

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MAY 12, 2015 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Bid Results for 15AJ1 Utilities & Street Construction in POW 6th Addition – Steve Emery**
- 2. Discussion on the 15AJ2 Paving Project in POW 5th Addition – Steve Emery**
- 3. 2015 City Project No. 4 Curb/Gutter/Paving on 5th Ave NE – Steve Emery**
- 4. Social Host Ordinance – Mike Hedlund**
- 5. Memorandum of Understanding for School Resource Officer – Mike Hedlund**
- 6. Discussion on COSA – Mark Olstad**
- 7. Capital Budget Discussion – Karla Anderson**

ADJOURN:

REOPEN RECESSED MAY 7TH SPECIAL SESSION

- 1. Award of Pool Bid.**

Upcoming Meetings

Regular Council Meeting – May 19, 2015 – 5:00 PM – Council Chambers

Work Session – May 26, 2015 – 5:00 PM – Training Room

Regular Council Meeting – June 2, 2015 – 5:00 PM – Council Chambers

Work Session – June 9, 2015 – 5:00 PM – Training Room

Request for Council Action

Date: May 1, 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: Project Award - 2015 Assessment Job No. 1– Utility and Street Construction , Point of Woods 6th Additon.

Background:

Five (5) bids were received on April 29, 2015 for the Utility and Steet Construction Project in the Point of Woods 6th Addition. The apparent low bidder for the project is R.J. Zavoral & Sons, East Grand Forks, Mn We have Attached for your information the bid tabulation. The bids came in approximately 8% lower than the engineers estimate which was \$264,288.00

The following is the proposed budget for the project based on as-bid costs:

PROPOSED BUDGET

	<u>2015 AJ # 1</u>
Construction	\$244,949.25
Plans / Specifications	\$23,545.43
Staking / Inspection	\$12,247.46
Assessment Roll	\$ 2,449.49
Contingencies	\$12,247.46
Administration / Legal	<u>\$ 7,348.48</u>
TOTAL PROJECT COST	\$302,787.57

PROPOSED FUNDING

	<u>2015 AJ # 1</u>
City /Assessments	\$271,383.66
Water &Light	<u>\$ 31,403.91</u>
TOTAL PROJECT COST	\$302,787.57

2015 Assessment Job #1
Utility and Street Construction
Point of Woods 6th Addition

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Engineers Estimate			R.L.Zavoral & Sons			Spruce Valley Corporation			Taggart Contracting, Inc			United Crane and Excavation			Northeast Excavating		
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
015526	Mobilization	1	LUMP SUM	\$7,500.00	\$7,500.00	\$10,250.00	\$13,000.00	\$13,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$8,800.00	\$8,800.00	\$2,471.76	\$2,471.76						
015526	Traffic Control	1	LUMP SUM	\$2,000.00	\$2,000.00	\$1,075.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,223.52	\$1,223.52	\$1,223.52	\$1,223.52							
015713	Berrell	43	LIN. FT.	\$7.00	\$294.00	\$6.25	\$268.50	\$5.00	\$210.00	\$3.00	\$126.00	\$5.00	\$210.00	\$6.12	\$262.04						
015713	Erosion control - Silt Fence	300	LIN. FT.	\$4.00	\$1,200.00	\$4.50	\$1,350.00	\$2.00	\$600.00	\$3.00	\$900.00	\$4.00	\$1,200.00	\$6.12	\$1,836.00						
015713	Storm Drain Inlet Protection	5	EACH	\$100.00	\$500.00	\$165.00	\$825.00	\$75.00	\$375.00	\$150.00	\$750.00	\$120.00	\$600.00	\$185.38	\$926.90						
024100	Remove 8" PVC Watermain	20	LIN. FT.	\$10.00	\$200.00	\$10.00	\$200.00	\$1.00	\$20.00	\$20.00	\$400.00	\$15.00	\$300.00	\$43.15	\$863.00						
024100	Remove & Salvage 8" Gate Valve	1	EACH	\$500.00	\$500.00	\$835.00	\$200.00	\$200.00	\$175.00	\$175.00	\$75.00	\$75.00	\$75.00	\$492.05							
024100	Remove & Salvage Casting Assembly	1	EACH	\$500.00	\$500.00	\$195.00	\$100.00	\$100.00	\$150.00	\$150.00	\$100.00	\$100.00	\$100.00	\$248.52							
312200	Subgrade Preparation	2721	SQ. YD.	\$2.00	\$5,442.00	\$1.50	\$4,081.50	\$1.00	\$2,721.00	\$2.50	\$6,802.50	\$1.70	\$4,625.70	\$1.52	\$4,135.92						
312200	Common Excavation (EV)	1490	CU. YD.	\$4.00	\$5,960.00	\$7.50	\$11,175.00	\$4.00	\$7,300.00	\$5.50	\$8,195.00	\$3.00	\$4,470.00	\$14.76	\$21,992.40						
312316	Compaction Tests	5	EACH	\$100.00	\$500.00	\$25.00	\$125.00	\$90.00	\$450.00	\$300.00	\$1,500.00	\$90.00	\$450.00	\$432.56	\$2,162.80						
312123	Install Salvaged Aggregate Base Course (CV)	400	CU. YD.	\$20.00	\$8,000.00	\$5.00	\$2,000.00	\$6.00	\$2,400.00	\$8.00	\$3,200.00	\$6.00	\$3,200.00	\$48.30	\$19,320.00						
321123	Aggregate Base Course, Type C (CV)	413	CU. YD.	\$30.00	\$12,390.00	\$44.00	\$18,172.00	\$34.00	\$14,042.00	\$45.00	\$18,585.00	\$43.00	\$17,759.00	\$48.82	\$20,162.66						
321216	Construct Asphalt Pavement	126	SQ. YD.	\$75.00	\$9,450.00	\$41.00	\$5,166.00	\$47.00	\$5,922.00	\$35.00	\$4,410.00	\$44.00	\$5,544.00	\$46.96	\$5,916.96						
321600	Concrete Curb & Gutter, B624	1192.0	LIN. FT.	\$22.00	\$26,224.00	\$29.00	\$34,568.00	\$29.00	\$34,568.00	\$24.00	\$28,608.00	\$30.00	\$35,760.00	\$33.37	\$39,777.04						
329219	Turf Establishment	4356	SQ. YD.	\$3.00	\$13,068.00	\$1.60	\$6,969.60	\$2.90	\$12,632.40	\$1.40	\$6,098.40	\$3.00	\$13,068.00	\$3.34	\$14,549.04						
331000	6" PVC Watermain	19	LIN. FT.	\$50.00	\$950.00	\$27.50	\$522.50	\$34.00	\$646.00	\$50.00	\$950.00	\$62.00	\$1,178.00	\$44.71	\$849.49						
331000	8" PVC Watermain	766	LIN. FT.	\$40.00	\$30,640.00	\$33.00	\$25,278.00	\$35.00	\$26,810.00	\$44.00	\$33,704.00	\$62.00	\$47,492.00	\$42.50	\$32,555.00						
331000	12" PVC Watermain	262	LIN. FT.	\$65.00	\$17,030.00	\$45.50	\$11,921.00	\$48.00	\$12,576.00	\$50.00	\$13,100.00	\$65.00	\$17,030.00	\$56.74	\$14,865.88						
331000	6" Gate Valve & Box	3	EACH	\$2,000.00	\$6,000.00	\$1,900.00	\$5,700.00	\$1,400.00	\$4,200.00	\$1,500.00	\$4,500.00	\$1,700.00	\$5,100.00	\$1,596.02	\$4,788.06						
331000	8" Gate Valve & Box	4	EACH	\$2,500.00	\$10,000.00	\$2,400.00	\$9,600.00	\$1,925.00	\$7,700.00	\$2,000.00	\$8,000.00	\$2,900.00	\$8,700.00	\$2,195.12	\$8,780.48						
331000	12" Gate Valve & Box	1	EACH	\$5,000.00	\$5,000.00	\$4,350.00	\$3,400.00	\$3,400.00	\$3,400.00	\$3,400.00	\$4,900.00	\$4,900.00	\$3,661.85	\$3,661.85							
331000	6" Fire Hydrant (8.0 Bury)	1	EACH	\$4,000.00	\$4,000.00	\$3,775.00	\$3,775.00	\$3,600.00	\$3,600.00	\$4,200.00	\$5,000.00	\$5,000.00	\$4,395.21	\$4,395.21							
331000	6" Fire Hydrant (9.5 Bury)	1	EACH	\$4,500.00	\$4,500.00	\$3,975.00	\$3,975.00	\$4,000.00	\$4,000.00	\$4,300.00	\$5,000.00	\$5,000.00	\$4,534.49	\$4,534.49							
331000	8" Transition Coupling	1	EACH	\$5,000.00	\$5,000.00	\$4,035.00	\$4,100.00	\$4,100.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$4,733.44	\$4,733.44							
331000	Ductile Iron Fittings	832	LBS	\$5.00	\$4,160.00	\$3.70	\$3,078.40	\$3.50	\$2,912.00	\$3.50	\$2,912.00	\$3.00	\$2,496.00	\$3.98	\$3,311.36						
331000	Aggregate Pipe Foundation	100	CU. YD.	\$20.00	\$2,000.00	\$19.00	\$1,900.00	\$0.01	\$1.00	\$40.00	\$4,000.00	\$5.00	\$500.00	\$47.83	\$4,783.00						
331000	Mechanical-Joint Restraining Glands	12	EACH	\$100.00	\$1,200.00	\$195.00	\$2,340.00	\$150.00	\$1,800.00	\$100.00	\$1,000.00	\$90.00	\$900.00	\$132.01	\$1,584.12						
333100	6" Sewer Lead	419	LIN. FT.	\$30.00	\$12,570.00	\$17.75	\$7,437.25	\$33.00	\$13,827.00	\$18.00	\$7,542.00	\$22.00	\$9,218.00	\$7.62	\$3,192.78						
333100	6"x6" Sewer Wye	9	EACH	\$300.00	\$2,700.00	\$195.00	\$1,755.00	\$250.00	\$2,250.00	\$100.00	\$900.00	\$125.00	\$1,250.00	\$186.38	\$1,677.42						
333100	Sewer Telesaving	530	LIN. FT.	\$2.00	\$1,060.00	\$1.35	\$715.50	\$2.00	\$1,060.00	\$2.00	\$1,060.00	\$2.00	\$1,060.00	\$3.09	\$1,637.70						
333100	Construct Sanitary Manhole	26	LIN. FT.	\$300.00	\$7,800.00	\$366.00	\$9,516.00	\$350.00	\$9,100.00	\$400.00	\$10,400.00	\$450.00	\$11,700.00	\$376.71	\$9,794.46						
333100	Sanitary Manhole Casting Assembly	4	EACH	\$1,500.00	\$6,000.00	\$1,060.00	\$4,240.00	\$1,650.00	\$6,600.00	\$750.00	\$3,000.00	\$900.00	\$3,600.00	\$1,302.78	\$5,211.12						
333100	8" PVC Sanitary Sewer (0-10ft)	395	LIN. FT.	\$36.00	\$14,220.00	\$36.00	\$14,220.00	\$41.00	\$16,195.00	\$35.00	\$13,825.00	\$44.00	\$17,380.00	\$33.63	\$13,283.85						
333100	8" PVC Sanitary Sewer (10-12ft)	135	LIN. FT.	\$38.00	\$5,130.00	\$36.00	\$4,860.00	\$42.00	\$5,670.00	\$40.00	\$5,400.00	\$44.00	\$5,940.00	\$33.62	\$4,538.70						
334111	12" RCP Storm Sewer	32	LIN. FT.	\$50.00	\$1,600.00	\$44.00	\$1,408.00	\$41.00	\$1,312.00	\$55.00	\$1,760.00	\$37.00	\$1,184.00	\$26.39	\$844.48						
334111	15" RCP Storm Sewer	80	LIN. FT.	\$45.00	\$3,600.00	\$44.00	\$3,520.00	\$45.00	\$3,600.00	\$55.00	\$4,400.00	\$40.00	\$3,200.00	\$45.71	\$3,656.80						
334111	18" RCP Storm Sewer	184	LIN. FT.	\$50.00	\$9,200.00	\$48.00	\$8,832.00	\$67.00	\$12,328.00	\$60.00	\$11,040.00	\$45.00	\$8,280.00	\$54.00	\$9,936.00						
334111	18" Flared End Section	1	EACH	\$2,500.00	\$2,500.00	\$1,200.00	\$1,200.00	\$2,100.00	\$1,600.00	\$1,600.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,362.73	\$2,362.73						
334111	Construct Catch Basin	3	EACH	\$1,500.00	\$4,500.00	\$1,600.00	\$4,800.00	\$1,150.00	\$3,450.00	\$900.00	\$900.00	\$700.00	\$2,100.00	\$1,448.39	\$4,345.17						
334111	Storm Manhole Casting Assembly	1	EACH	\$1,000.00	\$1,000.00	\$455.00	\$950.00	\$700.00	\$700.00	\$700.00	\$500.00	\$500.00	\$631.66	\$631.66							
334111	Construct Storm Manhole (48")	1	EACH	\$2,500.00	\$2,500.00	\$3,160.00	\$2,350.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$2,400.00	\$2,400.00	\$2,589.43	\$2,589.43						
334111	Catch Basin Casting Assembly	3	EACH	\$1,000.00	\$3,000.00	\$1,030.00	\$3,090.00	\$1,000.00	\$3,000.00	\$750.00	\$2,250.00	\$1,020.00	\$3,060.00	\$1,286.82	\$3,866.46						
334213	15" CMP Culvert	60	LIN. FT.	\$35.00	\$2,100.00	\$29.00	\$1,740.00	\$24.00	\$1,440.00	\$25.00	\$1,500.00	\$23.00	\$1,380.00	\$29.30	\$1,758.00						

TOTAL BID	\$264,288.00	\$244,949.25	\$253,018.40	\$254,582.90	\$283,250.70	\$295,143.70
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Request for Council Action

Date: May 1, 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: Project Award - 2015 Assessment Job No. 2 – Concrete Paving / Replat of Outlot B, Block2, Point of Woods 5th Addition

Background:

The bid results from this project were discussed at the April 14th Work Session with the decision made to hold the bids until the bids for the Point of Woods 6th project came in since these two projects do have a bearing on each other with the salvaging of gravel. Therefore, we are bringing this forward again for discussion. The following information is what was presented with the last RCA.

Two bids were received on Thursday, April 9, 2015. The apparent low bidder for the project is Opp Construction, Grand Forks, ND. Attached for your information is the bid tabulation. The bids came in approximately 19% higher than the engineers estimate that was put together for the Report of Feasibility. The estimated construction cost at that time was \$155,480.00

The following is the proposed budget for the project based on as-bid costs:

PROPOSED BUDGET

	<u>2015 AJ # 2</u>
Construction	\$184,740.00
Plans / Specifications	\$18,126.60
Staking / Inspection	\$ 9,237.00
Assessment Roll	\$ 1,847.40
Contingencies	\$ 5,542.20
Administration / Legal	<u>\$ 5,542.20</u>
TOTAL PROJECT COST	\$225,035.40

PROPOSED FUNDING

	<u>2015 AJ # 2</u>
Assessments	\$217,145.05
City	<u>\$ 7,890.35</u>
TOTAL PROJECT COST	\$225,035.40

Recommendation:

Have discussion if the City council wants to hold the final public hearing prior to award of bids or move ahead and award the project to opp construction.

Enclosures: Bid Tabulation

**2015 Assessment Job No. 2
Concrete Paving
Replat of Outlot B, Block 2
Point of Woods 5th Addition
East Grand Forks, MN**

ITEM NO.	ITEM DESCRIPTION	Unit	Quantity	Opp Construction		Paras Contracting	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
015526	Traffic Control	LS	1	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,000.00
015713	Storm Drain Inlet Protection	EA	3	\$ 130.00	\$ 390.00	\$ 250.00	\$ 750.00
024100	Remove Curb and Gutter	LF	153	\$ 8.00	\$ 1,224.00	\$ 10.00	\$ 1,530.00
312200	Salvage Aggregate Surfacing	CY	408	\$ 16.00	\$ 6,528.00	\$ 10.00	\$ 4,080.00
321600	7" Concrete Pavement	SY	2453	\$ 67.00	\$ 164,351.00	\$ 68.00	\$ 166,804.00
321600	Concrete Curb and Gutter, Design B624	LF	153	\$ 39.00	\$ 5,967.00	\$ 30.00	\$ 4,590.00
321600	Reinforcement Bars (Epoxy Coated)	LBS	1538	\$ 2.00	\$ 3,076.00	\$ 3.85	\$ 5,921.30
321600	Adjust Manhole Casting Assembly	EA	1	\$ 540.00	\$ 540.00	\$ 1,000.00	\$ 1,000.00
321600	Install Manhole Casting Assembly	EA	1	\$ 1,900.00	\$ 1,900.00	\$ 1,500.00	\$ 1,500.00
329219	Turf Establishment	SY	33	\$ 8.00	\$ 264.00	\$ 25.00	\$ 825.00
TOTAL BID					\$ 184,740.00		\$ 190,000.30

Request for Council Action

Date: May 1,2015

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: 2015 City Project No. 4 – Curb, Gutter and Paving – 5th Ave NE
East Grand Forks, MN

Background:

In November 2014 Greg Boppre, WSN submitted an application for a Grant through the Local Road Improvement Program (LRIP) for the lowering and reconstruction of the intersection of 5th Ave NE and 10th St NE. In April we were notified the project was selected to receive a grant. We have also spoken with Campbell farms and have received their permission to remove the tracks at the intersection of 5th Ave NE and 10th St SE. It is anticipated construction for this project would be in 2016. We are at this time looking for authorization to proceed with Plans and Specifications.

<u>Proposed Budget:</u>	<u>2015 CP No. 4</u>
Construction	\$502,825.00
Plans/Specifications	\$60,339.00
Staking/Inspection	\$40,226.00
Administration / Legal	\$25,141.25
Contingencies	<u>\$25,141.25</u>
Total Project Cost	\$653,672.50

<u>Proposed Funding:</u>	<u>2015 CP No. 4</u>
LRIP Grant	\$553,106.00
State Aid Funds	<u>\$100,566.50</u>
Total Project Cost	\$653,672.50

Recommendation:

Authorize Wiseth Smith Nolting to Prepare Plans & Specs for this project.

Enclosures:

Grant Award Letter from MNDOT

Project Estimate

Project Area Map.



**STREET RECONSTRUCTION
5th Ave NE and 10th Street NE
EAST GRAND FORKS**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
2021.501	Mobilization	LS	1	\$5,000.00	\$5,000.00
2104.501	Remove Curb and Gutter	LF	825	\$5.00	\$4,125.00
2104.505	Remove Concrete Pavement	SY	2320	\$6.00	\$13,920.00
2104.505	Remove Concrete Driveway Pavement	SY	100	\$6.00	\$600.00
2104.509	Remove Casting	EA	5	\$500.00	\$2,500.00
2104.511	Sawing Concrete Pavement (Full Depth)	LF	200	\$7.00	\$1,400.00
2105.501	Common Excavation (P)	CY	8000	\$8.00	\$64,000.00
2105.525	Topsoil Borrow (LV)	CY	150	\$40.00	\$6,000.00
2105.604	Geogrid	SY	2600	\$4.00	\$10,400.00
2112.604	Subgrade Preparation	SY	2600	\$4.00	\$10,400.00
2211.607	Aggregate Base(10")	CY	800	\$35.00	\$28,000.00
2301.529	Reinforcement Bars (Epoxy Coated)	LB	1000	\$3.00	\$3,000.00
2301.604	Concrete Pavement 9.0"	SY	2400	\$60.00	\$144,000.00
2502.541	4" Perforated Drain Tile	LF	960	\$3.00	\$2,880.00
2503.511	18" RCP Storm Sewer	LF	300	\$60.00	\$18,000.00
2504.602	Adjust Gate Valve & Box	EA	5	\$300.00	\$1,500.00
2506.516	Casting Assembly, Type A	EA	4	\$1,000.00	\$4,000.00
2506.516	Casting Assembly Type C	EA	3	\$1,200.00	\$3,600.00
2506.602	Install Catch Basin	EA	4	\$3,000.00	\$12,000.00
2506.603	Construct Storm Manhole (48")	LF	40	\$250.00	\$10,000.00
2521.501	4" Concrete Sidewalk	SF	1000	\$5.00	\$5,000.00
2531.501	Concrete Curb and Gutter, Design B624	LF	825	\$20.00	\$16,500.00
2531.507	6" Concrete Driveway Pavement	SY	100	\$50.00	\$5,000.00
2563.601	Traffic Control	LS	1	\$5,000.00	\$5,000.00
2573.530	Storm Drain inlet Protection	EA	4	\$100.00	\$400.00
2575.501	Seeding	SY	2200	\$2.00	\$4,400.00
2582.502	4" Broken Line White - Epoxy	LF	300	\$4.00	\$1,200.00
2582.601	Traffic Enhancements	LS	1	\$20,000.00	\$20,000.00
2545.601	Electrical relocations	LS	1	\$100,000.00	\$100,000.00
TOTAL CONSTRUCTION COST					\$502,825.00
Engineering - Plans/Specifications					\$60,339.00
Engineering - Stake/Inspection					\$40,226.00
Administration					\$15,084.75
Legal					\$10,056.50
Contingencies					\$25,141.25
TOTAL					\$653,672.50



Minnesota Department of Transportation

State Aid for Local Transportation

395 John Ireland Boulevard, MS 500

Saint Paul, MN 55155

651-366-3803

April 2, 2015

David Murphy
City of East Grand Forks
600 Demers Avenue
East Grand Forks, MN 56721

RE: 2014 Local Road Improvement Program (LRIP) Solicitation

Dear Mr. Murphy:

Thank you for submitting an application for the Local Road Improvement Program. Your project on 5th Avenue NE was selected for Local Road Improvement Program funds appropriated by the legislature in 2014.

Please work through the project development process with Lou Tasa, MnDOT District State Aid Engineer. The county will need to submit plans for approval along with an engineer's estimate before a final determination for funds will be approved. At that time, a MnDOT grant agreement number will be assigned for the project. We have estimated \$553,106 of LRIP funds for this project.

Your agency is required to execute a bond grant agreement, which includes certification of right of way ownership by the agency and a resolution agreeing to finance any cost in excess of the grant amount before the grant can be authorized for reimbursement. These funds cannot fund any part of the project that falls within MnDOT right of way.

Templates for the resolution and grant agreement will be posted on the State Aid website. If have questions, please contact me at patti.loken@state.mn.us or by the phone number above.

Sincerely,

A handwritten signature in cursive script that reads "Patti Loken".

Patti Loken
State Aid Program Engineer

cc: Lou Tasa, District State Aid Engineer
File

An Equal Opportunity Employer



Request for Council Action

Date: May 1, 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: Chief Michael Hedlund

RE: Social Host Ordinance

Background: Social Host Ordinances are being adopted in cities, counties and states across the nation as a tool to help law enforcement combat underage drinking. A social host ordinance is designed to hold people that “host” underage drinking parties responsible, regardless of who actually supplies the alcohol. These ordinances DO NOT prohibit underage persons from consuming alcohol in their own home while with their parent, which is allowed under Minnesota law. A social host ordinance does not focus on who provided the underage persons alcohol (this is already covered under separate ordinances/statutes) but instead focuses on who provides the location where the underage drinking takes place. The owner/renter of the property does not necessarily need to be present to be held responsible under a social host ordinance but they must have allowed the event to take place through either direct action or inaction. A completely unknowing person would not be charged under this ordinance.

Recommendation: It is my recommendation that the East Grand Forks City Council enact the attached proposed social host ordinance.

Attachments: The final version of the social host ordinance was still being worked on at the time RCA’s needed to be submitted and will be provided at the City Council meeting on May 12, 2015.

Request for Council Action

Date: May 1, 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: Chief Michael Hedlund

RE: MOU Between the City of East Grand Forks and the East Grand Forks Public School District

Background: The East Grand Forks Police Department/City of East Grand Forks has been awarded a grant for \$125,000.00 to pay a portion of the salary and benefits for a new police officer for the city. Per the grant this funding is to provide a School Resource Officer for the East Grand Forks Public Schools. The grant funds are to be paid over a three year period with a requirement that the position be kept at 100% local cost for a fourth year. Prior to our accepting the grant both the East Grand Forks School Board and the East Grand Forks City Council gave their approval to move forward with this project with the local share for salary and benefits being split equally by the city and the school district. The attached MOU is the formalization of that agreement and is also being presented to the School Board for their approval.

Recommendation: I recommend the formal approval of this MOU and the commencement of this project.

Attachments: The MOU is still being touched up and finalized and will be provided at the City Council Meeting on May 12, 2015.

City of Grand Forks

Wastewater Service to East Grand Forks

Draft Cost of Service Analysis Results

April 23, 2015



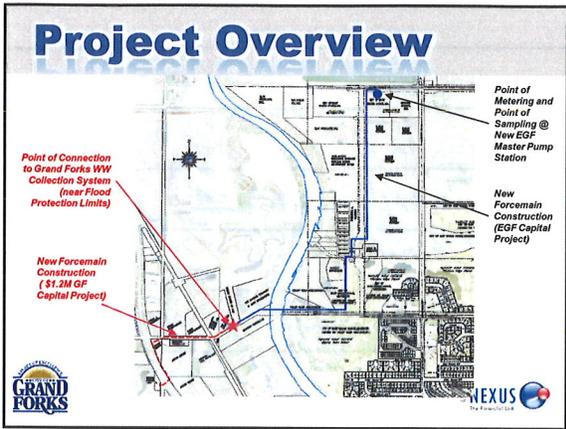

Agenda

1. Project Overview
2. Cost of Service Analysis (COSA) Methodology
3. Previous COSA Results
4. Description of COSA Process
 - Development of Test Year - 2015
 - Functionalization | Classification | Allocation
 - Results
5. Future Rate Considerations
6. Next Steps

Project Overview



The map illustrates the project area, including the Grand Forks WWT, GF to EGF Connection Point, New EGF Lift Station, and New Force-main Connection Point at Master Lift Station 17. The legend identifies various pipeline types and boundaries.

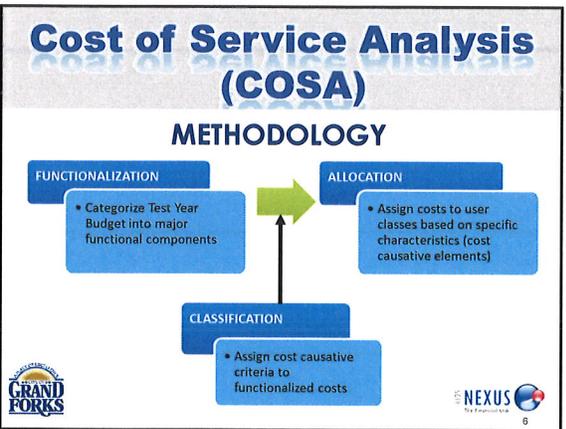


Cost of Service Analysis (COSA)

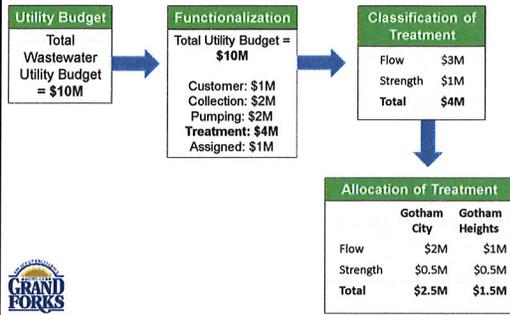
METHODOLOGY

Cost of service completed to determine:

1. EGF proportionate share of GF in-place and future capital
2. EGF proportionate share of GF annual operating expense (incrementally adjusted)



Cost of Service Analysis "Easy Math Example"



Previous COSA Results

	Grand Forks	East Grand Forks	Total
2013 Test Year Total Cost	\$9,119,377	\$490,868	\$9,610,245
Total Cost %	94.89%	5.11%	100%

2015 Wastewater Budgeted Expense

Budget Subdivision	2015 Budget
Administration - O&M	\$2,228,840
Administration - Debt	\$3,256,863
Collection System	\$537,690
Pumping	\$1,332,713
Forcemain	\$347,327
Wastewater Treatment (General)	\$280,200
Headworks	\$557,201
Treatment	\$568,703
Clarification	\$516,796
Effluent Management	\$271,653
Lab - Treatment	\$177,256
Lab - IPP	\$159,047
Total	\$10,234,289

Development of Test Year

➔ Adjustments to 2015 Budget to reflect representative year of cost and operation

ADJUSTMENTS INCLUDE:

EGF Incremental Budget Adjustments:

- Chemicals
- Electricity
- New Forcemain Debt Service



Test Year Adjustments

EGF Incremental Budget Adjustment

	2015 Budget	EGF Adjustment	2015 Test Year
Pumping			
Electricity	\$200,000	\$17,183	\$217,183
Headworks			
Electricity*	\$125,000	\$13,544	\$138,544
Treatment			
Electricity*	\$325,000	\$35,214	\$360,214
Clarification			
Chemicals	\$50,000	\$6,942	\$56,942
Electricity*	\$125,000	\$13,544	\$138,544
EGF Assigned Debt Service	\$0	\$80,457	\$80,457
TOTAL	\$825,000	\$166,884	\$991,884

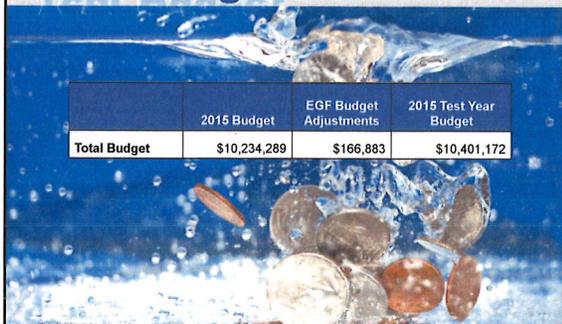


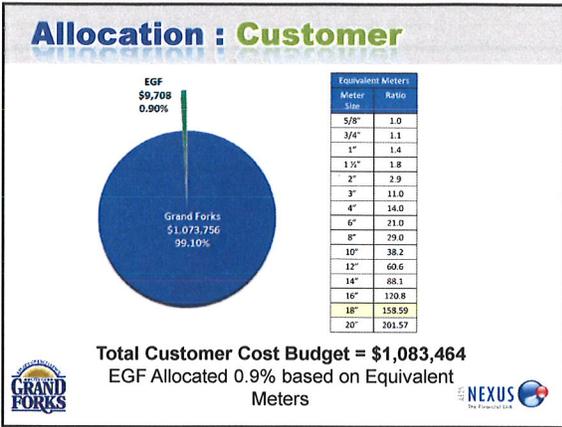
*Adjusted based on 2015 YTD actuals

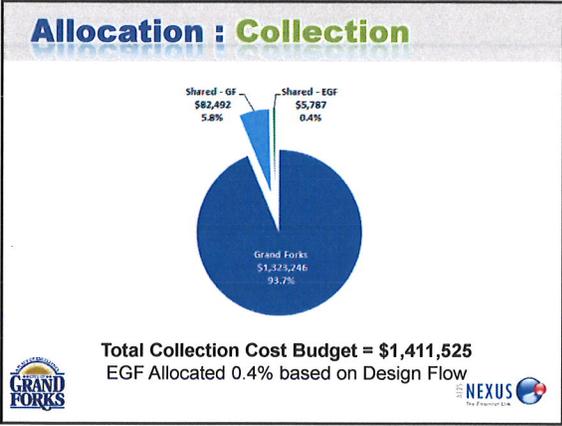


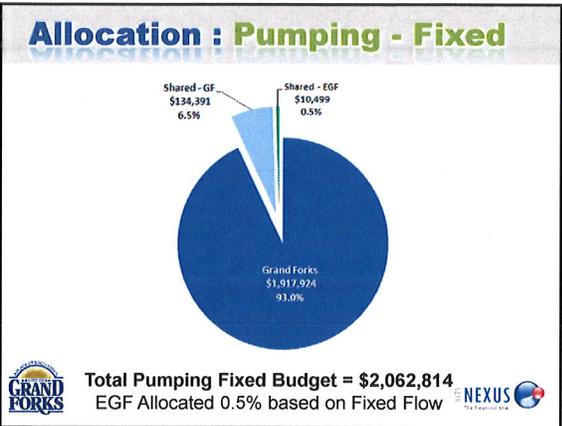
2015 Wastewater Test Year Budget

	2015 Budget	EGF Budget Adjustments	2015 Test Year Budget
Total Budget	\$10,234,289	\$166,883	\$10,401,172

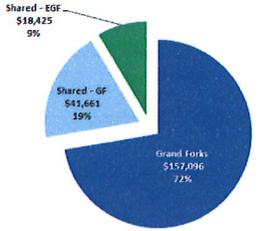








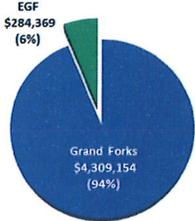
Allocation : Pumping - Variable



Total Pumping Variable Budget = \$217,183
EGF Allocated 9% based on Variable Flow



Allocation : Treatment - Fixed

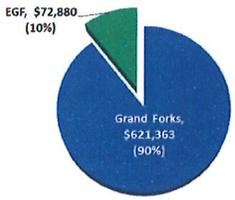


Treatment Fixed Allocation	Grand Forks	EGF
% of Fixed Flow	89.2%	10.8%
% of Fixed BOD	93.7%	6.3%
% of Fixed TKN	96.1%	3.9%
% of Fixed Inert Solids	95.9%	4.1%
% of Fixed Volatile Solids	97.4%	2.6%

Total Treatment Fixed Budget = \$4,593,522
EGF Allocated 6% based on Fixed Flow and Strength



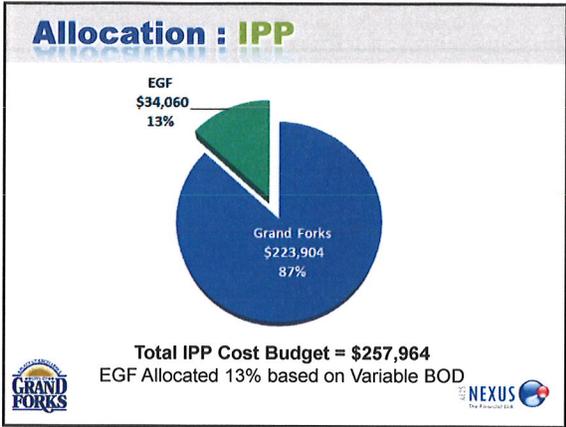
Allocation : Treatment - Variable



Treatment Variable Allocation	Grand Forks	EGF
% of Variable Flow	86.1%	13.9%
% of Variable BOD	86.8%	13.2%
% of Variable TKN	92.9%	7.1%
% of Variable Inert Solids	90.8%	9.2%
% of Variable Volatile Solids	92.8%	7.2%
% of Variable FOG	99.2%	0.8%

Total Treatment Variable Budget = \$694,243
EGF Allocated 10% based on Variable Flow and Strength





COSA RESULTS : Total 2015 Test Year Cost

Total Costs	Grand Forks	East Grand Forks	Total
Customer	\$1,073,756	\$9,708	\$1,083,464
Customer %	99.1%	0.9%	100%
Collection	\$1,405,738	\$5,787	\$1,411,525
Collection %	99.6%	0.4%	100%
Pumping	\$2,251,072	\$28,925	\$2,279,998
Pumping %	98.7%	1.3%	100%
Treatment	\$4,930,517	\$357,248	\$5,287,765
Treatment %	93.2%	6.8%	100%
Solids	-	-	-
Solids %	-	-	-
Assigned - IPP	\$223,904	\$34,060	\$257,964
Assigned - EGF	\$0	\$80,457	\$80,457
Total Cost	\$9,884,986	\$516,185	\$10,401,172
Total % Cost	95.0%	5.0%	100%

COSA RESULTS : Summary

	2013 Test Year	2015 Test Year
Grand Forks (\$)	\$9,119,377	\$9,884,986
Grand Forks (%)	94.9%	95.0%
East Grand Forks (\$)	\$490,868	\$516,185
East Grand Forks (%)	5.1%	5.0%
Total	\$9,610,245	\$10,401,172

Future/Other Rate Considerations

Resulting EGF Cost of Service is based on:

1. 2015 dollars and operations
2. EGF Anticipated Needs/Size for 2015

Future Rate Considerations include:

- Escalation of Operating Costs
- Existing Debt Service Retirement
- Future Capital Improvements Needs
- EGF Reserved Capacity for growth and/or business attraction
- GF Fertilizer Plant Considerations



Existing Debt Service

	Annual Payment	Final Maturity Date	Function
2008C Sewer Res Rev Ref Bond	\$104,000	2015	Pumping
SRF Loan #1 Sewer Res Rev Bond	\$877,625	2018	Treatment
SRF Loan #2 Sewer Rev Bond	\$885,375	2021	Treatment
SRF Loan #3 Sewer Rev Bond	\$440,500	2021	Treatment
SRF Loan #1 Biosolids Rev Bond	\$288,625	2025	Treatment
2009B Sewer Res Rev & Ref Bond	\$324,650	2029	Pumping
2011 Sewer Res Rev Bond	\$186,088	2031	Collection



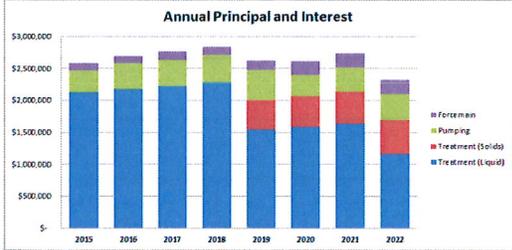
Future Capital Improvements

	CIP YEAR	Total Project Cost	Function
Pumping & Forcemain Improvements	2015	\$3,708,512	Pumping & Collection
Pumping & Forcemain Improvements	2016	\$562,248	Pumping & Collection
Biosolids Facility Capital	2016-2018	\$15,269,139	Solids
Pumping & Forcemain Improvements	2018	\$1,092,727	Pumping & Collection
Primary Cell No 2 Sludge Disposal	2018	\$2,663,270	Treatment – Excluding EGF
Pumping & Forcemain	2019	\$2,356,192	Pumping & Collection
Continuous Discharge Capital*	2019-2021	\$26,000,000	Treatment
Pumping & Forcemain	2021	\$1,194,052	Pumping & Collection

*Subject to review as part of service to NPN or regulatory impacts



Projected WW Utility Debt Profile



The Benefit of Reserved Capacity

1. 1.2 MGD (and corresponding domestic strength loadings) is basis for fixed cost allocation to EGF for 2015 Cost of Service Presented
2. EGF could elect to request an option to reserve additional capacity for its future use/benefit (i.e. domestic growth or new business attraction)
3. Fixed cost allocation would be adjusted accordingly to assign EGF its appropriate share of fixed cost based on elected capacity



QUESTIONS?



Additional Background Slides




Allocation : Collection System

Collection Cost Allocation	Total Cost	Grand Forks	EGF
Collection – GF (MGD)*	\$1,323,246	6.60	0
% of Collection – GF		100%	0%
Collection – GF/Simplot/WP/EGF Shared (MGD)	\$50,644	18.66	1.20
% of Collection – GF/Simplot/WP/EGF Shared		93.96%	6.04%
Collection – GF/WP/EGF Shared	\$37,635	15.36	1.20
% of Collection – GF/WP Shared		92.75%	7.25%

*Does not include forcemain from M17 to Plant




Allocation : Pumping - Fixed

Pumping Cost Allocation	Total Cost	Grand Forks	EGF
Pumping GF – Fixed (GPM)	\$1,821,180	49,987	0
% of Pumping GF – Fixed		100%	0%
Pumping GF/WP/EGF M17 Shared – Fixed (GPM)	\$144,890	10,667	833
% of Pumping GF/WP/EGF M17 Shared - Fixed		92.75%	7.25%
Pumping GF/WP Shared – Fixed (GPM)	\$41,222	712	0
% of Pumping GF/WP Shared - Fixed		100%	0%




Allocation : Solids Fixed

Solids	Total Cost	Grand Forks	EGF
	<i>Future Test Year Cost Allocation</i>		
TSS (lbs/day)		38,666	2,502
% of Fixed TSS	-	93.9%	6.1%



Allocation : Solids Variable

Solids	Total Cost	Grand Forks	EGF
	<i>Future Test Year Cost Allocation</i>		
TSS (lbs/day)		29,149	2,423
% of Variable TSS		92.3%	7.7%



Allocation : IPP

IPP Allocation	Total Cost	Grand Forks	EGF
BOD (lbs/day)	\$257,964	12,741	1,938
% of Variable			
BOD		86.8%	13.2%



Megan Nelson

From: Greg Boppre [Greg.Boppre@wsn.us.com]
Sent: Monday, April 27, 2015 11:17 AM
To: David Murphy; Mark Olstad (molstad@egf.mn); Jason Stordahl; Karla Anderson; Megan Nelson
Cc: Steve Emery; Brad Bail
Subject: FW: EGF COSA - Grand Forks Collection/Pumping System Costs

To all – please see the below email from Shawn Gaddie. The City of Grand Forks has looked at Mr. Vetter’s question and they have taken an alternate approach to the COSA.

I know David is gone this week, therefore Mr. Olstad, please pass this to the rest of the Council.

If anyone has any questions, please call or email.

Thanks Greg

From: Shawn.Gaddie@AE2S.com [mailto:Shawn.Gaddie@AE2S.com]
Sent: Monday, April 27, 2015 9:48 AM
To: Greg Boppre
Cc: Todd Feland (tfeland@grandforksgov.com)
Subject: EGF COSA - Grand Forks Collection/Pumping System Costs

Greg,

To follow-up from the line of questioning offered from Mr. Vetter last week regarding the collection/pumping system costs included to the COSA, I have spoken with Todd Feland and believe there is an alternative approach that could be considered as discussions on the interconnect progress. Currently within the COSA, the following annual fixed collection/pumping costs are included to the analysis which result in the indicated EGF allocation of these costs:

Collection – Fixed	\$1,411,525
Pumping – Fixed	\$2,062, 814
Assigned Debt – EGF FM Construction	\$80,457
Total Fixed Collection/Pumping	\$3,554,796
Resultant EGF Allocation of Annual Fixed Collection/Pumping Costs	\$96,743

As discussed in the Council work session, included to these numbers under the current COSA methodology are various collection/pumping capital debt and capital outlay components. One alternative approach that could be considered would be to remove all of the capital/debt related components for collection/pumping improvements leaving only fixed pumping/collection O&M costs to be allocated to EGF for their proportionate share of the system. Under this approach there are a couple of things I would like to highlight:

- First, if we remove the assigned EGF debt, this would become a project cost that would need to be born directly by EGF in order to pay for the dedicated interconnect forcemain to be constructed on the Grand Forks side of the project.
- Second, if Grand Forks removes EGF from the contribution to any general pumping/collection capital costs, they would likely require provisions in the agreement that would prescribe that should any capital improvements be required on the EGF/GF shared portions of the trunk forcemain and pumping systems, EGF would be assigned their proportionate share based on capacity consumption for these improvements (i.e. any improvements to Master Lift Station 17 and/or the trunk forcemain thereafter to the WWTP).

Considering this potential adjustment to the approach, the above numbers would change as follows:

Collection – Fixed (O&M Only)	\$875,437
Pumping – Fixed (O&M Only)	\$984,164
Assigned – EGF FM (Direct EGF Funded)	\$0
Total Fixed Collection/Pumping (O&M)	\$1,859,601
<i>Resultant EGF Allocation of Annual Fixed Collection/Pumping Costs (O&M Only)</i>	\$7,378

The net reduction in the annual cost of service would be approximately \$89,365 with a majority of the savings coming from EGF directly funding the dedicated GF interconnect forcemain. Considering this reduction in pumping/collection capital cost assignment, the resultant 2015 total cost of service from the City of Grand Forks would calculate to be \$426,820.

I trust this answers your questions on how this alternative approach could be applied. If you should have any further inquiries regarding this matter, please do not hesitate to contact me.

Thanks,

Shawn



Shawn Gaddie, P.E.
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 Grand Forks, ND 58201
Shawn.Gaddie@ae2s.com
www.ae2snexus.com
 Phone: 701-746-8087
 Fax: 701-746-0370

Request for Council Action

Date: 5/1/15

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

Cc: File

From: Karla Anderson

RE: 2016 Capital Expenditures

There will be a discussion on 2016 Capital Expense at the work session on May 12, 2015. The department heads will be meeting with David Murphy, city administrator next week and will further discuss the department's capital needs. The list of 2016 Capital Expenses will be shared with the council before the meeting on May 12, 2015.