Million is planned to be spent to maintain the existing system.

With the national economy still slow and declining vehicle miles driven, the revenue being collected for the federal transportation funds have declined. For the past decade or so, Congress had had to "infuse" the national transportation program with General Funds.

However, the cost of preserving the transportation system has continued to inflate. The inflation in costs has dwindled the purchasing power of the revenue raised. The costs

to maintain our existing system has ended our ability to funds expansion or capacity type projects.

For this draft, gone are the long recommended projects like additional, new bridges over the Red River, new interchanges with the Interstate, or expanding the intersection of DeMers Avenue and Washington Street to relieve traffic congestion.

These projects are still worthy; we just do not have the identified funds to plan for them to be constructed by 2040. Another \$250 Million in revenue would have to be raised in order for the MPO to plan for these improvements in a fiscally constrained plan.

Draft Plan Open House Nov. 13th

The MPO has scheduled an Open House for the public to visit with MPO staff and its consulting firm SRF Consulting Group about the 2040 Street and Highway Element of the MPO's Long Range Transportation Plan.

The Open House is scheduled for November 13th starting at 5:30 PM and concluding at 7:30 PM. The meeting will be held in the Training Room of East Grand Forks City Hall, 600 DeMers Ave, East Grand

Forks, MN.

See the back page for additional opportunities to provide input and comment on the draft. The Plan will be finally adopted by mid December of 2013.



Programming

performance outcome.

The MPO has drafted some performance measures for this Plan Update. Within a couple of years, national and state performance measures will be established. The MPO will then have to incorporate these and modifying, if necessary, the existing measures.

Already known is the heavy emphasis on targeting maintenance or preservation the existing system in a "state of good repair". This target will focus financial resources towards ensuring that the existing system is not allowed to further deteriorate and is brought into better condition.

signalized intersection: maintain a LOS C or above on 90% of the signalized intersections. This recognizes that some intersections cannot reasonably be improved to a LOS C.



Federal Change in Transportation Planning

- **SAFETEA-LU**

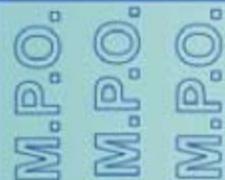
- Fiscally flush
 - \$\$\$\$\$\$\$\$
- Thousands of Earmarks
- “Bridge to Nowhere”
- Process Based
- Flexibility

- **MAP-21**

- Severely Fiscally Constrained
 - \$\$
- Zero Earmarks
- “State of Good Repair”
- Performance Based
- Focus on Highways of National Significance



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Goals & Performance Targets



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Goals

- Combination of three
 - Planning Factors
 - 8 factors = Our 8 Goals
 - Livability Principles
 - 7 initiatives embedded into the 8 Goals
 - MAP-21

Goals

GOAL 1: ECONOMIC VITALITY

Support the economic vitality through enhancing the economic competitiveness of the metropolitan area by giving people access to jobs, education services as well as giving business access to markets.

GOAL 2: SECURITY

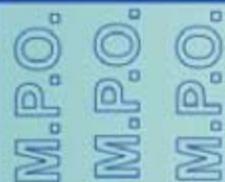
Increase security of the transportation system for motorized and non-motorized uses.

GOAL 3: ACCESSIBILITY & MOBILITY

Increase the accessibility and mobility options for people and freight by providing more transportation choices.



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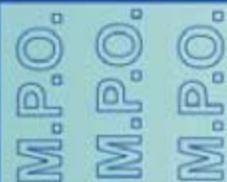
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MAP-21 Performance Goal Definitions

| LRTP Goals | Safety | Infrastructure Conditions | Congestion Reduction | System Reliability | Freight Movement & Economic Vitality | Reduced Project Delivery Days |
|--------------------------------------|--------|---------------------------|----------------------|--------------------|--------------------------------------|-------------------------------|
| Economic Vitality | | | | ● | | ● |
| Security | | | ● | | | |
| Accessibility & Mobility | | | ● | ● | | |
| Environmental/Energy/Quality of Life | | | | | ● | ● |
| Integration and Connectivity | | | ● | ● | | |
| Efficient System | | ● | ● | | | ● |
| System Preservation | | ● | | ● | | ● |
| Safety | ● | | | | | |



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Performance Targets

Goal 1: Performance Measures and Monitoring Activities

| Performance Measures | Performance Target |
|---|---|
| <ul style="list-style-type: none"> Land use and economic development initiatives consistent with the LRTP and TIP projects | <ul style="list-style-type: none"> Ninety percent (90%) land use and economic development initiatives consistent with the LRTP and TIP projects. |

Goal 3: Performance Measures and Monitoring Activities

| Performance Measures | Performance Targets |
|--|--|
| <ul style="list-style-type: none"> Vehicle hour delays along arterial streets with coordinated signal timing plans. | <ul style="list-style-type: none"> Reduce vehicle hour delays every year by improving signal coordination and timing plans. |
| <ul style="list-style-type: none"> Number of interconnected traffic signals. | <ul style="list-style-type: none"> Provide adaptive traffic controls and interconnect signals within cities by 2020 and between states by 2025. |
| <ul style="list-style-type: none"> Signalized intersection Level of Service (LOS). | <ul style="list-style-type: none"> Maintain a LOS C on 90 percent or better of the signalized intersections throughout the metro area (Please note: Some intersections cannot be reasonably improved to a LOS C). |

Existing Conditions

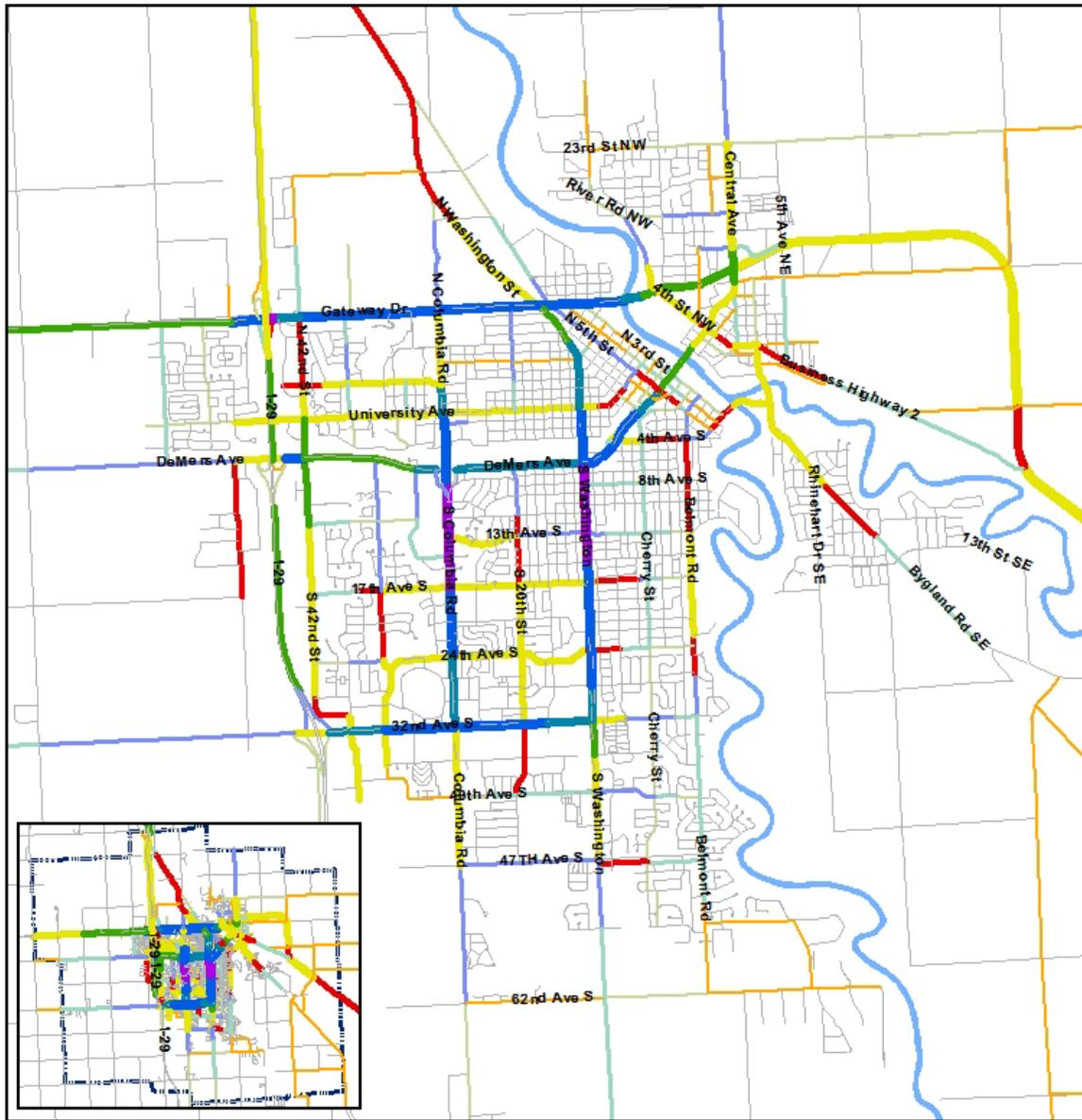


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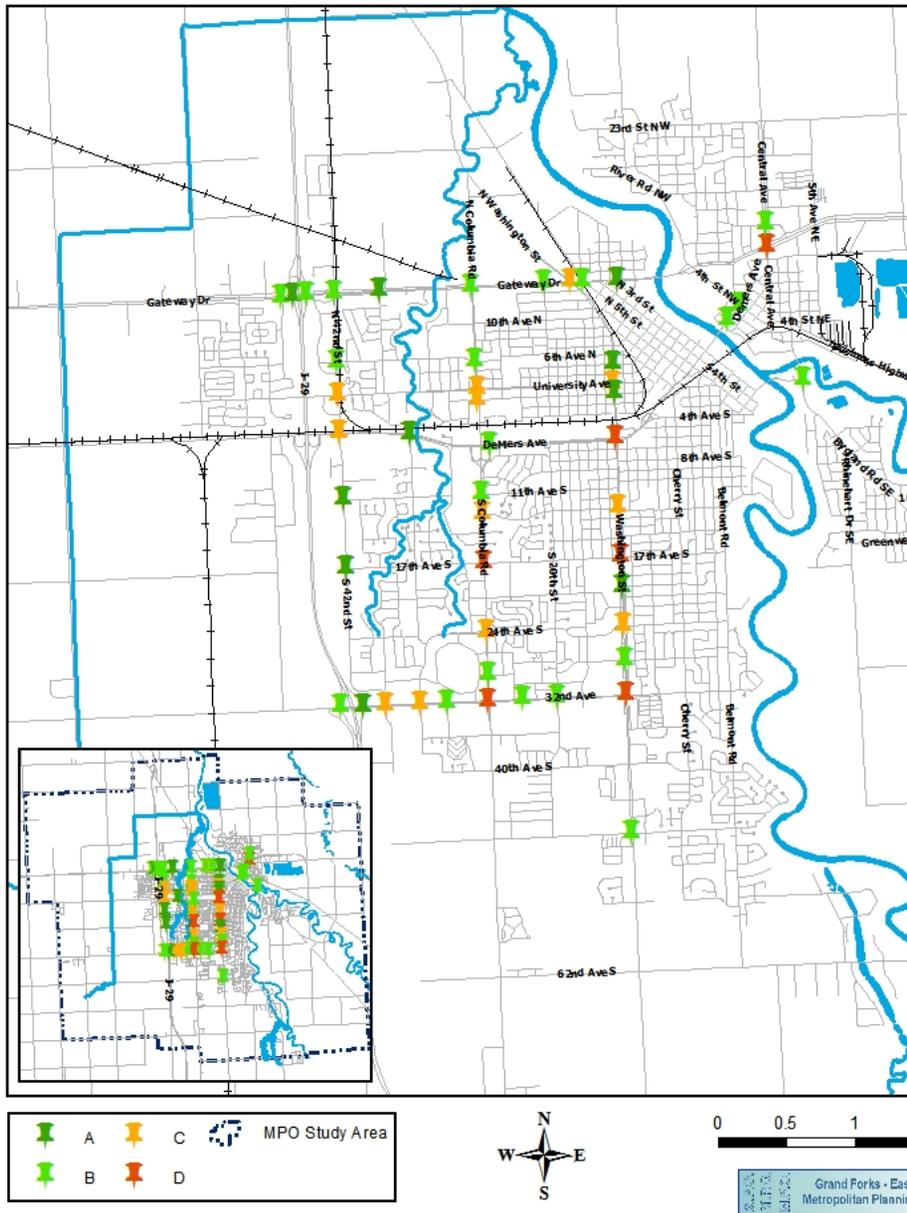
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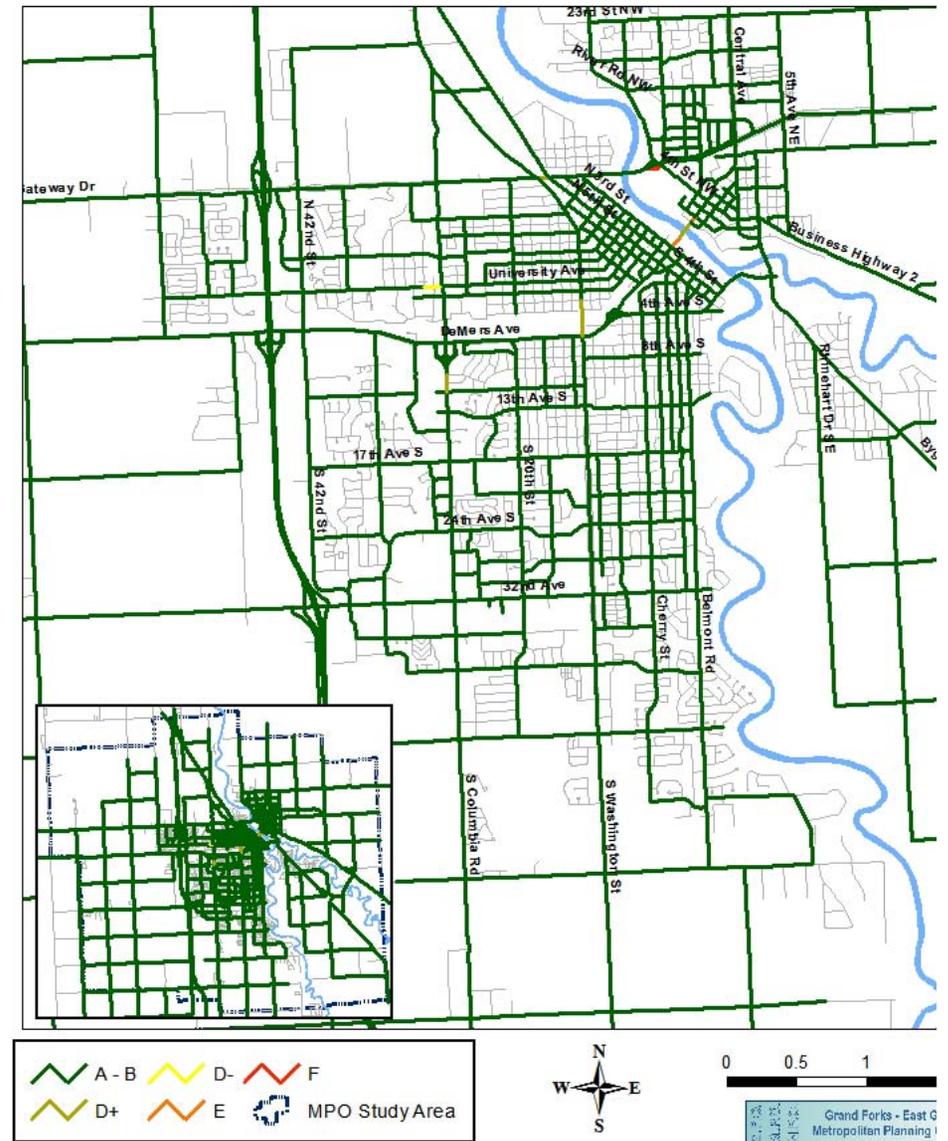
2010 Traffic Volumes



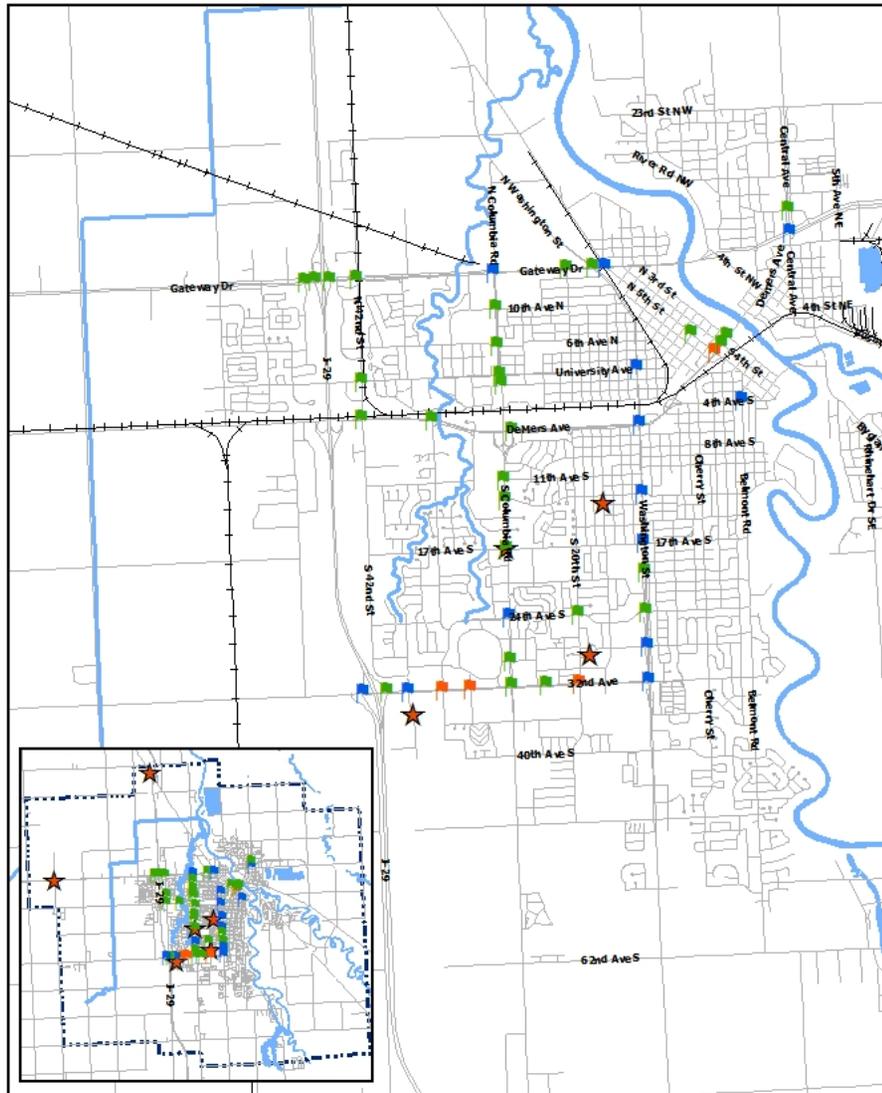
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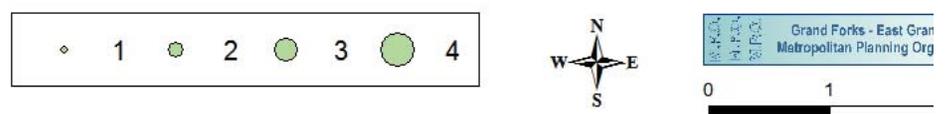
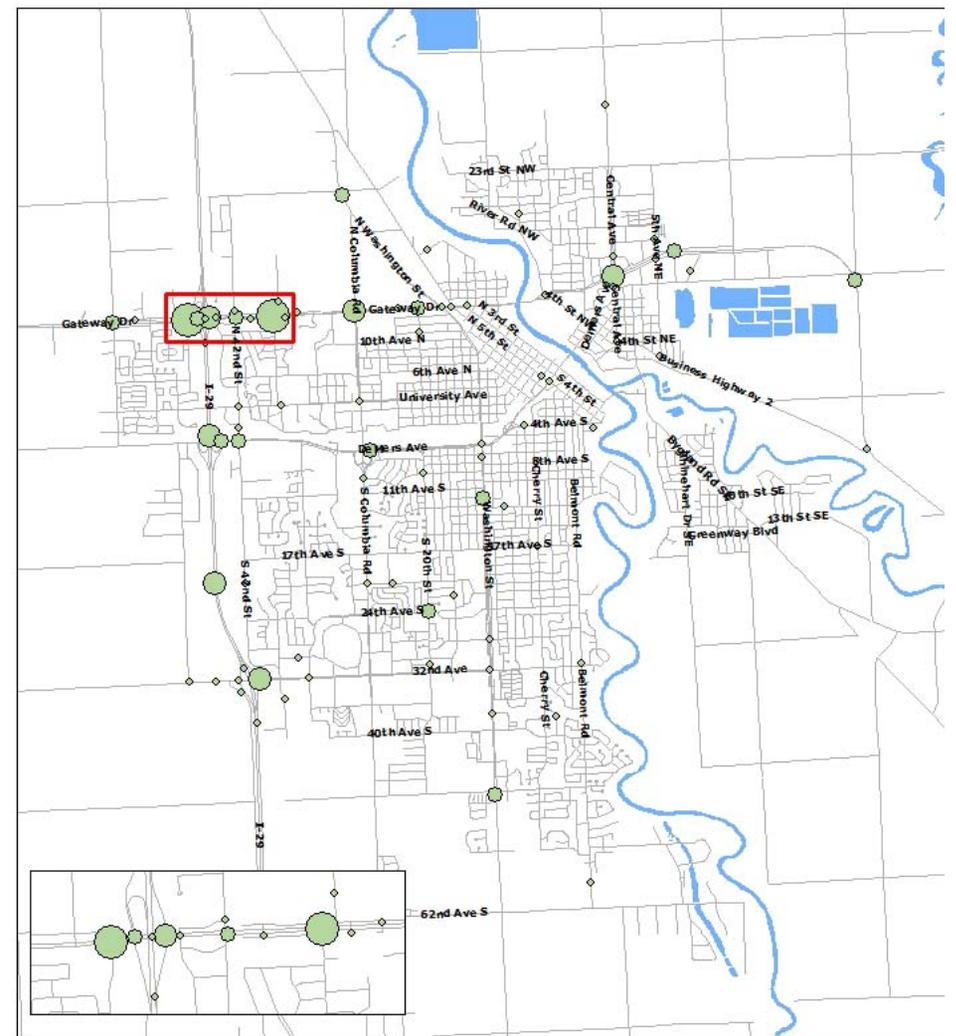
Intersection LOS



Model LOS

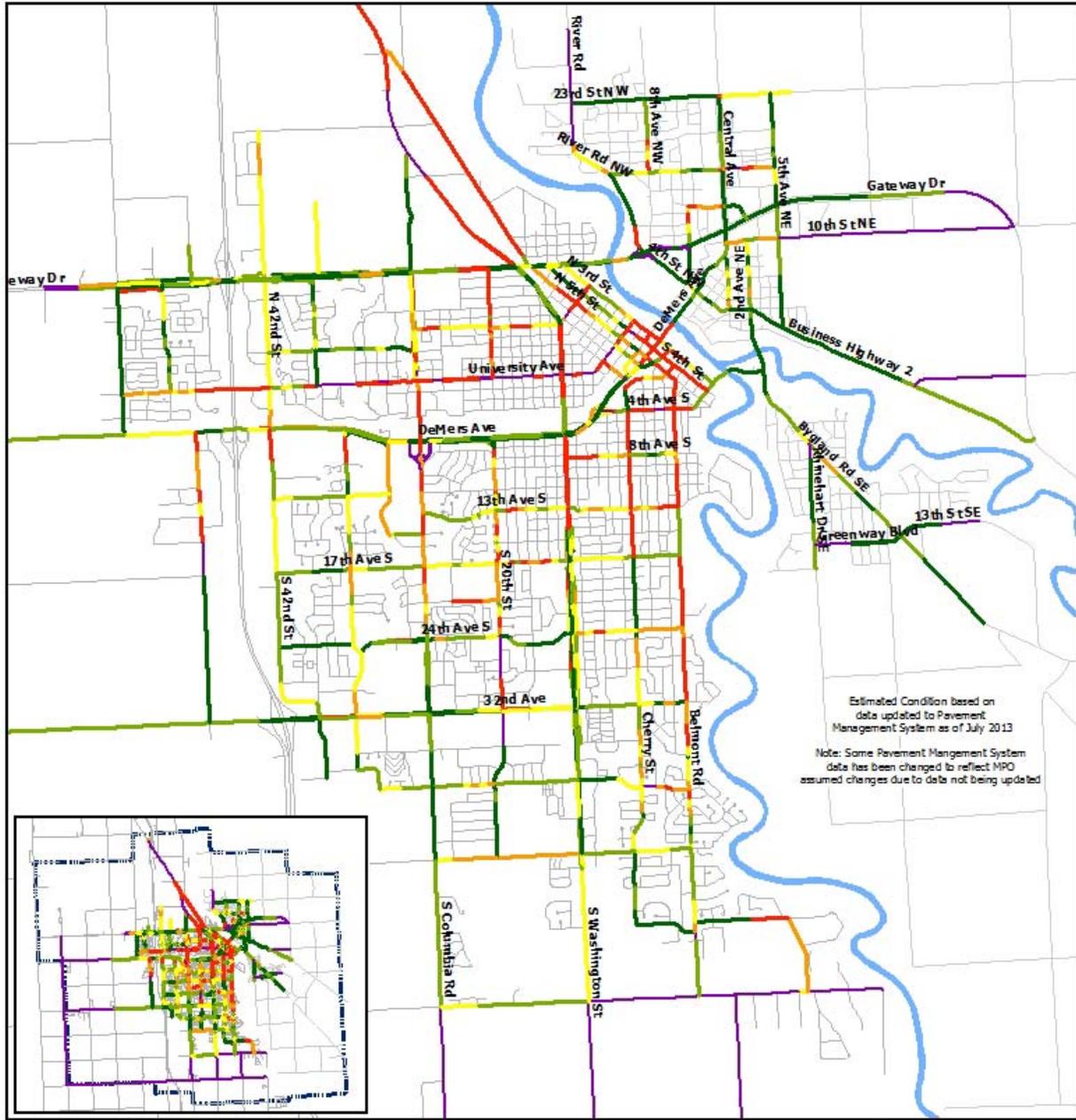


Crash Data

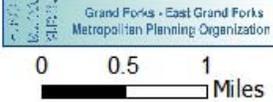


Truck Crash Data

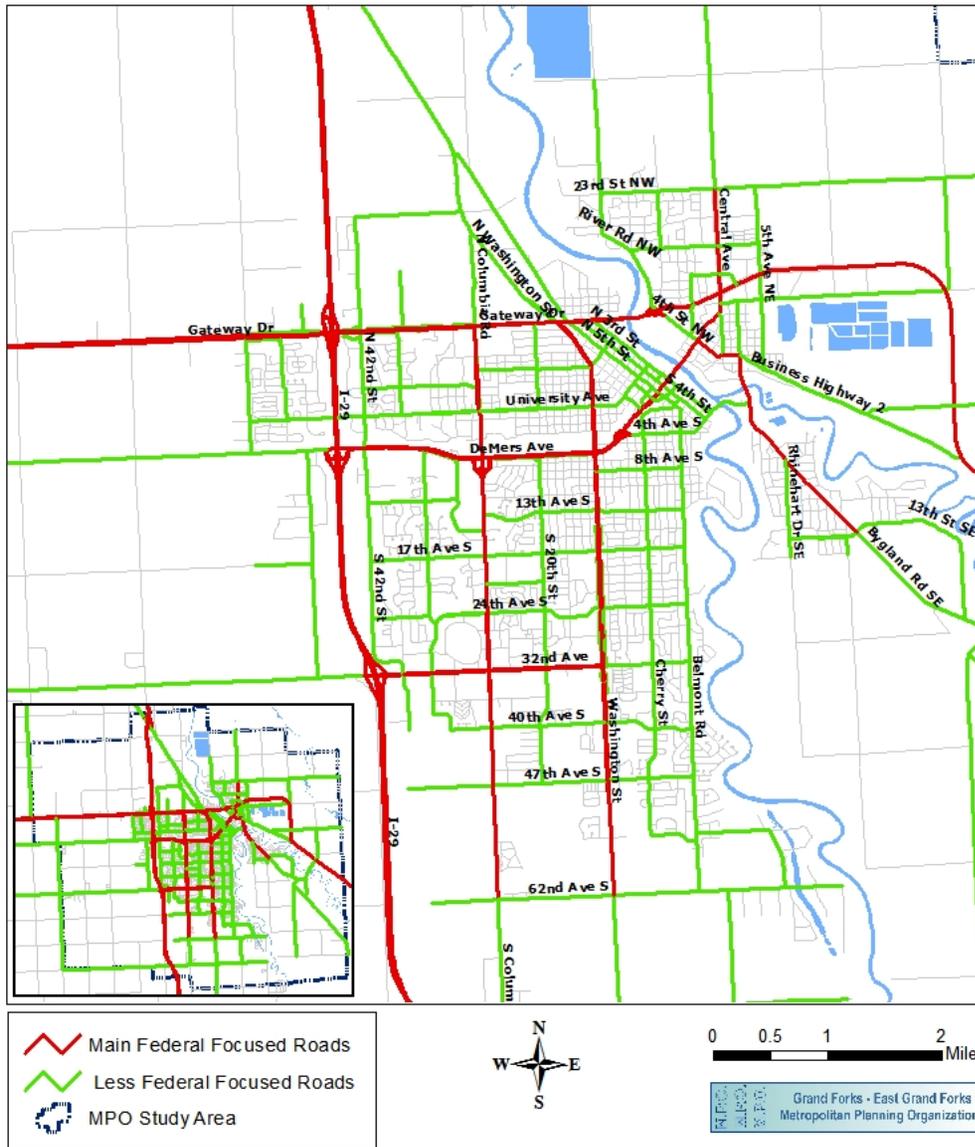
2009 Pavement Condition

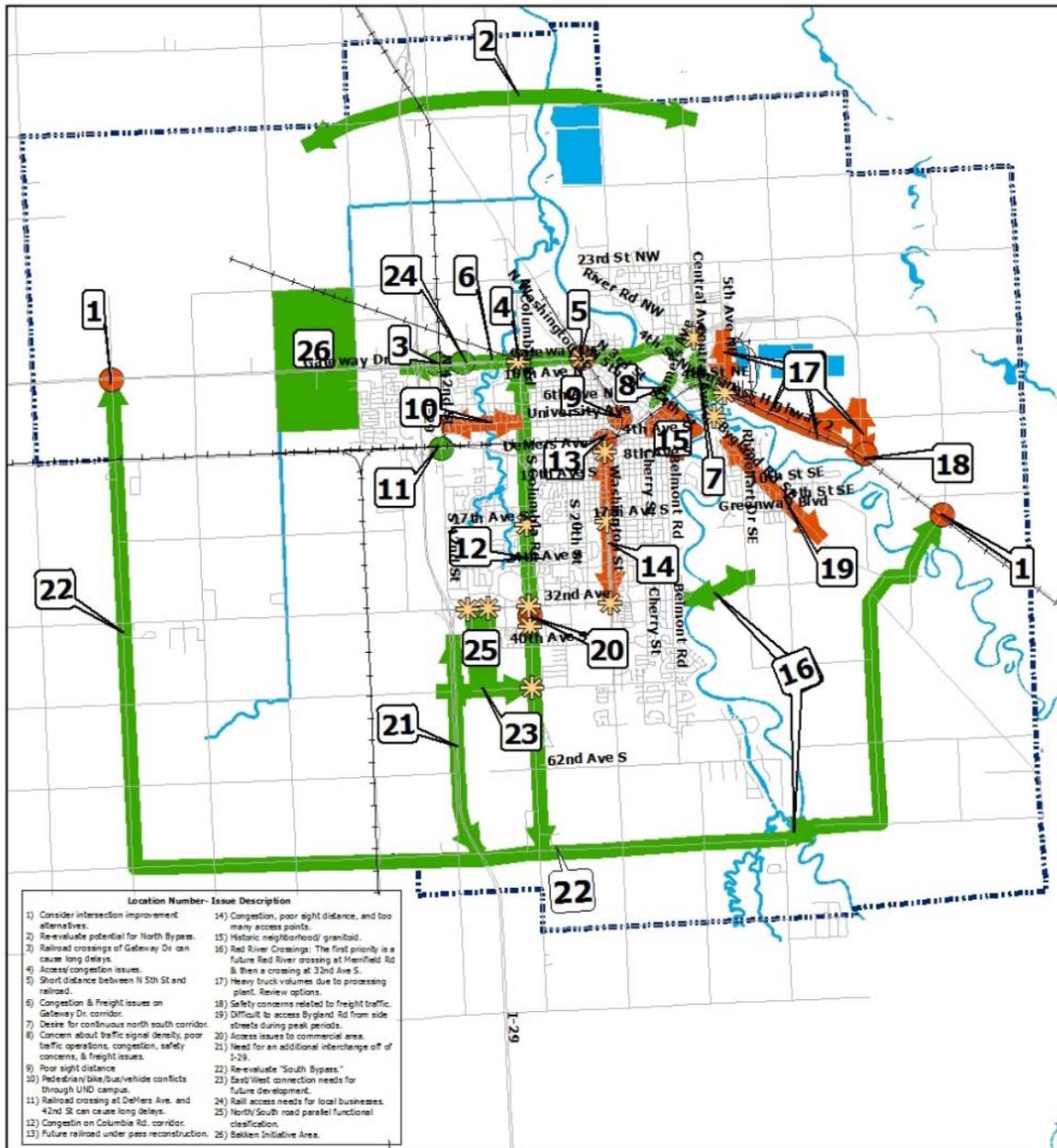


Estimated Condition based on data updated to Pavement Management System as of July 2013
 Note: Some Pavement Management System data has been changed to reflect MPO assumed changes due to data not being updated



NHS And Non-NHS Routes





+ Traffic Operations/ Connectivity Issue
 + Safety/ Geometry Concern
 * Congested_Intersection
 MPO Study Area

0 0.5 1 2 Miles



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Future Conditions



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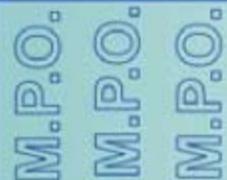
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Travel Demand Forecasting

- Computer Model
- 2010 Base Year
- Forecast out to 2040
- Just One Tool in the Toolbox



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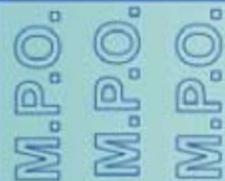
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5 STEP PROCESS

- People
- Make Trips
- Between Places
- By various modes
- On various routes
- Socio-economic Data
- Trip Generation
- Trip Distribution
- Mode Choice
- Trip Assignment

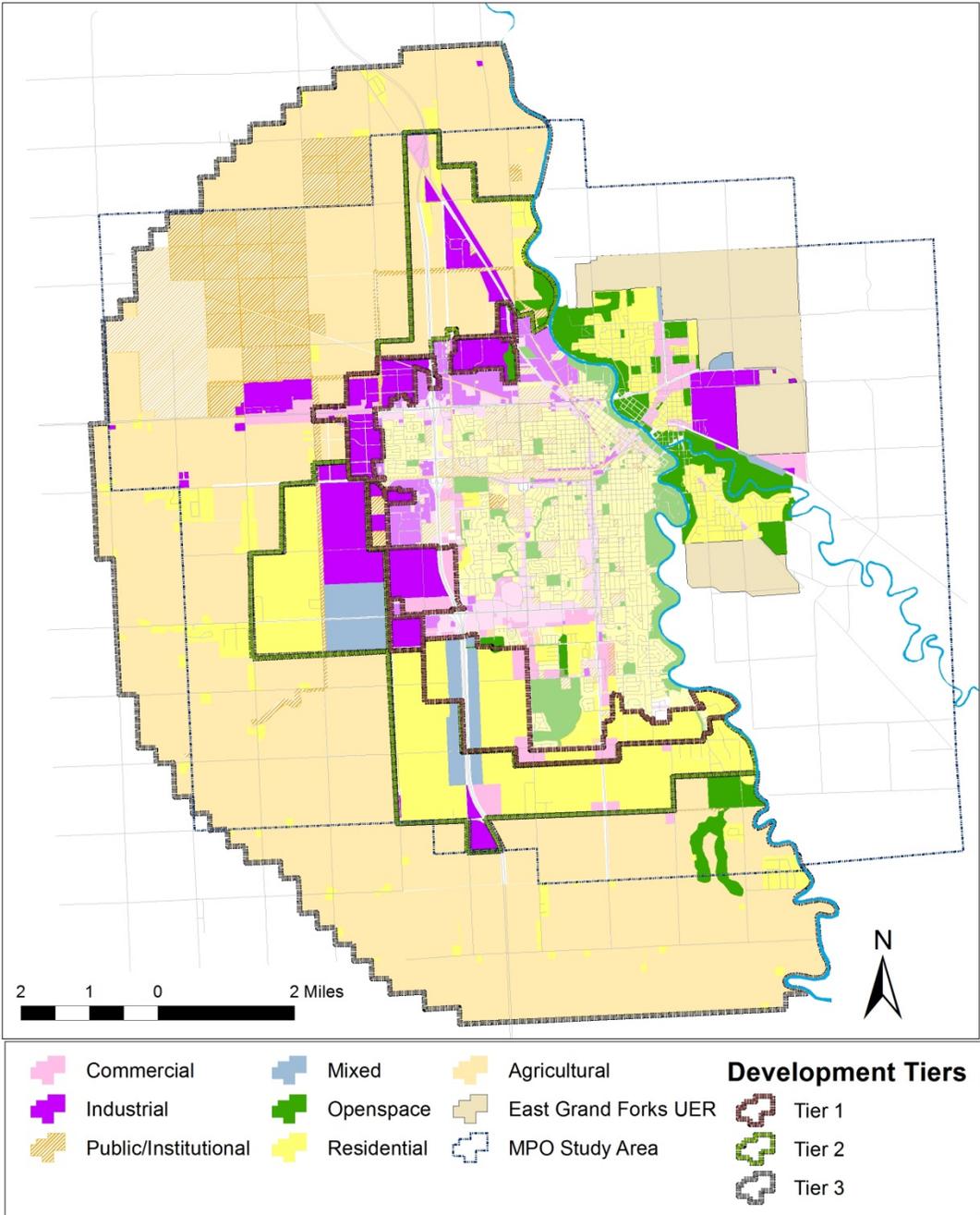


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2040 Land Use Plans

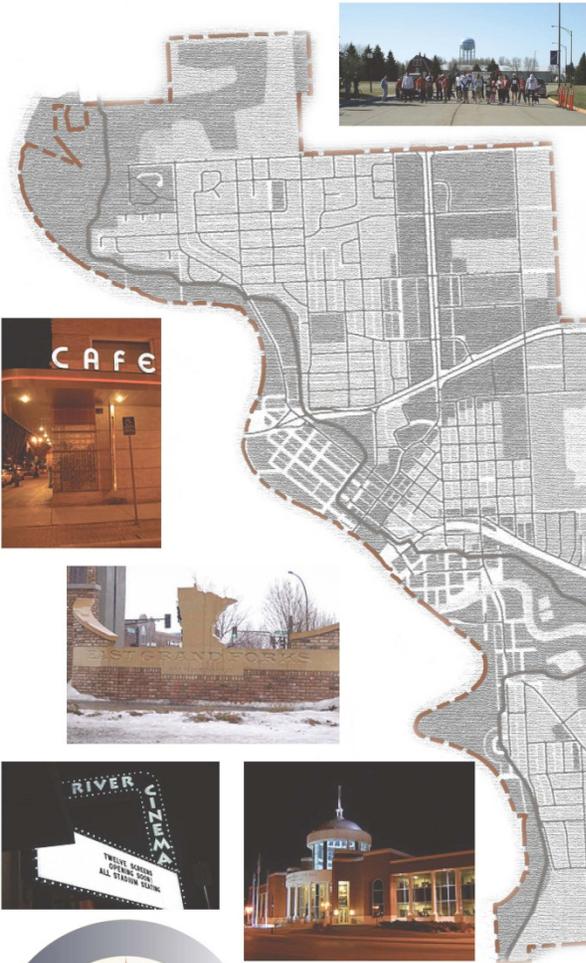


NEW Livability Principles

- Providing more transportation choices;
- Expanding access to affordable housing, particularly housing located close to transit;
- Enhancing economic competitiveness;
- Targeting federal funds toward existing communities to spur revitalization and protect rural landscapes;
- Increasing collaboration among federal, state, and local governments to better target investments and improve accountability;
- Valuing the unique qualities of all communities--whether urban, suburban, or rural.



2040 Land Use



Add
www



Reason: Staging growth allows for immediate interconnection of roads rather than dead-ending cul-de-sacs. Staging significantly reduces the conflicts of land uses that currently exist between residential and other types of land uses. Staging allows for upgrades of roads for and by developers and reduces the cost burden on existing residents whom otherwise would not need the road improvements.

- b. Support infill residential development to maximize the use of existing infrastructure.

Reason: The cost for existing infrastructure has already been paid by local developers, residents, and taxpayers. Using this value before opening other areas to development is the most efficient use of tax revenue and service fees.

- c. Expand access to affordable housing, particularly housing located close to transit. (NEW GOAL. 1.4.2 - Promote equitable, affordable housing)

Reason: To increase mobility and lower the combined cost of housing and transportation.

- d. Promote equitable, affordable housing by expanding location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities. (NEW GOAL. 1.4.2 - Promote equitable, affordable housing)

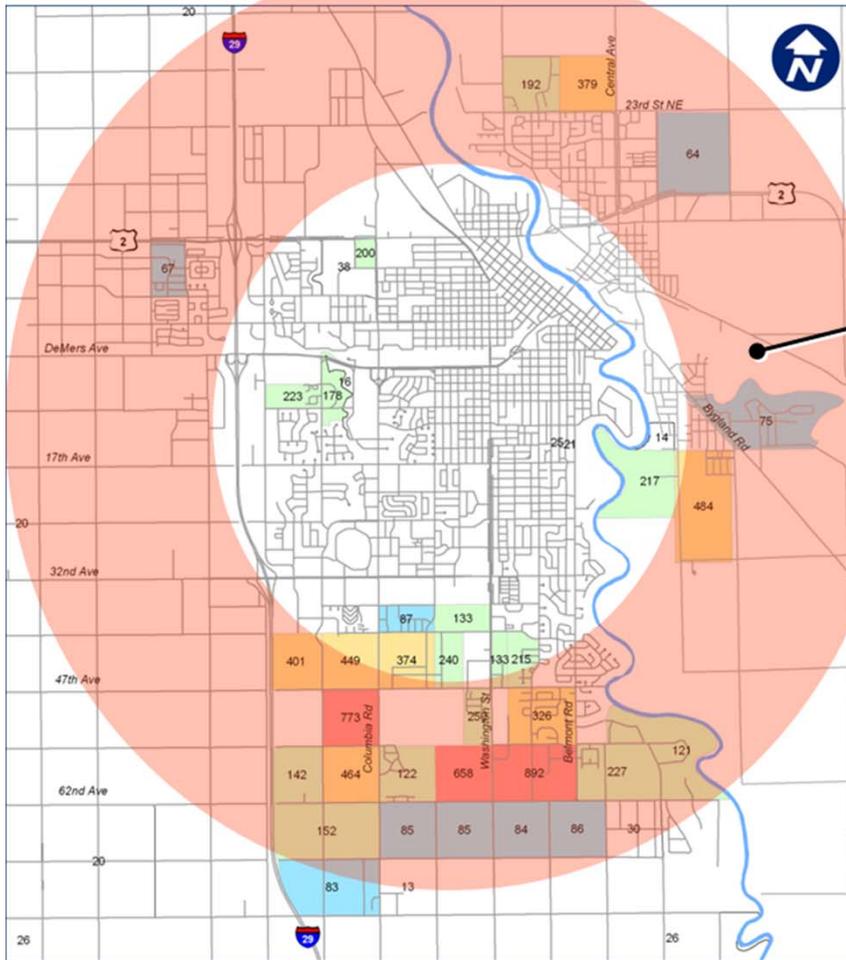
Reason: To increase mobility and lower the combined cost of housing and transportation.

- e. Consider mixed use development to provide everyday uses to the neighborhoods. (NEW GOAL. 1.4.4 - Support existing communities)

Reason: This will allow everyday amenities to be closer to home, it will reduce auto dependency and it will make other modes of travel the easier choice.

4.3.2 Reduce pedestrian – automobile conflicts within new residential developments.

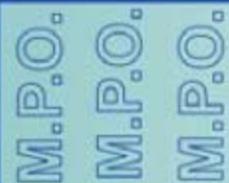
- a. Require sidewalks to be installed along all sections of road in new residential developments.



**Longer Average Trip Lengths
- New Trips are Beyond
Current Development Area**

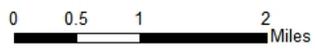
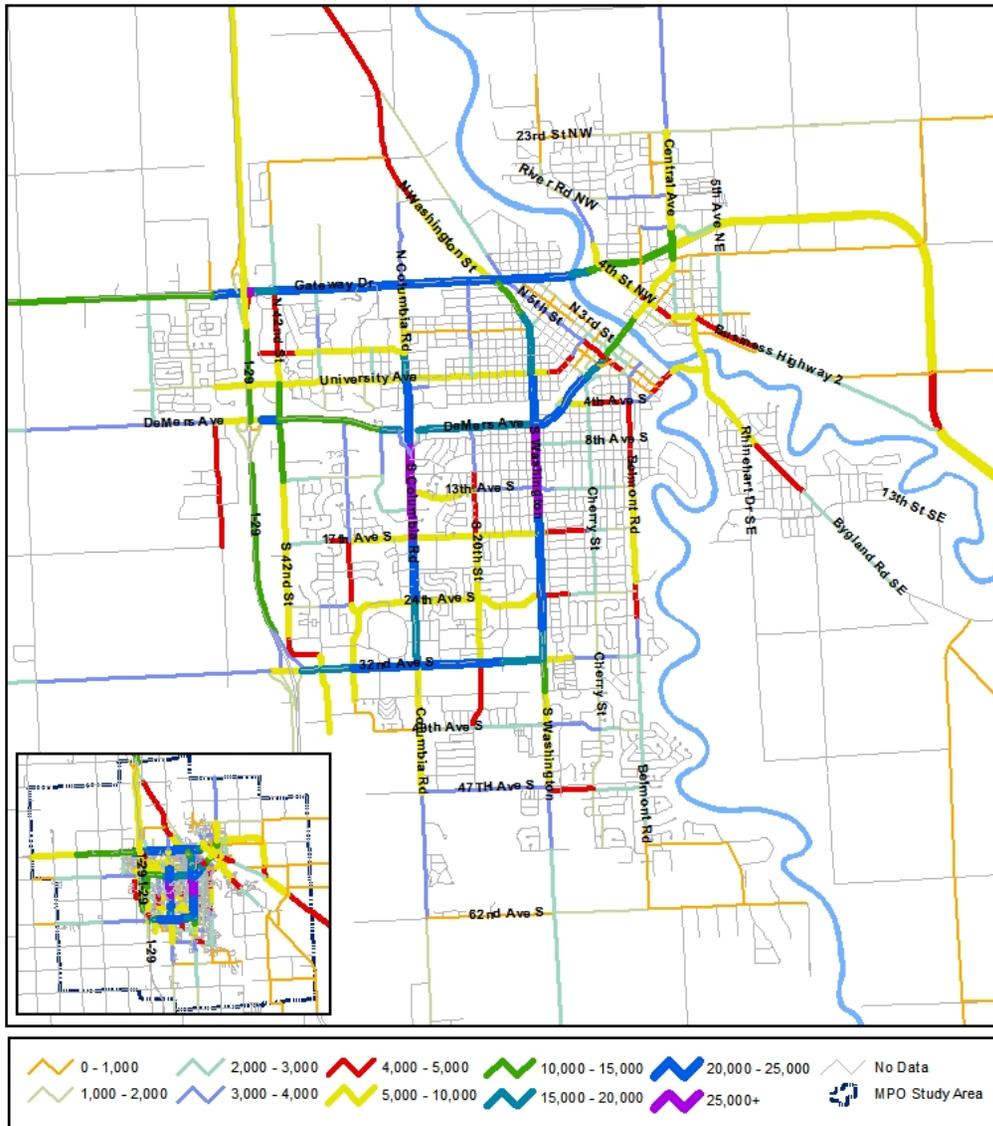


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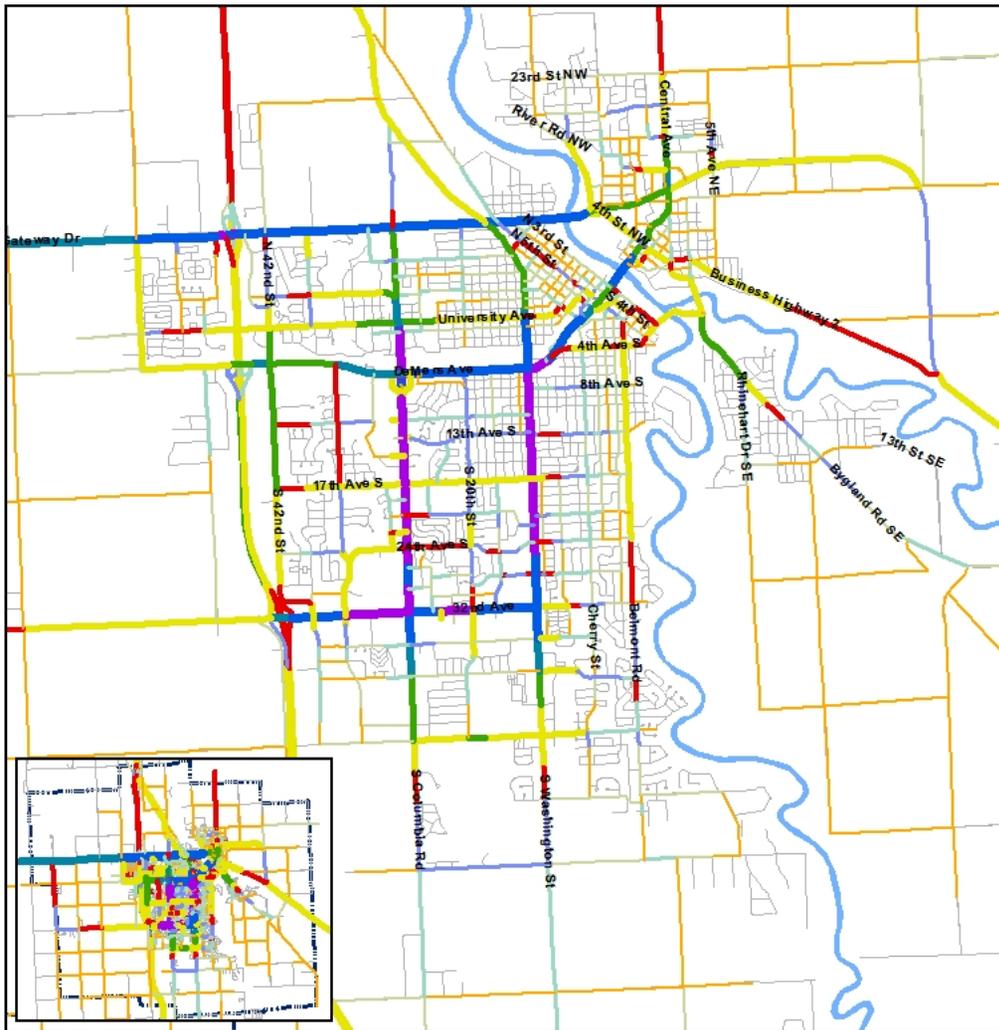
2010 Traffic Volumes



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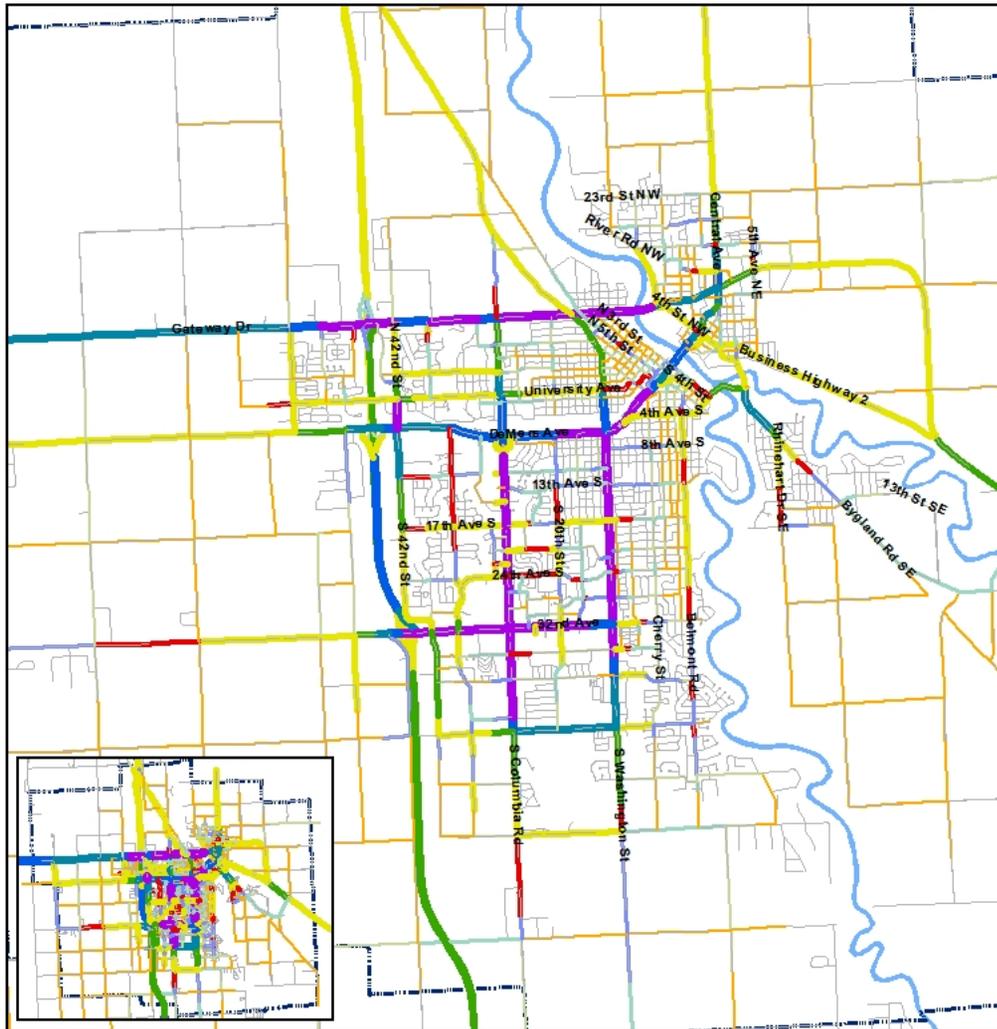
2025 Model ADT



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2040 Model ADT



0 0.5 1 2 Miles



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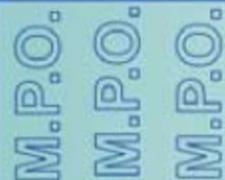
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Volume to Capacity Ratio

- Each street has a capacity
- Bottlenecks cause too much volume
- V/C over 1.0 very bad
 - We have streets forecasted above this level by 2040
- V/C 0.85 and above is concerning

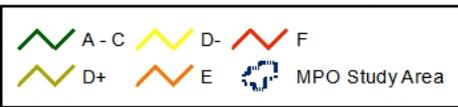
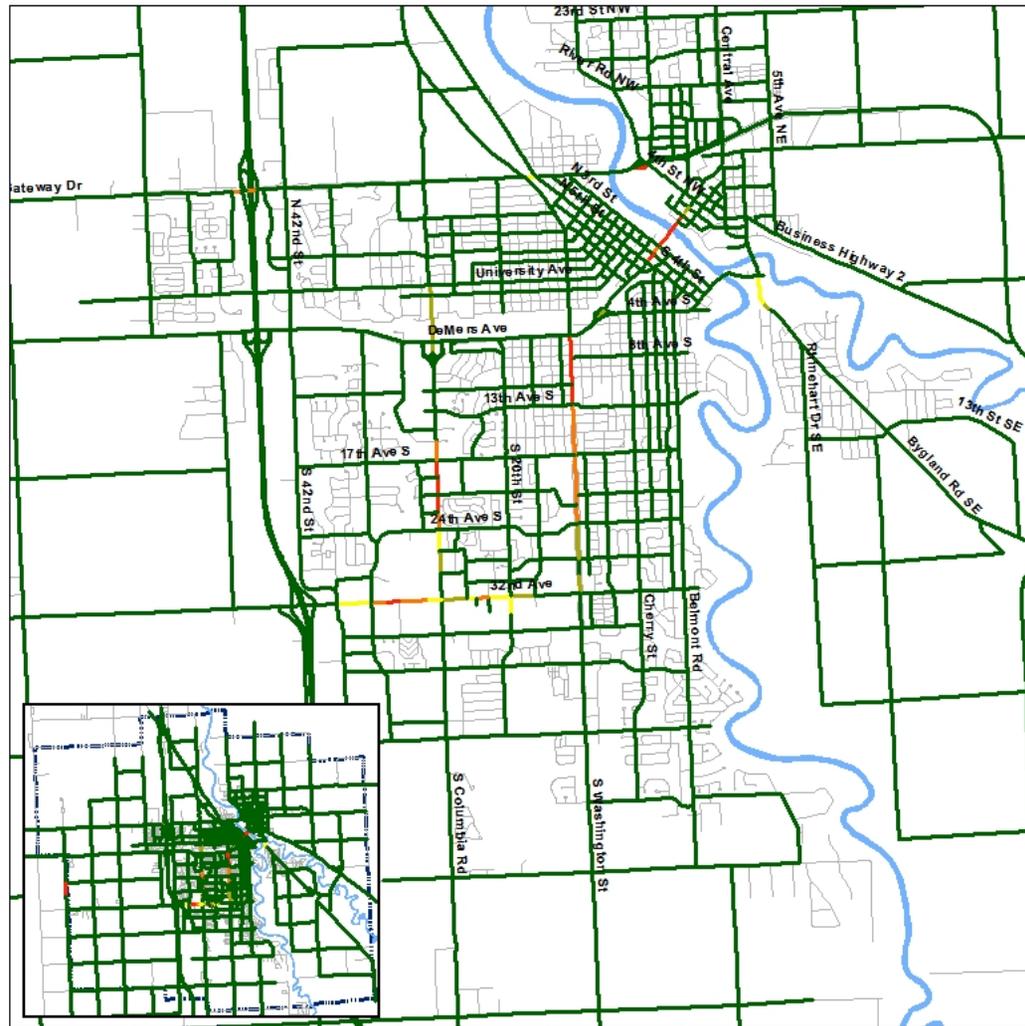


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2025 Model LOS



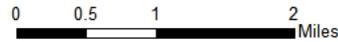
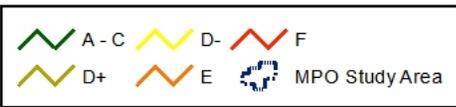
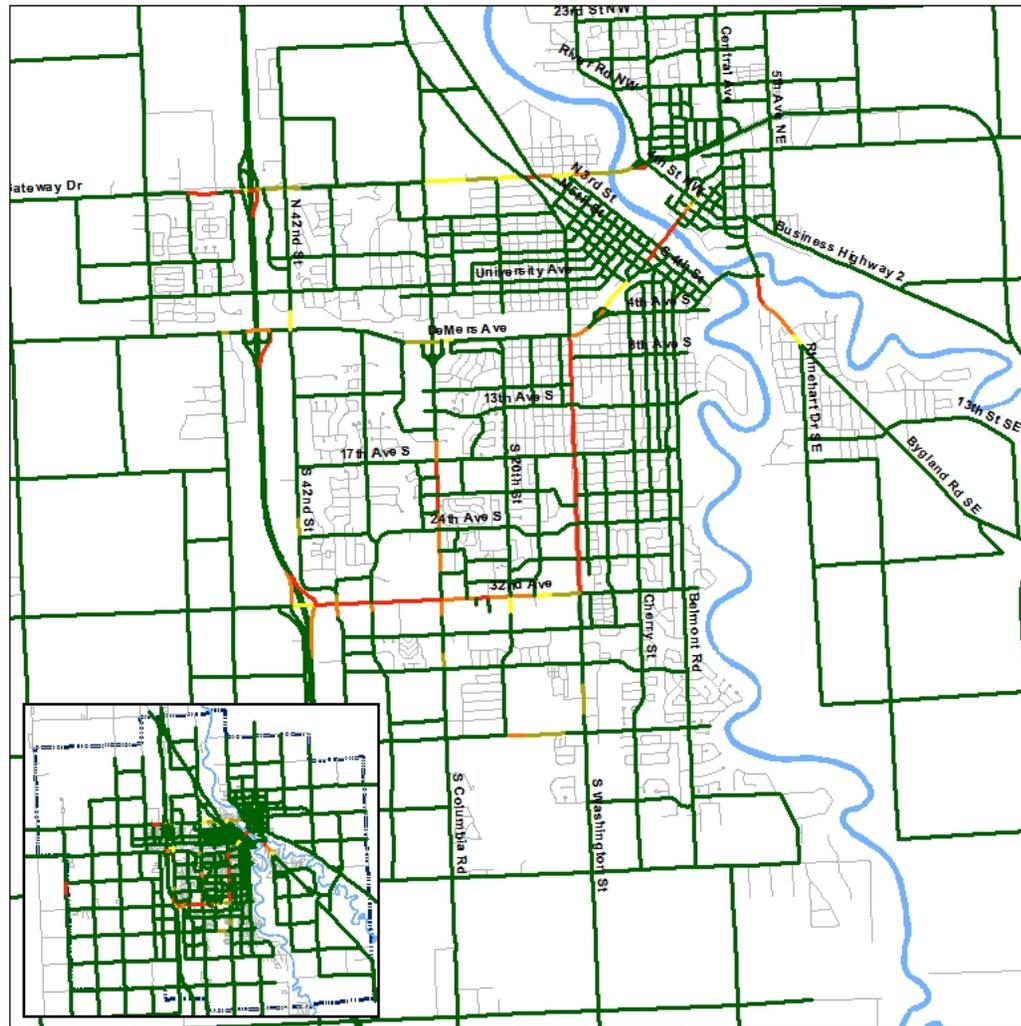
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2040 Model LOS



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Financial Plan



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Financial Plan

- Forecast Methodology
 - Step 1: Evaluated Historical Transportation Improvement Funding (dating back to 2007)

| State | NDDOT Regional/Federal Funds | State Funds | Grand Forks Funds | Grand Forks Urban Roads Funds |
|-----------------|------------------------------------|-------------|----------------------|-------------------------------------|
| North Dakota | \$1,917,313 | \$309,778 | \$930,473 | \$2,266,495 |

Financial Plan

- Forecast Methodology
 - Step 3: Determine Future Revenue Streams

| Time Band | Grand Forks Funds | NDDOT Funds | East Grand Forks Funds | MnDOT Funds | GF/EGF MPO Total |
|-------------------------|-------------------|--------------|------------------------|--------------|------------------|
| Short Term (2016 -2022) | \$36,082,093 | \$42,153,614 | \$4,247,890 | \$27,000,000 | \$109,483,597 |
| Mid Term (20263 -2030) | \$32,011,986 | \$21,156,326 | \$5,412,950 | \$5,407,259 | \$63,988,520 |
| Long Term (2031 – 2040) | \$47,899,744 | \$30,247,466 | \$7,587,974 | \$8,010,977 | \$93,746,162 |
| Total | \$115,953,823 | \$93,557,406 | \$17,248,814 | \$40,418,236 | \$267,218,279 |

Range of Alternatives



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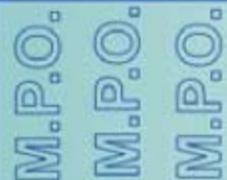
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Range of Alternatives

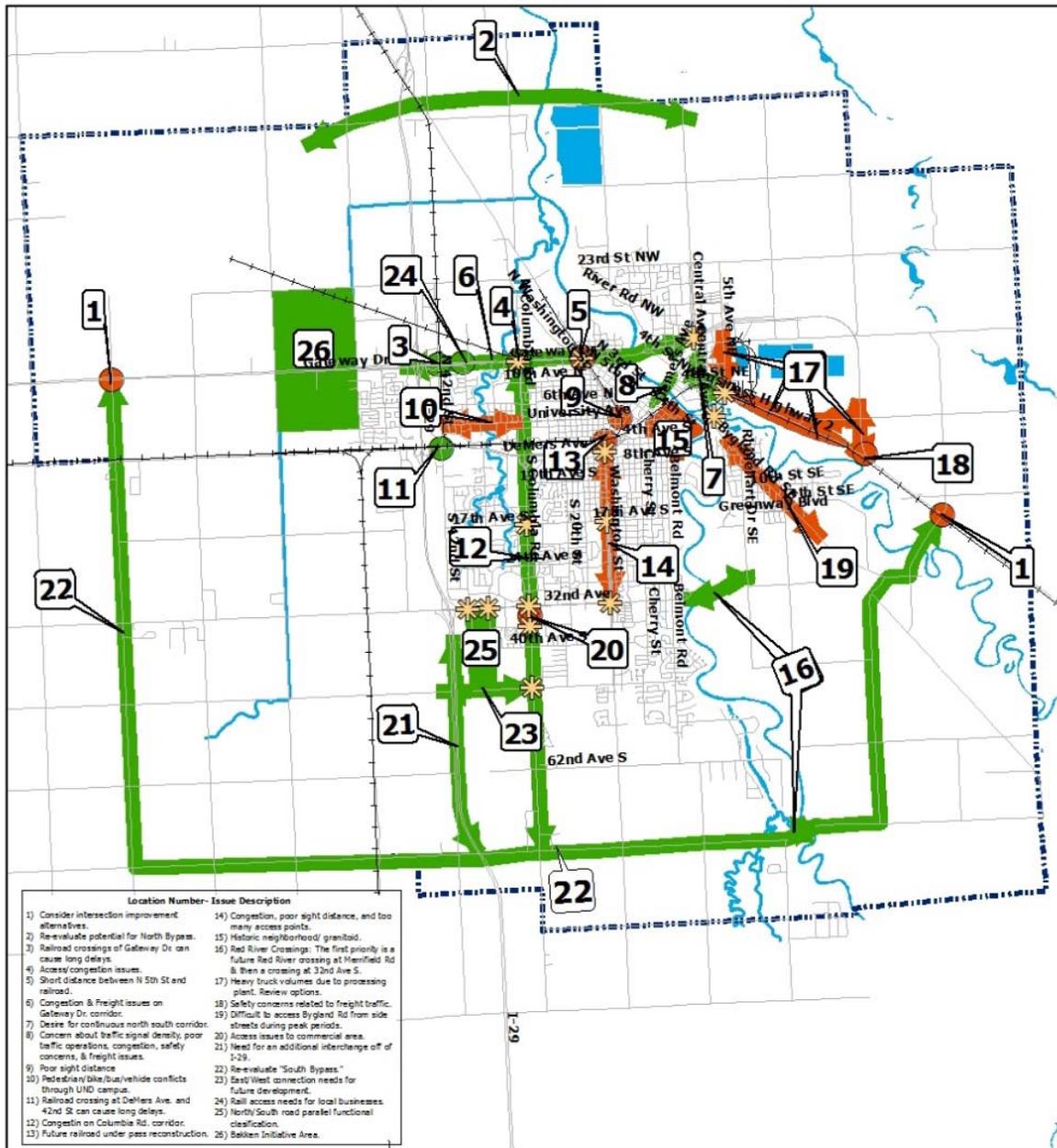
- Baseline for Project Identification
 - 2035 LRTP Projects
 - Programmed Improvements (TIPs, STIPs, and CIPs)
 - Recently Completed Studies
 - System Deficiencies
 - Issues Identified by Stakeholders
 - Technical Analysis
 - Safety Needs
 - Capacity Needs
 - Level of Service
 - Pavement Conditions
 - Freight
 - University Avenue



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+ Traffic Operations/ Connectivity Issue
 + Safety/ Geometry Concern
 * Congested_Intersection
 MPO Study Area

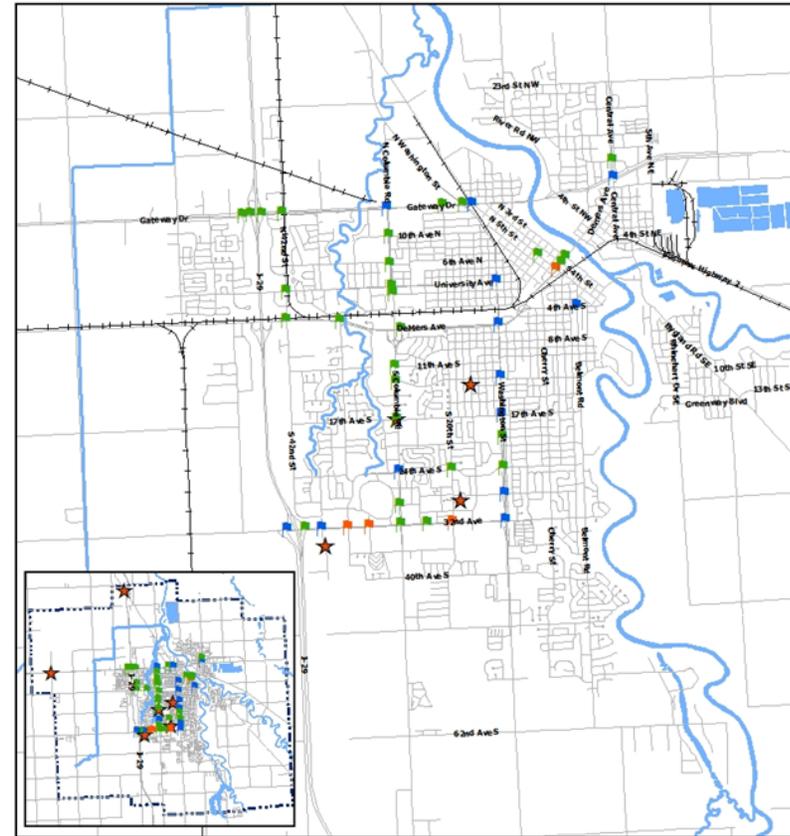
0 0.5 1 2 Miles



Grand Forks - East Grand Forks Metropolitan Planning Organization

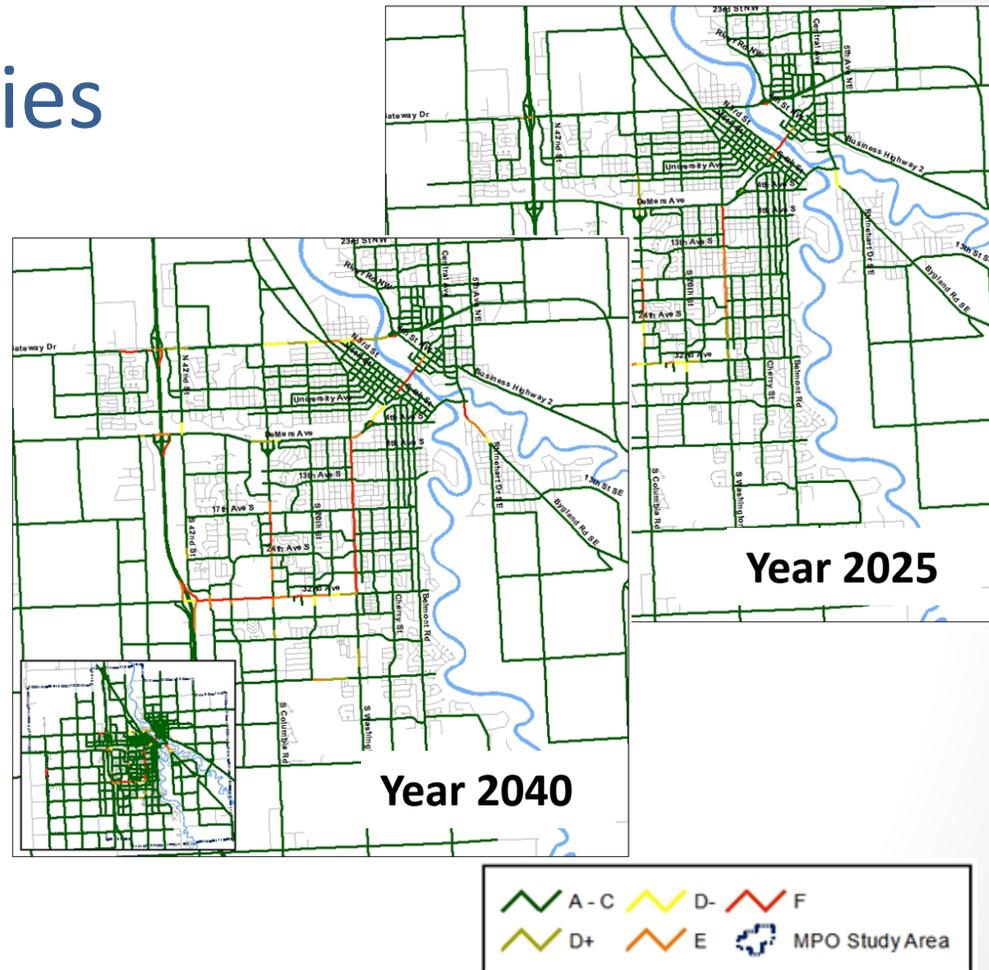
Range of Alternatives

- System Deficiencies
 - Safety Needs



Range of Alternatives

- System Deficiencies
 - Level of Service



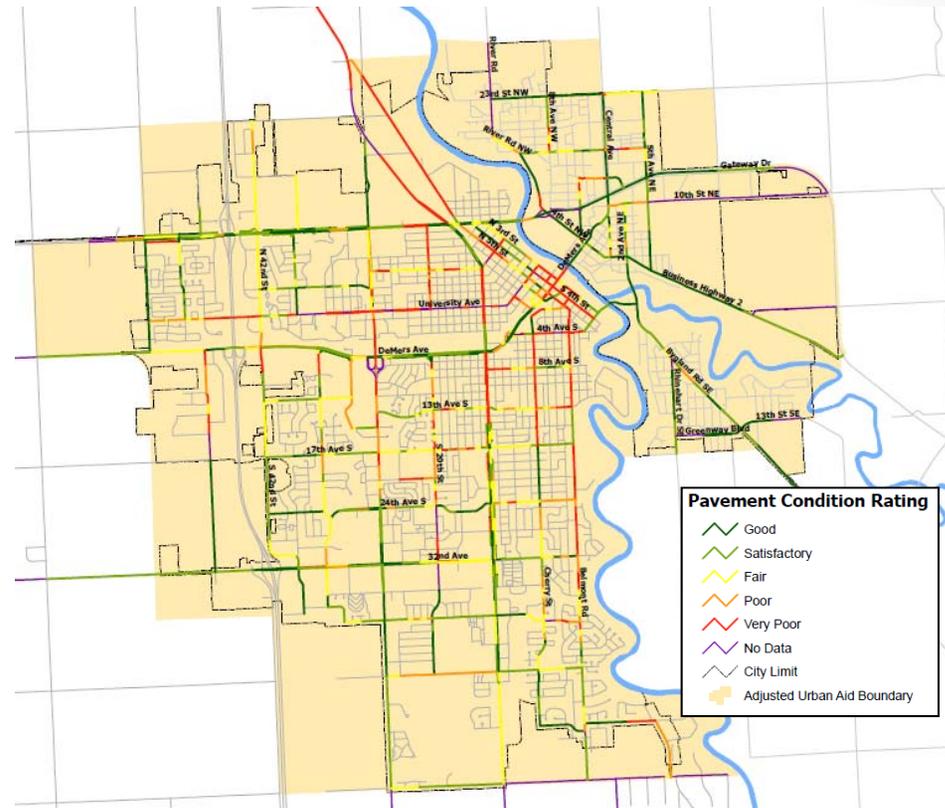
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M.P.O.
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Grand Forks - East Grand Forks
Metropolitan Planning Organization

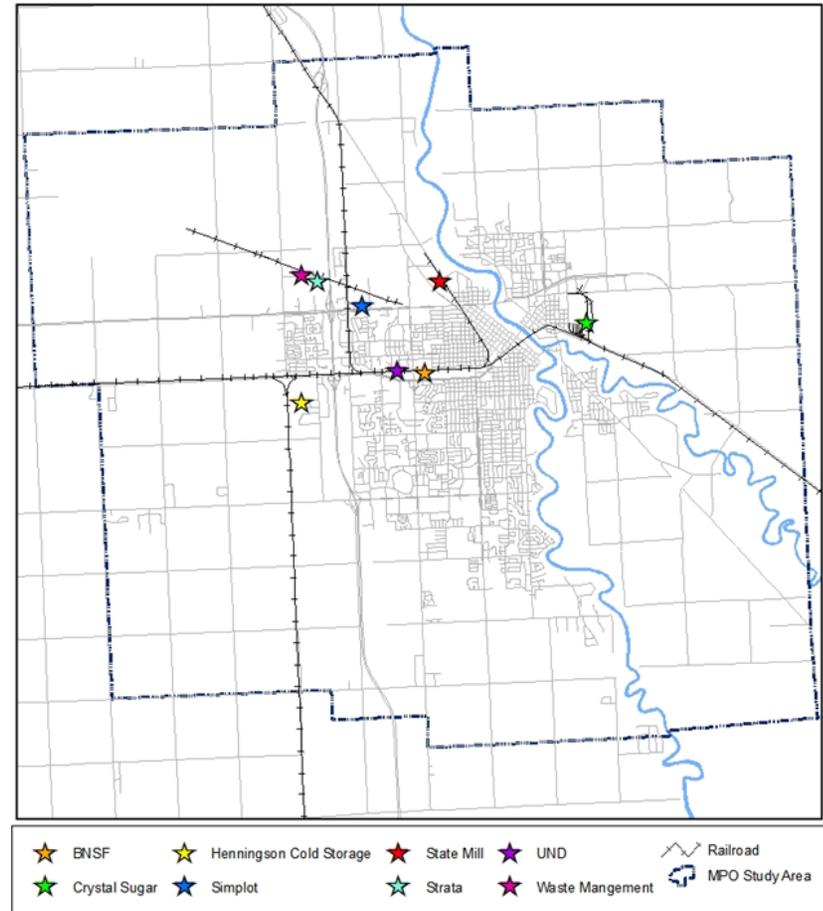
Range of Alternatives

- System Deficiencies
 - Pavement Conditions



Range of Alternatives

- System Deficiencies
 - Freight Study
 - Met with Freight Community
 - Developed List of Potential Freight Projects



Range of Alternatives

- Universe of Projects - Example

Range of Alternatives

- Universe of Projects - Example

Table 2 - Range of Alternatives

Existing Plus Committed Network (Projects expected to be completed using non-federal/non-state funds)

| Roadway | Location | Project Scope | Project Rationale | **Desired Project Timeframe** | Cost (Year Of Expenditure) | Year | Special Funding Source | Jurisdiction |
|-------------|---|---|---|-------------------------------|----------------------------|------|------------------------|---------------------|
| Columbia Rd | 38th Ave to 40th Ave | Urban to Rural transition improvement: Widen to 5 lanes with new signal at 38th Ave | Convert to urban cross-section | Short-Range | \$2,325,000 | 2014 | 100% Local | City of Grand Forks |
| S 34th St | 32nd Ave | Construct southbound right turn lane | Yr. 2025 LOS D+ and Yr. 2040 LOS F | Short-Range | \$259,000 | 2017 | HSIP | City of Grand Forks |
| 40th Ave | 38th St to Ruemmele Rd | Construct new 2-lane 40ft cross-section N/S collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Short-Range | \$1,040,000 | 2014 | 100% Local | City of Grand Forks |
| S 34th St | Ruemmele Rd to 43rd Ave | Construct new 2-lane 40ft cross-section N/S collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Short-Range | \$2,040,000 | 2014 | 100% Local | City of Grand Forks |
| S 38th St | 40th Ave to 47th Ave | Construct new 2-lane 40ft cross-section N/S collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Short-Range | \$562,000 | 2015 | 100% Local | City of Grand Forks |
| S 34th St | 43rd Ave to 47th Ave | Construct new 2-lane 40ft cross-section N/S collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Short-Range | \$630,000 | 2016 | 100% Local | City of Grand Forks |
| 47th Ave | Columbia Rd to Washington St | Rural to urban reconstruct 2-lanes with TWLTL | Yr. 2040 LOS E | Short-Range | \$8,913,000 | 2019 | 100% Local | City of Grand Forks |
| 38th Ave S | 18th St to Washington St | Construct 3 lane roadway (match cross-section from project #143) | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Mid-Range | \$486,000 | 2027 | 100% Local | City of Grand Forks |
| 55th Ave S | 48th St to 42nd St | Construct new 2-lane 40ft cross-section E/W collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Mid-Range | \$2,185,000 | 2027 | 100% Local | City of Grand Forks |
| 55th Ave S | 38th St to Columbia Rd | Construct new 2-lane 40ft cross-section E/W collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Mid-Range | \$3,030,000 | 2027 | 100% Local | City of Grand Forks |
| 62nd Ave | Washington St to Belmont Rd | Rural to urban reconstruct 2-lanes with TWLTL | None | Mid-Range | \$3,483,000 | 2027 | 100% Local | City of Grand Forks |
| 62nd Ave | Columbia Rd to Washington St | Rural to urban reconstruct 2-lanes with TWLTL | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Mid-Range | \$4,328,000 | 2027 | 100% Local | City of Grand Forks |
| 47th Ave | Columbia Rd to S 38th St | Rural to urban reconstruct 2-lanes with TWLTL | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Mid-Range | \$10,442,000 | 2027 | 100% Local | City of Grand Forks |
| 38th Ave S | 38th St to 18th St | Restripe for 3 lanes, remove parking to accommodate 3 travel lanes | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Long-Range | \$355,000 | 2035 | 100% Local | City of Grand Forks |
| 38th St | 20th Ave and 42nd St (North of Simplot) | Construct new 2-lane 40ft cross-section E/W collector | Yr. 2040 LOS D+ at access point along Gateway Dr corridor | Long-Range | \$2,370,000 | 2035 | 100% Local | City of Grand Forks |
| S 38th St | 47th Ave to 62nd Ave | Construct new 2-lane 40ft cross-section N/S collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Long-Range | \$2,903,000 | 2035 | 100% Local | City of Grand Forks |
| 40th Ave | 42nd St to 48th St | Construct new 2-lane 40ft cross-section E/W collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Long-Range | \$2,982,000 | 2035 | 100% Local | City of Grand Forks |
| 62nd Ave | 42nd St to 48th St | Rural to urban reconstruct 2-lanes with TWLTL | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Long-Range | \$2,982,000 | 2035 | 100% Local | City of Grand Forks |
| 62nd Ave | 38th St to Columbia Rd | Rural to urban reconstruct 2-lanes with TWLTL | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Long-Range | \$4,147,000 | 2035 | 100% Local | City of Grand Forks |
| S 48th St | 32nd Ave to 47th Ave | Construct new 2-lane 40ft cross-section N/S collector | Yr. 2025 LOS D and Yr. 2040 LOS F along 32nd Ave | Long-Range | \$5,925,000 | 2035 | 100% Local | City of Grand Forks |



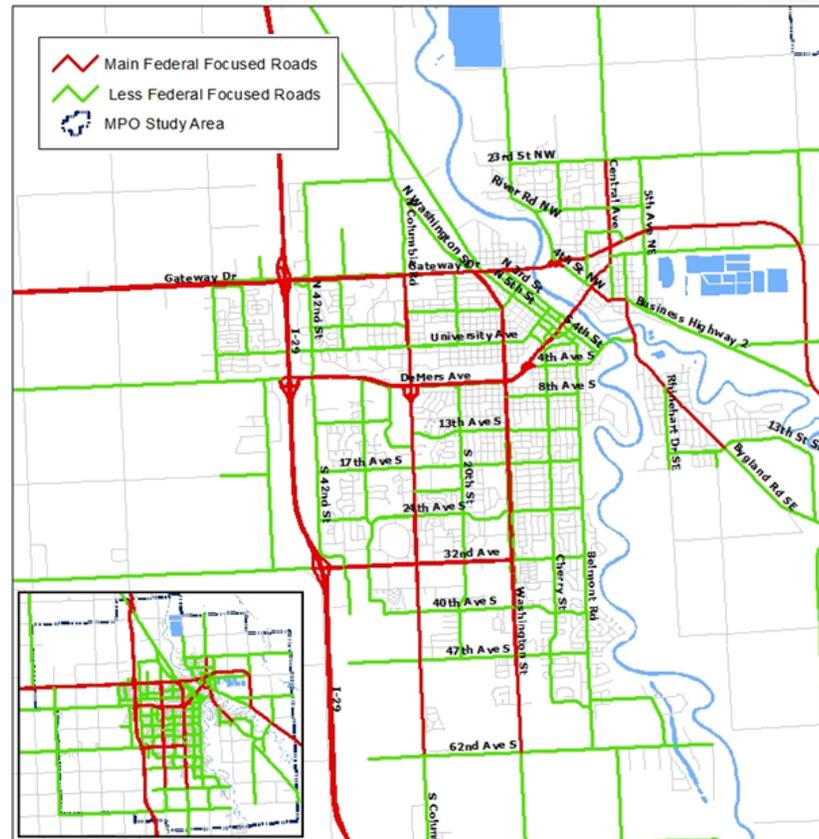
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Range of Alternatives

- Focus on NHS Routes
- Consistency with Federal and State Policies
- Considered Environmental Mitigation
- Environmental Justice

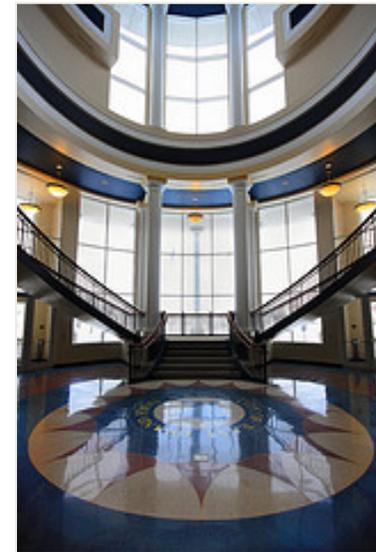


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Recommended Network and Implementation



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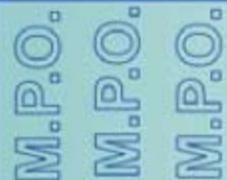
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Recommended Network & Implementation

- Plan Emphasizes “State of Good Repair” and Preservation/Maintenance
- Fiscally Constrained
- MnSHIP Outcome
- Illustrative Projects
- Identified and Unaddressed Needs



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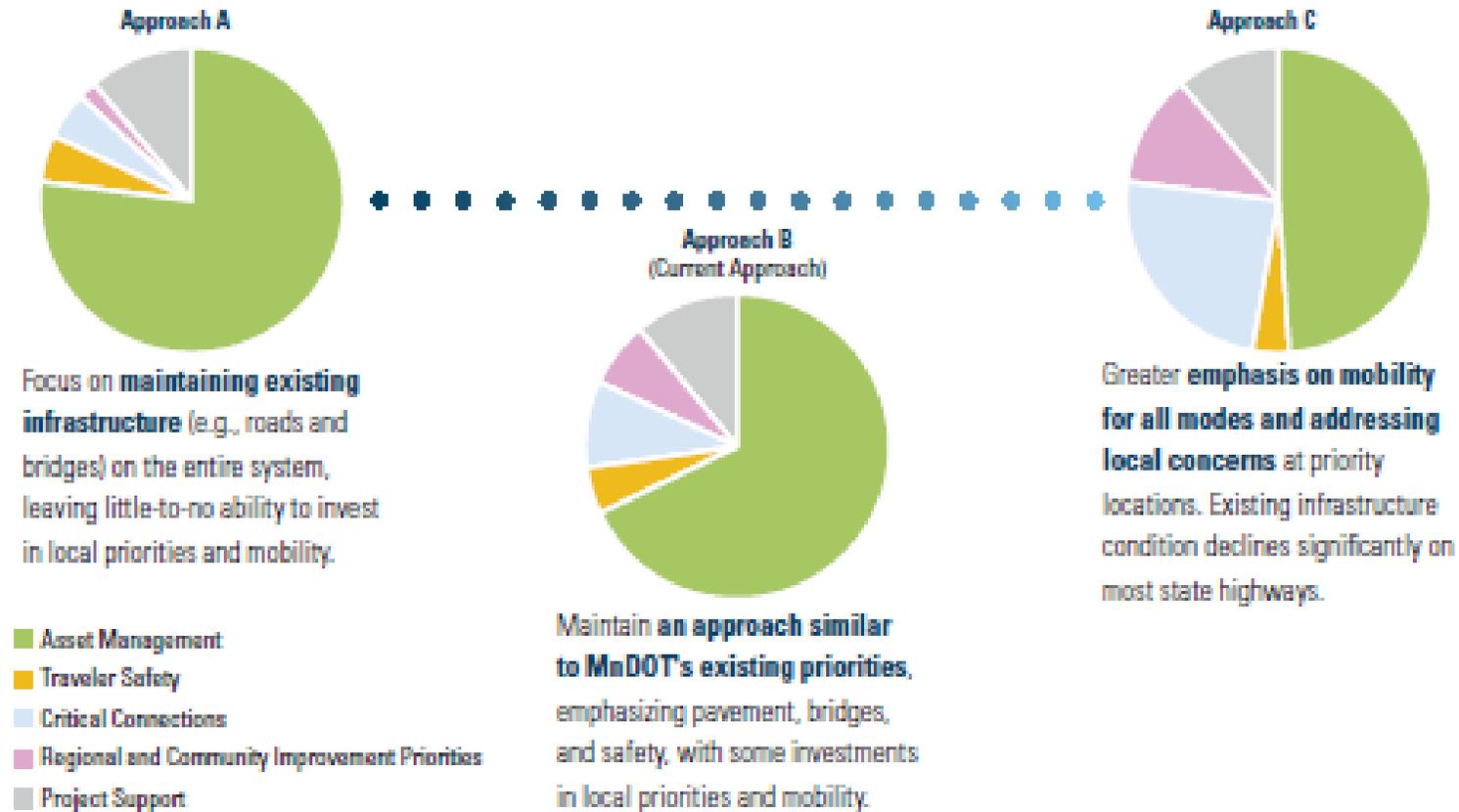


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MnSHIP



Figure ES-4: Investment Approaches Developed for Scenario Planning



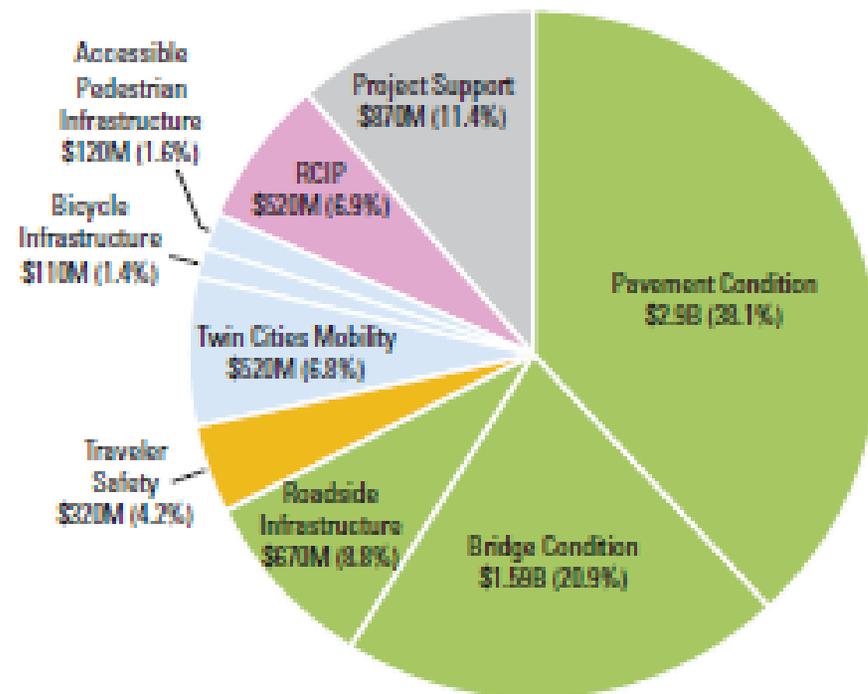
MnSHIP



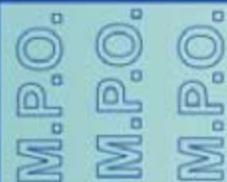
RCIP is State Funded Program
Comprising of state-wide
Competitive grants such as
CIMS/TED/SAM/Corridors of
Commerce/ etc.

Funding is temporary and
short-term

Figure ES-5: Investment Priorities, Years 1-10



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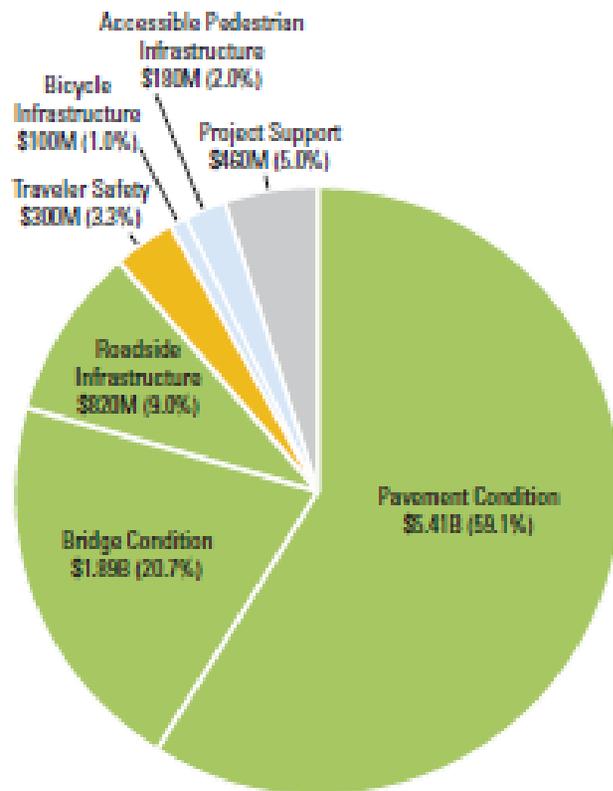


Grand Forks - East Grand Forks
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MnSHIP



Figure ES-6: Investment Priorities, Years 11-20



No individual projects listed

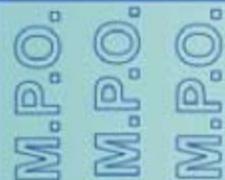
Commitment to State of Good Repair for US #2, Mn#220N and US Bus. #2

East Grand Forks

- East Grand Forks “State of Good Repair” Expenditures
 - Federally-focused ATP funds received on 4-year cycle
 - Investment strategies emphasize preservation and maintenance over the life of the Plan
- 2018**
2022
2026
2030
2034
2038



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Recommended Network & Implementation

- North Dakota Fiscally-Constrained Program

| Implementation Period | "State of Good Repair" Expenditures | | Expected Revenue | | Balance |
|--------------------------|-------------------------------------|---------------------|---------------------|-----------------------|--------------------|
| | NDDOT | Grand Forks | State and Federal | Local and Urban Roads | |
| Short Term (2016 - 2022) | \$60,877,000 | \$17,517,000 | \$42,153,614 | \$36,082,093 | (\$158,293) |
| Mid Term (2023 - 2030) | \$41,403,000 | \$12,391,000 | \$21,156,326 | \$32,011,986 | (\$625,688) |
| Long Term (2031 - 2040) | \$32,043,000 | \$46,104,210 | \$30,247,466 | \$47,899,744 | \$0 |
| Subtotal | \$134,323,000 | \$76,012,210 | \$93,557,406 | \$115,993,823 | (\$783,982) |

- Threshold tolerance of +/- 1% established to balance revenues and expenditures by implementation period

Recommended Network & Implementation

- Polk County “State of Good Repair” Projects
 - Indicated no projects, in future could be amended into LRTP



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Recommended Network & Implementation

- Summary of Illustrative Project Expenditures
 - No time period identified
 - Current year cost estimates

| Time Period | Minnesota Costs |
|--------------|-----------------|
| Illustrative | \$52,470 |

Recommended Network & Implementation

- Summary of Illustrative Project Expenditures
 - No time period identified
 - Current year cost estimates

| Time Period | North Dakota Costs |
|--------------|--------------------|
| Illustrative | \$151,550,000 |



Recommended Network & Implementation

- Illustrative
“Projects of
Significance”

| Roadway | Termini | Jurisdiction | Project Scope | Cost (2013) |
|---------------|-----------------------------|---------------------|--|--------------|
| Washington St | 8th Ave N to 1st Ave N | NDDOT | Full pavement reconstruction with access and driveway modifications and new pedestrian facilities | \$5,417,000 |
| 42nd St | 17th Ave to 29th Ave | City of Grand Forks | Expand to 4 lanes | \$5,947,000 |
| 42nd St | at I-29 | City of Grand Forks | Realign to reconfigure ramps to/from NB I-29 | \$8,857,000 |
| Merrifield Rd | Interchange at I-29 | Grand Forks County | Construct new interchange | \$8,984,000 |
| 17th Ave | 42nd St to 48th St | City of Grand Forks | Construct overpass | \$10,629,000 |
| Washington St | 5th Ave S to 7th Ave S | NDDOT | Full pavement reconstruction with continuous flow intersection (CFI) at DeMers Ave | \$11,716,000 |
| Columbia Rd | 14th Ave S to 24th Ave S | City of Grand Forks | Reconstruct to variable 5-lane to 6-lane roadway with 11 ft lanes, replacement of signing, signals, lights, construction of shared use path and replacement of sidewalks | \$12,750,000 |
| 47th Ave | at I-29 | City of Grand Forks | Construct interchange | \$20,772,000 |
| 42nd St | DeMers Ave at BNSF railroad | City of Grand Forks | Grade-separated rail crossing | \$21,384,000 |
| Merrifield Rd | Red River Crossing | Multiple | Connect to river crossing bridge and I-29 | \$21,384,000 |
| Gateway Dr | N Washington to Mill Rd | NDDOT | Reconstruct roadway and intersections to accommodate additional turn lanes, remove/reduce skews at intersections and replace traffic signals | \$25,000,000 |
| 32nd Ave | Red River Crossing | Multiple | Construct new bridge | \$25,559,000 |



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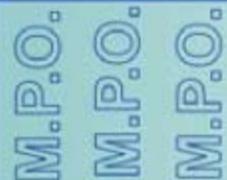
**Grand Forks - East Grand Forks
Metropolitan Planning Organization**

Recommended Network & Implementation

- Identified and Unaddressed Needs
 - Results of just treating pavement surface
- MNDOT: (no concepts nor Cost Estimates)
 - Mn#220 S
- City of East Grand Forks:
 - Point Bridge Approach Slide



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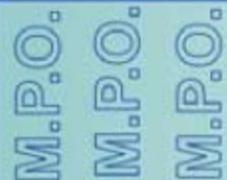
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Recommended Network & Implementation

- Identified and Unaddressed Needs
 - Results of just treating pavement surface
- NDDOT: (no concepts nor Cost Estimates)
 - Gateway Dr (N 20th St to N 4th St) – Future LOS
 - Gateway Dr (N 51st St to N 42nd St) – Future LOS
 - S Washington St (Hammerling Ave to 32nd Ave S) – Future LOS
- City of Grand Forks:
 - Columbia Rd (14th Ave S to 24th Ave S) – Future LOS
 - Recommended concept of 6 lanes in Illustrative list



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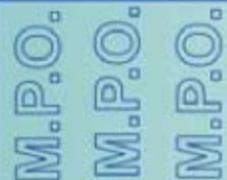
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Summary/Takeaways

- Fiscal Constraint Leaves Tremendous Un-met Needs
- Additional Revenues Will be Sought
- Hope for Short Plan Life
 - Amend for NDDOT LRSP
 - Amend for Performance Measures
 - Amend if More Revenue



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Metropolitan Planning Organization

Further Information

Earl Haugen
MPO Executive Director
701-746-2660
earl.haugen@theforksmpo.org
www.theforksmpo.org

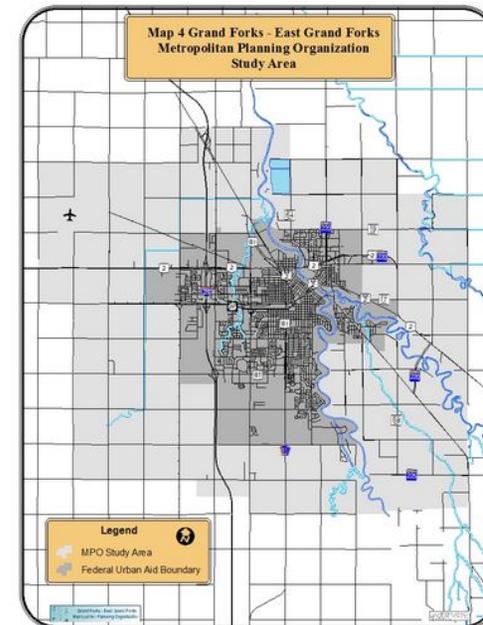
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ABOUT THE MPO MEETINGS MINUTES PROJECTS PEOPLE CONTACT US

2040 LONG RANGE TRANSPORTATION PLAN

- SRF Project Scope-Of-Work And Schedule
- Freight Study Section - Power Point From November 19, 2012 Meeting
- Recommended University Avenue Improvements
- Newsletters
 - March Volume 1 - Population, Employment, Housing Growth
 - March Volume 2 - Traffic Growth
- July 26, 2012 Public Open House



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Minnesota Revenue and Expenditure Summary

- State of Good Repair Expenditures

| Implementation Period | "State of Good Repair" Projects | | Expected Revenue | | Balance |
|--------------------------|---------------------------------|------------------|-------------------|-----------------------|---------|
| | MnDOT | East Grand Forks | State and Federal | Local and Urban Roads | |
| Short Term (2016 - 2022) | \$27,000,000 | \$4,247,890 | \$27,000,000 | \$4,247,890 | \$0 |
| Mid Term (2023 - 2030) | \$5,407,259 | \$5,412,950 | \$5,407,259 | \$5,412,950 | \$0 |
| Long Term (2031 - 2040) | \$8,010,977 | \$7,587,974 | \$8,010,977 | \$7,587,974 | \$0 |
| Subtotal | \$40,418,236 | \$17,248,814 | \$40,418,236 | \$17,248,814 | \$0 |

- Projects of Significance
 - Kennedy Bridge and Sorlie Bridge



RESOLUTION NO. 13 – 11 – 113

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

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased from Hardware Hank the goods referenced in check number 17335 for a total of \$752.80.

WHEREAS, Craig Buckalew, was personally interested financially in the contract, but the purchases were made because the price was as low as or lower than other local vendors.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF EAST GRAND FORKS:

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$752.80 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on November 19, 2013.

Voting Aye:

Voting Nay:

Abstain:

The President declared the resolution passed.

Passed: November 19, 2013

Attest:

City Administrator/Clerk-Treasurer

Vice-President of Council

I hereby approve the foregoing resolution this 19th of November, 2013.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

STATE OF MINNESOTA)
COUNTY OF POLK) ss
CITY OF EAST GRAND FORKS)

I, Craig Buckalew, being duly sworn states the following:

1. I am 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 17335 for a total of \$752.80.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on November 19, 2013.

Affiant states further that to the best of his knowledge and belief (a) the contract price was as low as or lower than the price at which the services could be obtained from other sources.

Affiant further states that the affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part thereof has been paid.

Dated: _____

(Signature of Official)

Accounts Payable

Check Register Totals Only



City of East Grand Forks

P. O. Box 373
 East Grand Forks, MN 56721
 (218) 773-2483

User: lkatka
 Printed: 11/15/2013 - 9:13 AM

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
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| 17299 | 11/19/2013 | BAR005 | Barnes Distribution | 516.32 | 0 |
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| 17301 | 11/19/2013 | BAT001 | Batteries Plus | 244.46 | 0 |
| 17302 | 11/19/2013 | BJE002 | Mike Bjelde | 75.00 | 0 |
| 17303 | 11/19/2013 | BLU001 | Blue Cross Blue Shield of ND | 6,729.00 | 0 |
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| 17305 | 11/19/2013 | BUD001 | Bud & Ralph's Appliance Service Inc | 75.00 | 0 |
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| 17307 | 11/19/2013 | CAB001 | Cabela's Retail | 181.68 | 0 |
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| 17354 | 11/19/2013 | MID005 | Midwest Playscapes | 106.67 | 0 |
| 17355 | 11/19/2013 | MIK001 | Mike's Pizza | 61.04 | 0 |
| 17356 | 11/19/2013 | MNC005 | MN County Attorney's Association | 61.99 | 0 |
| 17357 | 11/19/2013 | MNP002 | MN Pollution Control Agency | 55.00 | 0 |
| 17358 | 11/19/2013 | COM002 | Morgan Printing | 110.36 | 0 |
| 17359 | 11/19/2013 | NEW001 | Newman Signs | 1,960.00 | 0 |
| 17360 | 11/19/2013 | NOR024 | Northland Yard Service | 1,229.06 | 0 |
| 17361 | 11/19/2013 | ORE001 | O'Reilly Auto Parts | 1,806.93 | 0 |
| 17362 | 11/19/2013 | PAR005 | Paras Contracting | 22,382.44 | 0 |
| 17363 | 11/19/2013 | PAU004 | Paul Grzadzieleski | 425.00 | 0 |
| 17364 | 11/19/2013 | PAV001 | Chad Pavlish | 75.00 | 0 |
| 17365 | 11/19/2013 | POL009 | Polk County DAC | 21.46 | 0 |
| 17366 | 11/19/2013 | POL004 | Polk County Recorder | 46.00 | 0 |
| 17367 | 11/19/2013 | PCS002 | Polk County Solid Waste | 232.04 | 0 |
| 17368 | 11/19/2013 | POR002 | Porta Mix Concrete Inc | 162.50 | 0 |
| 17369 | 11/19/2013 | POW001 | Power Equipment Shop | 534.47 | 0 |
| 17370 | 11/19/2013 | PRA003 | Prairie Wind BG Inc | 1,246.11 | 0 |
| 17371 | 11/19/2013 | PRA001 | Praxair Distribution | 799.45 | 0 |
| 17372 | 11/19/2013 | PRE001 | Premium Waters Inc | 65.62 | 0 |
| 17373 | 11/19/2013 | PSD001 | PS Door Services | 176.61 | 0 |
| 17374 | 11/19/2013 | QUI001 | Quill Corp | 306.87 | 0 |
| 17375 | 11/19/2013 | REL001 | Reliable Office Supplies | 558.20 | 0 |
| 17376 | 11/19/2013 | REL002 | Reliance Telephone System | 523.58 | 0 |
| 17377 | 11/19/2013 | RIE004 | Kenny & Gelene Riendeau | 36.00 | 0 |
| 17378 | 11/19/2013 | RMB001 | RMB Environmental Lab Inc | 89.00 | 0 |
| 17379 | 11/19/2013 | ROT001 | Roto Rooter | 267.00 | 0 |
| 17380 | 11/19/2013 | HAV001 | Shaun & Kristen Havis & Frandsen Bæ | 5,000.00 | 0 |
| 17381 | 11/19/2013 | SIM001 | Simonson Station Stores | 600.00 | 0 |
| 17382 | 11/19/2013 | SIR001 | Sirchie Fingerprint Labs | 309.05 | 0 |
| 17383 | 11/19/2013 | SPA001 | Spare Husband Inc | 365.00 | 0 |
| 17384 | 11/19/2013 | SPR002 | Spray Advantage | 9.79 | 0 |
| 17385 | 11/19/2013 | STE005 | Steamatic of GF | 10,617.20 | 0 |
| 17386 | 11/19/2013 | STI001 | Sticky Construction Inc | 1,260.00 | 0 |
| 17387 | 11/19/2013 | STR003 | Streichers | 202.97 | 0 |
| 17388 | 11/19/2013 | SUN002 | Sun Dot Communications | 100.94 | 0 |
| 17389 | 11/19/2013 | SUN003 | Sunshine Terrace | 600.00 | 0 |
| 17390 | 11/19/2013 | TEC001 | Tecta America Corp | 2,670.00 | 0 |
| 17391 | 11/19/2013 | THE002 | The Tint Shop | 1,100.63 | 0 |
| 17392 | 11/19/2013 | THU002 | Thur-O-Clean | 815.45 | 0 |
| 17393 | 11/19/2013 | TIM001 | Tim Shea's Nursery & Landscaping | 12,819.00 | 0 |
| 17394 | 11/19/2013 | TOD001 | Todays Organized Living LLC | 210.00 | 0 |
| 17395 | 11/19/2013 | TRU001 | True Temp | 1,790.36 | 0 |
| 17396 | 11/19/2013 | TRY001 | Try-County Refrigeration | 596.00 | 0 |
| 17397 | 11/19/2013 | UMN001 | University Of MN | 200.00 | 0 |
| 17398 | 11/19/2013 | UPS001 | UPS | 515.50 | 0 |
| 17399 | 11/19/2013 | USB004 | US Bank Equipment Finance | 138.67 | 0 |

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|--------------|------------|-----------|----------------------------|------------|---------|
| 17400 | 11/19/2013 | USF002 | US Foodservice Inc TM | 571.08 | 0 |
| 17401 | 11/19/2013 | VAL001 | Valley Petroleum Equipment | 2,473.78 | 0 |
| 17402 | 11/19/2013 | VER001 | Verizon Wireless | 663.52 | 0 |
| 17403 | 11/19/2013 | VIL001 | Vilandre Heating & A/C | 352.17 | 0 |
| 17404 | 11/19/2013 | WLE001 | Wall Enterprises, Inc. | 1,258.46 | 0 |
| 17405 | 11/19/2013 | WAS001 | Waste Mgmt | 40,449.98 | 0 |
| 17406 | 11/19/2013 | WAT001 | Water & Light Department | 37,153.46 | 0 |
| 17407 | 11/19/2013 | WEX001 | Wex Bank | 47.34 | 0 |
| 17408 | 11/19/2013 | WIL002 | Wilbur-Ellis | 151.50 | 0 |
| 17409 | 11/19/2013 | XER001 | Xerox Corporation | 41.89 | 0 |
| | | | | 227,791.07 | |
| Check Total: | | | | 227,791.07 | |

East Grand Forks Water, Light , Power and Building Commission
of and for the City of East Grand Forks, Minnesota

Established 1909 - Retained under section IX of East Grand Forks City Charter

Commission Membership

3 citizen members with staggered 3 year terms

- nominated by the Mayor
- confirmed by a majority vote of the City Council
- serve until replacement nominated and confirmed

1 member of the City Council , serves as liaison with full voting privileges

Current Commission membership (2012)

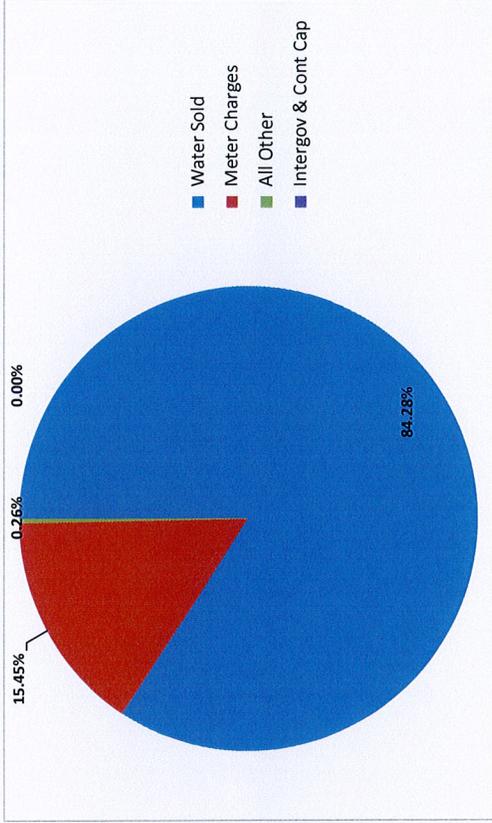
| | |
|------------------------------|-----------------------------|
| Mark Brickson, President | Term expires 12/31/2013 |
| Mike Quirk, Vice President | Term Expires 12/31/2014 |
| Marilynn Ogden, Commissioner | Term expires 12/31/2015 |
| Henry Tweten | City Council representative |

Commission meetings: 1st and 3rd Thursdays, 5:00 PM, City Hall Council Chambers

2014

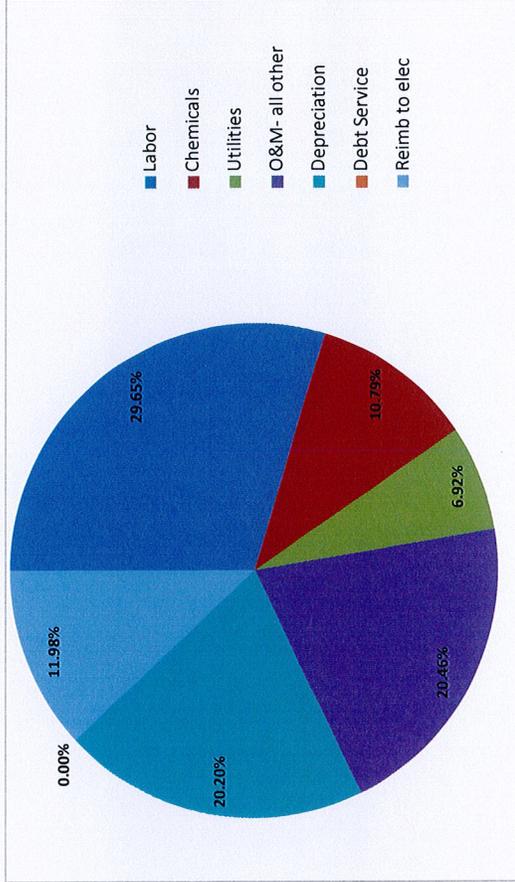
Water Revenue

| | % | \$ | \$/thou gal |
|---------------------|---------|--------------|-------------|
| Water Sold | 84.28% | 2,019,460.57 | \$ 6.27 |
| Meter Charges | 15.45% | 370,232.64 | \$ 1.15 |
| All Other | 0.26% | 6,300.00 | \$ 0.02 |
| Intergov & Cont Cap | 0.00% | - | \$ - |
| Total revenue | 100.00% | 2,395,993.21 | \$ 7.44 |



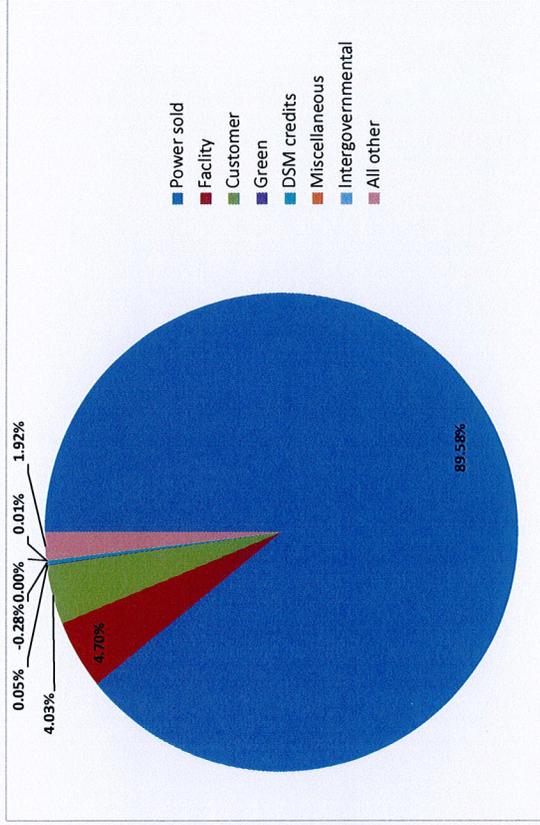
Water expense

| | % | \$ | \$/thou gal |
|----------------|---------|-----------------|-------------|
| Labor | 29.65% | \$ 772,378.65 | \$ 2.40 |
| Chemicals | 10.79% | 281,000.00 | 0.87 |
| Utilities | 6.92% | 180,200.00 | 0.56 |
| O&M- all other | 20.46% | 533,145.00 | 1.65 |
| Depreciation | 20.20% | 526,349.10 | 1.63 |
| Debt Service | 0.00% | 0.00 | 0.00 |
| Reimb to elec | 11.98% | 312,107.30 | 0.97 |
| Total | 100.00% | \$ 2,605,180.06 | \$ 8.09 |

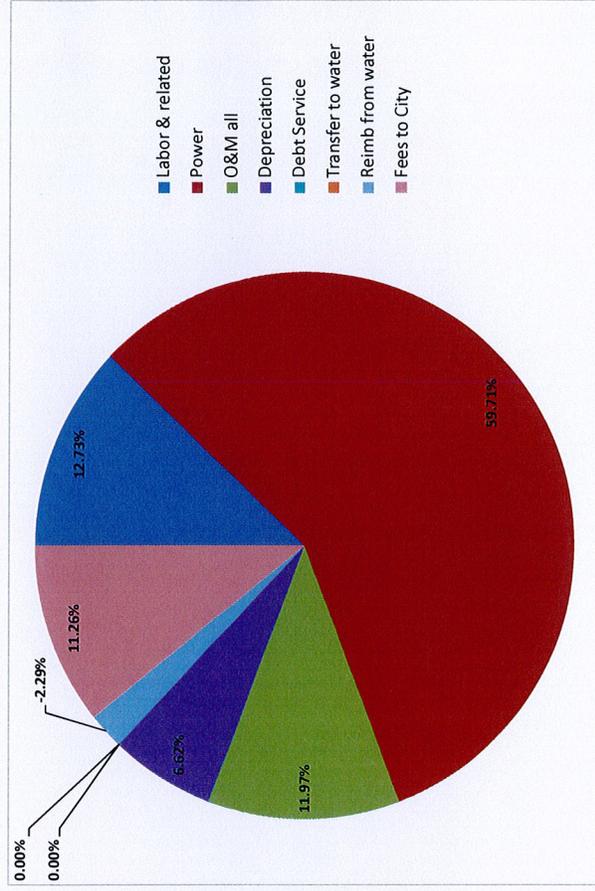


2014

| Electric revenue | % | \$ | \$/kWh |
|-------------------|----------------|----------------------|-----------------|
| Power sold | 89.58% | 12,491,669.77 | \$0.0798 |
| Facility | 4.70% | 655,200.00 | \$0.0042 |
| Customer | 4.03% | 562,176.00 | \$0.0036 |
| Green | 0.05% | 6,657.00 | \$0.0000 |
| DSM credits | -0.28% | (39,168.00) | (\$0.0003) |
| Miscellaneous | 0.01% | 1,000.00 | \$0.0000 |
| Intergovernmental | 0.00% | - | \$0.0000 |
| All other | 1.92% | 267,073.30 | \$0.0017 |
| Total | 100.00% | 13,944,608.07 | \$0.0890 |



| Electric expense | % | \$ | \$/kWh |
|-------------------|----------------|----------------------|-----------------|
| Labor & related | 12.73% | 1,732,529.14 | 0.0111 |
| Power | 59.71% | 8,123,716.51 | 0.0519 |
| O&M all | 11.97% | 1,628,718.11 | 0.0104 |
| Depreciation | 6.62% | 900,165.93 | 0.0057 |
| Debt Service | 0.00% | - | - |
| Transfer to water | 0.00% | - | - |
| Reimb from water | -2.29% | (312,107.30) | (0.0020) |
| Fees to City | 11.26% | 1,532,545.05 | 0.0098 |
| Total | 100.00% | 13,605,567.44 | \$0.0869 |



CAPITAL
BUDGET
2014

| | | |
|------------------------------|-----------|-------|
| Electric Distribution | 300,000 | E |
| Street Light | 350,000 | E |
| Buildings and Substations | 20,000 | E |
| Vehicle and equipment | 68,000 | E |
| Water Treatment | 180,000 | W |
| Water Distribution | 350,000 | W |
| Meters and related equipment | 25,000 | E & W |
| Office Equipment | 12,500 | E & W |
| | 1,305,500 | Total |

| | | |
|----------------------------|--------------|-------------|
| 2014 Depreciation electric | 918,457.00 | 2012 actual |
| 2014 Depreciation water | 553,691.00 | 2012 actual |
| Total depreciation | 1,472,148.00 | |

Vehicle and Equipment 5 year plan

2014 \$68,000

Purchase new small vehicle (pickup) for electric locating. Trade 2001 Chevrolet S-10, unit #732, (\$5,000)

New ¾ or ½ ton pickup for Assistant Foreman. Trade in 2000 ¾ ton Dodge.

Replace 1986 ½ ton Chevrolet pickup at Water Plant, Unit #766

2015 \$70,000

New ¾ ton pickup for Water distribution. Keep 2004 Ford, unit # 725. Retire 1984 Chevy 1 ton,#752

New ½ ton pickup for Distribution Supt. Trade or sell 1994 Suburban, Unit # 750 (\$ 2,000)

2016 \$145,000

Replace 55 ft bucket truck. Trade or sell International unit #754. (\$ 20,000) delayed from 2012, 2014

2017 \$85,000

Replace 1 ton electric distribution truck, trade 1998 Chevrolet 1 ton

Purchase new high pressure Jet Vac. Retire 2003 ring-o-matic high pressure jet vac, unit # 794

Replace existing air compressor

2018 \$115,000

Purchase new tractor backhoe. Trade in unit # 747, 2005 John Deere tractor backhoe

As always, this plan is subject to Commission approved revision when and if circumstances change.

East Grand Forks Water and Light Department

Operating Entity for the Commission

Employees (2013)

Customer Services and Administration

| | <u>Start Date</u> |
|--|-------------------|
| Dan Boyce, General Manager | 06/30/90 |
| Bonnie Abel, Customer and Energy Services Manager | 01/22/86 |
| Lori Maloney, Secretary to the Commission/ Sr. Billing Clerk | 01/01/90 |
| Anna Hearn, Deputy Sec. to Commission/Utility Administrative Secretary | 06/01/92 |
| Maren Swingen, Utility Operations Secretary | 06/01/05 |
| Kristen Shipes, Cashier – Billing Clerk | 07/01/08 |

Electric Services

| | |
|--|----------|
| Scott Gravseth, Superintendent Electric and Water Distribution | 06/01/78 |
| Jeff Olson, Distribution Systems Foreman | 06/01/78 |
| Todd Grabanski, Assistant Line Foreman | 12/07/94 |
| Dave Solarski, Lineman | 03/16/94 |
| Jamey David, Lineman | 05/16/98 |
| Michael Coauette, Lineman | 05/16/98 |
| Seth Brown, Lineman | 07/14/08 |
| Veronica Kostrzewski, Support Technician | 09/24/80 |
| Corey Thompson, Technology Manager | 08/21/00 |
| Lance Riel, Information Systems Technician/Locator | 06/16/98 |
| Kristopher Kovar, Information Systems Technician | 04/32/07 |

Water Services

Treatment

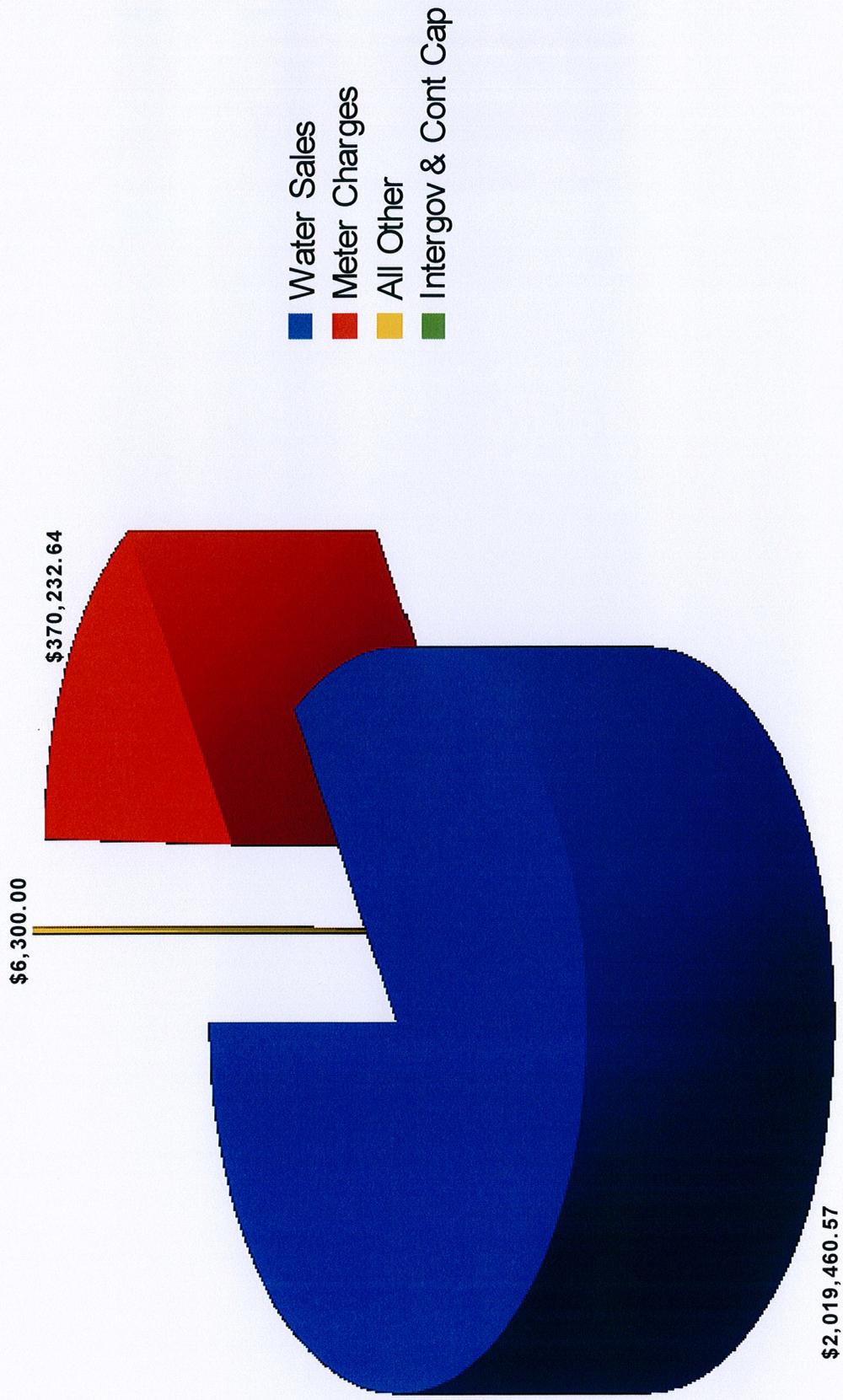
| | |
|--|----------|
| Randy Rapacz, Water Treatment Plant Superintendent | 09/28/81 |
| Chad Troitte, Water Plant Operator, Class A | 08/01/97 |
| James Beeman, Water Plant Operator, Class B | 09/21/98 |
| Randie Johnson, Water Plant Operator, Class B | 05/18/09 |
| Ray Rakoczy, Water Plant Operator, Class A | 01/23/12 |

Distribution

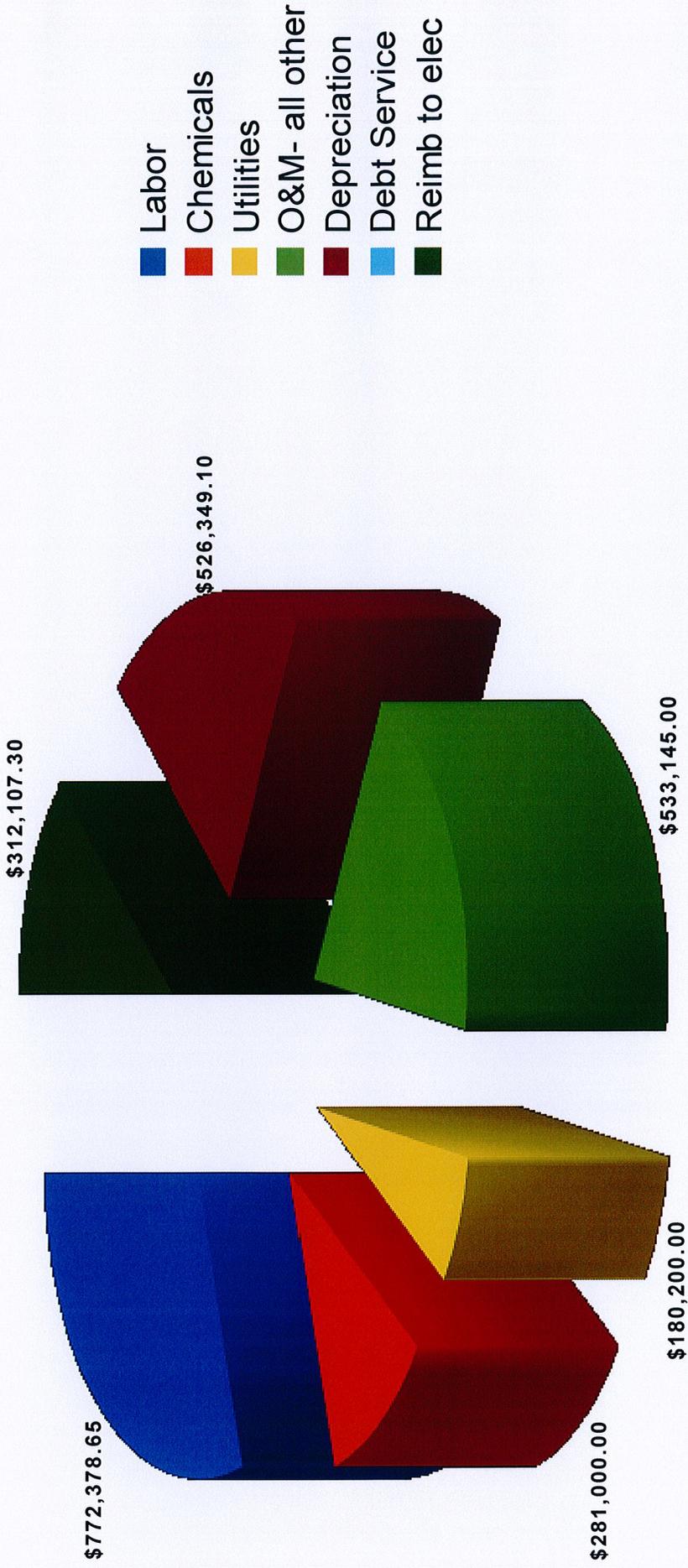
| | |
|--|----------|
| Michael Holweger, Water Distribution Service Worker | 07/14/08 |
| Thomas Schneiderman, Water Distribution Service Worker | 07/14/08 |

East Grand Forks Water and Light 2014 Budget Summary

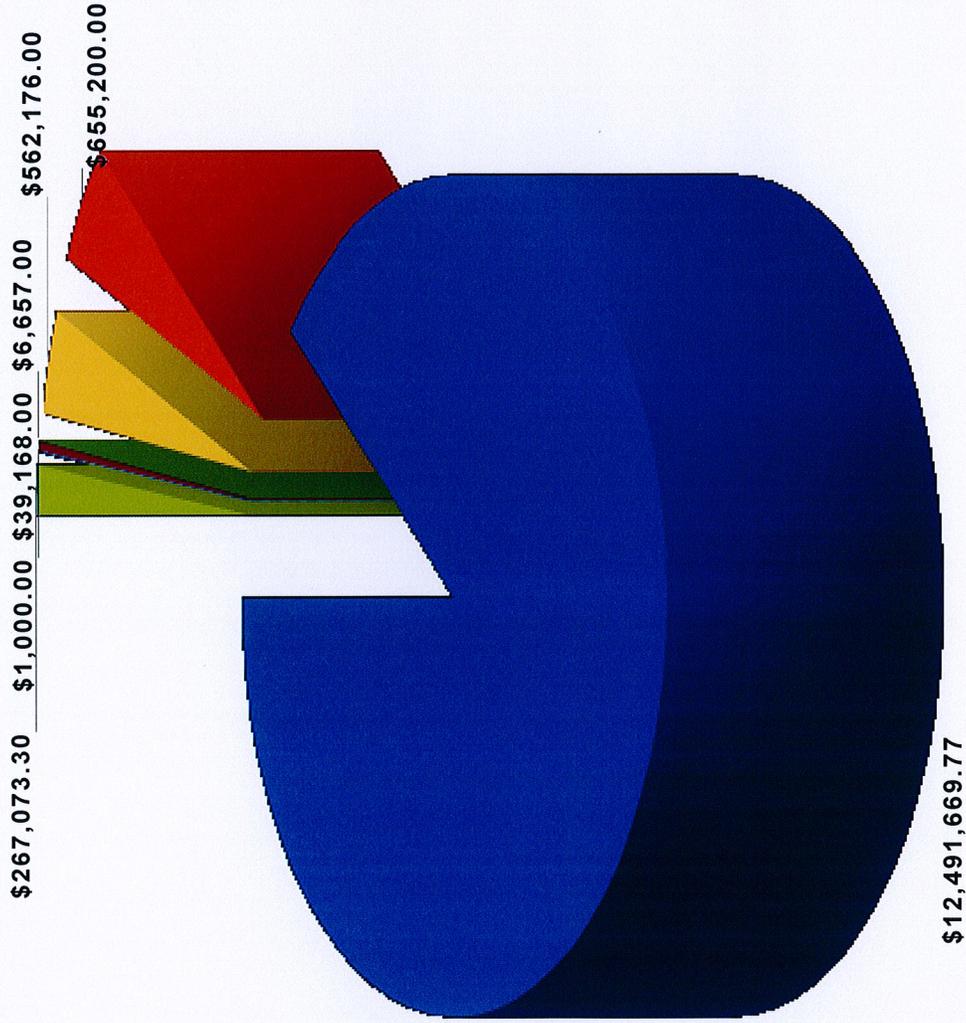
2014 Water Revenue



2014 Water Expense

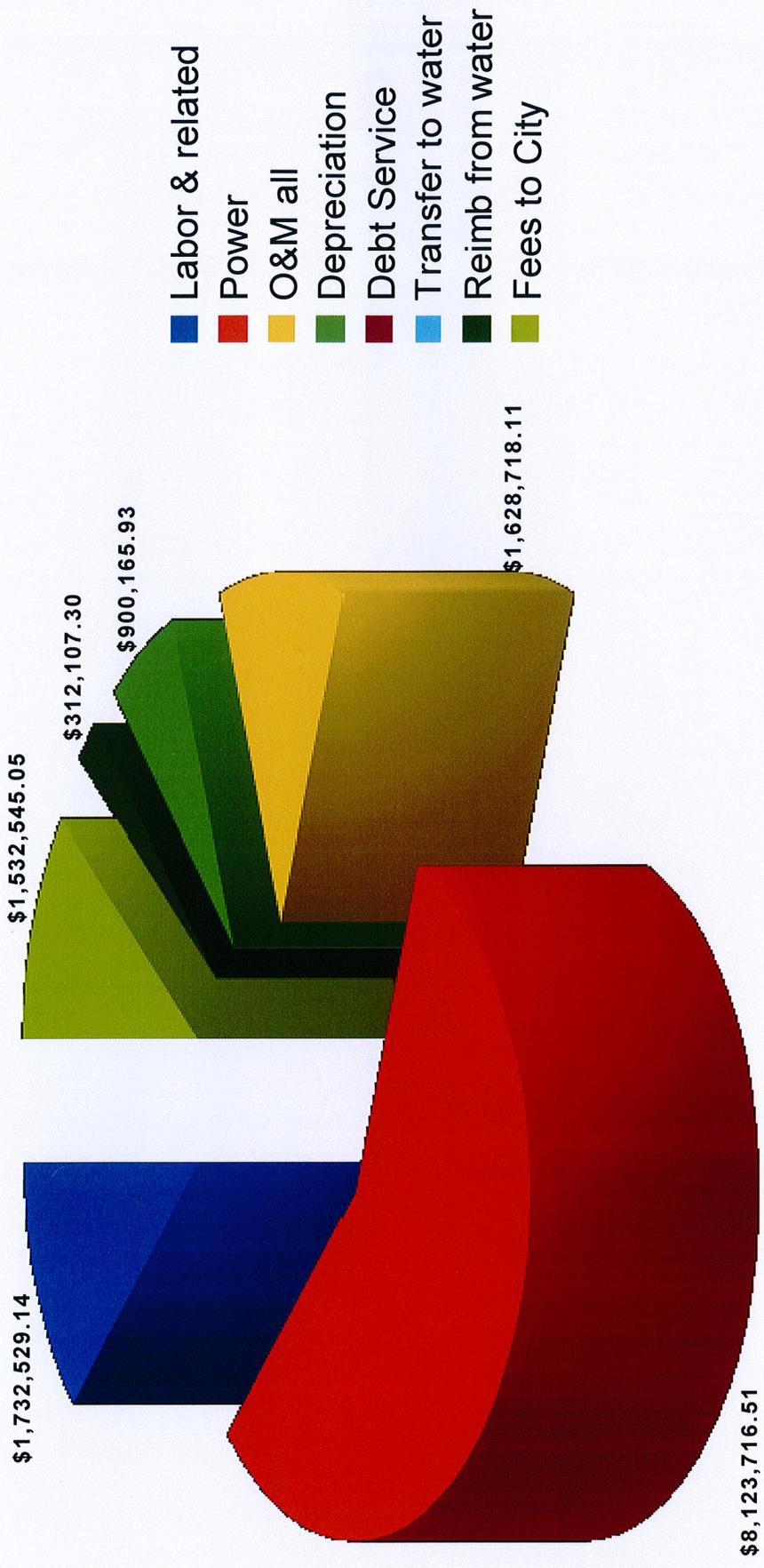


2014 Electric Revenue



- Power sales
- Facility Fees
- Customer Fees
- Green Power Fees
- DSM credits
- Miscellaneous
- Intergovernmental
- All other

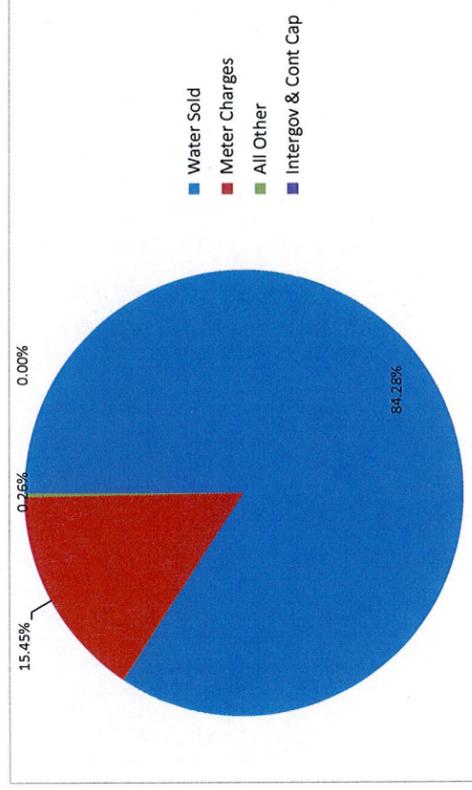
2014 Electric Expense



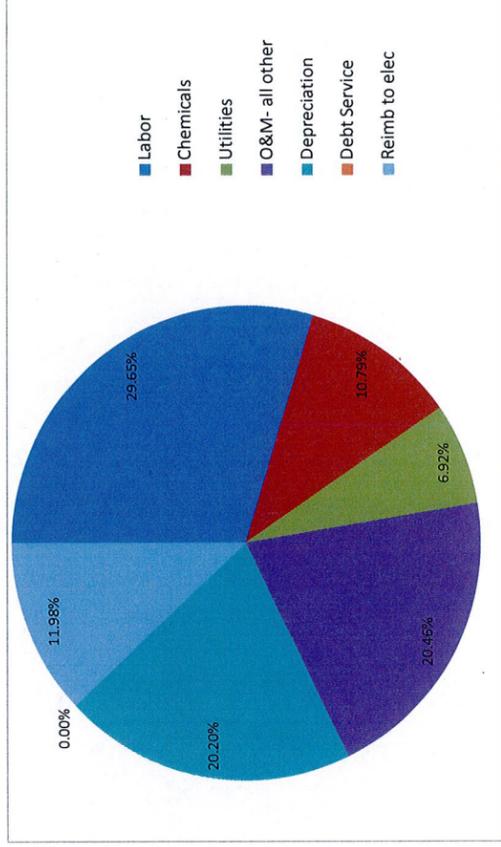
- Labor & related
- Power
- O&M all
- Depreciation
- Debt Service
- Transfer to water
- Reimb from water
- Fees to City

2014

| Water Revenue | % | \$ | \$/thou gal |
|---------------------|---------|--------------|-------------|
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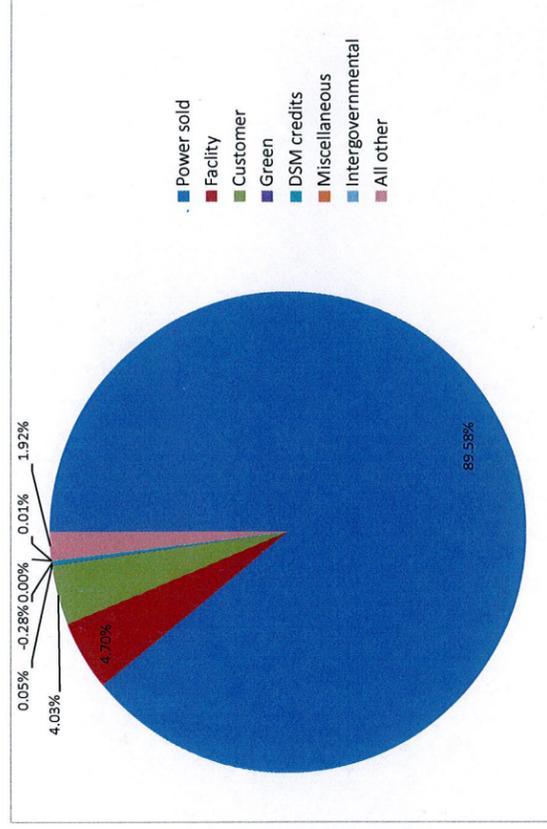


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| Chemicals | 10.79% | 281,000.00 | 0.87 |
| Utilities | 6.92% | 180,200.00 | 0.56 |
| O&M- all other | 20.46% | 533,145.00 | 1.65 |
| Depreciation | 20.20% | 526,349.10 | 1.63 |
| Debt Service | 0.00% | 0.00 | 0.00 |
| Reimb to elec | 11.98% | 312,107.30 | 0.97 |
| Total | 100.00% | \$ 2,605,180.06 | \$ 8.09 |

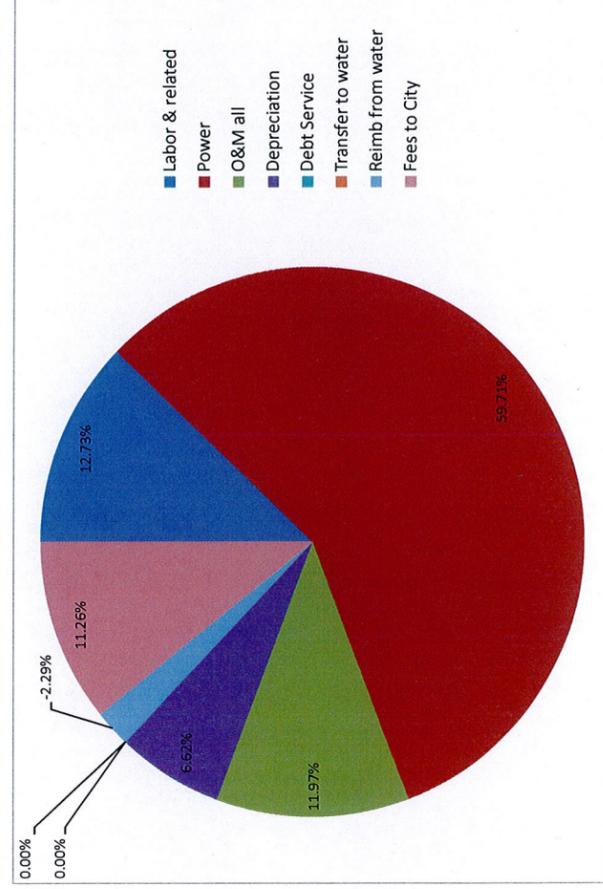


2014

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|-------------------|---------|---------------|------------|
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| Facility | 4.70% | 655,200.00 | \$0.0042 |
| Customer | 4.03% | 562,176.00 | \$0.0036 |
| Green | 0.05% | 6,657.00 | \$0.0000 |
| DSM credits | -0.28% | (39,168.00) | (\$0.0003) |
| Miscellaneous | 0.01% | 1,000.00 | \$0.0000 |
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| Debt Service | 0.00% | - | - |
| Transfer to water | 0.00% | - | - |
| Reimb from water | -2.29% | (312,107.30) | (0.0020) |
| Fees to City | 11.26% | 1,532,545.05 | 0.0098 |
| Total | 100.00% | 13,605,567.44 | \$0.0869 |



East Grand Forks, MN
 Water and Light Department
 2014 rate proposed to be effective 01-15-2014

| Fixed charge per month | 2011 | 2012 | 2013 | 2014 |
|-------------------------------|-----------|-----------|-----------|-----------|
| 5/8" Meter | \$ 7.00 | \$ 7.50 | \$ 8.00 | \$ 8.50 |
| 3/4" Meter | \$ 7.00 | \$ 7.50 | \$ 8.00 | \$ 8.50 |
| 1" Meter | \$ 11.25 | \$ 12.05 | \$ 12.86 | \$ 13.66 |
| 1 1/2" Meter | \$ 22.50 | \$ 24.11 | \$ 25.71 | \$ 27.32 |
| 2" Meter | \$ 36.00 | \$ 38.57 | \$ 41.14 | \$ 43.71 |
| 2 1/2 " meter | \$ 45.00 | \$ 48.21 | \$ 51.43 | \$ 54.64 |
| 3" Meter | \$ 67.50 | \$ 72.32 | \$ 77.14 | \$ 81.96 |
| 4" Meter | \$ 111.25 | \$ 119.20 | \$ 127.14 | \$ 135.09 |
| 5" Meter | \$ - | \$ - | \$ - | \$ - |
| 6" Meter | \$ 225.00 | \$ 241.07 | \$ 257.14 | \$ 273.21 |
| 8" Meter | \$ 352.00 | \$ 377.14 | \$ 402.29 | \$ 427.43 |
| Any meter over 8" | \$ - | \$ - | \$ - | \$ - |

| Current rate per 1000 gallons | 2011 |
|--------------------------------------|-------------|
| Residential | \$ 4.95 |
| Apartment | \$ 4.95 |
| Commercial | \$ 4.95 |

| Inclining Block Rates | | 2012 | 2013 | 2014 |
|------------------------------|------------------------------|---------|---------|---------|
| Blocks | Rate per 1000 gallons | | | |
| 1st 4,000 gal | Block 1 --- residential | \$ 5.40 | \$ 5.80 | \$ 6.20 |
| excess | Block2 --- residential | \$ 6.75 | \$ 7.25 | \$ 7.75 |
| 1st 50,000 gal | Block 1 --- apartment | \$ 5.40 | \$ 5.80 | \$ 6.20 |
| excess | Block 2 --- apartment | \$ 6.75 | \$ 7.25 | \$ 7.75 |
| 1st 36,000 gal | Block 1 --- commercial | \$ 5.40 | \$ 5.80 | \$ 6.20 |
| excess | Block 2 --- commercial | \$ 6.75 | \$ 7.25 | \$ 7.75 |

Proposed Revisions December 5, 2013 effective mid January 2014
 Based on changes in MMPA wholesale rates
 2014 Electric Rates
 Draft with increase

\$ 0.00100 per kVar
 (\$3.10) per kW

| Electric Rate Class | Winter Demand per 15 min kW | Summer Demand per 15 min kW | Energy per kWh | Customer per month | Facility per month | change in \$/kwh | change in % |
|----------------------------|-----------------------------|-----------------------------|----------------|--------------------|--------------------|------------------|-------------|
| Residential - General | \$ 0.00 | \$ 0.00 | \$ 0.097490 | \$ 7.75 | \$ 0.00 | 0.00400 | 4.279% |
| Residential - All electric | \$ 0.00 | \$ 0.00 | \$ 0.091870 | \$ 7.75 | \$ 0.00 | 0.00360 | 4.078% |
| Commercial - General | \$ 0.00 | \$ 0.00 | \$ 0.080190 | \$ 9.75 | \$ 0.00 | 0.00360 | 4.700% |
| City Owned - General | \$ 0.00 | \$ 0.00 | \$ 0.093460 | \$ 9.75 | \$ 0.00 | 0.00400 | 4.471% |
| Off - Peak | \$ 0.00 | \$ 0.00 | \$ 0.071950 | \$ 5.75 | \$ 0.00 | 0.00420 | 6.199% |
| City Owned - Off Peak | \$ 0.00 | \$ 0.00 | \$ 0.079310 | \$ 5.75 | \$ 0.00 | 0.00420 | 5.592% |
| Commercial- Large Power | \$ 7.65 | \$ 7.65 | \$ 0.042280 | \$ 420.00 | \$ 710.00 | 0.00360 | 9.307% |
| Industrial * | \$ 7.33 | \$ 8.80 | \$ 0.053400 | \$ 8,150.00 | \$ 47,500.00 | 0.00340 | 6.800% |

KVAR

* There is a specific winter seasonal demand discount which is determined separately from this rate.