

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
MONDAY, JANUARY 26, 2015 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Repayment of Loan to Water & Light Dept – David Murphy**
- 2. Social Host Ordinance – Sue Thompson**
- 3. Waste Water Treatment Discussion – Greg Boppre**
- 4. Report of Feasibility Replat of POW 5th Addition – Steve Emery**
- 5. Report of Feasibility POW 6th Addition – Steve Emery**
- 6. Motion to Reconsider – Ron Galstad**
- 7. Proposed Transit Route Changes – Nancy Ellis**
- 8. Station 1 Bay Furnace Replacement – Gary Larson**
- 9. Police Officer Staffing – Mike Hedlund**
- 10. Carl Neu Goal Refresher – David Murphy**
- 11. Water & Light Commission Minutes – Megan Nelson**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – February 3, 2015 – 5:00 PM – Council Chambers
Work Session – February 10, 2015 – 5:00 PM – Training Room
Regular Council Meeting – February 17, 2015 – 5:00 PM – Council Chambers
Work Session – February 24, 2015 – 5:00 PM – Training Room

Request for Council Action

Date: 1/23/15

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

Cc: File

From: David Murphy, City Administrator

RE: Repayment Plan for Pool Funds

Background:

The Council has been working on a plan to improve the pool because major repairs are needed regarding structural integrity, ADA Compliance, and more. In 2013 the Council discussed borrowing funds from the Water and Light Commission to help with this project with the remainder of the funds being raised by the Save Our Pool Group.

Due to cuts in the budget this year the pool will not be opening with the understanding the pool project will be moving forward and be completed this summer. Before this project moves forward it will need to be determined how the loan will be paid back.

On January 22nd the Water and Light Commission met and recommended the loan be paid back over 20 years at 1% interest. An amortization schedule has been included for review. The most recent resolution the Council past for this project was 13-04-39 which has been included in the packet.

Loan Amortization Schedule

Enter values	
Loan amount	\$1,560,000.00
Annual interest rate	1.00 %
Loan period in years	20
Number of payments per year	1
Start date of loan	1/23/2015
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 86,447.89
Scheduled number of payments	20
Actual number of payments	20
Total early payments	\$ -
Total interest	\$ 168,957.82

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	1/23/2016	\$ 1,560,000.00	\$ 86,447.89	\$ -	\$ 86,447.89	\$ 70,847.89	\$ 15,600.00	\$1,489,152.11	\$ 15,600.00
2	1/23/2017	1,489,152.11	86,447.89	-	86,447.89	71,556.37	14,891.52	1,417,595.74	30,491.52
3	1/23/2018	1,417,595.74	86,447.89	-	86,447.89	72,271.93	14,175.96	1,345,323.80	44,667.48
4	1/23/2019	1,345,323.80	86,447.89	-	86,447.89	72,994.65	13,453.24	1,272,329.15	58,120.72
5	1/23/2020	1,272,329.15	86,447.89	-	86,447.89	73,724.60	12,723.29	1,198,604.55	70,844.01
6	1/23/2021	1,198,604.55	86,447.89	-	86,447.89	74,461.85	11,986.05	1,124,142.71	82,830.05
7	1/23/2022	1,124,142.71	86,447.89	-	86,447.89	75,206.46	11,241.43	1,048,936.24	94,071.48
8	1/23/2023	1,048,936.24	86,447.89	-	86,447.89	75,958.53	10,489.36	972,977.71	104,560.84
9	1/23/2024	972,977.71	86,447.89	-	86,447.89	76,718.11	9,729.78	896,259.60	114,290.62
10	1/23/2025	896,259.60	86,447.89	-	86,447.89	77,485.30	8,962.60	818,774.30	123,253.22
11	1/23/2026	818,774.30	86,447.89	-	86,447.89	78,260.15	8,187.74	740,514.16	131,440.96
12	1/23/2027	740,514.16	86,447.89	-	86,447.89	79,042.75	7,405.14	661,471.41	138,846.10
13	1/23/2028	661,471.41	86,447.89	-	86,447.89	79,833.18	6,614.71	581,638.23	145,460.81
14	1/23/2029	581,638.23	86,447.89	-	86,447.89	80,631.51	5,816.38	501,006.72	151,277.20
15	1/23/2030	501,006.72	86,447.89	-	86,447.89	81,437.82	5,010.07	419,568.90	156,287.26
16	1/23/2031	419,568.90	86,447.89	-	86,447.89	82,252.20	4,195.69	337,316.69	160,482.95
17	1/23/2032	337,316.69	86,447.89	-	86,447.89	83,074.72	3,373.17	254,241.97	163,856.12
18	1/23/2033	254,241.97	86,447.89	-	86,447.89	83,905.47	2,542.42	170,336.50	166,398.54
19	1/23/2034	170,336.50	86,447.89	-	86,447.89	84,744.53	1,703.36	85,591.97	168,101.90
20	1/23/2035	85,591.97	86,447.89	-	85,591.97	84,736.05	855.92	0.00	168,957.82

RESOLUTION NO. 13 – 04 - 39

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

WHEREAS, the East Grand Forks city swimming pool was constructed in 1962 and needs several repairs for structural integrity, aesthetics, pumping capacity, bath house, and ADA compliance; and

WHEREAS, the City Council procured a feasibility study to determine several options for new and renovated pool options along with the costs of construction and operations for the options; and

WHEREAS, the Save Our Pool proposes to lead fund raising efforts to help with the costs of repairing or replacing the current pool with a commitment of funds from the city.

THEREFORE, BE IT RESOLVED, the East Grand Forks City Council supports up to \$1.5 million dollars towards the city pool project leaving the Save Our Pool organization to raise the remaining funds.

BE IT FURTHER RESOLVED, the proposed fundraising and construction period is to be completed on or before December 31, 2016.

Voting Aye: Leigh, Grassel, Vonasek, Tweten, and Olstad
Voting Nay: Vetter
Absent: Buckalew

The President declared the resolution passed.

Passed: April 2, 2013

Attest:



City Administrator/Clerk-Treasurer



Vice-President of Council

I hereby approve the foregoing resolution this 2nd day of April, 2013.



Mayor



**721 S Minnesota Street
PO Box 403
Crookston, MN 56716
218.281.3385
www.co.polk.mn.us**

*The Mission of
Polk County
Public Health:*

*“To promote optimal health and
wellness for all people of Polk
County through prevention,
education, intervention, advocacy,
and collaboration “*

Public Health Core Values:

- ◆ The public’s health
- ◆ Public’s trust
- ◆ Individual resiliency
- ◆ Equal treatment
- ◆ Ethical decision-making
- ◆ A healthy workplace

*Funding for this is provided by the Strategic
Prevention Framework State Incentive Grant
from the MN Department of Human Services
Alcohol & Drug Abuse Division*

**Polk County Wellness
Coalition (PCWC):**

- Provides educational opportunities focusing on nutrition, healthy cooking & eating; active living; and prevention of underage drinking & binge drinking
- Encourages physical and recreational activity that is easily accessible and available to everyone
- Incorporates life balance, social connectedness, mental health and overall wellness
- Serves as a central resource for wellness-related activities
- Arranges seasonal community wellness updates and events
- Leverages existing resources to positively impact community wellness
- Attracts new resources that support and benefit community wellness
- Identifies “Best Practices” in community wellness
- Influences positive change in our culture toward wellness

*If you would like to learn more about
or become involved in the PCWC,
please contact PC Public Health at
218.281.3385.*

Information About Social Host Ordinance



? What is a Social Host Ordinance?

A **Social Host Ordinance** can hold individuals (social hosts) criminally and sometimes civilly responsible for hosting or allowing an event or gathering on private or public property where persons under 21 years of age possess or consume alcohol, regardless of who supplied the alcohol.

As of 11/1/2014, 102 cities (including Crookston) and 22 counties in Minnesota *have enacted Social Host Ordinances to situations in which:

- ♦ The social host should or reasonably knows that alcohol is being possessed or consumed by persons under 21 years of age at their residence or on their premises
- ♦ The social host fails to prevent possession or consumption by the underage person(s) at any event that s/he is hosting on public or private property

Isn't It Already Against The Law In Minnesota To Provide Alcohol To Minors?

Yes. Minnesota law prohibits minors under the age of 21 from purchasing, possessing or consuming alcohol. It also prohibits adults from furnishing alcohol to minors.

So Why a Social Host Ordinance?

A Social Host Ordinance is a local law that makes it illegal to:

- Provide an environment for underage drinking
- Allow underage drinking to take place, regardless of who provides the alcohol



What Are The Penalties for Violating This Ordinance?

Generally, violating the ordinance results in a misdemeanor, subject to a maximum penalty of 90 days in jail and/or a \$1,000 fine.

Reduce your alcohol-related liability while protecting yourself, guests and your property:

1. Verify the age of guests
2. Control access to alcohol
3. Control the quantity of alcohol
4. Supervise persons under 21 years of age
5. Be courteous to your neighbors and keep the noise level down
6. Refuse entrance to uninvited guests, especially those who show up intoxicated
7. Call the police for assistance, when necessary



* Minnesota MADD(2013). *Social Host Ordinance Frequently Asked Questions*. Retrieved from <http://www.madd.org/local-offices/mn/underage-drinking/What-a-SHO-IS-ISN-T-3-6-13.pdf>

Sample Local Ordinances -Criminal

Wright Co. MN Section 5. Prohibited Acts.

It is unlawful for any person(s) to host or knowingly allow an event or gathering to take place at any residence, premises, or on any other private or public property in Wright County under the following circumstances:

- Where alcohol or alcoholic beverages are present; and the person knows or reasonably should know that an underage person will or does:
- Consume any alcohol or alcoholic beverage; or
- Possess any alcohol or alcoholic beverage with the intent to consume it; and the person fails to take reasonable steps to prevent possession or consumption by the underage person(s).

A person is criminally responsible for violating Section 5 of this ordinance if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another to commit the prohibited act.

A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.

Request for Council Action

Date: January 16, 2015

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

Cc: File

From: Greg Boppre, P.E.

RE: Update on Wastewater Treatment Project

Background:

As per the direction of the City Council, please find attached the updated costs for the stabilization ponds, mechanical plant and the interconnect.

Recommendation:

N/A

Enclosures:

- 1) Updated costs and monthly costs
- 2) Proposed schedule

COMPARISON OF WASTE WATER OPTIONS
15-Jan-15

Project	Cost	Year	Fixed Rate	6000 gallon cost	Projected Cash Balance 2036
1. Stabilization Pond with MCPA regs	36,747,718	2015	17	42	6,087,414
		2016	34	60	
		2021	48	80	
		2036	48	105	
2. Mechanical	24,300,000	2015	17	42	5,214,563
		2016	17	43	
		2021	37	69	
		2036	37	94	
3. Interconnect	9,422,431	2015	17	42	6,697,067
		2016	17	43	
		2021	17	49	
		2036	17	74	

WASTEWATER TREATMENT SCHEDULE

I. FACTUAL DATES

- A. Facility Plan Update – March 6, 2015
- B. Request for Placement on the Intended Use Plan(IUP) – June 5, 2015
- C. 80% Plans for review to Minnesota Pollution Control Agency – December 4, 2015

II. ANTICIPATED SCHEDULE

- A. February 3, 2015 – City Council approves Treatment project
- B. March 3, 2015 – Public Hearing for facility plan of proposed project
- C. March 6, 2015 – submit amended Facility Plan
- D. March 9 – May 4, 2015 – MPCA reviews and sends comments on Facility Plan
- E. May 5 – May 12, 2015 – work on comments and forward revised Plan to MPCA
- F. June 5, 2015 – submit placement on the IUP for 2016 construction
- G. June 8 – December 4, 2015 – prepare 80% plans and specifications for the project

Request for Council Action

Date: January 22, 2015

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

Cc: File

From: Steve Emery, P.E.

RE: Report of Feasibility – Street Construction
Brandon Boulevard & Nate Circle
Replat of Outlot B, Block 2 Point of Woods 5th Addition

Background:

We would like to file the proposed Report of Feasibility for the above referenced project.

Recommendation:

Approve the Report of Feasibility and set date for an Improvement Hearing.

Enclosures:

Report of Feasibility with project map
Construction Cost Estimate
Preliminary Assessment Roll



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

218.773.1185 
218.773.3348 

EastGrandForks@wsn.us.com 

WidsethSmithNolting.com

January 22, 2015

Honorable Mayor and City Council
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

RE: Report of Feasibility
Estimate of Cost and Areas Proposed to be Assessed
Replat of Outlot B, Block 2 Point of Woods 5th Addition
East Grand Forks, MN

Dear Members of the Council

We have as directed by the City Council made an investigation as to the feasibility of installing concrete paving on Brandon Boulevard and Nate Circle within the replat of Outlot B, Block 2 Point of Woods 5th Addition.

We have identified the project need as follows:

Street Improvements:

The concrete curb and gutter and aggregate base on Brandon Boulevard and Nate Circle were constructed in 2007 with the utility project and were left with aggregate surfacing installed between the curb lines as a temporary driving surface to allow for settlement of any utility trenches. As this area continues to develop the need for a permanent driving surface is needed.

The proposed project would involve removal of approximately 7" of the existing gravel surfacing and construction of 7" non-reinforced concrete paving on Brandon Boulevard and Nate Circle. Also as part of the project would be the removal and replacement of any miscellaneous broken and/or settled concrete curb and gutter.

The estimated total project cost for the proposed street improvements is \$194,350.00.

The total amount to be assessed is \$180,100.00. Salvaging of the existing aggregate surfacing is not typically assessed.

The estimated assessment rate is \$186.12 per front foot.

Areas Proposed to be Assessed:

Replat of Outlot B, Block 2 Point of Woods 5th Addition

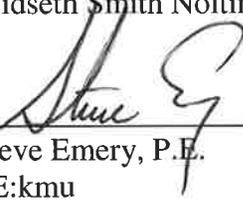
Block 1, Lots A, B, C

Block 2, Lots G, H, J, K, L, M

The project as described will provide the benefited properties with all weather access as well as improved drainage. These proposed improvements shall also benefit the properties increasing property values as well as aesthetics to the properties and therefore we feel the project as described to be feasible.

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

Respectfully yours,
Widseth Smith Nolting & Associates, Inc.



Steve Emery, P.E.
SE:kmu

ENGINEER'S PRELIMINARY ESTIMATE OF COST
Street Construction
Point of Woods 5th Addition
East Grand Forks, Mn



1/19/2015

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
Salvage Aggregate Surfacing	CU YD	1140	\$ 10.00	\$11,400.00
Adjust Manhole Casting Assembly	EA	1	\$ 500.00	\$500.00
Remove & Replace Concrete Curb & Gutter	LIN FT	50	\$ 50.00	\$2,500.00
Reinforcement Bars	LBS	1500	\$ 4.00	\$6,000.00
7" Non-Reinforced Concrete Pavement	SQ YD	2456	\$ 55.00	\$135,080.00
ESTIMATED CONSTRUCTION TOTAL =				\$155,480.00
ENGINEERING, ADMINISTRATION, LEGAL AND CONTINGENCIES				\$38,870.00
ESTIMATED TOTAL PROJECT COST =				\$194,350.00

**ASSESSMENT ROLL - PRELIMINARY
 REPLAT OF OUTLOT B - POINT OF WOODS 5TH ADDITON
 EAST GRAND FORKS, MINNESOTA**

STREET IMPROVEMENTS	
Construction	\$ 144,080.00
Plans and Specifications	\$ 12,967.20
Staking & Inspection	\$ 7,204.00
Assessment Roll	\$ 1,440.80
Administration	\$ 4,322.40
Contingencies	<u>\$ 10,085.60</u>
TOTAL PROJECT COST	\$ 180,100.00
Front Footages	
Point of Woods 5th Addition -	
Replat of Outlot B	<u>967.67</u>
TOTAL ASSESSABLE FOOTAGE	967.67
Assessment Rate	\$ 186.12 Front Foot

**ASSESSMENT ROLL - PRELIMINARY
 REPLAT OF OUTLOT B - POINT OF WOODS 5TH ADDITION
 EAST GRAND FORKS, MINNESOTA**

PARCEL No.	OWNER	DESCRIPTION	STREET		TOTAL ASSESSMENT BEFORE INTEREST
			FRONT FOOT	\$ FRONT BENEFIT	
				\$186.12	
	REPLAT OF OUTLOT B - POINT OF WOODS 5TH ADDITION				
83.04432.00	ROBERT E & JEANINE H PEABODY	Lot-A Block-001	165.34	\$30,772.61	\$30,772.61
83.04433.00	AFFINITY BUILDERS LLC	Lot-B Block-001	109.72	\$20,420.78	\$20,420.78
83.04434.00	ROBERT E & JEANINE H PEABODY	Lot-C Block-001	23.16	\$4,310.47	\$4,310.47
83.04435.00	ROBERT E & JEANINE H PEABODY	Lot-G Block-002	124.67	\$23,203.23	\$23,203.23
83.04436.00	MELQUIST SAMUEL R & LEAH M	Lot-H Block-002	95.47	\$17,768.61	\$17,768.61
83.04437.00	ROBERT E & JEANINE H PEABODY	Lot-J Block-002	103.54	\$19,270.57	\$19,270.57
83.04438.00	ROBERT E & JEANINE H PEABODY	Lot-K Block-002	111.24	\$20,703.67	\$20,703.67
83.04439.00	GREGORY P & TRACY J MEAGHER	Lot-L Block-002	109.79	\$20,433.80	\$20,433.80
83.04440.00	ROBERT E & JEANINE H PEABODY	Lot-M Block-002	124.74	\$23,216.26	\$23,216.26
	SUBTOTAL REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITION		967.67	\$180,100.00	\$180,100.00
	GRAND TOTAL		967.67	\$180,100.00	\$180,100.00

Request for Council Action

Date: January 23, 2015

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

Cc: File

From: Steve Emery, P.E.

RE: File Report of Feasibility – Utilities and Street Construction
Brandon Boulevard & Crystal Circle
Point of Woods 6th Addition & Replat of Outlot B, Block 2 Point of Woods 5th Addition

Background:

We would like to file the proposed Report of Feasibility for the above referenced project.

Recommendation:

Approve the Report of Feasibility and authorize the preparation of Plans & Specifications. The Improvement Hearing is not required since we have 100% of the affected landowners having signed the petition.

Enclosures:

Report of Feasibility with project map
Construction Cost Estimate
Preliminary Assesment Roll



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

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WidethSmithNotling.com

January 23, 2015

Honorable Mayor and City Council
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

RE: Report of Feasibility
Estimate of Cost and Areas Proposed to be Assessed
Point of Woods 6th Addition and
Replat of Outlot B Point of Woods 5th Addition
East Grand Forks, MN

Dear Members of the Council:

We have as directed by the City Council made an investigation as to the feasibility of installing utilities and constructing streets within the Point of Woods 6th Addition and within the Replat of Outlot B, Block 2 Point of Woods 5th Addition.

We have identified the project needs as follows:

Sanitary Sewer Construction:

Sanitary Sewer Construction would involve installation of approximately 540 linear feet of 8" PVC gravity sewer along with installation of individual sewer wyes and leads up to the property line of each of the individual lots within the subdivision.

The estimated total project cost for the proposed sanitary sewer improvements is \$52,052.50

The estimated assessment rate is \$52.83 per linear foot of front benefit.

Watermain Construction:

Watermain Construction would involve installation of approximately 735 linear feet of 8" PVC watermain along Brandon Boulevard and Crystal Circle as well as installation of approximately 260 linear feet of 12" PVC watermain along Rhinehart Drive. The project would also include

installation of fire hydrants as necessary but would not include installation of individual water services as part of the project.

The estimated total project cost for the for the proposed watermain improvements is \$79,310.00. However, the Water and Light Department has agreed to pay for the 12” trunk line and all associated costs with the installation of this watermain along Rhinehart Drive. Therefore, the total project cost to be assessed is \$50,805.00

The estimated assessment rate is \$51.57 per linear foot of front benefit.

Storm Sewer Construction

Storm Sewer Construction would involve installation of approximately 280 linear feet of 12”-18” RCP storm sewer as well as installation of catch basins and storm sewer manholes to provide surface drainage for Brandon Boulevard, Crystal Circle as well as the adjacent properties.

The estimated total project cost for the for the proposed storm sewer improvements is \$31,085.00.

The estimated assessment rate is \$0.20 per square foot of benefitted property.

Street Construction:

Street Construction would include extending Brandon Boulevard from the existing street within the Point of Woods 5th Addition up to and tying into Rhinehart Drive SE. Also included would be the construction of Crystal Circle cul-de-sac. The proposed street construction work would consist of common excavation, aggregate base installation, installation of B624 concrete curb and gutter as well as installation of aggregate surfacing between the curb lines as a temporary driving surface. The last phase of the work would involve seeding of the berms from the back of curb up to the property line.

The estimated total project cost for the purposed street improvements is \$89,500.00.

The estimated assessment rate is \$90.85 per front foot benefit.

Areas to be Assessed

Replat of Outlot B, Block 2
Point of Woods 5th Addition

Block 1 Lot C

Point of Woods 6th Addition

Block 1 Lots 1-3
Block 2 Lots 1-5

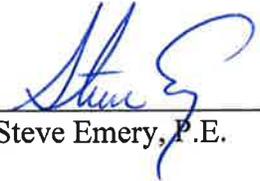
Conclusions and Recommendations

With the extension and construction of utilities and streets as described this project will provide for additional residential lots within the city which is essential for the growth of the City of East Grand Forks. The proposed improvements shall also provide increased property values to the benefitted/platted properties.

Therefore, it is our recommendation the City Council approve the Report of Feasibility and proceed with the improvement hearing.

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

Respectfully yours,
Widseth Smith Nolting & Associates, Inc.



Steve Emery, P.E.

SE:kmu

ENGINEER'S PRELIMINARY ESTIMATE OF COST
Utility and Street Extensions
Point of Woods 6th Addition
Replat Outlot B Point of Woods 5th Addition
East Grand Forks, Mn



1/22/2015

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
Street Construction				
Common Excavation	CU YD	1140	\$ 6.00	\$6,840.00
Subgrade Preparation	SQ YD	2735	\$ 2.00	\$5,470.00
Aggregate Base Course (12")	CU YD	818	\$ 30.00	\$24,540.00
4" Bituminous Pavement	SQ YD	100	\$ 50.00	\$5,000.00
Concrete Curb & Gutter (B624)	LIN FT	1200	\$ 20.00	\$24,000.00
Turf Establishment	SQ YD	2300	\$ 2.50	\$5,750.00
SUBTOTAL STREET CONSTRUCTION				\$71,600.00
Watermain Construction				
6" PVC Watermain	LIN FT	20	\$ 30.00	\$600.00
8" PVC Watermain	LIN FT	735	\$ 32.00	\$23,520.00
12" PVC Watermain	LIN FT	260	\$ 60.00	\$15,600.00
6" Gate Valve & Box	EACH	3	\$ 1,200.00	\$3,600.00
8" Gate Valve & Box	EACH	3	\$ 1,500.00	\$4,500.00
12" Gate Valve & Box	EACH	1	\$ 5,000.00	\$5,000.00
6" Fire Hydrant	EACH	2	\$ 3,500.00	\$7,000.00
Ductile Iron Fittings	Pounds	907	\$ 4.00	\$3,628.00
SUBTOTAL WATERMAIN CONSTRUCTION				\$63,448.00
Sanitary Sewer Construction				
8" PVC Sanitary Sewer	LIN FT	538	\$ 32.00	\$17,216.00
8"x6" Sewer Wye	EACH	9	\$ 200.00	\$1,800.00
6" Sewer Lead	LIN FT	400	\$ 22.00	\$8,800.00
Sanitary Sewer Manhole	LIN FT	30	\$ 275.00	\$8,250.00
Manhole Casting Assemblies	EACH	3	\$ 1,500.00	\$4,500.00
Sewer Televising	LIN FT	538	\$ 2.00	\$1,076.00
SUBTOTAL SANITARY SEWER CONSTRUCTION				\$41,642.00
Storm Sewer Construction				
12" RCP Storm Sewer	LIN FT	32	\$ 38.00	\$1,216.00
15" RCP Storm Sewer	LIN FT	56	\$ 42.00	\$2,352.00
18" RCP Storm Sewer	LIN FT	190	\$ 50.00	\$9,500.00
18" Flared End Section with Trash Guard	EACH	1	\$ 1,500.00	\$1,500.00
Catch Basin	EACH	3	\$ 1,000.00	\$3,000.00
Catch Basin Casting Assembly	EACH	3	\$ 1,500.00	\$4,500.00
Storm Sewer Manhole	LIN FT	6	\$ 300.00	\$1,800.00
Manhole Casting Assembly	EACH	1	\$ 1,000.00	\$1,000.00
SUBTOTAL STORM SEWER CONSTRUCTION				\$24,868.00
ESTIMATED CONSTRUCTION TOTAL =				\$201,558.00
ENGINEERING, ADMINISTRATION, LEGAL AND CONTINGENCIES				\$50,389.50
ESTIMATED TOTAL PROJECT COST =				\$251,947.50

**ASSESSMENT ROLL - PRELIMINARY
POINT OF WOODS 6TH ADDITION & REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITION
EAST GRAND FORKS, MINNESOTA**

Watermain	
Construction	\$40,644.00
Plans and Specifications	\$3,657.96
Staking & Inspection	\$2,032.20
Assessment Roll	406.44
Administration	\$1,219.32
Contingencies	<u>\$2,845.08</u>
TOTAL PROJECT COST	<u>\$50,805.00</u>
TOTAL ASSESSED COST	\$50,805.00
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$51.5687 Linear Foot

Storm Sewer	
Construction	\$24,868.00
Plans and Specifications	\$2,238.12
Staking & Inspection	\$1,243.40
Assessment Roll	248.68
Administration	\$746.04
Contingencies	<u>\$1,740.76</u>
TOTAL PROJECT COST	<u>\$31,085.00</u>
TOTAL ASSESSED COST	\$31,085.00
Square Footages	
Point of Woods 6th Addition	158155
Point of Woods 5th Addition	0.00
Replat of OL B	
Total Assessable Sq Footages	158155
Assessment Rate	\$0.1965 Sq Foot

Sanitary Sewer	
Construction	\$41,642.00
Plans and Specifications	\$3,747.78
Staking & Inspection	\$2,082.10
Assessment Roll	416.42
Administration	\$1,249.26
Contingencies	<u>\$2,914.94</u>
TOTAL PROJECT COST	<u>\$52,052.50</u>
TOTAL ASSESSED COST	\$52,052.50
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$52.8350 Linear Foot

Street	
Construction	\$71,600.00
Plans and Specifications	\$6,444.00
Staking & Inspection	\$3,580.00
Assessment Roll	716.00
Administration	\$2,148.00
Contingencies	<u>\$5,012.00</u>
TOTAL PROJECT COST	<u>\$89,500.00</u>
TOTAL ASSESSED COST	\$89,500.00
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$90.8454 Front Footage

ASSESSMENT ROLL - PRELIMINARY
POINT OF WOODS 6TH ADDITION & REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITION
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	
	POINT OF WOODS 6TH ADDITION			\$0.20			\$51.57			\$90.85	
83.04445.00	ROBERT E & JEANINE H PEABODY	LOT 1 BLOCK 1	13,797	\$2,711.77	99.37	\$5,124.38	99.37	\$5,250.21	99.37	\$9,027.31	\$22,113.67
83.04446.00	ROBERT E & JEANINE H PEABODY	LOT 2 BLOCK 1	15,436	\$3,033.91	114.13	\$5,885.54	114.13	\$6,030.06	114.13	\$10,366.19	\$25,317.70
83.04447.00	ROBERT E & JEANINE H PEABODY	LOT 3 BLOCK 1	17,831	\$3,504.64	123.45	\$6,366.16	123.45	\$6,522.48	123.45	\$11,214.87	\$27,608.15
83.04448.00	ROBERT E & JEANINE H PEABODY	LOT 1 BLOCK 2	16,286	\$3,200.98	114.89	\$5,924.73	114.89	\$6,070.21	114.89	\$10,437.23	\$25,633.15
83.04449.00	ROBERT E & JEANINE H PEABODY	LOT 2 BLOCK 2	25,962	\$5,102.77	115.78	\$5,970.63	115.78	\$6,117.23	115.78	\$10,518.08	\$27,708.71
83.04450.00	ROBERT E & JEANINE H PEABODY	LOT 3 BLOCK 2	22,102	\$4,344.10	126.36	\$6,516.23	126.36	\$6,676.23	126.36	\$11,479.23	\$29,015.79
83.04451.00	ROBERT E & JEANINE H PEABODY	LOT 4 BLOCK 2	28,210	\$5,544.61	110.70	\$5,708.66	110.70	\$5,848.83	110.70	\$10,056.59	\$27,158.69
83.04452.00	ROBERT E & JEANINE H PEABODY	LOT 5 BLOCK 2	18,531	\$3,642.23	104.01	\$5,363.66	104.01	\$5,495.37	104.01	\$9,448.83	\$23,950.09
	SUBTOTAL POINT OF WOODS 6TH ADDITION		158,155	\$31,085.01	908.69	\$46,859.99	908.69	\$48,010.62	908.69	\$82,550.33	\$208,505.95
	REPLAT OF OUTLOT B POINT OF WOODS 5TH										
83.04434.00	ROBERT E & JEANINE H PEABODY	LOT C BLOCK 1	0.00	\$0.00	76.50	\$3,945.01	76.50	\$4,041.88	76.50	\$6,949.67	\$14,936.56
	SUBTOTAL REPLAT OF OUTLOT B POINT OF WOODS 5TH		0.00	\$ -	76.50	\$ 3,945.01	76.50	\$ 4,041.88	76.50	\$ 6,949.67	\$ 14,936.56
	GRAND TOTAL		158,155	\$ 31,085.01	985.19	\$ 50,805.00	985.19	\$ 52,052.50	985.19	\$ 89,500.00	\$ 223,442.51

MEMO

To: David

From Ron Galstad

Re: Motion to Reconsider

Issue: Can the City Council amend the wastewater treatment project as approved in Resolution No. 13-09-95.

Short Answer: Yes

The City by Charter Section 3.02 provides the City has all the powers granted to a city, including management and control of the finances and property of the city with full power an authority to make, ordain, establish, publish, alter, modify, amend and repeal ordinances, resolutions, rules and regulations for the government and good order of the city.

The City code specifically provides in chapter 30 section 30.04 that Robert's Rules of Order (revised) shall govern all Council meetings as to procedural matters.

Roberts Rules of Order 33 to Amend, 37 to Rescind, repeal, annul or Robert Rules of Order Rule 38 Renewal of a motion allows for a previously adopted motion to be introduced again at any future session.

Rule 36 a motion to reconsider is not applicable as it is required to be made on the day the action was taken or on the next succeeding day. Robert's Rule of Order states the following:

Reconsider.¹This motion is peculiar in that the making of the motion has a higher rank than its consideration, and for a certain time prevents anything being done as the result of the vote it is proposed to reconsider. It can be made only on the day the vote to be reconsidered was taken, or on the next succeeding day, a legal holiday or a recess not being counted as a day. It must be made by one who voted with the prevailing side. Any member may second it. It can be made while any other question is pending, even if another member has the floor, or after it has been voted to adjourn, provided the chair has not declared the assembly adjourned. It may be made after the previous question has been ordered, in which case it and the motion to be reconsidered are undebatable.

Additionally footnote one provides further guidance, see as follows:

“1. H.R. Rule 18. §1, is as follows: "1. When a motion has been made and carried, or lost, it shall be in order for any member of the majority, on the same or succeeding day, to move for the reconsideration thereof, and such motion shall take precedence of all other questions except the consideration of a conference report or a motion to adjourn, and shall not be withdrawn after the said succeeding day without the consent of the House, and thereafter any member may call it up for consideration: Provided, that such motion, if made during the last six days of a session, shall be disposed of when made." This rule is construed to mean that the motion to reconsider may be made by any member who voted on the question, except when the yeas and nays were ordered to be recorded in the journal, which is done, however, with every important vote.”

Since our council only meets the 1st and 3rd Tuesday a motion it would be prudent to adopt a rule defining when a motion to reconsideration would be appropriate and no longer than the following council meeting. The Charter under 3.11 requires a Mayoral veto to be placed on the next council meeting to vote on whether it should stand. A similar rule of order could be considered.

Request for Council Action

Date: January 26, 2015

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

Cc: File

From: Nancy Ellis, City Planner/Transit

RE: Proposed changes to Transit Routes 10 and 11

BACKGROUND:

Cities Area Transit provides bus and DAR services for both the Cities of Grand Forks and East Grand Forks. With this service, staff is always looking for ways to improve the efficiency of this service as well as provide a greater benefit to the customers. One complaint or concern that we receive from our East Grand Forks riders is that our service does not start at the same time as the Grand Forks Routes; therefore, causing an issue with transfers for the morning commute. The second question or complaint we receive is the fact that the Routes do not come at a defined time (on the hour or half hour). Because of these concerns, we have requested additional funds from the State of MN to change Routes 10/11.

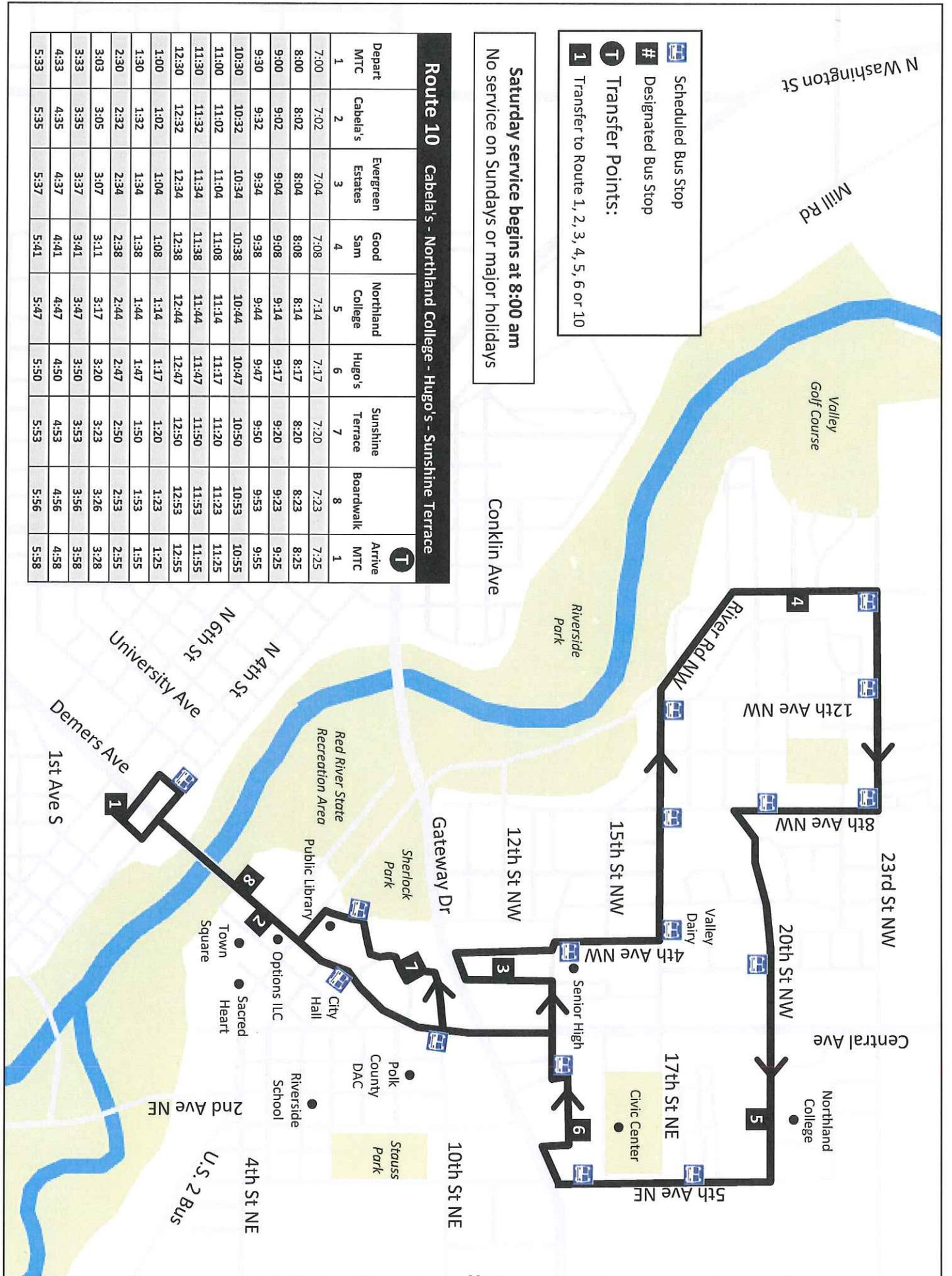
Each year, I must apply to MnDOT for our State transit funding. Part of the application requires us to list our unmet needs or apply to make changes in operations and/or capital. (I do also request funds every year for our bus/capital needs.) This year, as part of the application; I requested additional funds to make the operational changes to Routes 10/11. This will allow Route 10 to start at the same time as the Grand Forks service (6:30am) and run on the half hour, every hour from 6:30am to 5:30pm. Route 11 will now run on the hour, every hour from 7:00am to 5:03pm. This provides for a consistent predictable service. I have attached the current route schedules and the proposed route schedules for your review.

The cost to make the changes was estimated at approximately \$9000. We were awarded these funds in November with our State transit award as additional funding. (See attached award document) This will be on a trial basis unless we continue to receive additional funds from the state or can document that our ridership has increased because of these changes.

STAFF RECOMMENDATION:

Staff is recommending that Council approves the changes to Routes 10/11 and moves forward with the public meeting. Rollout of the new changes is proposed to begin on April 1st.

C:\Users\vmnelson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KQ64YLFA\Route 10_11 changes.doc



- Scheduled Bus Stop
- Designated Bus Stop
- Transfer Points:
 - 1 Transfer to Route 1, 2, 3, 4, 5, 6 or 10

Saturday service begins at 8:00 am
 No service on Sundays or major holidays

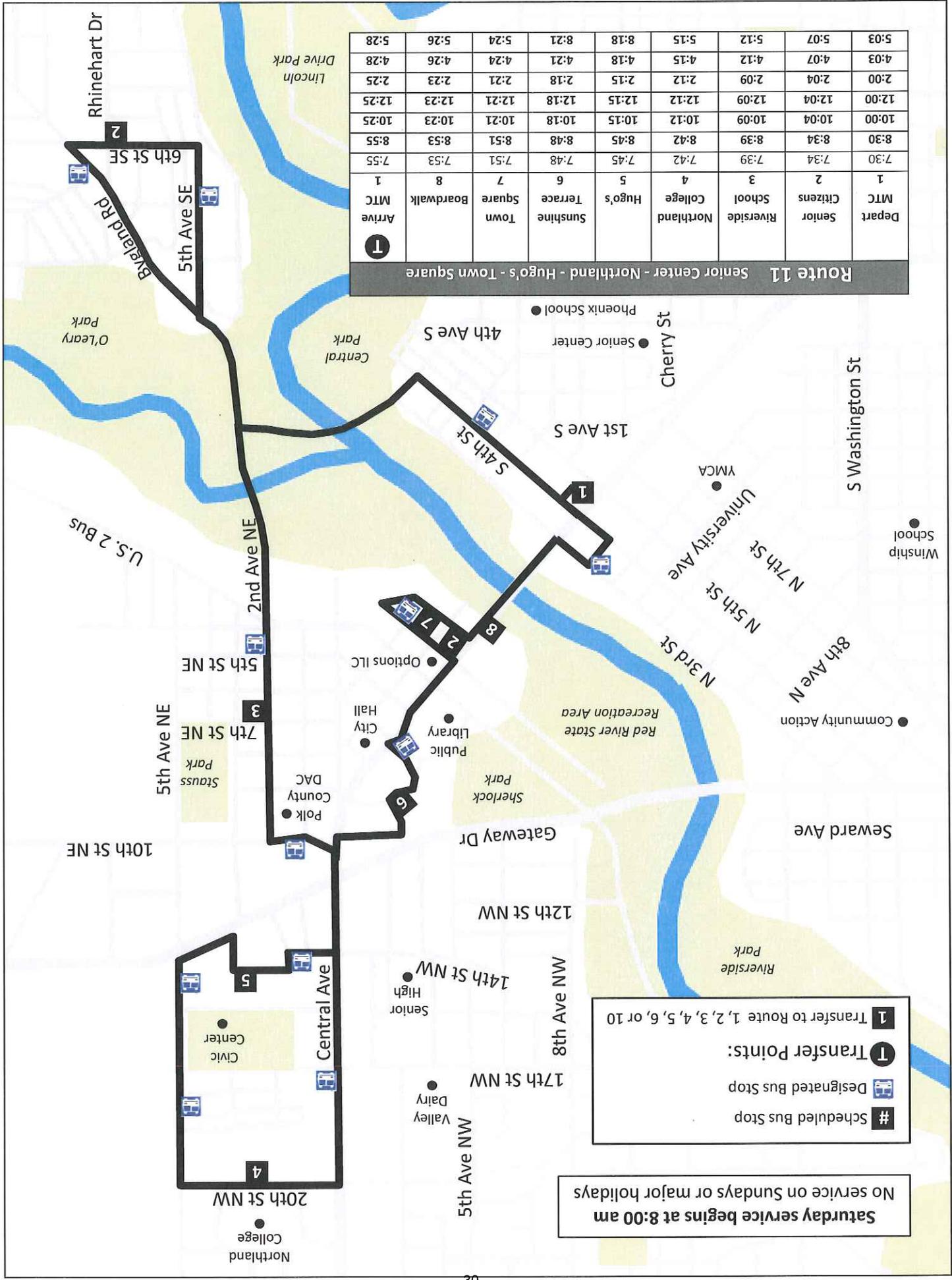
Route 10 Cabela's - Northland College - Hugo's - Sunshine Terrace

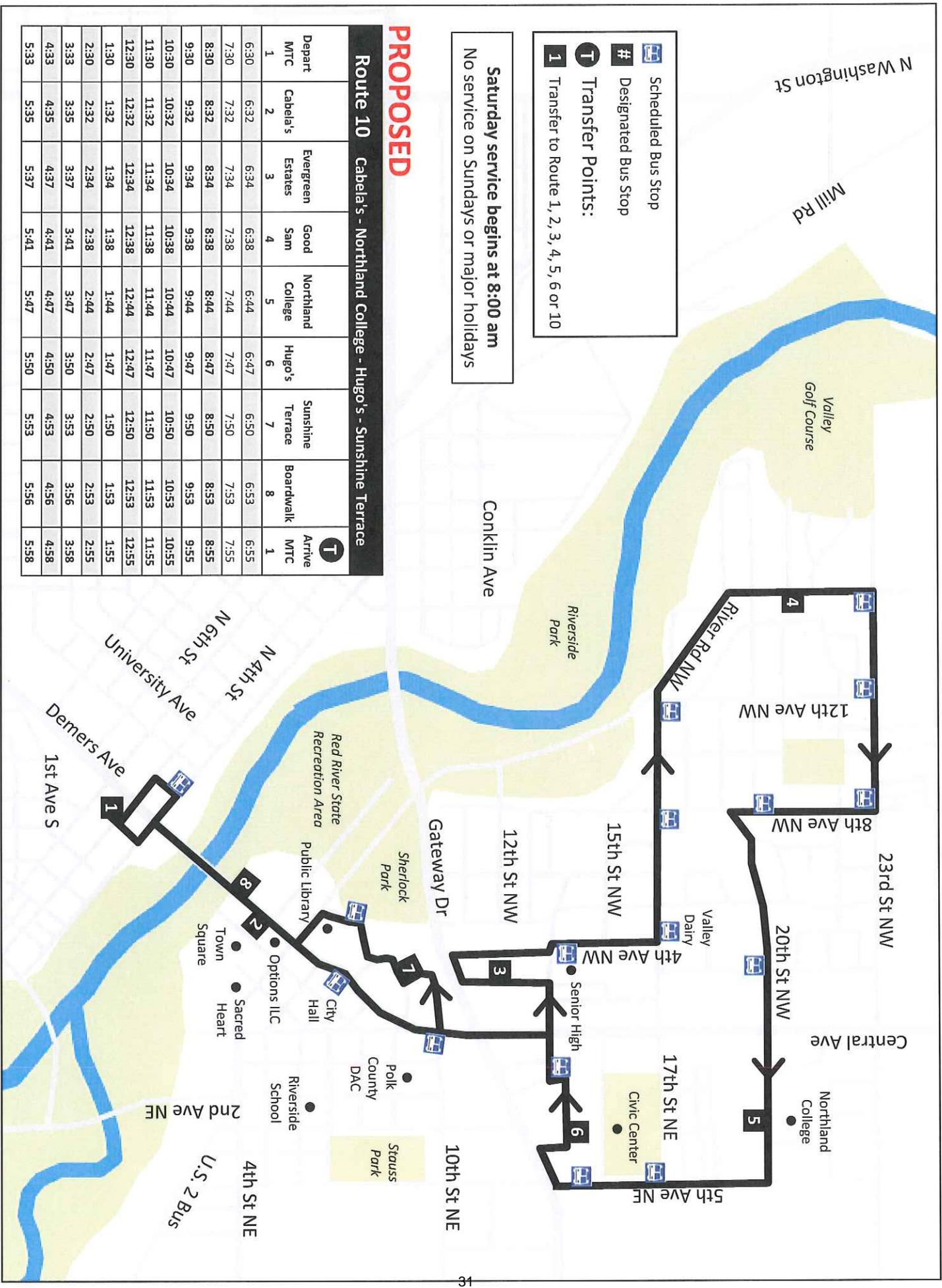
Depart MTC	1	2	3	4	5	6	7	8	1	Arrive MTC
7:00	7:02	7:04	7:08	7:14	7:17	7:20	7:23	7:23	7:25	7:25
8:00	8:02	8:04	8:08	8:14	8:17	8:20	8:23	8:23	8:25	8:25
9:00	9:02	9:04	9:08	9:14	9:17	9:20	9:23	9:23	9:25	9:25
9:30	9:32	9:34	9:38	9:44	9:47	9:50	9:53	9:53	9:55	9:55
10:30	10:32	10:34	10:38	10:44	10:47	10:50	10:53	10:53	10:55	10:55
11:00	11:02	11:04	11:08	11:14	11:17	11:20	11:23	11:23	11:25	11:25
11:30	11:32	11:34	11:38	11:44	11:47	11:50	11:53	11:53	11:55	11:55
12:30	12:32	12:34	12:38	12:44	12:47	12:50	12:53	12:53	12:55	12:55
1:00	1:02	1:04	1:08	1:14	1:17	1:20	1:23	1:23	1:25	1:25
1:30	1:32	1:34	1:38	1:44	1:47	1:50	1:53	1:53	1:55	1:55
2:30	2:32	2:34	2:38	2:44	2:47	2:50	2:53	2:53	2:55	2:55
3:03	3:05	3:07	3:11	3:17	3:20	3:23	3:26	3:26	3:28	3:28
3:33	3:35	3:37	3:41	3:47	3:50	3:53	3:56	3:56	3:58	3:58
4:33	4:35	4:37	4:41	4:47	4:50	4:53	4:56	4:56	4:58	4:58
5:33	5:35	5:37	5:41	5:47	5:50	5:53	5:56	5:56	5:58	5:58

Saturday service begins at 8:00 am
No service on Sundays or major holidays

- # Scheduled Bus Stop
- ☒ Designated Bus Stop
- T Transfer Points:
- 1 Transfer to Route 1, 2, 3, 4, 5, 6, or 10

Route 11 Senior Center - Northland - Hugo's - Town Square			
Depart	MTC	1	7:30
Senior	Citizens	2	7:34
Riverside	School	3	7:39
Northland	College	4	7:42
Hugo's	Hugo's	5	7:45
Sunshine	Terrace	6	7:48
Town	Square	7	7:51
Boardwalk	MTC	8	7:53
Arrive	MTC	1	7:55
			8:55
			10:25
			12:25
			2:25
			4:28
			5:28





- Scheduled Bus Stop
- Designated Bus Stop
- Transfer Points:
- Transfer to Route 1, 2, 3, 4, 5, 6 or 10

Saturday service begins at 8:00 am
 No service on Sundays or major holidays

PROPOSED

Route 10 Cabela's - Northland College - Hugo's - Sunshine Terrace

Depart MTC	Cabela's	Evergreen Estates	Good Sam	Northland College	Hugo's	Sunshine Terrace	Boardwalk	Arrive MTC
6:30	6:32	6:34	6:38	6:44	6:47	6:50	6:53	6:55
7:30	7:32	7:34	7:38	7:44	7:47	7:50	7:53	7:55
8:30	8:32	8:34	8:38	8:44	8:47	8:50	8:53	8:55
9:30	9:32	9:34	9:38	9:44	9:47	9:50	9:53	9:55
10:30	10:32	10:34	10:38	10:44	10:47	10:50	10:53	10:55
11:30	11:32	11:34	11:38	11:44	11:47	11:50	11:53	11:55
12:30	12:32	12:34	12:38	12:44	12:47	12:50	12:53	12:55
1:30	1:32	1:34	1:38	1:44	1:47	1:50	1:53	1:55
2:30	2:32	2:34	2:38	2:44	2:47	2:50	2:53	2:55
3:33	3:35	3:37	3:41	3:47	3:50	3:53	3:56	3:58
4:33	4:35	4:37	4:41	4:47	4:50	4:53	4:56	4:58
5:33	5:35	5:37	5:41	5:47	5:50	5:53	5:56	5:58

Minnesota Department of Transportation
Office of Transit

Public Transit Participation (Greater Minnesota Urban Transit Program)
Notice of Grant Award for Calendar Year 2015

		City of East Grand Forks regular route operations
Total CY 2015 operating cost, per request		\$319,100.00
"Status quo" total operating cost for CY 2015		\$285,000.00
CY 2015 equity adjustment		\$34,000.00
Additional recognized operating cost for CY 2015 service expansion(s)		\$9,000.00
		\$0.00
Total CY 2015 recognized operating cost, per State grant contract		\$328,000.00
Minimum local share of CY 2015 operating cost (%)	20%	Based on statutory percentages (20% for fixed-route service, 15% for paratransit)
Minimum local share of CY 2015 operating cost (\$)	\$65,600.00	
Recognized Federal share of CY 2015 operating cost	\$188,400.00	Required 50% dedication of Section 5307 appropriation (based on FFY 2014), regular-route only
State share of operating cost for CY 2015	\$128,880.00	Total recognized operating cost less required local share and recognized Federal share
Previous year's net State share of total operating cost (CY 2014)	\$59,520.00	See applicable exclusions under "Status quo total operating cost", above.
Change in net State share, CY 2014 to 2015 (\$)		
Change in net State share, CY 2014 to 2015 (%)	46%	

This document is for planning purposes only. Grant funding is not committed until the execution of a grant contract between the State of Minnesota and the recipient agency.

Minnesota Department of Transportation
Office of Transit

Public Transit Participation (Greater Minnesota Urban Transit Program)
Notice of Grant Award for Calendar Year 2015

		City of East Grand Forks paratransit operations
Total CY 2015 operating cost, per request		\$64,214.00
"Status quo" total operating cost for CY 2015		\$60,000.00
CY 2015 equity adjustment		\$2,000.00
Additional recognized operating cost for CY 2015 service expansion(s)		\$0.00
Total CY 2015 recognized operating cost, per State grant contract		\$62,000.00
Minimum local share of CY 2015 operating cost (%)	15%	Based on statutory percentages (20% for fixed-route service, 15% for paratransit)
Minimum local share of CY 2015 operating cost (\$)	\$9,300.00	
Recognized Federal share of CY 2015 operating cost	\$0.00	Required 50% dedication of Section 5307 appropriation (based on FFY 2014), regular-route only
State share of operating cost for CY 2015	\$52,700.00	Total recognized operating cost less required local share and recognized Federal share
Previous year's net State share of total operating cost (CY 2014)	\$45,900.00	See applicable exclusions under "Status quo total operating cost", above.
Change in net State share, CY 2014 to 2015 (\$)	\$6,800.00	
Change in net State share, CY 2014 to 2015 (%)	15%	

This document is for planning purposes only. Grant funding is not committed until the execution of a grant contract between the State of Minnesota and the recipient agency.

Public mtg: Feb 17th



**Office of Transit
Justification for Unmet Needs
Grant Year 2015**

Please complete this application separately for each of the unmet needs you are proposing to address.

Transit System: *City of East Grand Forks* . Date Submitted: *8-8-14*

Name of Person Completing the Application:

FEASIBILITY (32% of score)

Provide a brief overview of the proposed project and the service gap is intended to address: *Routes 10 & 11 in EGF do not start early enough nor are the pick up times (start of route) at a consistent time. We are changing the routes to consistent pick up times (on the hour or half hour).*

Evaluation of Need How as the need determined? *Earlier start times and consistent predictable service has always been a goal of our TDP. This meets our goal and the requests of riders*

DOCUMENTED RESEARCH Demographic data related to demand (for example, analysis of census data related to transit dependent households—you already have a lot of this in your Language Assistance Plan, knowledge of low income neighborhoods in your community). Describe: *We do not have a large demographic of transit dependent households, but by picking up at each stop at the same time every hour; will help those dependent as well as those with limited English proficiency.*

Records of service requests and denials over the last year to six months demand response. Describe: *Please see attached public comments in regards to Route 10-11, as well as, service in general.*

Public involvement in defining the unmet need (for example, stakeholder meetings, transit advisory committee, surveys¹ that include general public and other interested parties, focus groups, etc.) Describe:

I have attached public comment from 2013. Formal review by committees, human service groups, and public will be conducted in September.

¹ If surveys were used attach copy of survey and summary results.

Were any current or potential riders included in the public involvement?
Describe: All East Grand Forks and Route 10-11 riders will be

asked to provide comments, attend meetings, or fill out forms and submit to drivers regarding change. This has been a past request by riders - makes riding the system easier, more reliable.

Is the need included in your Locally Developed Human Service Coordination Plan or Transit Development Plan? Describe: Yes - provide both earlier service and more consistent service (one route every half hour and the other route on every hour). I will attach our TDP if necessary.

SERVICE DESIGN (Check all that apply.)

- New Service—Describe:
- Extended Hours—Describe: Start Route 10 one half-hour earlier
- Extended Area—Describe:
- Added Frequency—Describe: Route 10 will run every half hour
Route 11 will run on every hour

BUDGET

Use the traditional line items to prepare your proposal budget and insert category totals below.

1000 Personnel	Annual Amount	→ \$18 × 1.5 = \$27 × 101 hrs
1100 Administration	\$ 2727.00	
1200 Vehicles	\$ 500.00	(print outs, maps)
1300 Operations	\$ 5565.00	→ \$280,902 vs. \$275,337
1400 Insurance		
1500 Taxes and Fees		
TOTAL \$		
Fare Box Revenues		
Contract Revenues		
Other Revenues		
TOTAL \$	645700	\$8792.00

PROJECT TIMELINE

Pre-deployment steps—Describe the steps and include target dates:

- October - notification of councils, user groups, patrons
- November - posting new pickup times, route changes (6 weeks advance)
- December - final feedback and notifications

Date of implementation:

Jan 1, 2015

Length of pilot²:

1 year

CAPITAL CONSIDERATIONS (choose one)

Capital required before start up—Describe here and complete form below:

Capital required later—Describe here and complete form below:

No need for additional capital

	Amount
1720 Lift/Ramp Radio/Related equipment	
1740 Fare Box	
1750 Other Capital Facility Purchase ad/or Construction	
1760 Costs	
TOTAL	\$ -

STAFFING (check one)

Costs for additional staff should be included in the operating budget.

Additional staff necessary—Check either or both and describe:

Operational—Describe positions and estimate FTEs:

² The Office of Transit considers all service expansions to operate on a pilot basis for a period of time, in order to build its ridership market and demonstrate productive viability. Transit systems can define their own pilot period (typically 6 months to 1 year), but route-level reporting must be carried out for the duration of the pilot period.

___ Administrative—Describe positions and estimate FTEs:

No additional staff required

However, driver will receive 2.5 overtime hours per week

COORDINATION

___ Other agencies – existing services. Describe:

___ Other transit systems. Describe:

MARKETING (Check all that apply)

Community outreach. Describe:

Will post flyers at key locations – stops along routes.

Have an online email comment ability for riders.

Human service agencies and CAT users group will be notified.

Publicity. Describe:

Post new times on bus website, as well as, MTC (transit center) to inform bus riders. Will hold public meeting in September for public input.

PERFORMANCE (22% of)

At the end of the pilot period the proposed service will be expected to have achieved a "Good" rating as described in the technical assistance brief "Expansion Transit Service Performance Measures."

Performance Guidelines from Transit Model

PASSENGERS PER HOUR. Estimate the average passengers per hour at the end of the pilot period (last 3 months of pilot):

12.5 passengers/hr

COST PER HOUR. For planning purposes use the system's average as described in the Annual Management Plan:

\$ 81.35

COST PER PASSENGER TRIP. Estimate the proposed average cost per passenger trip at the end of the pilot period (last 3 months):

\$ 4.59

Increase Ridership Percentage

At the conclusion of the pilot period, and a determination is made that it is successful what percent will ridership increase, system-wide over the pre-expansion status quo? Describe:

Not sure; hoping for a 3% increase

Creates Efficiency/Improves Performance

Describe how the addition of the proposed service improves efficiency and performance of your overall operation: The changes will help with both the transit system and riders. The Route 10-11 will start at the same time as the other Cities Area Transit routes, helping with transfers and the pick-up times at each shelter/location will be at the same time every hour - improving efficiency; performance.

DO NOT WRITE BELOW THIS LINE

This information is scored by Office of Transit

ACCESS—PERCENTAGE OF NEEDS MET (13% of score)

This section measures the relationship of the proposal to meeting the criteria outlined in the 2011 Minnesota Transit Investment Plan.



**Percentage of county-wide needs met
Closes gap to 100% service hours**

These measures take into account per hour/per capita availability of service on a county basis, and are balanced by access for persons residing in areas that heretofore had no access to public transit.

FINANCIAL METRICS (8% of score)

Percent of Service Currently Invested in Underperforming Routes

No more than 20% of the total service hours operated by the transit system should be devoted to routes that do not meet current performance standards.

Tolerance of Cost Increase to Overall Service

This measures the degree to which the proposed service increases the overall expense budget of the transit system.

CONTRACT COMPLIANCE (25% of score)

Timely Monthly Reporting

This requirement references the degree to which the transit system complies with the report submission requirements described in the annual grant contract. This includes timely reporting of previous unmet needs projects.

State and Federal Requirements

State and Federal requirements, including but not limited to drug and alcohol, DBE, Title VI and procurement must be met. Successful applicants must have a track record of responsiveness to requests for information from the Office of Transit, including thorough, accurate deliverables submitted in a timely fashion.

Request for Council Action

Date:

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

Cc: File

From: Fire Chief Gary Larson

RE: Station 1 Bay Furnace Replacement

We have 8 furnaces in the bays at Station 1. They were installed in 2000 when the station was rebuilt after the flood. The furnaces have been costly to repair and upkeep. We put \$16000 in building improvements to replace all 8 furnaces. We are going to a different style furnace that does not bring in outside air to operate.

At this time only 2 of the 8 furnaces are in operation. We have held off on repairs until the budget was completed. If dollars are short we could replace 4 furnaces and do repairs until more money is available.

It would be my recommendation to replace all 8 furnaces and accept the low bid from Anderson Heating and Cooling for \$16250.48.

City of East Grand Forks
Fire Chief
Gary Larson

Anderson Heating & Cooling, Inc.

1555 52nd St. N Suite B
Grand Forks, ND 58203

Estimate

Date	Estimate #
1/21/2015	38

Name / Address
East Grand Forks Fire Department 415 4th St Nw East Grand Forks MN 56721

Project

Description	Qty	Rate	Total
INSTALL 8-100,000 BTU REZNOR 83% EFFICIENT UNIT HEATERS INCLUDING UNIT HEATERS, ADAPTING VENTING AND GAS LINE.		16,250.48	16,250.48
INSTALL 4-100,000 BTU REZNOR 83% EFFICIENT UNIT HEATERS INCLUDING UNIT HEATER, ADAPTING VENTING AND GAS LINE. THIS IS ESTIMATE FOR ONLY REPLACING HALF OF UNITS.		8,125.24	8,125.24
NO WIRING 50% DOWN UPON ESTIMATE ACCEPTANCE		0.00	0.00
		Total	\$24,375.72

AMUNDSON

HEATING & A/C

EAST GRAND FORKS FIRE DEPT.
EAST GRAND FORKS MN

WE WILL REMOVE 8 OLD SYSTEM AND INSTALL 8 NEW
MODINE 85,000 BTU 93% UNIT HEATERS COMPLETE
WITH GAS PIPING, LOW AND HIGH VOLTAGE, VENTING,
AND COMPLETE START UP FOR \$24,900⁰⁰.

EXTRAS !!!!!

THESE ARE CONDENSING FURNACE SO WE WOULD HAVE
TO HAVE A PLUMBER INSTALL US SOME DRAIN LINES
WHICH IS NOT INCLUDED IN THIS PRICE.

THIS 85,000 BTU IS ONLY 900 BTU SHORT OF THE
ONES YOU HAVE IN THERE NOW !! OTHER WISE WE WOULD
HAVE TO JUMP UP TO THE NEXT SIZE WHICH IS 110,000
BTU AND THAT IS TOO MUCH BUT WHAT EVER YOU WANT
THE PRICE DIFFERENCE IS \$400⁰⁰ EACH.

WARRANTY ON THIS IS 1 YEAR PARTS AND 10 YEAR ON
HEAT EXCHANGERS

THANKS
AMUNDSON HEATING & A/C



AMUNDSON

HEATING & A/C

EAST GRAND FORKS FIRE DEPT.
EAST GRAND FORKS MN

WE WILL REMOVE 8 OLD SYSTEMS AND INSTALL 8 NEW
MODINE UNIT HEATERS 100,000 BTU 80% COMPLETE
WITH VENTING, LOW AND HIGH VOLTAGE, GAS
PIPING, COMPLETE STARTUP FOR \$18000⁰⁰

WARRANTY ON THIS IS 1 YEAR PARTS AND 10 YEAR ON
HEAT EXCHANGERS

THANKS
AMUNDSON HEATING & A/C

A handwritten signature in black ink, appearing to be "Drew P. J.", written over the printed name "AMUNDSON HEATING & A/C".

EGFPD Staffing/Overtime

Report to EGF City Council – January 2015

Patrol Staffing/Schedule:

- The EGFPD currently is authorized twenty-four total FTE's – 22 sworn officers and 2 civilians
 - Administration = 1 Chief and two civilian secretary/dispatcher/jailers
 - Investigations = 1 Lieutenant, 1 Investigator and 1 Investigator assigned to the narcotics task force (partially grant funded)
 - Patrol = 4 Sergeants and 14 Officers
- Patrol - When at full strength we have four shifts (A, B, C & D) that each include a sergeant and three officers. These shifts work a schedule of four days on and four days off with 12 hour shifts. They work three weeks of days followed by three weeks of nights and are paired on the schedule with another shift (A & C and B & D). The sergeants work 4:30 AM to 4:30 PM and 4:30 PM to 4:30 AM. The officers work 5:30 AM to 5:30 PM and 5:30 PM to 5:30 AM. (On a trial basis starting this past week B Shift is working only day shifts and D shift is working only night shifts – these assignments were made at the request of the officers but in a manner that still balanced our needs for DWI breath test operators and field training officers or FTO's.)
- In addition, two officers work straight nights (5:30 PM to 5:30 AM). One is paired with A & C shifts and one is paired with B & D shifts.
- In April/May 2015 we plan to hire the officer to fill the spot for the School Resource Officer (We are assigning an experienced officer to the SRO position). This position is partially grant funded with the local cost split between the school district and the city. This will increase our total FTE's to 25.

Minimum Staffing Levels - Patrol:

- During the day shift our minimum staffing level is three officers. This allows for one on the desk and two in the field.
- During night shift the minimum staffing level is supposed to be four officers – one on the desk and three in the field. In an attempt to minimize OT we currently have a minimum staffing level of two in the field (three total) during parts of the night shift. Currently we have a minimum of three officers in the field from 7:00 PM to 3:00 AM on Thursdays to Mondays and from 9:00 PM to 2:00 AM on Tuesdays and Wednesdays. This creates a significant OT savings as compared to a full 12 hour OT shift.
- Short shifts (which then cause OT) are typically caused by being understaffed or by staff still being in the field training program (and thus not counting toward the minimum). Under normal circumstances no more than one officer may take vacation on any given day so if we are at full staff that vacation does not cause an

OT issue. Sick leave, training, other unforeseen leave (i.e. funerals) and, on a limited basis – comp time, can all cause a short shift if used when we are either short staffed or have officers on vacation.

Historical View:

- We have tried variations of the above minimum staffing levels for the purposes of reducing OT in the past. The most restrictive staffing levels that we have attempted had only three total officers (one on the desk and two in the field) on Tuesday and Wednesday nights and reduced the time for three officers in the field from 7:00 PM to 3:00 AM down to 9:00 PM to 2:00 AM on Sunday, Monday and Thursday. This created a variety of issues partially described below.
- Primary issues – Officer safety and response time. When we go down to two officers in the field (at night) sergeants tend to have their officers focus on calls and emergency situations and down play traffic and other self initiated activity because if an officer gets involved in a DWI or other arrest they can be tied up for several hours – meaning we only have one officer on the street. Monday thru Friday days this is not as big of an issue because of the investigative staff and myself being available for back up along with the secretaries being able to cover the desk so the officer working that assignment can respond to the field. Those extra staff members are not available at night and we then need to rely on other agencies to assist us if we have emergencies or a higher call load. This lower staffing level can also significantly increase our response times to all types of calls.

Please feel free to contact me with any questions!

Michael Hedlund – Chief of Police

mhedlund@egf.mn

(218) 773-2283 – Office

(701) 215-2373 - Cell

Request for Council Action

Date: January 26, 2015

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

Cc: File

From: City Administrator David Murphy

RE: Carl Neu Workshop Refresher

Background

The City Council and Department Heads meet in January 2014 to set the City's goals and develop a five year plan to achieve those goals.

Issue

The goals need to be reviewed and updated periodically for several reasons. One is to keep the goals and plan fresh in the minds of Council and Staff. Another is to amend the goals and plan as circumstances may change. Finally to bring any new Council Members and Staff up to speed on the plan and what has been accomplished so far.

Currently we have two new Council Members and a new EDA Director who will be starting on February 9, 2015. I would like to suggest that a special work session be called for a Monday evening and to allow for 3 to 4 hours. I would like the Council and Department heads to discuss their availability for either Monday, February 16th or Monday, February 23rd.

Budget Impact

Not Applicable at this point.

Action Required

Set a date and time for the work session.

City of East Grand Forks

Y 2014-2016

Strategic Leadership Plan

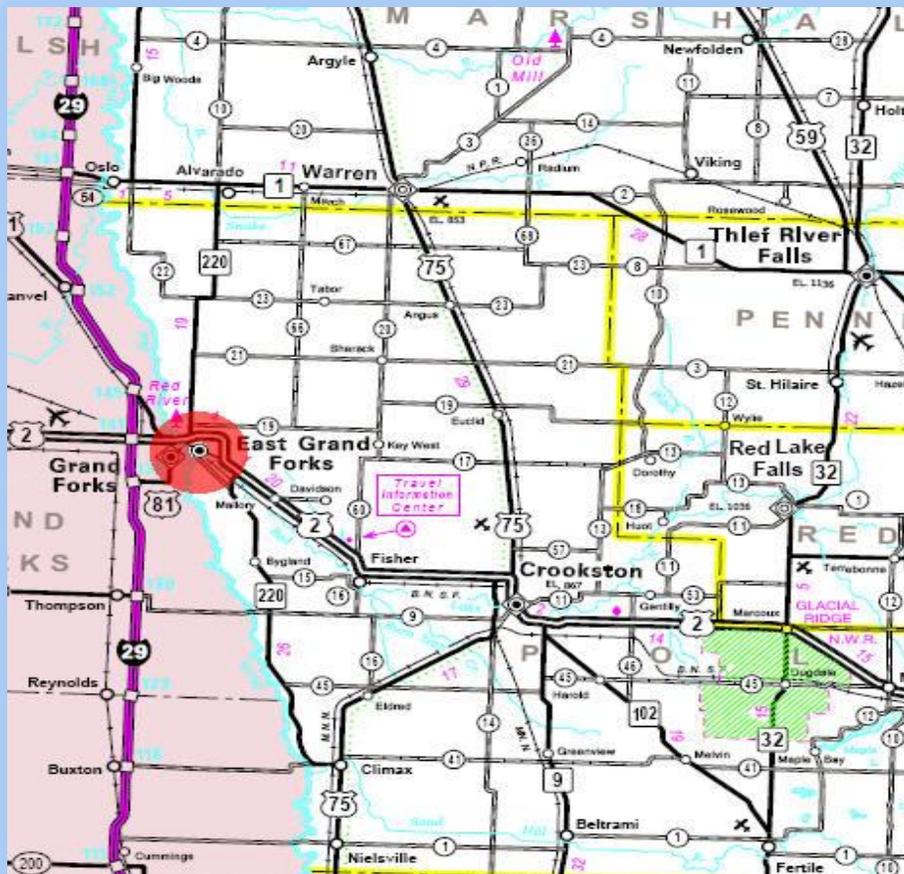


Welcome to the City of East Grand Forks.

All great efforts require a flexible roadmap.

That's why the East Grand Forks Mayor and Council have developed this strategic leadership plan to promote the leadership performance to guide the community to the future, the year of 2030. The plan includes the City's vision for the future that reflects what it hopes the community can accomplish and what it can become. In support of the vision, the City has defined eight strategic focus areas and the goals and measurable objectives that define success in each of these areas.

The roadmap is designed to take us to the future in a well-planned and disciplined manner. But, like any roadmap, it must be kept current. Our roadmap will be reviewed and updated every 2 years.



Imagine East Grand Forks in the Year 2030

East Grand Forks is a vibrant community where people and families of all age groups are welcomed and where:

- Meaningful choices for housing, employment, education, cultural activities, medical care and retail opportunities are available.
- The City has parks, shared greenway, trails and recreational opportunities that are second to none in this area for all ages.
- Strategic planning has provided affordable housing, attractive neighborhoods and parks, commercial expansion, and updated and expanded river crossings.
- Communication and collaboration with regional partners have provided economic and educational growth for the entire region.
- The City continues to invest in facilities and infrastructure through expanding and/or restoration.



Strategic Focus Areas

These strategic focus areas help define where available resources should be directed and spent including time, talent, and money – to reach our vision of East Grand Forks and to answer the question, “What is most important?”

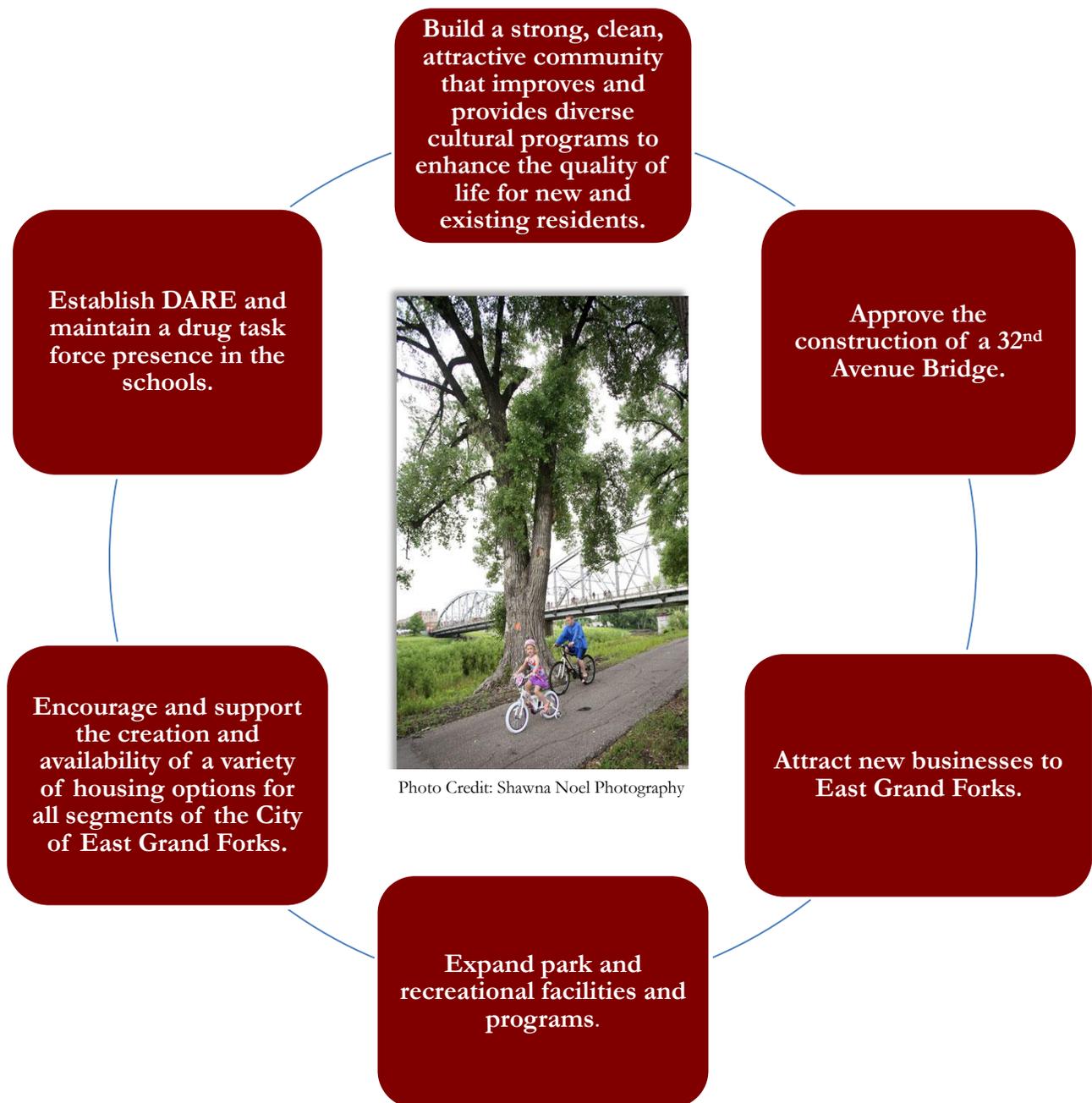
- **Economic and educational vitality and diversity.**
 - **Quality cultural, tourism, and recreational amenities.**
 - **Welcoming – family friendly community.**
 - **Quality community services and facilities.**
 - **Well-planned and managed growth.**
 - **Availability of quality healthcare services.**
 - **Housing opportunities that meet the needs of a diverse, growing, and changing population.**
 - **Fiscally responsible approach to governance.**



How do we get there from here?

In the next five years, we plan to address these six major goals which provide the specific leadership direction for policy-setting, performance management and resource generation and allocation.

The five-year cycle coincides with the City's *Capital Improvement Plan* which lists the critical investments needed to ensure the city has and maintains assets essential to achieving its vision.



Here's what we plan to accomplish during the next three years.

Starting with CY 2017, the Strategic Plan will be revised to reflect a two-year period, the time between municipal elections. These performance objectives focus the work planning, and operational budgeting necessary to accomplish the goals, and address the strategic focus areas toward achievement of the vision.

✓ Establish DARE & Maintain a Drug Task Force Presence in the Schools

To achieve this goal for the future of East Grand Forks, we will:

- Contact ISD #595 and private schools to determine support for DARE (Drug Abuse Resistance Education) and drug task force concepts.
- Determine financial requirements and identify funding resources to support these programs.
- Select instructors who will participate in the implementation of DARE and drug task force programs.
- Implement the programs by the beginning of the 2014-2015 school year



Here's what we plan to accomplish during the next three years.

✓ Quality of Life



To promote the furtherance of the quality of life in East Grand Forks, we will:

- Establish a committee with secondary and higher education institutions to identify areas of opportunities for curriculum advancement.
- Adopt a Comprehensive Beautification Plan to include flowers, grass, and weed control.
- Adopt a plan to design an interpretive center.

✓ Expand Park and Recreational Facilities and Programs

In order to expand park and recreational facilities and program, we will:

- Adopt plans for a Wellness Center.
- Construct a pool.
- Increase usage of the Greenway.
- Adopt plans to construct an additional 9 holes to the golf course.
- Add family-oriented programs to park and recreational activities



Here's what we plan to accomplish during the next three years.

✓ Attract New Businesses to East Grand Forks

In order to attract new business to East Grand Forks, we will:

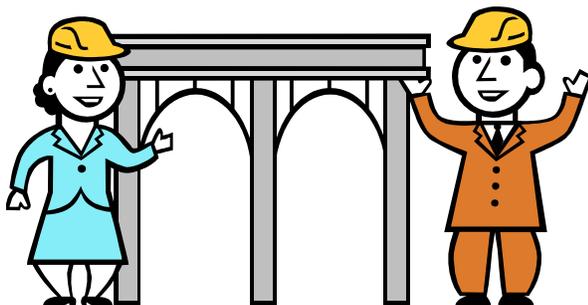
- Identify two businesses/processes to establish a presence in the city; one preferably agriculture based.
- Encourage Simplot in development of property.
- Approach the State of Minnesota on opening a satellite office in East Grand Forks.
- Explore infrastructure needs for a knowledge-based business that could expand or relocate in East Grand Forks.



✓ Approve Construction of the 32nd Avenue Bridge

In order to approve construction for the 32nd Avenue Bridge, we will:

- Approve a Resolution by the East Grand Forks Council to support the construction of the 32nd Avenue Bridge.
- Develop consensus with the states of Minnesota and North Dakota and the City of Grand Forks and the regional Metropolitan Planning Organization (MPO).
- Explore alternative financing resources for the construction of the 32nd Avenue Bridge.



Here's what we plan to accomplish during the next three years.



✓ Encourage and Support the Creation and Availability of a Variety of Housing Options for all Segments of the City of East Grand Forks

In order to encourage and support the creation and availability of a variety of housing options for all segments of the City of East Grand Forks, we will:

- Conduct a housing study to determine the future housing needs for the City of East Grand Forks.
- Adopt a plan based on the housing studies.
- Contact developers to encourage development that will meet these projected housing needs.
- Adopt certain policies that will encourage development in accordance with the plans to meet these needs.
- Partner with NCTC to establish multi-family housing.

City Council

Council President Craig Buckalew

Mayor Lynn Stauss

Council Vice-President Greg Leigh

Council Members: Clarence Vetter, Dale Helms, Henry Tweten, Mark Olstad, Chad Grassel



City of East Grand Forks

600 DeMers Avenue

East Grand Forks, MN 56721

Phone: 218-773-2483 **Fax:** 218-773-9728

Web: www.egf.mn

Request for Council Action

Date: 1/21/15

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

Cc: File

From: Megan Nelson

RE: Water & Light Commission Minutes

At the last Council Meeting there was a request for more detailed minutes from the Water and Light Department. From what I have seen and what my experience has been since 2012 is that we have always received a summary of the meeting, not the detailed minutes. Detailed minutes are available on the City's website on the Water and Light Commission page and go all the way back to 2009.

The question I would like to put before the Council is if they would like to continue receiving the summary of minutes or if they would like to see the detailed minutes included in the packet.