

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 14, 2014 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Stoplight Request on 23rd Street – Henry Tweten**
- 2. Plans and Specifications for 2014 City Project 3 Lift Station No. 5 Improvements and 2014 City Projects No. 4 SCADA Improvements – Greg Boppre**
- 3. 2018 Federal Sub-Target Project – Greg Boppre**
- 4. Kennedy Bridge Project Ped/Bike Addition - Clarence Vetter**
- 5. Request the Purchase of a Snow Blower – Jason Stordahl**
- 6. Purchasing Card Procedure – Karla Anderson**
- 7. Update on POW 5th Reapportionment Process – David Murphy**
- 8. LELS Memorandum of Understanding – David Murphy**
- 9. Council Vacancy Discussion – City Council**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – January 21, 2014 – 5:00 PM – Council Chambers
Work Session – January 28, 2013 – 5:00 PM – Training Room
Regular Council Meeting – February 4, 2014 – 5:00 PM – Council Chambers
Work Session – February 11, 2014 – 5:00 PM – Training Room

Request for Council Action

Date: January 7, 2014

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

Cc: File

From: Greg Boppre, P.E.

RE: Prepare Plans/Specifications – 2014 City Project No. 3 – Lift Station No. 5 Improvements
2014 City Project NO. 4 – SCADA Improvements

Background:

I would like to get permission to prepare plans and specifications for the above referenced projects. The lift station is on the corner of 5th Avenue NE and 10th Street NE and needs to be replaced. The SCADA improvements are for all of the sanitary sewer lift stations and this system also needs to be replaced. These two projects are included in the 2014 Public Works budget.

Recommendation:

Approve plans/specifications

Enclosures:

I will bring a map of the locations of the lift stations to the work session

Request for Council Action

Date: January 7, 2014

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

Cc: File

From: Greg Boppre, P.E.

RE: 2018 Federal Sub-Target Project

Background:

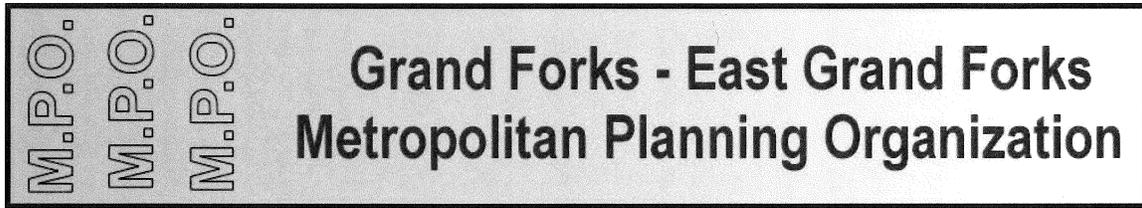
The City has been approached by the MPO, to decide a possible project for the 2018 Federal Sub-Target project(see attached letter from Earl Haugen). Therefore, after discussions with David Murphy and Nancy Ellis, we would like to suggest 10th Street NE, from 5th Avenue NE to 8th Avenue NE. However, this can be amended in the future.

Recommendation:

Council direction for proposed project

Enclosures:

MPO letter



December 4, 2013

Greg Boppre, EGF Consulting City Engineer
Winseth Smith Nolting
1600 Central Ave
East Grand Forks, ND 56721

CITY SUB-TARGET PROGRAM SOLICITATION FOR 2015-2018

The Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO) is soliciting for projects to the fiscal years (FY) 2014-2018 Transportation Improvement Program (TIP). The TIP is a four year financially constrained priority list of projects within the MPO planning area funded with federal, state and local dollars. This solicitation letter is for City Sub-Target NWATP projects for the construction year 2018.

Estimates of federal revenue available each year of the next TIP is difficult to predict; the lack of a long term bill and uncertainty of what the new act may entail creates questions of how federal aid will be delivered. Nonetheless, we still need to prepare a new TIP. We estimate that the City Sub-Target will be \$560,000 in federal funds that will need a local match amount equaling at least 20% total costs. While the MPO is finalizing its update to the Long Range Transportation Plan, it is clear that the emphasis will be on projects on the NHS route system or projects that maintain a “state of good repair”. Projects not focused on this run the risk of being declared non-consistent with the MPO’s Long Range Transportation Plan.

The MPO understands that this is still a fairly new process for soliciting TIP projects. We stand ready to assist you in preparing the required information. In order for the MPO to review the projects for consistency with transportation plans and MPO priority, the information requested in the attached forms should be submitted directly to the MPO. We encourage you to complete how you believe the scoring sheet should be completed; **with each yes, please provide a narrative of how the project accomplishes that yes.** If the project does not accomplish a yes, we further encourage you to evaluate how the project could accomplish a yes and modify the project accordingly.

In addition, any “regionally significant” project, regardless of funding source, needs to be submitted to the MPO for inclusion into its TIP. Please refer to the recently approve TIP Process Manual for the definition of these types of projects.

The deadline for submittal to the MPO is **February 5th**. The MPO staff will review the projects for consistency with the Transportation Plan and project eligibility for the requested funding program. The MPO staff will then score each project. The information will be presented to TAC. The TAC will review the information and forward a recommendation to the MPO Executive Board. Following the review and acceptance of the projects by the MPO, the project information will then be forwarded to MnDOT. Then, the MPO and the MnDOT will cooperatively work out drafting the TIP/STIP.

Thank you in advance for your attention to this. We trust that further improvements to the TIP process will continue to ensure that the best projects for our metropolitan area are being funded. Do not hesitate to contact me if you have any questions.

Sincerely,

Earl Haugen
Executive Director

Enc.

Cc: D. Murphy, EGF City Administrator
MnDOT District Planning Engineer

**NORTHWEST MINNESOTA ATP CITY STP FUNDS
PROJECT NOMINATION FORM**

PROJECT IDENTIFICATION

Proj/Rdwy Name and/or No. _____

Project No. _____

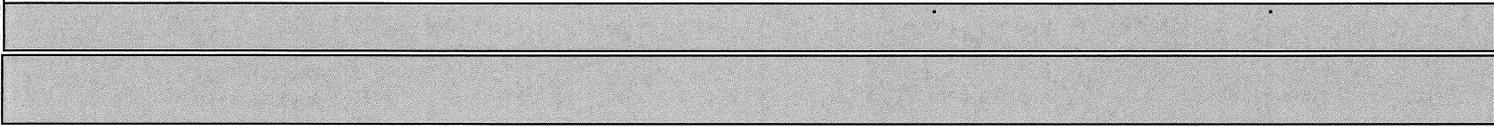
Federal Project No. _____

Proposer(s) _____

Time Frame (color/bold) SFY 2016 SFY 2017 SFY 2018

Project Ready Date: _____

Project letting Date: _____



Location

Township: _____

City Name/Population: _____

County: _____

MPO: _____

RDC Region: _____

Mn/DOT Dist: _____

Legis Dist: _____

Congress Dist: _____

Instructions: Fill in all information. Attach 8 1/2" x 11" Location

CONTACT PERSON

Name: _____ Title: _____

Address: _____

Phone No.: _____

Instructions: Also include phone number and address of contact person if different.

INTENT OF PROJECT _____ (Select)

- Reconstruction/New Const.
- Preservation/Repair/Rehabilitation
- Roadway Strengthening (10 Ton)
- Safety Improvement (Roadway or Rail)
- Capacity Improvement
- Transit Capital (New, Replacement or Service)

- Add Bike way
- Improve Air Quality
- Intermodal Improvement
- Economic Development
- Enhancement

Instructions: Select the primary intent of the project from the list and write it in the space provided.

PROJECT JUSTIFICATION

Supporting Data

	Existing	Proposed
AADT:		
HCADT:		
Lane Width:		
Shldr. Width:		
Shldr. Type:		

	Existing	Proposed
Surf. Type:		
Spring Load:		
PQI:		
Roadway Suff. Rating:		
Bridge Suff. Rating:		

Instructions: Describe why this project is justified. Include major deficiencies to be corrected. Indicate age, mileage, and estimated service life of transit vehicles being replaced. Use additional pages or maps if needed. If using accident data to support purpose of the project, include number of accidents and the reduction that the proposed improvement is anticipated to prevent.

PROJECT DESCRIPTION

Location /		Beg. Ref. Pt.	
Service Area:		End. Ref. Pt.	

Project Length: _____ **Miles:** _____ **Kilometers:** _____

Roadway Type: _____ **(Select)**

- | | |
|------------------|---------------|
| Interstate | Local Street |
| MN Trunk Highway | County Road |
| C.S.A.H. | Township Road |
| M.S.A.H. | |

Functional Class: _____ **(Select)**

- | | |
|-----------------------|-----------------------|
| Principal Arterial | Rural Minor Collector |
| Minor Arterial | Urban Collector |
| Rural Major Collector | Local |

Market Artery Route?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Please refer to Market Artery study.
Existing or Planed Bike Way?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
Transit Route?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
Cooperative Venture?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
Right of Way?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
Other Federal Grants Applied For?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>

If yes, what Federal Program? _____

Instructions

Nature of Project: Describe the project being proposed and what it intends to accomplish.

Location/ What is the projects termini or location? Fill in Ref. Pts. if available. Include distances to major intersections.

Service Area What is the service area (Transit projects)?

Questions Answer all questions that are applicable to project. Cooperative venture is circled "YES" if more than one government unit is proposing the project.

PROJECT COSTS					
	FEDERAL FUNDS	STATE FUNDS	STATE AID FUNDS	LOCAL FUNDS	TOTAL
CONSTRUCTION COSTS					
PRELIMINARY ENGINEERING					
RIGHT-OF-WAY					
OTHER NON-CONSTRUCTION COSTS					
TOTAL PROJECT COST					
TYPE OF FEDERAL FUNDS:					
SOURCE OF MATCHING FUNDS:					

BENEFITS (PLEASE DESCRIBE):

CATEGORY / TYPE OF WORK

Category of Work: _____ (Select One)

Safety	Non-Roadway
Preservation	Enhancements
Bridge Replacement	Transit
Major Investment	Rail Crossing

Type of Work: _____

Examples:	Grading Resurfacing Paving Shoulders Bridge Rehabilitation Rest Areas Turn Lanes Conc. Pavement Rehab. Pedestrian Trail	Guard Rail Signing Bikeway Improvement Rail Improvement Transit Capital Improvement Transit Vehicle Replacement Historic Preservation Landscaping	Surfacing Widen Shoulders New Bridge Bridge Replacement Culvert Replacement Traffic Signals Lighting Waysides
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Instructions: Fill in the blank for Category of Work with one of the seven possible categories, Indicate the work type that best describes the project.

Setup Scoring Categories & Factors



Score System Max. Score

(Use TAB key to navigate.)

Adjust Scoring Categories

Category	Description	Weights	Points
<input type="text" value="1"/>	Economic Vitality Support the economic vitality through enhancing the economic competitiveness of the metropolitan area by giving people access to	<input type="text" value="10"/> %	<input type="text" value="10"/> pts <input type="button" value="Delete"/>
<input type="text" value="2"/>	Security Increase security of the transportation system for motorized and nonmotorized uses.	<input type="text" value="5"/> %	<input type="text" value="5"/> pts <input type="button" value="Delete"/>
<input type="text" value="3"/>	Accessibility and Mobility Increase the accessibility and mobility options to people and freight by providing more transportation choices.	<input type="text" value="15"/> %	<input type="text" value="15"/> pts <input type="button" value="Delete"/>
<input type="text" value="4"/>	Environmental/Environmental Quality Protect and enhance the environment, promote energy conservation, and improve quality of life by valuing the unique	<input type="text" value="10"/> %	<input type="text" value="10"/> pts <input type="button" value="Delete"/>
<input type="text" value="5"/>	Integration and Connectivity Enhance the integration and connectivity of the transportation system, across and between modes for people and freight, and	<input type="text" value="15"/> %	<input type="text" value="15"/> pts <input type="button" value="Delete"/>
<input type="text" value="6"/>	Efficient System Management Promote efficient system management and operation by increasing collaboration among federal, state, local government to better	<input type="text" value="5"/> %	<input type="text" value="5"/> pts <input type="button" value="Delete"/>
<input type="text" value="7"/>	System Preservation Emphasize the preservation of the existing transportation system by first targeting federal funds towards existing infrastructure to spur	<input type="text" value="15"/> %	<input type="text" value="15"/> pts <input type="button" value="Delete"/>
<input type="text" value="8"/>	Safety Increase safety of the transportation system for motorized and nonmotorized uses.	<input type="text" value="15"/> %	<input type="text" value="15"/> pts <input type="button" value="Delete"/>
<input type="text" value="9"/>	Local/Regional Factors Factors of local or regional importance	<input type="text" value="10"/> %	<input type="text" value="10"/> pts <input type="button" value="Delete"/>
TOTAL		<input type="text" value="100"/> %	<input type="text" value="100"/> pts

Add New Category

TIP SCORING SHEETS

TELUS ASSISTED SCORING MPO SCORING SHEET FOR EACH PROJECT

0=No 1=Yes

Project Number		Project Name	
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Category 1 Economic Vitality	
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<i>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</i>	Assign score 0 or 1
A Consistent with local, regional or state economic development plans	
B Work located on identified truck route or identified in Freight Study	
C Provides new access to jobs and opportunities	
D Improves connection to terminal (air, multimodal) on the last mile or two access	
E Located on arterial street	

Category 2 Security	
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<i>Increase security of the transportation system for motorized and nonmotorized uses.</i>	Assign score 0 or 1
A Installs equipment that improves the security of the transportation infrastructure	
B Consistent with regional emergency/security/hazardous materials movement.	
C Coordinates/improves Bridge Closure Management Plan	
D Coordinate/improves special events management plans	

Category 3 Accessibility and Mobility	
--	--

<i>Increase the accessibility and mobility options to people and freight by providing more transportation choices.</i>	Assign score 0 or 1
A Provides acceptable LOS for facility as recommended in LRTP	
B Implements local access control regulations	
C Enhances accessibility and mobility for all modes	
D Address existing LOS deficiency not resolved by another planned project	
E Enhances the range of freight service options available to local businesses	

Category 4 Environmental/Energy/QOL	
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<i>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.</i>	Assign score 0 or 1
A Demonstrates core context sensitive solutions principles	
B Addresses EJ analysis process	
C Decreases fuel consumption which will reduce greenhouse gas	
D Avoids or minimize impacts to wetlands/natural habitats/cultural/historic resource	
E Incorporates innovative stormwater management techniques	
F Promotes nonmotorized travel	

TIP SCORING SHEETS

TELUS ASSISTED SCORING MPO SCORING SHEET FOR EACH PROJECT

0=No
1=Yes

Project Number		Project Name	
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Category 5 Integration and Connectivity		
<i>Enhance the integration and connectivity of the transportation system, across and between modes for people and freight, and housing, particularly affordable housing located close to</i>		Assign score 0 or 1
A	Reduces excessive travel delays	
B	Improves direct travel trips between regional major generators	
C	Address last segment/link of corridor	
D	Improves the integration/connectivity of whole transportation system	
Category 6 Efficient System Management		
<i>Promote efficient system management and operation by increasing collaboration among federal, state, local government to better target investments and improve accountability..</i>		Assign score 0 or 1
A	Incorporates elements from ITS Strategic Plan	
B	Improving operations without adding through capacity	
C	Enhances interoperability among modal equipment/technologies	
D	Contributes to better collecting traffic data	
Category 7 System Preservation		
<i>Emphasize the preservation of the existing transportation system by first targeting federal funds towards existing infrastructure to spur revitalization, promote urban landscapes and</i>		Assign score 0 or 1
A	Utilize pavement management system results	
B	Emphasizes system rehabilitation rather than expansion	
C	Incorporates technologies new to the MPO area	
D	Maximizes existing capacity	
E	Contributes to better system maintenance	
Category 8 Safety		
<i>Increase safety of the transportation system for motorized and nonmotorized uses.</i>		Assign score 0 or 1
A	Address locations identified as high crash locations in LRTP or corridor studies o	
B	Enhances safe route to school route	
C	Consistent with Strategic Highway Safety Plan	
D	Improves points of conflict	
E	Enhances the public safety of nonmotorized users	

TIP SCORING SHEETS

TELUS ASSISTED SCORING MPO SCORING SHEET FOR EACH PROJECT

0=No 1=Yes

Project
Number

Project
Name

Category 9 Local/Regional Factors	
<i>Factors of local or regional importance</i>	
A	Conformance with regional or state plan
B	Demonstrates analysis of project risk in implementation
C	Provides benefit for multiple transportation agencies
D	Advances smart growth objectives
Assign score 0 or 1	

Request for Council Action

Date: 6 January, 2014

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: Earl Haugen, GF/EGF MPO Executive Director

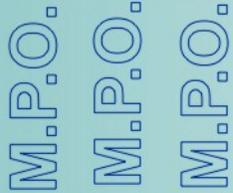
RE: Kennedy Bridge Study

MnDOT has hired the firm of CH2M Hill for a planning study to evaluate whether the Kennedy Bridge should be rehabilitated or replaced. Representatives from MnDOT and CH2M Hill provided a project status update presentation at your December 17th City Council meeting.

The GF/EGF MPO has programmed a project to either rehabilitate or replace the Kennedy Bridge for FY 2017/8. The Kennedy Bridge is on Gateway Drive (US 2) and spans the Red River allowing traffic to cross between Grand Forks and East Grand Forks. The State of Minnesota and the State of North Dakota have entered into an agreement to share in the cost of the proposed project, and the Minnesota Department of Transportation (MnDOT) has taken the lead in development of the project. The currently programmed amount is \$25 Million, which will be split 50/50 between the two states.

Although no decisions have been reached regarding the type of project, the MPO Board decided to take a more proactive approach about what type of projects they supported, based upon the information provided to date. The MPO adopted a position that the project should be a major rehabilitation involving a replacement of the bridge deck, replacement of pier #6 and the addition of a cantilevered combined ped/bike structure outside the main bridge truss. The approximate cost of this project is around \$15.5M and is well within the \$25M currently available for a project involving the Kennedy Bridge.

Attached is the motion the MPO Board took during its December 18th meeting requesting the MPO motion be considered by each City Council for their input. With this feedback, the MPO Board trusts it will be in a more informed position when an amendment to the TIP is requested. Also attached is a "fact sheet" distributed at your December 17th meeting and notice the bottom of Page #3 for a concept of the cantilevered structure.



Grand Forks - East Grand Forks Metropolitan Planning Organization

**ABBREVIATED PROCEEDINGS OF THE
EXECUTIVE POLICY BOARD OF THE
GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION**

**Wednesday, December 18th, 2013 – 12:00 Noon
East Grand Forks City Hall Training Conference Room**

CALL TO ORDER

Steve Adams, Chairman, called the December 18th, 2013 meeting of the MPO Executive Policy Board to order at 12:00 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Steve Adams, Mike Powers, Gary Malm, Warren Strandell, Clarence Vetter, Greg Leigh, Tyrone Grandstrand, and Doug Christensen.

Staff: Earl Haugen, GF/EGF MPO Executive Director; Teri Kouba, GF/EGF MPO Planner; Stephanie Erickson, GF/EGF MPO Planner; and Peggy McNelis, GF/EGF MPO Office Manager.

Guest(s): Jane Williams, GF City Traffic Engineer and David Kuharenko, GF City Engineer.

MATTER OF UPDATE ON SORLIE/KENNEDY BRIDGE PROJECTS

Kennedy Bridge

MOVED BY CHRISTENSEN, SECONDED BY VETTER, TO APPROVE A RECOMMENDATION BE SENT TO BOTH MnDOT AND NDDOT, AND TO OUR RESPECTIVE CITY COUNCILS, THAT THE MPO STILL SUPPORTS THE OPTION OF CONSTRUCTING A SEPARATE CANTILEVER FACILITY ON THE KENNEDY BRIDGE.

Voting Aye: Strandell, Powers, Malm, Adams, Leigh, Vetter, Grandstrand, and Christensen.

Voting Nay: None.



Kennedy Bridge Planning Study

East Grand Forks, MN | Grand Forks, ND

Project Fact Sheet | December 2013

What is the Kennedy Bridge Planning Study?

The Kennedy Bridge Planning Study, led by the Minnesota Department of Transportation (MnDOT), in partnership with the North Dakota Department of Transportation (NDDOT), evaluated a range of issues and engineering concepts to maintain and enhance the US Highway 2 crossing of the Red River.

Opened in 1963, the Kennedy Bridge is a vital connection between the cities of East Grand Forks, MN, and Grand Forks, ND. It serves the region's major east-west interregional highway and provides a vitally important local crossing of the Red River and the river's floodway. MnDOT and NDDOT have engaged throughout 2013 to begin the bridge planning and project development process, considering the following:

- The **primary need** is to continue to provide a structurally sound Highway 2 Red River crossing. Addressing this need requires attention to the bridge's condition, including its many components. While the Kennedy Bridge is regularly inspected and safe, the primary need recognizes that the structure is also 50 years old and requires an action plan for long-term performance.
- There are also **secondary needs** to consider for development and evaluation of design concepts. These needs include minimizing traffic impacts during construction, providing accommodations for pedestrian/bicycle traffic, and addressing other transportation improvement opportunities.

Addressing these needs required development of engineering concepts for rehabilitation of the Kennedy Bridge, as well as for possible bridge replacement. The 2013 Bridge Planning Study has refined the general options to determine the most promising choices available. More detailed engineering and decision-making steps will follow the Planning Study's conclusion in 2014 and beyond.

What did the Study include?

- **Bridge Rehabilitation**—A range of rehabilitation issues were examined, including technical aspects of the bridge foundations, steel truss, hydraulic considerations, and geotechnical conditions.
- **Bridge Replacement**—A variety of bridge replacement concepts were identified and discussed, including alignments adjacent to the existing bridge. This evaluation considered a range of possible bridge types and layouts.
- **Public and Agency Input**—The Bridge Planning Study included a series of meetings with an Advisory Committee, as well as outreach to the general public. These meetings provided opportunities for stakeholders to discuss the condition of the bridge and its future. The Advisory Committee meetings allowed the bridge design team to coordinate input among the many public agencies to be involved in future steps of design, project review/approvals, and construction.
- **Environmental Resources and Community Values**—The bridge vicinity was reviewed for environmental resources and constraints, including the area's historic and recreational features and values. Related issues include avoiding/minimizing adverse effects to historic resources and planning for potential bicycle and pedestrian accommodations.

What is the Kennedy Bridge background?

What are the planning issues and goals?

The Kennedy Bridge is located within a community setting that is both historic and forward-looking, bringing many related issues to the planning process. The many issues addressed include the following:

- **Traffic Demands and Local Red River Crossings**—The Kennedy Bridge serves the area's major interregional east-west highway (US 2), carrying about 23,000 vehicles per day, with four lanes of capacity. This traffic demand is

expected to increase by 2040 to about 30,000 vehicles per day. The area's other two Red River bridges to the south (the Sorlie Bridge on DeMers Ave. and the Point Bridge on 1st Street South) each carry less traffic than the Kennedy Bridge. The other two bridges provide two lanes of capacity at each crossing.

■ **Clearance Above Floods**—Of the three above-noted Red River bridges, only the Kennedy Bridge has the potential to remain open during a 100-year flood event. Compared to the Sorlie Bridge, located about 0.6 mile south (upstream), the Kennedy Bridge provides 7.6 feet of extra clearance. The Point and Sorlie bridges are the first to close during Red River floods, respectively, making the Kennedy Bridge the only local roadway crossing of the Red River during some moderate floods and during all major floods. The 1997 flood, which exceeded a 100-year event, was a record event that forced closure of the Kennedy Bridge. As proven by that flood, the approach roadway to the east includes a low segment that will be considered for adjustment, along with the 4th Street ramps.

■ **Historic and Recreational Resources/Setting**—The Kennedy Bridge, built in 1963, is a historic structure: 1,261 feet long, including two 279-foot-long steel Parker Truss main spans. The vicinity of the bridge also includes other historic and recreational features, which include the following:

- The St. Michael's Hospital and Nurses Residence (now adapted for residential use), located south of the bridge approach in Grand Forks.
- The Riverside Historic District, a residential area located north of the Grand Forks bridge approach.
- The Red River Greenway, opened summer 2009, provides a recreational loop trail more than 10 miles long inside the engineered floodway on both sides of the Red River (related features include a Minnesota state park campground).

The planning study has addressed the noted issues of project context through development of project goals for bridge rehabilitation and bridge replacement. Based on these factors, and the ability to cost-effectively address needs, bridge rehabilitation is the priority action. The bridge rehabilitation concepts identified in the study will address needs while avoiding or minimizing adverse impacts.



What are the bridge rehabilitation elements? What are the potential impacts?

The main elements of a bridge rehabilitation project are noted within the pictures. The top priority is to address movement of Pier 6, which supports the west end of the steel truss and has gradually shifted due to Red River soil movements. While this issue was anticipated in the original bridge design, the time has come to resolve the shifted position of Pier 6. Other rehabilitation elements include painting, other adjustments, and the possible replacement of the bridge deck.

Bridge Rehabilitation Elements



Underpin or replace Pier 6



Protect truss from corrosion (blast clean and paint)



Reinforce abutment bearings



Adjust approach span bents



Monitor or replace pin and hanger assemblies



Maintain or replace deck and railings



Add bike/ped trail

The main community impact of a bridge rehabilitation project would be traffic interruptions during the work process, particularly with a deck replacement. The design team has estimated a timeframe of at least 1 year to complete a bridge rehabilitation project, including work on piers, steel members, and a deck replacement. The 1-year timeframe assumes staging of the work to accommodate traffic (one lane in each direction with a few short periods of closure, avoiding concurrent closure of other Red River bridges).

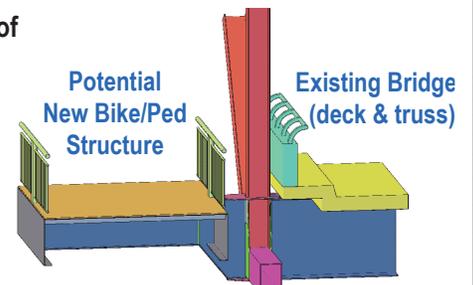
What designs are being considered for bicycles and pedestrians?

The Kennedy Bridge does not accommodate pedestrians and bicycles and, in fact, includes a posted prohibition, as shown. But the importance of the bridge, the popularity of the Red River Greenway, and observed demand has raised the need to seriously consider improvements as part of a bridge rehabilitation project.



New Bike/Pedestrian Structure—Because the Kennedy Bridge deck width is constrained by the steel truss, the first idea was to attach a new structure to the outside of the truss (and build it next to the approach spans). While this concept is technically feasible, it would also add substantially to rehabilitation project costs and the structure's complexity. Some potentially significant considerations would be whether bridge inspections can be completed effectively with the added structure and whether it would adversely affect the historic character of the Kennedy Bridge.

Potential Addition of Bicycle/Pedestrian Structure (Cross Section)



Adjusted Roadway Cross Section on the Existing Bridge—Given the previously mentioned challenges to adding a new bicycle/pedestrian structure, the design team also developed concepts to adjust the roadway cross section on the existing bridge, constrained by the width inside the steel truss spans (67 feet–4 inches). With a posted speed limit of 35 mph, the traffic engineering has the potential to be adjusted to accommodate bicycles and pedestrians without widening.

The four roadway cross sections shown here provide some of the adjustment concepts considered to date (other concepts have also been developed). In developing the adjustments, the designers considered the desirability of a center median and the preference for 12-foot-wide lanes (full width, as they are today). However, with limited width available, some compromises need to be considered.

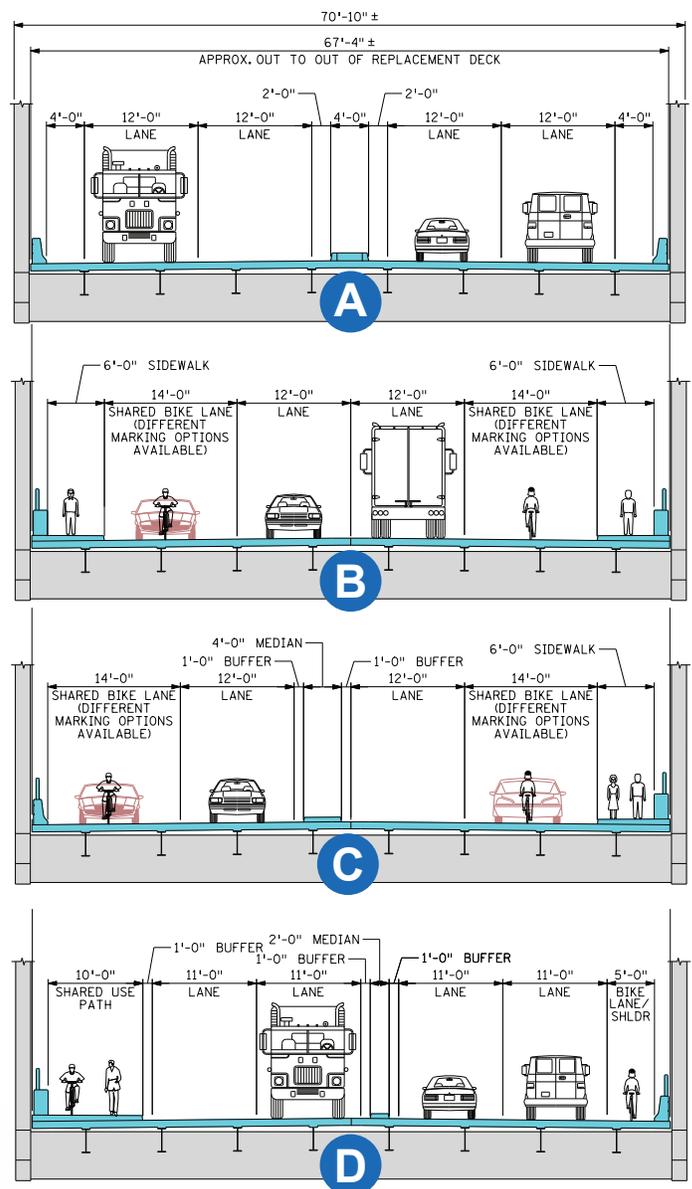
Example cross section concepts are as follows:

- A** Concept A provides no accommodation for bikes/pedestrians; therefore, this is the baseline with a 4-foot-wide median, as on the existing bridge.
- B** Concept B has no median, but provides two, 6-foot-wide sidewalks and 14-foot-wide lanes on the outsides for bikes and motorized vehicles.
- C** Concept C is similar, but the median is added, leaving only one sidewalk.
- D** Concept D proposes 11-foot-wide lanes, combined with a 10-foot-wide raised trail on one side, for both bikes and pedestrians. It also includes a narrow median and a 5-foot-wide shoulder, marked as a bicycle route.

Why not replace the Kennedy Bridge?

The study also looked at bridge replacement concepts, which would provide more opportunity for improvements and a longer life cycle than rehabilitation—but only with substantially higher initial costs and more impacts. Because the Kennedy Bridge is eligible for listing on the National Register of Historic Places, the long-term feasibility and cost effectiveness of bridge rehabilitation must be considered first. Based on the study’s findings, considering costs, funding, and environmental review steps, a determination will soon be made if preservation of the Kennedy Bridge is the preferred alternative.

Roadway Cross Section Options



Where can I find more information?

MnDOT is providing technical leadership for this study, in cooperation and consultation with NDDOT and other agencies (NDDOT is also leading a study of the Sorlie Bridge). For information about the Kennedy Bridge, please visit the project website: <http://www.mndot.gov/d2/projects/kennedybridge>. If you have specific questions, please contact MnDOT’s Project Manager:

Derrick Dasenbrock
 Phone: 651-366-5597
 Email: derrick.dasenbrock@state.mn.us



Request for Council Action

Date: 1/10/2014

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

Cc: File

From: Jason Stordahl, Public Work Director

RE: Snow Blower

Included in the Capital Improvement Plan is a purchase of a snow blower using the Central Equipment funds. Due to a miscommunication this was mistakenly put under 2015 instead of 2014. Currently there is a street sweeper scheduled to be purchased in 2014. The purchase of the snow blower takes priority over purchase of the street sweeper. After a discussion with the City Administrator and Finance Director the decision was made to purchase the snow blower in 2014 and delay the purchase of street sweeper until 2015.

I'm asking you to consider approving the request to approve:

Purchasing a New 2013 Snow Blast M-8500 HD Snow Blower from Titan Machinery for the cost of \$95,209. This price includes a 5 year/unlimited warranty on the engine, as well as a 1 year machine warranty. This price quote was taken off the Minnesota Equipment Contract page.

Recommendation: Purchase 2013 Snow Blast M-8500 snow blower with 5 year/unlimited engine warranty from Titan Equipment for \$95,209. Declare surplus and trade our 2006 SnoGo snow blower.

City of East Grand Forks, MN

Capital Improvement Plan

2014 thru 2018

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2014	2015	2016	2017	2018	Total
Building Maintenance Fund								
Swimming Pool Maintenance	10-PR-002	n/a	25,000	25,000	25,000	25,000		100,000
Public Building Improvements	11-BM-001	n/a	0	0	0	0		0
PD HQ mold removal	13-PD-013	n/a	80,000					80,000
Station 1 Improvements Cabinets	14-FD-002	n/a	10,600					10,600
Station 1 Carpet	14-FD-003	n/a	15,000					15,000
Station 2 Overhead Doors	14-FD-004	n/a	7,500					7,500
Library Window Replacment	14-LI-001	n/a			180,000			180,000
Police HQ carpet	14-PD-001	n/a		20,000				20,000
Senior Center Floor	14-PR-004	n/a	30,000					30,000
BL Arena window covered	14-PR-005	n/a	16,000					16,000
Overhead doors PW	14-PW-003	n/a	17,000					17,000
Station 1 Furnace	15-FD-002	n/a		16,000				16,000
Station 2 HVAC	15-FD-003	n/a		7,000				7,000
Civic Center Roof	15-PR-001	n/a		60,000				60,000
City Hall window caulking	16-AD-001	n/a			16,000			16,000
Library Carpet replacement	16-LI-001	n/a	48,900	71,100	71,000			191,000
Park Shelters	16-PR-002	n/a				40,000	20,000	60,000
Station 2 Roof	17-FD-001	n/a				45,000		45,000
Station 1 Roof	18-FD-001	n/a					83,000	83,000
Police HQ tile flooring	18-PD-001	n/a					25,000	25,000
Building Maintenance Fund Total			250,000	199,100	292,000	110,000	128,000	979,100
Central Equipment Fund								
Street Sweeper	112	3	130,000					130,000
Snowblower	120	n/a		115,000				115,000
Payloader	131	3			200,000			200,000
Rescue Truck	13-FD-001	n/a	120,000					120,000
Toro Mower with Blower	14-PR-003	n/a		78,000				78,000
2 Ton Truck	153	n/a		110,000				110,000
Pumper Truck-replace engine 403	15-FD-001	n/a					300,000	300,000
Central Equipment Fund Total			250,000	303,000	200,000		300,000	1,053,000
Community Growth Fund								
Downtown Pedestrian Improvments	12-ED-001	4	50,000					50,000
Downtown Wayfinding	12-ED-002	4	25,000					25,000
Flood Wall Medallions	12-ED-003	4	25,000					25,000
Community Growth Fund Total			100,000					100,000
Electric Fund								
New Development	10-EU-002	n/a	75,000	75,000	100,000	100,000	100,000	450,000

TITAN MACHINERY

1601 North Washington Street
P.O. Box 14548 (58208)
Grand Fork, ND 58203

Phone: 701-775-8111
Fax: 701-775-8108

Product Quote:

January 9, 2014

City of East Grand Forks, MN

Titan Machinery of Grand Forks, ND respectfully submits the following product options:

One (1) New SnowBlast M-8000 MD:

\$84,797.00

Equipped with standard feature, including:

- Single stage snow blower
- Cummins tier III 240 HP
- Wireless remote control
- Block heater
- Standard warranty (1 yr parts and labor)

Telescoping chute: \$ 2,837.00

Clean out door on chute: included

(2) 6" wing extensions: \$ 1,710.00

Residential muffler: \$ 755.00

Quick attach plate: \$ 2,085.00

Hydraulic fold-down chute: \$ 1,885.00

Current MN state contract pricing \$94,069.00

Alternate option: as/of January 9, 2014 - Equipped as above without residential muffler option.

One (1) New SnowBlast M-8500 HD

\$93,314.00**

Equipped with standard feature, including:

- Single stage snow blower
- Cummins tier III 275 HP
- Wireless remote control
- Block heater
- Standard warranty (1 yr parts and labor)

Telescoping chute:

Clean out door on chute:

(2) 6" wing extensions:

Hydraulic fold-down chute

JRB Quick attach plate:

****Quote based upon machine availability. Machine available as/of 1/9/14.**

Option: (either machine above)

- Extended Warranty: \$1,895.00
 - 5 year / unlimited hours – Engine
 - \$200 Deductible

Respectfully Submitted,



Kraig Rygg
Field Marketer



Request for Council Action

Date: January 9, 2014

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

Cc: File

From: Karla Anderson

RE: Purchasing Card Procedure

Background:

The council has approved the purchasing card (credit Card) system from US Bank. We are ready to implement the system and distribute the cards to employees.

Attached is the "Purchasing Card Procedure" for the City of East Grand Forks Employees. Also attached is a Purchasing Card (credit card) Cardholder Agreement form that every employee will have to sign when accepting their card.

This process is evolving and we will make changes as needed and keep you posted.

Recommendation:

The council approve disbursing the Purchasing cards to employees that have been approved by their supervisor.

Purchasing Card Procedure

Purpose

Purchasing cards provide the city of East Grand Forks with a cost-effective, convenient and streamlined method of purchasing items, thereby reducing the volume of individual vendor payments processed by the City. Reports on cardholder activity enable the City to capture information necessary to better manage City purchasing activities.

Scope

City employees who use a purchasing card for the City of East Grand Forks expenditures, this does not include Water and Light expenditures.

Definitions

The following is a list of key terms and definitions:

- AP-Accounts Payable Office
- FD-City of East Grand Forks Financial Director
- Cardholder-Cardholder means a City employee who is issued an individual card and agrees to abide by this procedure and any additional procedures established by city of East Grand Forks. Contractors, contract employees, and part-time workers are ineligible.
- Approval Manager-Department Head designated by the City to approve transactions made by cardholders
- Card administrator or coordinator-The individual within the City acts as the city's intermediary in correspondence with the card issuer.
- Access Online-US Bank's online procurement card transaction reporting/approval system.
- Individual Card-An individual purchasing card is a card in the name of a City, and in the name of a City employee in which the City is liable to the card issuer for all charges made in connection with the purchasing card issued to the individual. No retail store or vendor-specific cards are permitted.

Procedure

Requesting a Purchasing Card and Security of the Card

- A completed Purchasing Card application form is required for each Cardholder. No employee will be able to apply unless his/her supervisor gives signature approval including initial purchasing limits and any subsequent purchasing limit increases. The address used on the cardholder application for the employee will

always be City of East Grand Forks 600 DeMers Ave NW East Grand Forks, MN 56721 mailing address.

- All cardholders must sign and accept the terms and conditions of the city of East Grand Forks Purchasing Card Program Cardholder Agreement.
- The Cardholder will be responsible for signing the card when it is received, the security of the card and all transactions made against it. Purchases made against the card will be considered to have been made by the Cardholder.
- The Cardholder is responsible for the security of his/her card and any purchase made on the card. The Cardholder must immediately notify the purchasing card company and the Business Office if the card is lost, stolen or in the hands of an unauthorized person. Pertinent information regarding the lost or stolen card or improper use must be provided. The Cardholder will make a reasonable attempt to recover the card from an unauthorized person. The card will be voided as quickly as possible. However, the cardholder has primary responsibility for any unauthorized purchases made by the cardholder or any other person. If City is unable to collect the amount owed from the cardholder, the applicable cost center will be responsible for the unpaid amount.
- Each Cardholder is responsible for the card issued to him/her. All purchasing card records are subject to being audited.

Cardholder Responsibilities

A Cardholder is authorized to use the procurement card for the following types of purchases:

- Cardholders may purchase food and non-alcoholic beverages for business-related meetings in compliance with City procedures.
- Entertainment and recreation. Use of purchasing cards for entertainment and recreation is **prohibited**.

Cardholder Responsibilities

The procurement card cannot be used for the following types of purchases:[As prohibited by MN Department of Administration Information Bulletin No. 08.02 Purchasing Card Use Policy 2.1.]

- Items for personal use or Items for non-city purposes must **never** be made using the procurement card, even if the cardholder intends to reimburse the city.
- Cash or cash advances
- Food and beverages for individual employee personal meals **must** be reimbursed through Payroll using the "Expense Report" form and may not be purchased with the Purchasing Card due to IRS tax regulations.

In addition: Employee relocation expenses, alcoholic beverages, weapons of any kind or explosives, relocation expenses, equipment \$10,000 or more, time payments (the card is for

one time purchases only), pyramiding (multiple purchases to cover same transaction), consulting services (a City contract must be approved), gas for non-rental automobiles (unless an emergency or fleet card doesn't work).

Purchasing Procedure

- The Cardholder must follow all quote and bid guidelines as found in the City Purchasing policies and procedures
- The Cardholder must request a copy of the vendor's detailed sales receipt or cash register slip as well as the purchasing card slips. The Cardholder's individual purchasing card number and his/her name must be given for all orders processed and specific delivery instructions must be provided to the vendor.
- If order is done online, print the order confirmation. If order is done by phone, have vendor fax the invoice to the cardholder.
- All purchase transactions processed against the Purchasing Card must be made by the employee to whom the card is issued. The card cannot be used by another person or for personal use. The card cannot be transferred from one employee to another.
- TAX EXEMPT: All purchases other than those listed under "taxable purchases" below are tax exempt. Cardholder must inform the vendor of the City's tax exemption status. The tax exempt ID number is printed on the purchasing card.
- TAXABLE PURCHASES: Purchases of meals, lodging (under 30 days), waste collection and disposal services, or purchases or leases of motor vehicles are taxable and sales tax should be included in the charge transaction at the time of purchase if a purchase card is used.

Late fees and finance charges

- Late fees which occur because the cardholder did not reallocate and approve transactions and submit receipts to the business office in a timely manner are the responsibility of the cardholder.
- Cardholder must reimburse the institution within one billing cycle from the date of the late fee or finance charge.
- Reimbursement may be made by cash or personal check to the business office. If payment is not received within one billing cycle, the card will be canceled and no new card will be issued until the fees and finance charges have been repaid in full.

Returns and exchanges

- If any item purchased with a purchasing card is unacceptable or not allowable, arrangements must be made for a return for credit or an exchange whenever feasible.
- A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check. In such cases, the funds must be deposited immediately with the City.
- If a refund is issued in the form of a check, the check must be payable to the city of East Grand Forks.

Reimbursement of personal expenses charged to the card.

- Cardholders who accidentally charge a personal item to a City of East Grand Forks purchasing card must immediately return the item and reverse the charge to the purchasing card.
- If it is not possible to have the vendor reverse the charge to the purchasing card, contact the Finance Department immediately.

Weekly Reallocation and Approval and Receipts sent in.

- Original Receipts must be attached to the Purchasing Card Receipt Form and submitted weekly to the Accounts Payable in the Finance Department.
- If cardholder does not have the receipt for a purchase they must contact the vendor and get a receipt so they can reallocate and approve transactions on a weekly basis.
- Employee must reallocate and approve weekly all transactions (purchases and credits) posted to the employee's card in Access Online
- The Accounts Payable or designee shall notify cardholders by email who have failed to reallocate/approve by the 10th day of the month for the billing period ending on the 8th day of that month and notify cardholders who do not have their receipts in for the preceding month.
- Cardholders shall be given until 26th or the next business day of each month to have reallocated/approved all transactions for that billing period. Approvers will be given until 27th day of each month to "final approve" these transactions. Cardholders will have until 27th day of each month to have their receipts into the business office for the preceding month.

Disputing a transaction

- If a purchase is made and the vendor is unwilling or unable to correct a problem or if a transaction shows up in the employee's transaction log that is unknown to the employee, the transaction may be disputed.
- The employee shall contact the Accounts Payable who will assist the employee in completing the dispute process.
- Employee shall complete any necessary paperwork and forward to US Bank as requested by Accounts Payable.

Approval by Department heads/Supervisor/Approver

Supervisors of cardholders are responsible for reviewing cardholder expenses and ensuring compliance with this procedure and any applicable City purchasing policies and procedures. Supervisor's duties include:

- Approving employees for participation in the purchasing card program.
- Reviewing purchases weekly to approve transactions and to ensure they meet objectives and are within restrictions placed on the card. Supervisor/approval manager shall reject a transaction to the cardholder that has an incorrect object code, has no description listed within a transaction, or deems the purchase to be not allowable or not appropriate. Supervisor shall include a memo/note in the transaction noting why they have rejected the transaction. Supervisor shall notify the cardholder of the rejection of the transaction so the appropriate action to correct it can be taken.
- Reviewing purchases weekly to ensure card has not been used for unauthorized or inappropriate purchases.
- Responding to any misuse of the card by cardholder.
- Ensuring closure of purchasing card at time of cardholder's separation from employment or removal of purchasing card authority.

Delegation of Authority

- Finance Department shall ensure that each cardholder be specifically delegated the authority to obligate the City of East Grand Forks to the specific dollar limit of the purchasing card. This delegation requires ongoing compliance with applicable statutes, rules, and board policies.

Business Office Responsibilities

- The Finance Department will ensure that purchases made using the procurement card are recorded appropriately in the fixed asset system if appropriate.
- The Finance Department will collect all paperwork, pay invoices, run cost allocation, and file for audit.

Supporting references

Listed below are document that support this process:

- MN Department of Administration Information Bulletin No. 08.02 Purchasing Cad Policy 2.1
- Minn. Stat.471.382

**City of East Grand Forks
Purchasing Card (Credit Card)
Cardholder Agreement**

The City of East Grand Forks is pleased to present you with the U.S. Bank One Purchasing Card. It represents The City's confidence in you as a responsible employee of the City of East Grand Forks entrusted to safeguard and protect The City's assets.

I, _____, as the Cardholder, hereby acknowledge receipt of a City of East Grand Forks U.S. Bank Purchasing Card and a copy of The City's Purchasing Card Procedures.

The card number is _____. As a Cardholder, I agree to the following conditions regarding my use of this card.

1. I understand that by using this card I am making purchases on behalf of the City of East Grand Forks and will be liable for all authorized charges made it.
2. I agree to use this card for authorized purchases only and in accordance with the Purchasing Card Procedures.
3. I understand that I may not use this card for any personal, private, or prohibited purpose.
4. I understand that this card is issued in my name, and I will not allow any other person use it.
5. I understand that improper use of this card can be considered misappropriation of The City's funds and may result in revocation of this card.
6. I understand that my use of this card will be monitored and audited by the City of East Grand Forks.
7. I understand that the City of East Grand Forks may terminate my right to use this card at any time for any reason.
8. I agree to monitor and allocate my transactions via Access Online in accordance with the Purchasing Card Procedures. Failure to do so may result in revocation of the card.
9. If this card is lost or stolen, I agree to immediately contact U.S. Bank Customer Service at 1-800-344-5696. After contacting U.S. Bank, I agree to contact the City of East Grand Forks Administration and Finance Department at 218-773-2483.

EMPLOYEE/CARDHOLDER:

My signature below indicates that I have read the City of East Grand Forks Purchasing Card Procedure and agree to comply with it, and any subsequent amendments or addenda, for as long as I am a Cardholder for the City of East Grand Forks.

Employee/Cardholder Signature: _____

Date: _____

Employee/Cardholder Printed Name: _____

Approving Department Head Signature: _____

Date: _____

Approving Department Head Printed Name: _____

Date: 01/10/14

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

Cc: File

From: Administration Office

RE: Update of Replat of Outlot B, Block 2, Point of Woods 5th Reapportioned Specials

At the meeting on December 17th a resolution was passed regarding the reapportionment of special assessments of Replat of Outlot B, Block 2, Point of Woods 5th Addition. The council was told the property owners could be signing off on agreement of assessment and waiver of appeal pending information received on that day. The resolution also stated the City would be sending out the notice of apportionment and of the right to appeal. Both of these actions were not necessary for this process because signing the waiver would show they agree to the assessments and give up their right to appeal.

Since the December 17th meeting the Administration Office has not received signed waivers. Since the property owners have not signed the waivers the City will be sending them notification of the reapportionment and then they have 30 days to appeal if they so choose.

The reason for this item is just to update the council of where we are at with this process and answer any questions.

Enclosures include a copy of the notice, copy of the replat, and a copy of the reapportioned assessments.

CITY OF EAST GRAND FORKS
MAILED NOTICE OF REAPPORTIONMENT
OF SPECIAL ASSESSMENTS

January __, 2014

TO WHOM IT MAY CONCERN:

Notice is hereby given that on December 17, 2013, the City Council of the City of East Grand Forks adopted Resolution 13-12-125 reapportioning the special assessments that remain unpaid against “Outlot B, Block 2, Point of Woods 5th Addition.” In accordance with Minnesota Statutes, Section 429.071, Subd. 3, the remaining special assessments have been equitably reapportioned among the lots and parcels created by re-platting the property as “Replat of Outlot B, Block 2, Point of Woods 5th Addition.”

A copy of Resolution 13-12-125 is enclosed. Exhibits A, B and C to the Resolution identify the amount of the special assessments apportioned to each lot or parcel in the “Replat of Outlot B, Block 2, Point of Woods 5th Addition.”

This serves as notice of the reapportionment and the right to appeal. Within 30 days after the mailing or service of this notice, any owner may appeal as provided in Minnesota Statutes, Section 429.081. An owner may appeal to district court by timely serving notice of the appeal upon the mayor or city administrator and filing such notice with the district court within ten days after service upon the mayor or city administrator.

BY ORDER OF THE CITY COUNCIL

David Murphy
City Administrator

REAPPORTION 2007 AJ No. 2 - UTILITIES & STREET CONSTRUCTION
 TO REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITON
 EAST GRAND FORKS, MINNESOTA

PARCEL No.	OWNER	DESCRIPTION	STORM SEWER		WATERMAIN		SANITARY SEWER		STREET		TOTAL ASSESSMENT BEFORE INTEREST
			SQUARE FOOT	\$ STORM SEWER BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	
				\$0.11		\$38.40		\$42.58		\$70.77	
	REPLAT OF OUTLOT B POINT OF WOODS 5TH										
83.04432.00	ROBERT E & JEANINE H PEABODY	Lot-A Block-001	27,650	\$3,145.01	165.34	\$6,348.82	165.34	\$7,040.61	165.34	\$11,700.87	\$28,235.31
83.04433.00	ROBERT E & JEANINE H PEABODY	Lot-B Block-001	15,915	\$1,810.23	109.72	\$4,213.09	109.72	\$4,672.17	109.72	\$7,764.72	\$18,460.21
83.04434.00	ROBERT E & JEANINE H PEABODY	Lot-C Block-001	13,460	\$1,530.99	23.16	\$889.31	23.16	\$986.21	23.16	\$1,639.00	\$5,045.51
83.04435.00	ROBERT E & JEANINE H PEABODY	Lot-G Block-002	18,340	\$2,086.06	124.67	\$4,787.15	124.67	\$5,308.78	124.67	\$8,822.71	\$21,004.70
83.04436.00	MELQUIST SAMUEL R & LEAH M	Lot-H Block-002	40,085	\$4,559.42	95.47	\$3,665.91	95.47	\$4,065.36	95.47	\$6,756.27	\$19,046.96
83.04437.00	ROBERT E & JEANINE H PEABODY	Lot-J Block-002	34,495	\$3,923.59	103.54	\$3,975.79	103.54	\$4,409.01	103.54	\$7,327.37	\$19,635.76
83.04438.00	ROBERT E & JEANINE H PEABODY	Lot-K Block-002	18,285	\$2,079.80	111.24	\$4,271.46	111.24	\$4,736.89	111.24	\$7,872.29	\$18,960.44
83.04439.00	ROBERT E & JEANINE H PEABODY	Lot-L Block-002	23,955	\$2,724.73	109.79	\$4,215.78	109.79	\$4,675.15	109.79	\$7,769.68	\$19,385.34
83.04440.00	ROBERT E & JEANINE H PEABODY	Lot-M Block-002	18,525	\$2,107.10	124.74	\$4,789.84	124.74	\$5,311.76	124.74	\$8,827.67	\$21,036.37
SUBTOTAL REPLAT OF OUTLOT B POINT OF WOODS 5TH			210,710	\$23,966.93	967.67	\$37,157.15	967.67	\$41,205.94	967.67	\$68,480.58	\$170,810.60
GRAND TOTAL			210,710	\$23,966.93	967.67	\$37,157.15	967.67	\$41,205.94	967.67	\$68,480.58	\$170,810.60

Partial Lot C Assessments

MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF EAST GRAND FORKS AND
LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL NO. 152

This Memorandum of Understanding is entered into between the City of East Grand Forks (hereafter "City") and Law Enforcement Labor Services, Inc., (hereafter "Union")

Recitals

WHEREAS, Union is the exclusive representative for certain employees employed by City in an appropriate unit (hereinafter "Bargaining Unit");

WHEREAS, City and Union are parties to a collective bargaining agreement (hereinafter "CBA");

WHEREAS, parties desire to establish Bargaining Unit employees' probationary status and step increase eligibility;

WHEREAS, Bargaining Unit Employees are Statutorily bound by the State of Minnesota to a 12 month probationary period while all other City employees are subject to a 6 month probationary period;

WHEREAS, it has been past practice of the City of East Grand Forks to move newly hired employees from step one to step two of the City's pay schedule after satisfactory completion of the 6 month probationary period;

WHEREAS, the City and Union desire to provide continuity and uniformity in step movements among all employees.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, the parties agree as follows:

Article 1.

All Bargaining Unit Employees hired after the implementation of the 12 month probationary periods shall be subject to the following:

- Upon satisfactory completion of 6 months of probationary employment, Bargaining Unit Employees shall be moved from Step one to Step two of the City's Pay Schedule.
- Upon satisfactory completion of 12 months of probationary employment, Bargaining Unit Employees shall be moved from Step two to Step three of the City's Pay Schedule and will become permanent, full-time employees.

- Any Bargaining Unit Employees hired after the implementation of the 12 month probationary period who have not received the aforementioned step progression will receive the appropriate back pay as soon as practically possible.

Request for Council Action

Date: 01/10/14

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

Cc: File

From: Administration Office

RE: Vacancy on the Council

With the passing of Council member Vonasek, there is a vacancy on the council. According to the City Charter, the council can appoint an eligible person by resolution. This person would be appointed for the remainder of the term and ends at the end of this year.

City Staff needs input from the council on how long they would like to collect applications, when they would like to interview the applicants, and if any revisions need to be made to the council member application.

Council Member Application

How long have you lived in East Grand Forks: _____

What is your occupation? Where do you work? _____

How will your professional work experience help you as a council member? _____

Being part of the City Council involves many time commitments including meetings, occasionally on short notice, usually in the evening, but occasionally during the day time hours. Will your schedule allow you to attend these meetings? _____

Is your family supportive of the time commitment associated with the appointment? _____

If you are appointed to the council vacancy, your address and home telephone number will be made available to the general public. Will this present a problem for you? _____

Please describe any business holdings or financial interest you or any member of your family may have with any business, developer or landholder that could create a conflict of interest for you in your role as a council member. _____

How would you describe how you get your information? Do you read magazines, newspapers, talk to others, etc.? _____

The City Council uses computer technology as a communications tool and for information sharing via email. Tell us about your comfort level with computers. _____

Being a member of the Council involves teamwork and committee interaction. Tell us about the most recent collaborative effort you have participated in. _____

Have you ever participated as a citizen on an advisory committee? Explain your experience.

What do you think are the major issues facing the City? _____

Why does the appointment to this elective office interest you? Why should the City Council appoint you to the vacancy? _____
