

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MAY 27, 2014 - 5:30 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. 2015 City Project No. 1 Stabilization Ponds Cost Savings – Greg Boppre**
- 2. MPO Rental of Additional Space – Earl Haugen**
- 3. Musgrove Property Assessment – David Murphy**
- 4. Station 2 Overhead Doors – Gary Larson**
- 5. 421 Rescue Rebuild – Gary Larson**
- 6. Purchase of a Dial-a-Ride Bus – Nancy Ellis**
- 7. Community Development Office & Staff Setup – Nancy Ellis**
- 8. Review of Three Department Head Positions – David Murphy**
- 9. Unpublished City Lots – Nancy Ellis and Megan Nelson**
- 10. Riverwalk Center Sale Update – David Murphy**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – May 20, 2014 – 5:00 PM – Council Chambers

Work Session – May 27, 2014 – 5:00 PM – Training Room

Regular Council Meeting – June 3, 2014 – 5:00 PM – Council Chambers

Work Session – June 10, 2014 – 5:00 PM – Training Room

Request for Council Action

Date: May 21, 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, Mark Olstad and Dale Helms.

Cc: File

From: Greg Boppre, P.E.

RE: 2015 City Project No. 1 – Stabilization Ponds

Background:

We have a few idea's of potential cost savings for the Stabilization Pond project and would like to discuss and get further direction from the Council.

Recommendation:

N/A

Enclosures:

I will bring a map to discuss the options.

Request for Council Action

Date: 8 May, 2014

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

Cc: File

From: Earl Haugen, GF/EGF MPO Executive Director

RE: MPO Renting Additional Space

The GF-EGF MPO currently rents space within East Grand Forks City Hall. The MPO has need to seek additional space to rent within your City Hall. The reason is that due to re-structuring of Grand Forks City Departments, i.e., the merger of the Planning Department with Urban Development, the current space the MPO rents within Grand Forks City Hall will be released to allow all employees of the merged Department to be housed in one location. Also, Grand Forks is undergoing a City Hall Master Planning process to re-imagine space with Grand Forks City Hall. The MPO and Grand Forks have agreed to reduce the space rented in Grand Forks City Hall during the period that Grand Forks will take to evaluate and remodel their City Hall to re-configure space to allow the MPO to come back to similar square footage as it previously enjoyed at Grand Forks City Hall.

The space currently rented by the MPO would result in a space crunch during this period of time. The MPO worked with your staff to identify possible additional space within East Grand Forks City Hall that the MPO could possibly rent to ease the space crunch. An office between the Mayor's Office and the Finance Department has been identified as one possible office space. The attached lease agreement mirrors the current rental agreement between the City and the MPO. This space was previously used by Polk County Assessing Office and most currently is used during annual audits and some meetings. It is believed that displacing the current uses will not significantly interrupt City Hall operations.

The MPO seeks approval to rent this additional space within East Grand Forks City Hall consistent with the current rental agreement.

Lease Agreement #2

The **City Of East Grand Forks, Minnesota**, through the execution of this agreement hereby agrees to provide office space for the **Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO)** staff. The following formula was used to determine the GF-EGF MPO's pro-rata share of rent:

- | | |
|--|----------------------------|
| • MPO F.T.E.'s | 1 |
| • Ratio of MPO F.T.E. to total F.T.E. | 1 |
| • Total floor space | 210 Sq. Ft. |
| • MPO space subject to rental payments | 210 Sq. Ft. |
| • Rent per square foot | \$11.90 |
| • Total rental expense | \$2,499.00 (\$624.75/Qtr.) |

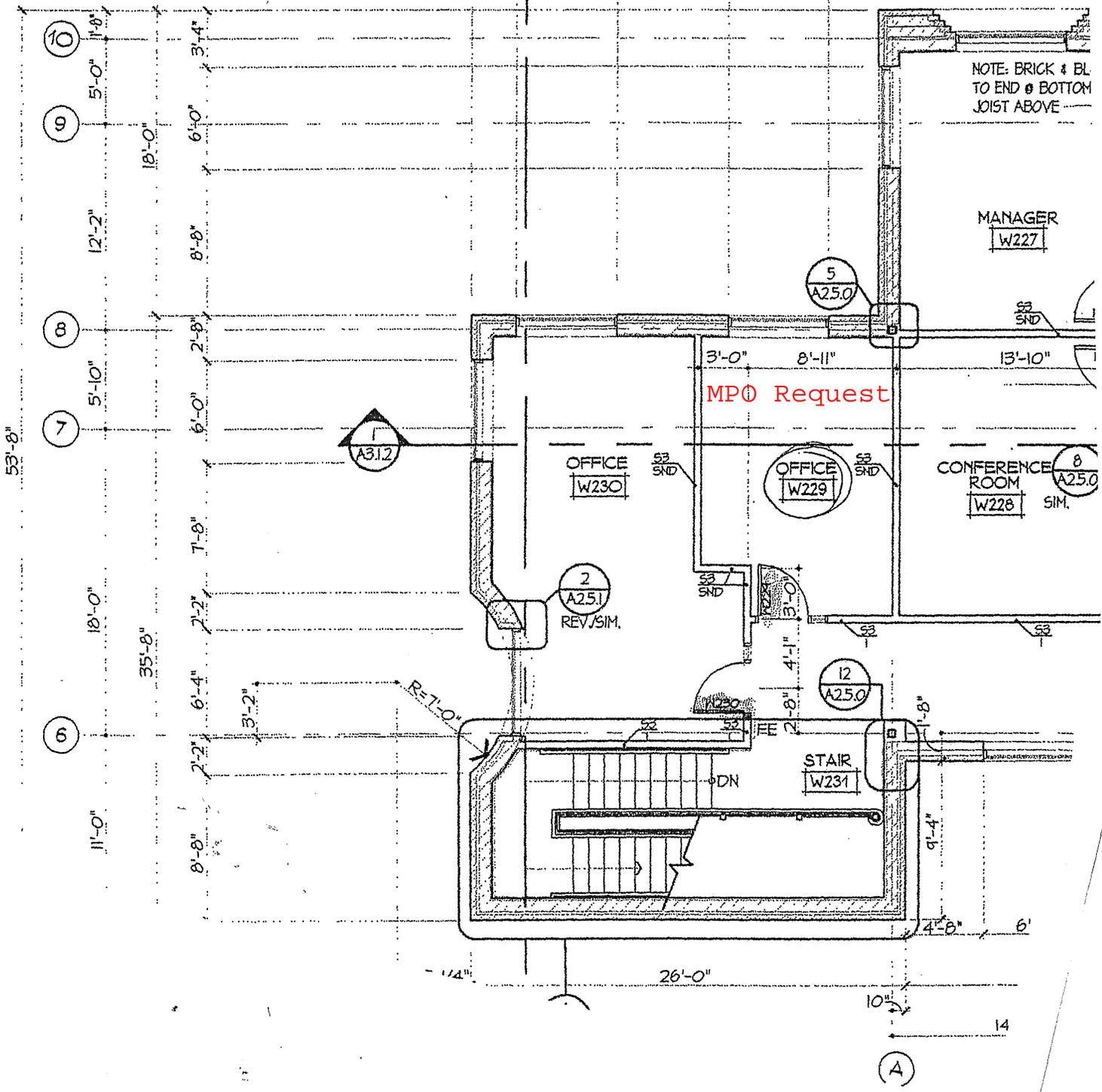
The MPO, through the execution of this agreement, hereby agrees to reimburse the City of East Grand Forks, MN, on a quarterly basis for the space provided, subject to the aforementioned formula. This agreement shall be in effect for seven (7) months beginning on June 1, 2014, and running through December 31, 2014, with two one year options at the current rate plus an escalator based on the Consumer Price Index (CPI) out of the Denver Office, not to exceed 5% per year. Option Year 1 beginning on January 1, 2015, and running through December 31, 2015 and Option Year 2 beginning on January 1, 2016, and running through December 31, 2016. This agreement may be terminated by either party at any time subject to a sixty (60) day written notice.

CITY OF GRAND FORKS, NORTH DAKOTA:

BY: _____ Lynn Stauss, Mayor	DATE: _____
_____ David Murphy, City Administrator	DATE: _____

GF-EGF METROPOLITAN PLANNING ORGANIZATION:

BY: _____ Steven L. Adams	DATE: _____
_____ Earl T. Haugen, Executive Director	DATE: _____



Request for Council Action

Date: May 27, 2014

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

Cc: File

From: David Murphy East Grand Forks City Administrator

RE: Musgrove Property Assessment

This item is FYI at this time. I will give the back ground at the meeting to make the Council familiar with the situation. No action is necessary at this time, but the Council will need to give direction in the near future.



Request for Council Action

Date:

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

Cc: File

From: Fire Chief Gary Larson

RE: Station 2 Overhead Doors

The west doors on Station 2 are getting rusty and moisture soaked. The weather strips are coming out between the panels. We have received two bids to replace the doors, which are included.

It would be my recommendation to accept the bid from Valley Door for \$7258.

Further inspection of the door shows the eyes are not working on 3 doors. If there is money available I would recommend replacing the eyes on all four doors at \$250.00 a door.

There is \$7500 in the Capital Improvement Fund for this project.

Gary Larson
Fire Chief



PS DOORS

Garage Doors & More

4212 Gateway Drive, Grand Forks, ND 58203

Phone: 701.772.3667 • Toll Free: 800.284.0623

Fax: 701.775-7415

www.psgaragedoors.com

PROPOSAL #	R05P180
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Date: May 9, 2014

Proposal Prepared For:	
Gary Larson	Phone: (218) 773-2403
East Grand Forks Fire Dept.	Fax:
415 4th St NW	Cell:
East Grand Forks, MN 56721	Email: glarson@egf.mn

PS DOORS Contact Information:
Proposed by: Roger Johnston
Email: rjohnston@psdoors.com

Project Name: Location:

We are pleased to quote the following items as listed below:

DESCRIPTION/OPTIONS

Two (2) 13'5" x 13'0" **RAYNOR TC300 3"** insulated (R=17.05) sectional 25 ga. steel door, white exterior & interior

Includes: [Raynor TC300 Web-Link Click Here](#)

- ❖ Full angle mounted 2" tracks (for steel jamb opening)
- ❖ Normal clearance torsion spring hardware (for " available headroom)
- ❖ Full perimeter weatherseal
- ❖ Two (2) 24" x 8" insulated vision windows

MATERIAL AND INSTALLATION: \$7,758

Two (2) **LIFTMASTER T-75** 3/4hp car wash modified trolley operator (115v/60/1) with Logic-3, one transmitter and one (1) three button control station (wiring not included) <http://www.liftmaster.com/consumerweb/pages/productmodeldetail.aspx?modelld=711>

- ❖ Two transmitters for each operator
- ❖ Reuse exterior antenna

MATERIAL AND INSTALLATION: \$4,394

Prices are subject to site verification. Prices based on properly prepared opening and floors in place. Installation includes hangers; excludes structural supports, pads, jambs and jamb extensions.

As an included installation service, we remove, haul away and dispose of the removed materials.

Installation by **PS DOORS**, ALL WIRING (including control wiring) BY OTHERS.

Note: This proposal is valid for 30 days and subject to change thereafter.

DELIVERY: estimated 3-4 weeks.

FOB: Jobsite if installed by PS Doors, Grand Forks warehouse if material only purchase.

TERMS: 50% down with order balance due at delivery. Net 30 days

Includes "Standard General Liability and Additional Insured", additional endorsements will be at an additional cost.

Applicable **TAXES** are included if installed.

Respectfully submitted,

Roger Johnston
Sales

Accepted: (Please circle all prices accepted.)	
By (print):	
Signature:	
Title:	Date:

Proposal

FROM

Valley Door
625 No 3rd St
Grand Forks, ND 58203
701-772-4683

Proposal No.

Sheet No.

Date 5/12/14

Keith Nelson

Proposal Submitted To

Work To Be Performed At

Name East Grand Forks Fire Dept
Street _____
City East Grand Forks
State MN
Telephone number _____

Street Point Station
City _____ State _____
Date of Plans _____
Architect _____

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of
Remove existing doors & replace with 13'5" x 13', Dalton TS 200,
white, 2 windows, sections and hardware only, 100,000 cycle
torsion springs, fully weatherstripped

TWO YEAR WARRANTY PARTS & LABOR

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$ 3629.00)
with payments to be made as follows: UPON COMPLETION each

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Valley Door

Respectfully submitted Keith Nelson *Keith Nelson*
Per Valley Door

Note — This proposal may be withdrawn by us if not accepted within _____ days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted _____ Signature _____
Date _____ Signature _____



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Cc: File

From: Fire Chief Gary Larson

RE: 421 Rescue Rebuild

421 the Rescue Truck for the Fire Department is a 2004 model that we took delivery of in 2003. It has 41,505 miles on the truck. It has many more hours on it due to running at fires and rescue calls. According to the City maintenance department we need to take the engine hours of 5457 times 30 to get actual miles on the engine which would be 163740 miles.

We looked at the condition of the Rescue box on the truck and it is showing wear in the roll up doors, and in the electrical system and lights. The cost of building a new box is approximately \$120,000 to \$140,000. We can refurbish the Rescue box on the truck now for approximately \$63,000. This would put new rollup doors, new LED lights, and engine driven generator, and new paint.

We received bids for a new cab and chassis from Maintainer Custom Bodies for the amount of \$47499, and a state bid form Midway Ford for \$44599.

We put \$120,000 in the Capital Improvement Plan for this project as it is a truck that does go to every call we have, whether medical or fire.

It would be my recommendation to order the new cab and chassis and to refurbish the box on 421 Rescue.

There could be additional charges for delivery, striping, or unseen items.

Gary Larson
Fire Chief

Midway Ford Commercial
Fleet and Government Sales
 2777 N. Snelling Ave.
 Roseville MN 55113



Travis Swanson
 651-343-5212
tswanson@rosevillemidwayford.com

Fax # 651-638-4880

C-104

2015 F550 4X4 -Regular Cab Chassis (DRW) 120" Cab to Axle XL

Vehicle will include the following required OEM equipment if not part of standard base package.

Automatic Transmission
Upfitter Switches
AM/FM Radio
Vinyl 40/20/40 Seat

Cab Lights
Air Conditioning
Wide Load/Trailer Tow Type Mirrors
Block Heater

Options	Code	Price	Select	Exterior Colors		Select
6.7L Diesel w/6 speed	99T	\$7,093	x	Dark Blue Pearl Metallic	DX	
19,500 GVWR	68M	\$985	x	Vermillion Red	F1	x
Brake Controller	52B	\$230	x	Forest Green Metallic	GG	
PTO Ports	62R	\$239	x	Pale Adobe Metallic	LQ	
225/70Rx19.5 AT	THB	\$162	x	Tuxedo Black Metallic	UH	
Limited Slip 4.88 Axle	X8L	\$308	x	Sterling Grey Metallic	UJ	
XL Décor Group	17F	\$133	x	Ingot Silver Metallic	UX	
Cruise Control	525	\$200	x	School Bus Yellow		
Power group	90L	\$763	x	Interior Colors		
Back-up Alarm	76C	\$107	x	Steel only (color for XL)		
HiCap Trailer Tow	535	\$299	x	Extended Service Contracts		Cost
Shift on Fly 4x4	213	\$158	x	5yr/100000m F450/550 Gas 4x2		\$1,420
Fire/Rescue Prep	47J	\$1,027	x	5yr/100000m F450/550 Gas 4x4		\$1,615
Luverne Running Boards		\$400	x	5yr/100000m F450/550 Diesel 4x2		\$1,830
Option Total		\$12,104		5yr/100000m F450/550 Diesel 4x4		\$2,370
				More time and mileage options available		
Base Price			Totals	You must have a active FIN code to participate in this purchase contract : FIN code # _____		
6.8L V10			\$32,495.00	Purchase Order required prior to order placement		
Options Price Totals			\$12,104.00	Payment due upon agreed vehicle acceptance		
Extended Warranty				Name of Organization		
Transit Impr Excise Tax				_____		
Tax Exempt Lic				Address		
Other				_____		
Document fee (if Midway to title)				City, State, Zip		
Sub total per vehicle			\$44,599.00	_____		
Number of Vehicles			1	Contact Person/ Phone #		
Grand Total for all units			\$44,599.00	_____		
PO #				Contact's e-mail address and fax #		
Acceptance Signature				_____		
Print Name and Title			Date	Midway Ford Acceptance Signature		
				Date		

**MAINTAINER CUSTOM BODIES INC.
PROPOSAL FOR
EAST GRAD FORKS FIRE DEPARTMENT
VEHICLE RE-CHASSIS AND REFURBISHMENT**

The existing vehicle shall be delivered by the Fire Department to the MCB manufacturing facilities.

The existing vehicle as received by MCB from the Fire Department shall be fully inspected, all mechanical systems shall be inspected, all electrical systems shall be tested, all deficiencies will be noted for future use.

The chassis shall have any and all components removed that will be re-used on the new chassis, including but not limited to lighting, radios, holders, brackets, etc.

The body as delivered shall be completely disassembled. All parts not being reused shall be boxed and returned to the Fire Department at the time of completion.

The rear step and step framework shall be removed from the chassis. This rear step/tailboard assembly will be modified as needed and **reset with new tread and facia as necessary.**

All body to chassis interconnections, such as HVAC, electrical, bellows, etc. shall be disconnected.

Once the body has been removed from the existing chassis and any items not able to be removed from the body will be removed at this time.

The roll up doors shall be carefully removed, inspected for worn or damaged parts, repaired as necessary, and then placed in secure storage until they are ready for reinstallation.

The body shall be fully sanded to bare metal. All holes and attachment points that will not be re-used or cannot be re-used will be welded closed and sanded smooth.

Any necessary body modifications needed for new lighting/hardware, etc. shall be made at this point, prior to new paint application.

The body shall be re-sanded in preparation for paint application.

The body shall be painted with a two part PPG paint process to match the chassis color as received from the chassis manufacture. The completed paint shall be fully color sanded and buffed.



**MAINTAINER CUSTOM BODIES INC.
PROPOSAL FOR
EAST GRAD FORKS FIRE DEPARTMENT
VEHICLE RE-CHASSIS AND REFURBISHMENT**

A completely new Whelen LED warning light and scene light system shall be installed on the vehicle.
The following LED lights will be provided:

Cab Grill – Whelen ION Series
Cab/Hood Sides- Whelen ION Series

Light Bar – Whelen FN60QLED – 60”

Body Front - Whelen M9 Series

Body Sides - Upper Warning – M9 Series
Body Sides – Upper Scene – M9 Series

Body Sides – Lower Warning – Rear Fenders – Whelen 700 Series

Body Rear – Upper Warning – M9 Series
Body Rear – Upper Scene – M9 Series

Body Rear – Lower Warning – 700 Series

Arrow Stick – Whelen TAL-85

Tail Light Modules – Whelen M6 Series 4 Light Cluster (included Lower Warning light)

Note: All warning light colors except for the Scene Lights and Arrow Stick will be determined at the pre-construction conference.

The ROM roll up doors shall be re-installed on the vehicle.

All new aluminum treadplate will be installed on the body as required.

All new solid “new” style extruded aluminum rub rails with Black Scotchlite striping will be installed on both sides of the body.

New brushed stainless steel “accessory” scuff plates will be installed.



**MAINTAINER CUSTOM BODIES INC.
PROPOSAL FOR
EAST GRAD FORKS FIRE DEPARTMENT
VEHICLE RE-CHASSIS AND REFURBISHMENT**

New cab extruded "non-slip" serrated grab handles with new end stanchions will be provided at the crew cab door entry area.

New cab extruded "non-slip" serrated grab handles will be installed on the inside of the crew entry doors.

All 120 volt electrical systems and components will be re-installed on the body.

The new chassis shall be prepped for body installation including a new bellows install. The body shall be mounted on the new chassis and all new body mounting hardware will be used.

The rear step/tailboard assembly shall be re-installed on the new chassis.

All new HVAC hoses, compressor, etc. shall be provided on the new chassis and run to the body for re-connection to the existing HVAC system.

A new cab console shall be fabricated and installed in the cab, between the driver's and passenger's seating positions. This console will be painted with Gray Zolatone and bolted into place.

New 12 volt wiring shall be provided and installed on either the new chassis or the existing body as required.

New LED strip compartment lights shall be installed in the body compartments, one (1) each side of each compartment door opening.

All the new lights will be connected to and controlled from the existing 12 volt electrical cab control switching system.

The new cab and body will be completely re-assembled using all new mounting screws, bolts, etc. Only existing mounting brackets will be re-used. The existing AMTEC nameplate will be reattached.

New runningboards will be installed below the cab doors.

New stainless steel rear wheel inserts, hub and lug nut covers will be installed.

New stainless steel lug nut and front wheel covers will be installed.

The completed cab and body will be re-stripped as directed by the Fire Department.



**MAINTAINER CUSTOM BODIES INC.
PROPOSAL FOR
EAST GRAD FORKS FIRE DEPARTMENT
VEHICLE RE-CHASSIS AND REFURBISHMENT**

A rear body Chevron complying to new NFPA provisions shall be installed on the rear body, but not body door.

The completed cab and body will be re-lettered as directed by the Fire Department.

The completed vehicle will have a road test and a stationary test to ensure that all apparatus systems are functioning correctly and all body structures are properly aligned.

The completed vehicle will be filled with fuel.

The completed vehicle will be delivered to the Fire Department for inspection and acceptance.

There shall be a Warn model M12 (#17801-Dodge 5500) 12000 lb. winch provided. This 12-volt electric winch shall be installed on/in the bumper area.

This shall be a 12,000 pound rated line pull reversible electric worm gear winch with 125' of 3/8" galvanized aircraft cable with replaceable clevis hook and 4-way roller lead. There shall be a 12' lead on remote included.

A WARN® Gen II Trans4mer® winch mounting system will be supplied for the specified chassis. The system attaches directly to your vehicle's frame, providing for direct mount of the selected winch to the vehicle.

Ford F-550
Gen II Frame Bracket
Winch Carrier Kit (Stainless) # 90115
Grill Guard (Stainless) # 81615
Headlight Guard (Stainless) # 82700

Total Proposal Amount for above listed scope of work: **\$ 47,216.00**

OPTIONS:

1.) Mounting the light bar on the cab roof in lieu of the body front: **Add: \$ 478.00**



**MAINTAINER CUSTOM BODIES INC.
PROPOSAL FOR
EAST GRAD FORKS FIRE DEPARTMENT
VEHICLE RE-CHASSIS AND REFURBISHMENT**

- 2.) The chassis shall include two (2) Perlux 600 Series fog lights. The lights shall feature 50 watt halogen bulbs, amber lenses, and stainless steel housings. These lights shall be controlled by a rocker switch with a legend in the switch panel on the cab dash. **Add: \$ 292.00**

- 3.) Providing a Harrison IHT, multi-function power unit including a 6KW hydraulic generator and a hydraulic rescue tool pump. **Add: \$31,511.00**
 NOTE: This price does not include the hydraulic rescue tool power unit:

- 4.) Provide a Mobile Electric Power chassis engine driven 7.5KW generator and regulator power unit. **Add: \$8,552.00**

- 5.) All new body ROM roll up doors, **PAINTED** to match the chassis and body paint colors: **Add: \$8,883.00**

- 6.) Custom K-12 Saw Mount fabricated as necessary **Add: \$300.00**

- 7.) Provide Akron Brass Manual Cord reel w/ SceneStar LED Lighthead, Recept & 100' 12-3 & plug. (each) **Add: \$2,882.00**

- 8.) Exchange Whelen 900 Scene Lights in spec w/ **Add: \$2,422.00**
 (2 rear) Pioneer surface mount single panel spot/flood (chrome) PCPSM1C
 (1 ea. Side) Pioneer surface mount dual panel spot/flood (chrome) PCPSM2C

Chassis Information:

OPTION 1- NOTE: Model year change.

2015 Ford F-550 2-Door 4 X 4, 6.7L 4V OHV Power Stroke V8, TorqShift 6-speed Automatic w/ O.D. Limited Slip Rear Diff – 4.88, 19,500# GVWR with Payload Upgrade Package

\$47,499.00

NOTE1: Aluminum Wheels ONLY available until 12/6/2013 Add:

\$ 1,200.00



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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: Nancy Ellis, Transit Manager

RE: Purchase of a Dial-a-Ride Bus

GENERAL INFORMATION:

In 2011 the City of East Grand Forks purchased a new bus for the Fixed Route that runs in East Grand Forks. The City receives state or federal funding to purchase a bus to cover our City fixed routes. However, in the past the City of East Grand Forks has never purchased vehicles for the Dial a Ride service. This year, however, we have received state funding to help purchase a low floor bus for the Dial a Ride bus service in the East Grand Forks/Grand Forks services area. These funds cover up to 80/83% of the bus price. Also, since the City has never participated in the purchase of Dial -a- Ride vehicles; we have met with Cities Area Transit and asked that they pay the local portion of the bus price (because we have never helped with funds before this is a savings to them). They have tentatively agreed to pay the local share and will take to their Council in June.

In order to purchase off of the MN State Contract; the bus company, bus type and estimate must be approved by resolution of the City Council and it must be ordered by June 30, 2014. Therefore, I am asking that you move this request on to the regular Council meeting with the understanding that I will have the information necessary in the resolution.

The costs are as follows:

- An Independent Cost Estimate for the price of the bus is \$127,000
- The State has granted us \$101,000
- The split for bus purchase is either 80/20 or 83/17 (feds allow this).

This total will be paid by a combination of state funding (\$101,000) and a local match, more than likely from the City of Grand

C:\Documents and Settings\mnelson\Local Settings\Temporary Internet Files\Content.Outlook\SXV4RHV5\Dial a Ride bus purchase.doc

Again, the bus will be purchased through the Minnesota State Bid process. In order to start the process the City needs to issue a resolution for the purchase of the bus so that it can start being built. At the Council meeting in June, I will have the Bus type, company and purchase price in the resolution.

RECOMMENDATION:

Staff recommends the purchase of a low floor bus for the Dial a Ride Service in East Grand Forks.

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Cc: File

From: Nancy Ellis, City Planner – Community Development

RE: Office setup and staff

GENERAL INFORMATION:

East Grand Forks has entered into a contract with In Depth Inspections to complete Building Code Enforcement/Building Inspections for the City of East Grand Forks for the past 18 months. The contract is set to expire at the end of September. It was requested by the City Council to determine what needs this office has regarding staff and duties. I have prepared 3 job descriptions regarding the 3 positions. I feel are needed for this office. I have attached the descriptions to this RCA. The duties that this office currently undertakes or supervises are:

- 1) Planning
- 2) Building Inspections – building permits
- 3) Rental Inspections
- 4) Facilities Management of City Hall (supplies, maintenance, contracts)
- 5) Boiler Inspections Management
- 6) Nuisance complaints
- 7) Transportation Planning
- 8) Transit – billing, reporting, procurement, route changes
- 9) Stormwater management for new permits (will be new to Dept)
- 10) Budget for transit, building inspections, planning, City Hall, help with transportation

One position that needs the most change is the permit technician job description. When the technician retires, I hope to change the job description to Administrative Assistant. This person would perform

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more Planning, Transit and Nuisance duties (write and mail letters, take minutes, help with billing, help with questions and applications, help with filing). This would help with the workload in both the office and with the Administration Office upstairs.

As far as Building Inspections, I like the current arrangement that is in place. Although we do not have someone sitting in the office each and every day, we have the ability to review plans, answer questions and complete inspections each and every day (and on some weekends if necessary). The contracted service is able to supply more than one inspector when we need them – any time we ask. We have no concerns with sick leave, vacations, or other inspections because they have more than one employee that can do inspections. If we have one inspector, we are dependent on when they are here. With all of the duties that this office performs, it would be difficult to send other staff to conduct inspections if the full time inspector is gone. This is the benefit to a service versus one employee.

A full –time inspector would work as well. We have one person that is familiar with all of the contractors and permits. They would be here every day (unless they request time off) and would be available to staff, residents and Council Monday thru Friday. They receive a set salary and benefits and are not benefiting if we are issuing more residential and commercial permits.

We did not see additional savings with hiring a contracted service (approximately \$100,000 in 2013 billing). A portion of their contract stated they would receive half the permit fees – which included an increase in commercial permit fees (almost \$50,000 in permit fees or revenue). Therefore, busy years and large commercial projects means more money to the contracted service (more than a set salary); slower years will benefit the city as they receive less in permit fees and site plan fees. If we were to remain with the contracted service, I would want to renegotiate the contract regarding the permit fees (drop the percentage). However, I would not be opposed to a full time inspector either. I will respect the Council's decision and move forward with their recommendation.

RECOMMENDATION:

I have evaluated the department duties and job descriptions and staff is requesting Council direction on number of employees (hire a full time inspector?) and rewrite of job tasks per employee.

COMMUNITY DEVELOPMENT DIRECTOR/CITY PLANNER

- Directly responsible for requests for subdivision and/or zoning approval; reviewing site plans; conducts site visits and inspections; answering zoning and permit questions developing and writing plans, ordinances, studies and strategies responding to existing or anticipated community needs and issues as apparent or directed
- Oversees and administers review of all development designs and site plans including commercial, residential, industrial, parking and signage plans; negotiates changes with the applicants; administers site plan reviews and other activities with other City Depts., developers and builders, boards and commissions, contractors and other businesses/utility groups, and the public; approves site plans for compliance with the City Zoning and oversees building officials for compliance with Building Codes
- Prepares and presents information, presentations; responses to questions and provides recommendations to the City Council and various joint power and advisory boards, commissions, community organizations (such as the Metropolitan Planning Organization (MPO) Technical Advisory Committee; County State Health Improvement Program (SHIP)) commissions and the public regarding planning, facility management, building code enforcement, transit, nuisances, comprehensive plans, transportation planning;
- Directly supervise department staff and contracted employees to include work assignments, direction, training, discipline, coaching and development for planning, transit billing, facility maintenance, inspections, boiler inspections, nuisance enforcement, and others as necessary and backs up staff work duties as necessary
- Directly oversees facility operations and maintenance and acts as City facilities manager; providing budgeting, coordination or improvements and both short-term and long-term facility operations and maintenance; in addition, oversees City boiler inspectors and manages inspector scheduling.
- Responsible for the City's transit program including monthly and quarterly billing, monthly and quarterly reporting to State and Federal transit offices, help with route changes and questions from the public, all City transit procurements and state or federal reporting/paperwork, annual grant writing and transit applications, annual transit contract negotiations and administration/billing with Northland Community and Technical College
- Oversees transportation planning, such as decision of future projects for streets, highways, transit and multimodal facilities; and helps write transportation grants; administers the City's Geographic Information Systems (GIS) database and various other databases and programs
- Responds to public inquiries pertaining to zoning and subdivision regulations; as well as, city nuisance regulations and permitting questions; investigates zoning and nuisance violations and complaints; issues violation letters as appropriate and works with the legal representatives on cases involving court action; can help with bi-annual rental inspections and can function as second inspector during rental inspections
- Directly responsible for approval of bills and contracts and coding of bills for planning, transit, inspections and City Hall facility, as well as, budget recommendations to Council for planning and transit programs, building inspections and facilities management; as well as, most transportation improvements
- Supervises Economic Development Director and oversees ED budget, grants and programs.

Administrative Assistant – (new position replacing Permit Technician)

- Coordinates the issuance of building permits and zoning application processes; accepts applications, checks for completeness, routes applications to all affected departments for review; computes permit fees; Issues permits for building, plumbing, mechanical or excavation permits; and notifies applicant when process is complete.
- Collects and records fees for permits issued.
- Provides customer service in-person, over the phone, and via email to property owners, builders and contractors regarding the building permit process.
- Processes incoming and outgoing mail; types and prepares a variety of correspondence, memorandums, reports, and other documents, from general instruction or documents using standard office software.
- Processes and bills rental property fees for registration; schedules inspections; coordinates the communication between owners and managers of rental properties with the police department or fire department related to incident reports or rental inspection corrective actions.
- Calculates and completes various monthly and quarterly reports, including but not limited to the Building Activity Summary, SAC report, State Surcharge Report, and Department of Commerce report; Copies and distributes information as appropriate.
- Orders and inventories equipment, materials and supplies for the Community Development Office and City Hall. Schedules maintenance activities or work for City Hall.
- Helps with the Planning and Zoning Division, including but not limited to mailings, filing, information gathering and review of applications for completeness, routing applications to all affected departments for review.
- Performs as Secretary for the Planning Commission by preparing packets for the meetings and taking minutes at each Planning Commission meetings.
- Organizes files for transit program and review each file for the appropriate paperwork/records.
- Maintains an accurate and efficient filing system for the Buildings, Planning and Transit Division. Monitors and purges files in accordance with applicable legal regulations and the City's retention schedule.
- Prepares payroll and provides account codes to billing for the department.
- Routinely updates information on the City's website for Buildings, Planning and Transit web pages.

CODE ENFORCEMENT OFFICER

- Conducts site inspections to achieve compliance and to enforce codes related to international building, residential, mechanical, fuel, state plumbing, energy, manufactured homes and local land use.
- Inspects construction sites during various phases; inspect alterations or modifications to ensure compliance with regulatory codes; inspections may include, but not limited to, new construction, remodeling, additions, state plumbing, heating, ventilation and mechanical.
- Conducts plan reviews for adherence to applicable codes, ordinances and standards; identifies corrections and calculates fees for permits.
- Coordinates plan review and possible construction inspections with the other city departments.
- Assists residents, contractors, elected officials and the general public with related building code issues, requests for permits and general inquires.
- Maintain effective working relationship with contractors to ensure positive response and conformance with regulatory codes.
- Review permits to ensure that they reflect the proposed work; take action to correct permits; modify fees where the work being done is inconsistent with that reflected in such permit.
- Advises contractors, architects and homeowners of violations; if needed, issue correction orders regarding code violations and possibly issue stop work orders in instances where violation are sever or present a danger to the public; review corrective action taken by contractors and builders to ensure that violations have been corrected in the time frame established.
- Inspects damaged or deteriorated structures for compliance with building code; records observations and reports to supervisors, owners, contractors and City Council and/or Attorney.
- Conducts site inspections for possible nuisance and zoning code violations; reports violations if found; prepares nuisance violation letters and sends to property owner; reviews site for corrective action. (Full time employee, otherwise City Planner/CD Director)
- Maintains records and creates reports based on observations made during inspections and investigations with regard to building code compliance, other city ordinances, contract specification, permit work, and complaints.
- Performs rental inspections with Fire Department when available. Community Development Director can also perform rental inspections when necessary.
- Conduct site inspections during various phases for conformance with the City's Stormwater Management Ordinance and receive training on the monitoring and interpretation of the Stormwater Ordinance regarding building sites.
- Have ability to manage mechanical systems in City Hall and Library, including but not limited to obtaining boiler inspectors license. (Fulltime employee)
- Performs other related duties as apparent or assigned

Request for Council Action

Date: May 27, 2014

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

Cc: File

From: David Murphy, East Grand Forks City Administrator

RE: Review of Community Development Director, Fire Chief and Park & Rec Director

The 2014/2015 AFSCME contract calls for an independent study of the Positions of Community Development Director, Fire Chief and Parks and Recreation Director. The review has been completed and recommends one change.

It has been found that the Community Development Director Position has changed over the year s and is not compliant with the other positions in the City. The study recommends a two grade rate change. The rate change is to be retroactive to January 1, 2014.

The cost impact is included with this RCA and I will be available to answer any questions.

Job Classification	Pay Grade
Library Director	20
Police Chief	22
Parks and Recreation Superintendent	20
Fire Chief	21
Public Works Director	22
City Planner	18

- The rates contained in the Compensation Plan herein refer to annual salaries upon which salaries are based.
- A professional Job Description review will be initiated within three (3) months of the employee submitting Position Analysis Questionnaire (PAQ). No more than one (1) review per contract may be requested by the employee.
- The Position of Fire Chief, City Planner and Parks and Recreation Superintendent be re-evaluated by an independent third party. In the event that the outcome of the re-evaluation reflects that the position(s) are due to receive an increase in pay/grade this adjustment will be retroactive to 1/1/2014.



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MEMORANDUM

TO: David Murphy

FROM: Sharon Klumpp

DATE: May 1, 2014

SUBJECT: Position Reviews for the Community Development Director, Fire Chief and Parks and Recreation Superintendent

The City of East Grand Forks presented us with three Position Analysis Questionnaires (PAQs); these PAQs corresponded to the Community Development Director, Fire Chief and Parks and Recreation Superintendent positions. We have created a new job description for the Community Development Director position and archived the City Planner job description. The job descriptions for the Fire Chief and the Parks and Recreation Superintendent have been revised to incorporate information supplied in the PAQs. The review for each position is summarized below.

Community Development Director. This position has been expanded from the City Planner position to encompass building maintenance and facilities management responsibilities. The position is responsible for supervising building inspections employees and developing and administering departmental policies and recommending policy action to the City Council and advisory boards and commissions. Previously the City Planner had 437.5 job evaluation points and was assigned to grade 18. We recommending assigning the Community Development Director 540 job evaluation points and placing the position in grade 20.

Fire Chief. The Fire Chief position has been revised to emphasize the position's role in department management and administration. While the previous job description included those functions, it also listed essential functions such as performing inspections and responding to calls. The updated PAQ shows that the position is spending more time on management and administrative tasks. Job evaluation points for this position remain at 620; however we increased points related to the level of responsibility but decreased points for physical requirements because the position does not continuous lifting of heavy weights for the entire work period. We recommend keeping the job evaluation points at 620 and maintaining the position's placement in grade 21.

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Park and Recreation Superintendent. The Park and Recreation Superintendent submitted a PAQ that expanded maintenance responsibilities but which no longer included recreation responsibilities. We added an essential function for long-range planning and development of a five-year CIP but we did not remove the essential functions related to recreation. A job evaluation reviews the position and it is our understanding that the recreation functions remain an important part of this position; therefore we did not revise the position's job evaluation points. We recommend that the points for this position remain at 555 and that the position continue to be assigned to grade 20.

The revised job descriptions are attached for your review.

SCHEDULE A

AFSCME Council 65 Compensation Plan 2014

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	19,670.70	20,188.35	20,706.00	21,741.30	22,776.60	23,811.90	24,847.20	25,882.50
2	20,949.30	21,500.59	22,051.89	23,154.48	24,257.08	25,359.67	26,462.27	27,564.86
3	22,311.00	22,898.13	23,485.26	24,659.53	25,833.79	27,008.06	28,182.32	29,356.58
4	23,761.21	24,386.51	25,011.80	26,262.39	27,512.98	28,763.57	30,014.16	31,264.76
5	25,305.69	25,971.63	26,637.58	27,969.45	29,301.33	30,633.21	31,965.08	33,296.97
6	26,950.57	27,659.79	28,369.01	29,787.47	31,205.92	32,624.36	34,042.82	35,461.27
7	28,702.35	29,457.67	30,213.01	31,723.65	33,234.30	34,744.95	36,255.61	37,766.25
8	30,568.00	31,372.43	32,176.84	33,785.69	35,394.53	37,003.37	38,612.22	40,221.05
9	32,554.93	33,411.64	34,268.34	35,981.76	35,624.57	37,695.17	41,122.01	42,835.42
10	34,671.00	35,583.39	36,495.78	38,320.57	40,145.36	41,970.15	43,794.94	45,619.73
11	36,924.61	37,896.31	38,868.01	40,811.41	42,754.80	44,698.21	46,641.95	48,585.01
12	39,324.71	40,359.13	41,394.43	43,464.15	45,533.87	47,603.59	49,673.31	51,743.04
13	41,880.81	42,982.94	44,085.06	46,289.32	48,493.58	50,697.82	52,902.08	55,106.34
14	44,603.06	45,776.84	46,950.60	49,298.13	51,645.65	53,993.18	56,340.72	58,688.25
15	47,502.27	48,752.33	50,002.38	52,502.51	55,002.62	57,502.75	60,002.86	62,502.98
16	50,589.91	51,921.23	53,252.54	55,915.17	58,577.79	61,240.42	66,903.04	66,565.68
17	53,878.25	55,296.11	56,713.95	59,549.65	62,385.35	65,221.05	68,056.75	70,892.45
18	57,380.34	58,890.35	60,400.36	63,420.38	66,440.40	69,460.42	72,480.43	75,500.45
19	61,110.06	62,718.23	64,326.39	67,542.70	70,759.03	73,975.34	77,191.67	80,407.98
20	65,082.22	66,794.91	68,507.60	71,932.99	75,358.39	78,783.74	82,209.12	85,634.50
21	69,312.57	71,136.58	72,960.59	76,608.63	80,256.65	83,904.69	87,552.71	91,200.75
22	73,817.88	75,760.46	77,703.03	81,588.18	85,473.33	89,358.49	93,243.64	97,128.79
23	78,616.04	80,684.88	82,753.73	86,891.41	91,029.10	95,166.79	99,304.47	103,442.17
24	83,726.09	85,929.40	88,132.72	92,539.36	96,946.00	101,352.63	105,759.27	110,165.90
25	89,168.29	91,514.82	93,861.35	98,554.42	103,247.49	107,940.55	112,633.62	117,326.69

Request for Council Action

Date: 05/21/14

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

Cc: File

From: Nancy Ellis and Megan Nelson

RE: Unpublished City Lots

The City owns a number of lots within city limits with some being residential, commercial, infill, and some are left over after the flood control project buyout. Only the Water's Edge Additions and Coulee View lots are published for sale. Due to current circumstances City Staff recommends we place a hold on selling any unpublished city lots until we can inventory, establish guidelines for selling, and possibly publish for sale to the public.

We are seeking City Council approval for this hold on unpublished lots. Staff is planning on bring this back work session on June 24th to show the council the inventory and guidelines for review.