

**AGENDA
OF THE CITY COUNCIL
SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, JULY 28, 2015 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. Consider adopting Resolution No. 15-07-75 approving the plans and specifications and ordering advertisement for bids for 2014 City Project No. 3 – Lift Station No. 5 Replacement.

ADJOURN:

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JULY 28, 2015 – Following the Special Meeting**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. North End Park Discussion – Steve Emery/Ryan Hermes
2. Discussion on Easement for Coffee Shop – Bob Moore
3. Public Works Request to Hire – Erika Azure
4. Stauss Park Asphalt Patching – David Murphy
5. Request to Accept Radio Grant – Gary Larson
6. Other

ADJOURN:

**AGENDA
OF THE CITY
COUNCIL CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, JULY 28, 2015 – Following the Work Session**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. Closed meeting to consider labor negotiation strategies and discuss and review labor negotiation proposals. The closed meeting is to be performed according to the exception to the open meeting law pursuant to MN Statute 13D.03.

Upcoming Meetings

Regular Council Meeting – August 4, 2015 – 5:00 PM – Council Chambers
Work Session – August 11, 2015 – 5:00 PM – Training Room
Regular Council Meeting – August 18, 2015 – 5:00 PM – Council Chambers
Work Session – August 25, 2015 – 5:00 PM – Training Room

Request for Council Action

Date: July 8, 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 Plans/Specifications – 2014 City Project No. 3 – Lift Station No. 5 Replacement

Background:

I would like to file the plans and specifications for the above referenced projects, get authorization to advertise and set bid date.

The following is the proposed budget for the project:

PROPOSED BUDGET

	<u>2014 CP#3</u>
Construction	\$2,500,000.00
Plans / Specifications	\$200,000.00
Staking / Inspection	\$125,000.00
Contingencies	\$125,000.00
Administration / Legal	<u>\$75,000.00</u>
TOTAL PROJECT COST	\$3,025,000.00

PROPOSED FUNDING

	<u>2014 CP#3</u>
City	<u>\$3,025,000.00</u>
TOTAL PROJECT COST	\$3,025,000.00

Recommendation:

File plans / specifications, advertise and set bid date. (August 18,2015)

Enclosures:

Plans / Specifications will be filed at the July 21, 2015 City Council Meeting

RESOLUTION NO. 15 – 07 - 75

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR 2014 CITY PROJECT NO. 3 – LIFT STATION NO.
5 REPLACEMENT**

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

WHEREAS, the City Council has directed Widseth Smith Nolting to prepare plans and specifications for the improvement of 2014 City Project No. 3 – Lift Station No. 5 Replacement;

WHEREAS, the Widseth Smith Nolting has presented such plans and specifications to the Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in the *Finance and Commerce* an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be considered by the Council at 5:00 p.m. on September 1, 2015 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: July 21, 2015

Attest:

City Administrator

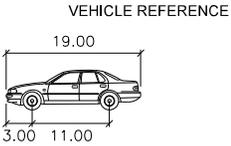
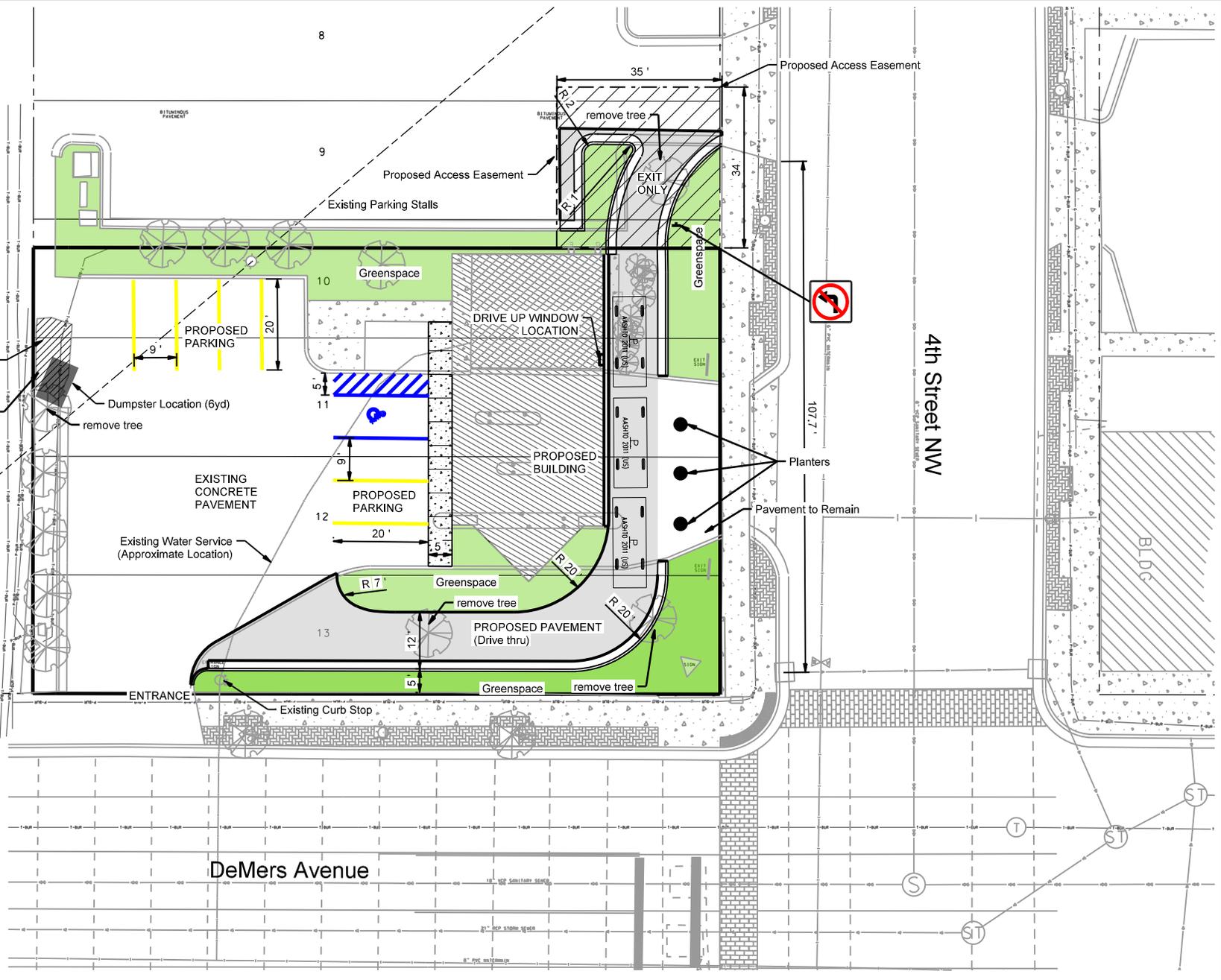
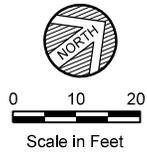
President of Council

I hereby approve the foregoing resolution this 21st of July, 2015.

Mayor

Updated Site Plan

Preliminary
Not For Construction



P	feet
Width	: 7.00
Track	: 6.00
Lock to Lock Time	: 6.0
Steering Angle	: 31.6

WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental

PROPOSED COFFEE SHOP WITH DRIVE-THRU WINDOW
309 DeMers Avenue
East Grand Forks, Minnesota

DATE: 03/20/15
JOB NUMBER: 08610033.001

SHEET NO. C1.0
SHEET 1 OF 1

MODEL: 16-16000-001.dwg
 DATE: 03/20/15
 TIME: 10:00 AM
 USER: jsmith
 PLOT: 03/20/15 10:00 AM
 PLOTNAME: 03/20/15 10:00 AM
 PLOTSCALE: 1.0000
 PLOTDWT: 0.2000
 PLOTRES: 300
 PLOTRESNAME: 300
 PLOTUNIT: 1/8"=1'-0"
 PLOTORIENT: 0
 PLOTSCALE: 1.0000
 PLOTSCALENAME: 1.0000
 PLOTSCALEUNIT: 1.0000
 PLOTSCALEVALUE: 1.0000
 PLOTSCALEX: 1.0000
 PLOTSCALEY: 1.0000
 PLOTSCALEZ: 1.0000
 PLOTSCALEXNAME: 1.0000
 PLOTSCALEYNAME: 1.0000
 PLOTSCALEZNAME: 1.0000
 PLOTSCALEXVALUE: 1.0000
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**APPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 14, 2015 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for April 14, 2015 was called to order by Council President Mark Olstad at 5:00 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Steve Emery, City Engineer; Paul Gorte, EDA Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. Bid Results for 15AJ2 Paving in POW 5th Addition – Steve Emery

Mr. Emery explained the bids had been opened for the 2015 Assessment Job No. 2 for paving out in the Point of Woods 5th Addition. He stated there were two bids that were fairly competitive but came in high. He said the estimate was approximately \$155,000 for this job and the lowest bid was 19% higher than the estimate. He informed the Council he had spoken with Mr. Murphy about this and one option would be to hold the final hearing so the residents would be notified about the increase prior to the work being done. He also told the Council he had received a phone call from Mr. Peabody who still owns the majority of the lots in this addition and stated he would like the bids rejected and rebid at a different time.

Council Vice-President Grassel asked if there was anyone at the hearing for this project. Mr. Emery stated there wasn't. Council member DeMers asked what the completion date was for this project. Mr. Emery stated it was set for the end of July or early August. Discussion followed about the increase in demand for employees, how flexibility in the project may help with the costs some, and how more than likely the overall costs won't be going down. Mr. Emery stated some contractors were busy now but they might be able to bid later on in the year.

Ms. Anderson asked if this project could be done in conjunction with the project in Point of Woods 6th addition. Mr. Emery stated that project was being advertised for bids and would be opened at the end of the month. Discussion followed about how the crush may not be available for the Point of Woods

6th project so the cost of removing the crush would be a cost to the City. Mr. Emery stated that the estimate for removal of the crush is around \$6000 that the City would have to pay for. More discussion followed why these projects were bid separate and if the sub contractor working on the curb and gutter in Point of Woods 6th might be able to complete the paving in Point of Woods 5th. Council member DeMers commented that there would be a mark up because it would be a sub contractor completing the work. More discussion followed about how this item will be tabled until the other bids for the Point of Woods 6th project have been received.

This item will be tabled and brought back to a future work session.

2. Request to File Plans & Specs for 15CP3 Sidewalk Improvements – Steve Emery

Mr. Emery stated this project was to make the sidewalks through the driveways along 5th Ave NE ADA compliant. He said they will be asking for authorization to file plans and specs at the next meeting and advertise for bids. He added that there would be approximately \$63,000 in transit funds that was going to be used on this project and WSN took care of the costs for plans and specifications for this project.

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

3. Coffee Shop Site Plan – Nancy Ellis

Ms. Ellis reminded the Council that a site plan had previously come before the Council for a proposal for a coffee shop in the old bank building and how the site plan needed more detail. She said that this was the new site plan that included parking, the location of the dumpster, where the easements are, and more. She explained to the Council that some concerns with this project which included the possibility of traffic congestion and traffic going through the parking lot of the Fire Department. She explained how she and Mr. Stordahl had inspected the site and found issues that would need to be addressed or fixed such as the removal of an asphalt patch as well as being able to get in and out of parking spots and that it was difficult right turn into the drive-thru area from Demers Avenue.

Ms. Ellis explained that this is a non-conforming use lot that had been grandfathered in because the lot had been designed as a drive-thru which are no longer allowed in the downtown area. She said at this time they would not need a special use permit or approval from the planning commission. She said the City Council would need to decide if they will allow an easement, if so public hearings would need to be held, and once approved the site plan then could be reviewed by the planning commission. Discussion followed about how wide the easement would be and how two cars would be able to fit at the entrance of the fire department parking lot. Council member Buckalew asked if on street parking would be allowed on Demers in front of this property. Ms. Ellis stated that on street parking is not allowed within a 35 foot radius from the corner. Council member Buckalew asked where employees would be parking. Ms. Ellis stated that off street parking is not required in the downtown area.

Council member Vetter asked if the old curb cut would be required to be removed. Ms. Ellis stated that would be up to the Council. Council member Vetter asked if the City would receive payment for the easement. Ms. Ellis said again that would be up to the Council. Council President Olstad asked what the standard fee that had been charged before. Council member Vetter said he didn't know. More discussion followed about the removal of the old curb cut, if trees were going to be replaced, how 19 feet is the standard length of a parking stall and that it would fit most vehicles. Council

President Olstad stated items that would need to be addressed include closing off the old curb cut and determining what is needed for the easement. He asked if there was anything else that would need to be addressed.

Council Vice-President Grassel asked if there are problems how can those problems be solved. Discussion followed about how to keep traffic from turning left into the fire department parking lot. Ms. Ellis stated there will be issues with traffic with people seeing congestion and will try and take a different route. Mr. Murphy stated that the issue with this site is that it is so small, anything that is put here will have issues, and that staff wants to make Council aware of that. More discussion followed about who uses the fire department parking lot and the issues that may come up. It was also determined that staff would have the issues addressed and then bring information back to the Council.

This item will be brought back to the future Work Session.

4. Request to Increase Rent at Blue Line Arena – Dave Aker

Mr. Aker told the Council that he was proposing an increase to the fee for the rental of the Blue Line Arena for the months of April and September. He reviewed the costs of running the arena and that they are greater than \$5000 which is the current rental amount. He stated that Crookston rents their arena for \$4200 per week and Thief River Falls rents their arena for \$20,000 for the month. Mayor Stauss stated there might be an impact to the Blue Line Club this year with Grand Forks holding a camp at the same time but that it is necessary to have the rent cover the expenses. Council member DeMers asked that the purpose of raising the rent for two months. Mr. Aker stated that these were the only two months it is rented and that the hockey school rent was going to stay the same.

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

5. Request to Purchase Mower – Dave Aker

Mr. Aker explained he had a state bid in the amount of \$16,680.68 for a 72 inch mower. He stated the mower that had been used at the cemetery was a 1991, the transmission went out, and parts are no longer available. He added that \$25,000 had been budgeted for this purchase.

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

6. Promotional Approval Request – Mike Hedlund

Chief Hedlund informed the Council that Sergeant Mike Anderson will be retiring on May 1st. He explained the roster was still in place from the last promotional process that was done and there are two people that he is requesting to promote which are Officer Schrage and Officer Gahlon. He said that Officer Schrage is currently the commander of the drug task force and with the expansion he is needed as the leader. Chief Hedlund added that he was not fair to deny him a promotion so he is asking to promote both officers. He said that there wouldn't be an impact to the budget since Officer Schrage is being paid by the drug task force. He stated that since Officer Schrage will stay in his position with the task force he is requesting to promote Officer Gahlon into the sergeant position in patrol. He added that there may be an effect to the budget when Officer Schrage is no longer on the drug task force but again didn't want to remove him from that position because they are in need of his leadership and experience. Council President Olstad commented what a tremendous job Officer

Request for Council Action

Date: 7/22/2015

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: Jason Stordahl-Public Works Director

RE: Public Works Restructuring

Background: With the recent vacancy of the Public Works Foreman we feel that this is the time for a much needed Department restructuring. We have been working with Springsted Inc. to develop and point the following positions: Public Works Supervisor and Lead Equipment Operator. We also had a Lead Wastewater/ Stormwater position created and pointed last year, of which the City Council approved the advertising for hire.

Short summary of duties:

Supervisor: Supervise and direct work of staff with the ability to discipline. Manage Shop's purchasing activities, including parts inventory and work order inputting. Assist Director as needed.

Lead Equipment Operator: Leads, plans, trains and directs work of Public Works staff in the field.

Recommendations: Authorize City Administrator to advertise for the hiring of Public Works Supervisor and Lead Equipment Operator, and to appoint a Lead WW/SW Operator.

Included with RCA: Job Descriptions

Public Works Supervisor

Dept/Div: *Public Works*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work planning, directing and assigning work, supervising employees and assessing work progress, creating work orders and processing them as work is completed, managing purchasing and the shops asset inventory; coordinating work with other departments and agencies, assisting in the preparation and administration of the department budget, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over all personnel within the team.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assists the Public Works Director in managing the Public Works Department; works closely with the Public Works Director to establish department policies and procedures and assists the Public Works Director in budget preparation and administration.

Creates work orders and processes them as they are completed.

Manages purchasing activities including parts inventory for the shop.

Assesses equipment needs in order to make recommendations regarding equipment acquisition and utilization.

Directs maintenance of Public Works buildings, facilities, and equipment.

Oversees contractors working on City improvement projects or in the City right-of-way.

Assists in the hiring of department personnel; gives work direction and provides ongoing performance employee feedback and conducts annual employee performance reviews.

Assesses personnel training needs of the department in order to plan, organize and implement appropriate training programs.

Coordinates activities with other City departments and agencies.

Conducts planning and research on various Public Works related subjects as requested by the Director.

Represents the department Director and City, in meetings, conferences, and professional association forums as directed.

Serves as acting Public Works Director in the absence of the Public Works Director.

Knowledge, Skills and Abilities

Thorough knowledge of applicable city policies, procedures, rules, regulations and guidelines; thorough knowledge of public works activities and their administration; thorough knowledge of the principles and methods of public works planning and implementation; general knowledge of budgeting policies, practices and procedures; general knowledge of personnel management policies, processes and procedures; ability to comprehend and interpret technical manuals, as-built plans, and maps; ability to prepare, process, and analyze maintenance records; ability to cooperate with other city departments, community groups and agencies and the general public; ability to communicate effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to supervise and direct the work of others; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with government officials, volunteers, participants, similar professionals in other agencies, community groups, associates and the general public.

Education and Experience

High school diploma or GED and extensive experience with public works operations and administration, or equivalent combination of education and experience.

Public Works Supervisor

Dept/Div: *Public Works*

FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

NIMS certification within one (1) year of hire.
Valid driver's license.

Last Revised: 5/29/2015

Lead Equipment Operator

Dept/Div: *Public Works*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work overseeing and directing the work of Public Works Employees; coordinating and performing daily work assignments; training staff in proper operating procedures and safety practices; serving as acting supervisor in the absence of the Public Works Supervisor, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Supervisor. Limited oversight is exercised over Equipment Operator, Mechanic, Truck Driver, Wastewater Operator and Storm Water Operator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Leads, plans, trains, and directs work of Public Works staff.

Plans, directs and participates in street and sanitation operations; follows daily operations plan.

Performs service work and minor repair to equipment; reports problems to mechanics; schedule equipment for repair.

Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with standards and specifications.

Ensures the adherence to safe work practices and procedures.

Assists in preparation of budget by making recommendations on equipment based on price, trade in value, and design.

Provide information on staff job performance to the supervisor.

Participates or oversees all signing operations.

Performs related duties and responsibilities as required.

Knowledge, Skills and Abilities

Thorough knowledge of the practices and techniques of operating motorized vehicles and equipment; general knowledge of the regulations governing equipment operation; thorough knowledge of the occupational hazards and the safety precautions necessary for proper equipment operation; ability to communicate complex ideas effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate trucks and construction equipment; ability to understand and follow oral and written directions; ability to make minor repairs and adjustments to equipment; ability to establish and maintain effective working relationships with associates; ability to direct employees and give performance feedback.

Education and Experience

High school diploma or GED and moderate experience in operating equipment and performing maintenance activities, or equivalent combination of education and experience.

Lead Equipment Operator

Dept/Div: *Public Works*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to the risk of electrical shock and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

NIMS certification within one (1) year of hire

Pesticide Applicator License or ability to obtain within one (1) year of hire.

Valid commercial driver's license, or the ability to obtain within 6 months of hire.

Last Revised: 5/27/2015

Lead Wastewater/Stormwater Operator

Dept/Div: *Public Works*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult technical work overseeing and participating in the maintenance and repair of infrastructure and equipment related to the City's wastewater and storm water systems; monitoring operations and providing recommended actions to ensure proper performance of the systems; in proper operation; responding to emergencies; and preparing and maintaining records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous oversight is exercised over Wastewater Operator and Storm Water Operator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Gives work direction to others and performs repair and maintenance activities needed to ensure the proper operation of the City's wastewater and storm water collection systems, including sanitary sewer and storm water lift stations, pumps, and wastewater and storm water lines and all related equipment, including pipes, pumps, gates and buildings.

Operates the Supervisory Control and Data Acquisition (SCADA) computer system; communicates any problems with the system or recommends needed repairs and maintenance to the Public Works Director.

Oversees and performs duties associated with the jetting and cleaning of wastewater lines and lifts; determines which lines will be cleaned in consultation with the Public Works Director and supervises the work of contractors.

Gives work direction to others and performs maintenance activities associated with the operation of the City's wastewater pond facilities and control structures; oversees others and performs activities required to maintain vegetation, fencing, signage, access roads and levees that are integral to the ponds.

Makes the decision to discharge or directs other to discharge wastewater in accordance with state regulations; takes wastewater samples from the ponds, arranges for testing of the results and files the necessary paperwork with state agencies. Records all maintenance and testing activities; compiles necessary reports and files with state and federal regulatory agencies.

Responds to floods and wastewater emergencies and problems; operates gates and activates storm water pumps during a flood; mobilizes City staff and contractors as needed; and communicates with the Public Works Director and the public as needed.

Performs levee maintenance duties and regularly monitors the physical condition of the levee and reports changes to the Public Works Director. Coordinates and supervises the work of contractors related to levee maintenance; regularly monitors the physical condition of the levee and reports changes to the Public Works Director.

Complies with all regulations and permits relating to City storm water and wastewater. Records all maintenance and testing activities; compiles necessary reports and files with state and federal regulatory agencies.

Oversees or performs locates and marks system components before contractors or city employees start excavation or service work.

Carries wastewater on call phone and responds as appropriate days, nights, weekends as directed by Public Works Director; time to be split equally between wastewater/stormwater staff.

Lead Wastewater/Stormwater Operator

Dept/Div: *Public Works*

FLSA Status: *Non-Exempt*

Knowledge, Skills and Abilities

Thorough knowledge of the techniques, materials and equipment used in the maintenance and repair of wastewater and storm water sewer lines, lift stations and related equipment; thorough knowledge of the layout of the existing wastewater and storm water collection network; thorough knowledge of the hazards connected with sewer system maintenance and the necessary safety precautions; thorough knowledge of flow monitoring devices; thorough knowledge of applicable city policies, procedures and ordinances; thorough knowledge of the occupational hazards and safety precautions of the work; ability to organize work assignments and to direct others in satisfactorily completing assignments; ability to communicate technical information effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate trucks and construction equipment; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to generate applicable records, reports and files; ability to prepare reports, drawings and sketches; ability to operate standard tools of the trade; ability to use electronic diagnostic instruments to detect problems in the various components of the collection systems; ability to document and maintain records of repairs and maintenance activities and to make reports; ability to establish and maintain effective working relationships with associates, regulatory agencies and the general public.

Education and Experience

High school diploma or GED and considerable experience in wastewater or storm water maintenance, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working in high, precarious places, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified ICS 100 and 700

NIMS certified within one (1) year.

Class D waste water operator license.

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Valid commercial driver's license in the State of Minnesota.

Last Revised: 6/20/2014

Request for Council Action

Date: July 28

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: Stauss Park Asphalt Patching

Background

The parking lot in Stauss park is in need of repair. An area of the lot was cut out to fix the water line break. Two other section of the lot are deteriorated to the point that large potholes are present. I requested Parks and Recreation Superintendent Aker obtain quotes to repair the lot. We have received a quote from Opp Construction for \$8,200.

There are no funds in the Parks and Recreation budget to repair the lot. I have reviewed the situation with Finance Director Anderson and Public Works Superintendent Stordahl to determine if other funds may be available. It is our recommendation that the repair be budgeted for in the 2016 Street Repair budget and be completed with the 2016 Street Mill and Overlay project.

Budget Impact

Not Applicable at this time.

Action Required

Discussion with Council on the options.



CONSTRUCTION COMPANY

OppConstruction.com

Offices:
Grand Forks, ND
Fargo, ND

P.O. Box 13530 • Grand Forks, ND 58208-3530 • Phone 701-775-3322 • Fax 701-795-7020

QUOTATION

FGE - Stance Park

East Grand Forks, MN

Asphalt Patching

July 8, 2015

Description	Total
4" Asphalt Patching in Parking Lot	\$ 8,200.00

3 areas in Parking Lot to be Patched
Patching to be done in 2 lifts
Areas to be dug-out and recompactd prior to Patching

Thank You
Aaron Fultz

BUILD WITH THE BEST

"An Equal Opportunity Employer"



Request for Council Action

Date: July 24, 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: Fire Chief Gary Larson

RE: Regional Aid to Firefighter Grant

During budget talks last year we discussed moving the City's radio communication system over to 800 MHZ radios. This system was built by the State of Minnesota and the Northwest Region is the last to change over. The Fire Department applied to the AGF federal grant for assistance in purchasing the radio equipment for the fire department in conjunction with all the Fire departments in Polk County. It was a grant for the amount of \$728,950.75, which the East Grand Forks Fire Department share was \$180,326.38.

We were notified on July 23 that we did in fact receive the award from FEMA. Our share of the grant is \$0.15 on the dollar. We were not able to budget for this purchase as budgets were held flat last year. I have had a discussion with Karla and David on where we can get the funds. We do not have an exact number of what it will cost, but it is in the area of \$25,000.

Since we were mandated by the Federal Government to narrowband radios we have had many communication problems. Most of Polk County has switched to 800 MHZ already, and North Dakota is looking for funding to do the same. Grand Forks dispatch has been in on meeting so the transition will include communication with Grand Forks.

It is my recommendation we find the funds to complete this purchase, as the cost of changing the city over to 800 MHZ was at \$375,000. This would greatly reduce the burden to the city to complete the changeover to 800 MHZ radios.

Respectfully,
Gary Larson
East Grand Forks Fire Chief

Regional Radio Grant 2014

EGF Fire Department

Radio Options	Price	Number Requested	Total Price
Portable Radio Options			
APX1000 Model 2 Portable Radio	\$2,017.00		\$0.00
APX4000 Model 2 Portable Radio	\$2,629.25	35	\$92,023.75
APX6000 Model 2.5 Portable Radio	\$3,530.50		\$0.00
APX6000XE Model 2.5 Extreme Portable Radio	\$4,130.50		\$0.00
Portable Accessories			
APX4000/1000 Six Unit Bank Charger	\$495.00	4	\$1,980.00
APX4000/1000 Single Unit Charger	\$63.00	6	\$378.00
APX4000/1000 In-Vehicle Charger	\$380.00		\$0.00
Add Installation fees for Charger	\$100.00		\$0.00
APX6000 Six Unit Bank Charger	\$788.00		\$0.00
APX6000 Single Unit Charger	\$125.00		\$0.00
APX6000 In-Vehicle Charger	\$390.00		\$0.00
Add Installation fees for Charger	\$100.00		\$0.00
Leather Swivel Case	\$60.00	20	\$1,200.00
Remote Speaker Microphone	\$110.00	35	\$3,850.00
Extreme Remote Speaker Mic, Dual Microphone	\$335.00		\$0.00
Mobile Radio Options			
APX6500 "05" Single Control Head, Remote Mount	\$3,805.25		\$0.00
APX6500 "02" Green Control Head, Remote Mount	\$3,869.00		\$0.00
APX4500 "02" Green Control Head, Remote Mount	\$2,954.00	7	\$20,678.00
APX4500 "02" Green Control Head, Dash Mount	\$2,806.25		\$0.00
Remote Mount Installation per unit	\$300.00	7	\$2,100.00
Dash Mount Installation per unit	\$100.00		\$0.00
Control Station Options			
APX6500 Control Station "05" Control Head	\$3,902.00		\$0.00
APX4500 Control Station "02" Control Head	\$3,013.25	3	\$9,039.75
Installation fee with exterior antenna	\$1,500.00	3	\$4,500.00
Console Base Station			
APX7500 Multiband Console	\$6,326.50	1	\$6,326.50
MCD5000 Desktop Remote	\$2,263.34	3	\$6,790.02
Installation fee with exterior antenna	\$2,244.86	1	\$2,244.86
Dual Control Head Radio Options			
APX6500 "05" Control Heads	\$4,369.25	6	\$26,215.50
APX6500 "02" Green Control Heads	\$4,433.00		\$0.00
Installation per unit	\$500.00	6	\$3,000.00

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Gary Larson
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Grand Total

\$180,326.38