

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 13, 2015 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Midcontinent Franchise Agreement – David Murphy**
- 2. Pool Change Order – Mark Bohlman**
- 3. Northview Addition Discussion – Nancy Ellis**
- 4. 2015 Assessment Job No. 1, Point of Woods 6th Addition – Steve Emery**
- 5. Update on Engineering Contract – David Murphy**
- 6. Property Tax Abatement Request – Paul Gorte**
- 7. Update on Mutual Aid Agreement – Gary Larson**
- 8. Civic Center Roof Repairs – Dave Aker**
- 9. Special Election Discussion – Mark Olstad**
- 10. Other**

ADJOURN:

See next page for the Closed Meetings Agendas

**AGENDA
OF THE CITY
COUNCIL CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 13, 2015 – Following the Work Session**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. Closed Session pursuant to MN Statute 13D.05 Sub 3(b) for attorney-client privilege to discuss settlement negotiations.

ADJOURN:

**AGENDA
OF THE CITY
COUNCIL CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 13, 2015 – Following the Closed Session**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. Closed Session pursuant to MN Statute 13D.05 Sub 3(a) to conduct the job evaluation of the City Administrator.

ADJOURN:

Upcoming Meetings

Regular Council Meeting – October 20, 2015 – 5:00 PM – Council Chambers
Work Session – October 27, 2015 – 5:00 PM – Training Room
Regular Council Meeting – November 3, 2015 – 5:00 PM – Council Chambers
Work Session – November 10, 2015 – 5:00 PM – Training Room

Request for Council Action

Date: October 13, 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: Midcontinent Franchise Agreement.

Background

The City Attorney and staff were tasked with finalizing the language for the Franchise Agreement Renewal with Midcontinent. City Attorney Galstad, Council Members Pokrzywinski, DeMers, IT Coordinator Thompson and City Administrator Murphy engaged in a conference call with Midcontinent Representatives on October 9th.

Pat Mastel and Dan Nelson have indicated that they will be attending the meeting to answer any further questions the Council may have.

Budget Impact

Undetermined at this time.

Action Required

Discussion and Direction..

Request for Council Action

Date: October 13, 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: Pool Project Change Order No. 2.

Background

The Pool project is progressing well and 9 items have surfaced during construction that require a change order. 8 items are rather small and came to light during the construction process. The large item is the need to replace the diving boards. The contract calls for the existing diving boards and mounts to be reinstalled. During demolition the diving boards were found to be in poor condition and in need of replacement. The mounting hardware was found to be home-made with several of the structural components rusted to the point of being compromised.

The attached e-mail from Mark Bolman of EAPC outlines the items and the costs associated with them.

Budget Impact

\$35,872.70. The base bid contingency amount was \$130,800.00. Change order No. 1 was for \$30,092.00. This resulting impact is:

Original Contingency Amount	\$130,080.00
Change Order No. 1	(\$30,092.00)
Change Order No. 2	(\$35,872.70)
Remaining Contingency Amount	\$64,115.30

Action Required

Approval of Change Order No. 2.

David Murphy

From: Mark Bohlman [Mark.Bohlman@eapc.net]
Sent: Thursday, October 08, 2015 6:58 AM
To: David Murphy
Subject: EGF Pool Change Proposals

October 8, 2015

Re: EGF Pool Renovation project
Change Order Approval Request

Hello David,

The following is a recap of items that are beyond the scope of the original project and will require a Change Order to add them into the project. We need Council approval to proceed.

G10 is for the two new diving boards. The original specifications required that these two boards be reinstalled. During design we decided to reuse the existing boards in an attempt to lower the overall project cost. The boards are aged and should be replaced. The pipe stands are rusted. We have discussed reusing the boards and replacing the pipe stands. We do not know who the diving board manufacturer is or the model number so we cannot find a pipe stand that will match up with the boards. There is too much liability to try to interchange parts so we are recommending that both the boards and pipe stands be replaced, a total of two boards. We did procure two bids and are presenting the less expensive proposal. \$25,929.00

G11 is for several unforeseen electrical items where we will be replacing existing switches and receptacles that were called out to be left in service. \$1,324.70

G13 is for adding sloped tops to the new metal lockers which will keep debris off of the tops. \$2,649.00

G14 is to add the two Fish spray water features to the Wading Pool. This item has received approval. \$4,300.00

G15 is to add 18 lockers for the lifeguards and staff. The existing lockers were intended to be reused but proved to be in poor condition. \$1,877.00

G16 is for adding concrete deck and fence to the area just south of the filter area (north east of the Wading Pool). No cost change for the fence. This eliminates an area that will be tough to mow and increases the deck space adjacent to the Wading pool. \$1,726.00

G17 is a credit for reducing the amount of fence and gates at the Concession Area (\$-3,129.00)

G18 is a credit for using the Ascent Climbing Wall, 3 panels wide and 2 panels high. We needed to substitute a 2 panel wall instead of the 3 panel high unit we originally specified. We did not have enough water depth for the 3 panel unit. (\$-1,745.00)

G19 is to remove existing sidewalks at the north and east sides of the Pump House that are in need of replacement. They could be left as is but they are in bad shape and should be replaced. \$2,941.00

Total Cost for these Changes: **\$35,872.70**

Contingency Summary:

Original Contingency Amount: \$130,080.00

Change Order No. One \$30,092.00
previously approved

Proposed Change Order \$35,872.70
No. Two

**Remaining Contingency \$64,115.30
Amount:**

We are requesting approval of all 9 items. Thank you.

Mark J. Bohlman
Project Manager



701.775.3003 | Direct
701.775.3000 | Main
701.772.3605 | Fax
701.739-6833 | Cell

www.eapc.net
www.facebook.com/EAPCprogressive

David Murphy

From: Mark Bohlman [MBohlman@eapc.net]
Sent: Monday, May 04, 2015 3:33 PM
To: David Murphy
Cc: Wayne Dietrich; Casey Hutton
Subject: EGF Pool Renovation

David,

Casey informed me that you had contacted him regarding the next steps needed for the Pool project.

Here is what we need in order to proceed.

- If the project is to proceed, we need to hire Building Systems Corporation to take material samples and test for asbestos and lead paint. He quoted us \$1,125.00 to collect and analyze 12 samples. Additional samples would cost \$20.00 each. This cost is not part of the Bid.
- A decision needs to be made regarding accepting the low bid of T.F. Powers Company of Fargo, ND in the amount of \$1,626,000.00. The next bidder was \$1,752,786.00 from ICS, Inc. of Grand Forks, ND. We have asked TF Powers to submit several references regarding their pool construction experience. They have indicated that last year they successfully completed renovation of a public pool project in West Fargo, ND. They also are starting a 9 million dollar pool project for NDSU in Fargo, ND. They will submit formal references shortly.
- A decision needs to be made regarding which Alternate bids will be accepted. Overall, the Alternate bid prices that TF Powers submitted seem reasonable and are lower than our estimates. One item of interest is the fact that TF Powers did not submit a bid for Alternates No. A-5 Sun Shelters, A-8 Manually Retractable Pool Covers, and A-11 Climbing Walls. If you choose to add these items, we would need to request pricing and add them to their Contract as a Change Order after the Contract is executed.
- They agreed to hold their bid open for 30 days as per the Bidding documents. The Contract award needs to be made by Friday May 15, 2015 or we need to ask TF Powers to hold their bids open for a longer period of time.
- The following is a Cost Summary assuming the Base Bid of TF Powers is accepted, no Alternate bids are accepted, and includes an 8% Construction Contingency and the A/E Design Fee's.

TF Powers Base Bid:	\$1,626,000.00
8% Construction Contingency	130,080.00
A/E Design Fees	85,435.00
Total Construction Cost:	\$1,841,515.00

- The following is a Cost Summary assuming the Base Bid of TF Powers is accepted **as well as all recommended Alternate Bids**. Our recommendations are listed below. The three Alternate Bids that Powers did not address will be the amounts from the Engineers Estimates. Also included is an 8% Construction Contingency and the A/E Design Fees.

TF Powers Base Bid:	\$1,626,000.00
All Alternate Bids:	295,870.00
8% Construction Contingency	153,750.00
A/E Design Fees	85,435.00

RESOLUTION NO. 15 – 05 - 52

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2012 City Project No. 6 (Previously had been numbered as 2015 City Project No. 4) – Pool Improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that TF Powers is the lowest responsible bidder at a bid price of \$1,626,000;

WHEREAS, the total project costs are estimated to total \$1,841,515;

WHEREAS, the City Council will be paying for this project through a loan from the Water and Light Department for which the terms of the loan has yet to be determined;

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with TF Powers in the name of the City of East Grand Forks for the improvement of 2012 City Project No. 6 – Pool Improvements according to the plans and specifications therefore approved by the City Council and on file in the administration office.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Portion for this project will be paid out of the following funds:

415-45-124-45300	Construction Costs	\$1,756,080
415-45-124-43030	Architect/Engineering	\$85,435

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: May 29, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 29th of May, 2015.

Mayor

Request for Council Action

Date: September 10, 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

RE: Preliminary Plat approval for Northview First Addition

PLANNING COMMISSION RECOMMENDATION:

Planning Commission recommends preliminary approval of Northview First Addition with the following comments:

Increase Road R-O-W to 80' by having 20' of the R-O-W on the City's drainway property. This approval is contingent on approvals from the City Engineer and Water and Light Superintendent that the utilities can be placed in this 20' without compromising the utilities or the drainway.

GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: Dakota Commercial

REQUESTED ACTION: Applicant is requesting preliminary approval of the plat named Northview First Addition to the City of East Grand Forks. They would like to plat this 3.83 acre piece north of 23rd St NW (recently annexed) to build an apartment building.

SITE ZONING/LAND USE: R-3 Multi-family Residential is the newly established zoning.

SURROUNDING ZONING/LAND USE:

North: UER, unplatted land owned by Johnsons and drainway

West: Outside of City Limits (Wavra property) and PUD and R-1, Water's Edge Additions

South: R-1, single family residential housing

East: UER, unplatted land owned by Johnsons

C:\Users\mnelson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KQ64YLFA\Preliminary plat approval for Northview First Addition.doc

LOCATION: The parcel is located just east of 3rd Ave NW, north of 23rd St NW

COMMENTS

The City of East Grand Forks has received an application from Dakota Commercial to plat 3.83 acres of the new 40 acre annexation to build an apartment building with parking. This plat must be reviewed for utility and access easements, as well as, R-O-W for future road construction as it does not currently meet our subdivision standards. The City Utility Group is meeting with the developer's engineer/staff to discuss the potential easements, ROW and review the site plan. A draft site plan for the build out of the 3.83 acres will be handed out at the meeting.

There are concerns from the developer that it will not be able to construct the entire road shown on the plat in the first three years, as required in the development agreement. This agreement does allow for the site plan/drawing of the plat to be separated into stages. The construction of the road segments, therefore, will be negotiated and can be built in stages.

STAFF RECOMMENDATION

Staff recommends preliminary approval of Northview First Addition with the following comments:

- 1) Increase Road R-O-W to 80'
- 2) A development agreement must be signed and recorded before the plat is recorded.
- 3) Submit a digital file to planning office.

NORTHVIEW FIRST ADDITION to the City of East Grand Forks, Minnesota

A Part of the SE1/4SE1/4 Section 26-152-50, Polk County, MN

INSTRUMENT OF DEDICATION
"KNOW ALL MEN BY THESE PRESENTS": That DAKOTA COMMERCIAL AND DEVELOPMENT COMPANY, the owners and proprietors of the following described property:

That part of the Southeast Quarter of the Southeast Quarter of Section 26, Township 152 North, Range 50 West of the 5th Principal Meridian, Polk County, Minnesota described as follows:

Commencing at the southeast corner of said Section 26; thence westerly along the south line of said Section 26 having an assumed bearing of South 87 degrees 19 minutes 19 seconds West, a distance of 645.00 feet; thence northerly to the northerly right of way of 23rd Street Northwest recorded as Document Number 540680 on file and of record in the office of the County Recorder, Polk County, Minnesota, North 02 degrees 52 minutes 06 seconds West a distance of 55.00 feet to the point of beginning; thence continuing North 02 degrees 52 minutes 06 seconds West a distance of 230.81 feet; thence northwesterly a distance of 491.80 feet along a tangential curve concave to the southwest having a radius of 330.00 feet and a central angle of 85 degrees 20 minutes 53 seconds and the chord of said curve bears North 45 degrees 32 minutes 25 seconds West to a point of reverse curvature; thence westerly a distance of 36.71 feet along a tangential curve concave to the north having a radius of 690.00 feet and a central angle of 03 degrees 02 minutes 54 seconds and the chord of said curve bears North 06 degrees 40 minutes 14 seconds West; thence South 02 degrees 53 minutes 25 seconds West, parallel with the west line of said Southeast Quarter of the Southeast Quarter, a distance of 562.34 feet to said northerly right of way of 23rd Street Northwest; thence North 87 degrees 19 minutes 19 seconds East, along said northerly right of way of 23rd Street Northwest, a distance of 339.55 feet to the point of beginning.

Said tract contains 3.83 acres more or less, and is subject to easements, reservations, restrictions or rights whether of record or not.

Has caused the same to be surveyed and platted as "NORTHVIEW FIRST ADDITION" To the City of East Grand Forks, Minnesota, and do hereby dedicate to the public, all of the streets and alleys, and utility easements as shown on this plat; the dimensions of which are as designated on the plat.

Kevin Ritterman, President
Dakota Commercial & Development Co.

STATE OF)
) SS
COUNTY OF)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Kevin Ritterman, President of Dakota Commercial and Development Company, on behalf of the company, known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Notary Public, _____ County
State of _____
My Commission Expires: _____

SURVEYORS CERTIFICATE

I hereby certify that I have surveyed and platted the property described on this plat as "NORTHVIEW FIRST ADDITION", that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments will be correctly placed in the ground as designated, that the outside boundary lines are correctly designated on the plat and that there are no wet lands as defined in MS 505.02, Subd. 1 or public highways to be designated other than as shown.

Garrett R. Borowicz, Land Surveyor
Minnesota Registration No. 45365

STATE OF MINNESOTA)
) SS
COUNTY OF POLK)

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 2014 by Garrett R. Borowicz, Minnesota Registration No. 45365.

Notary Public, Polk County
State of Minnesota
My Commission Expires _____

CITY PLANNING COMMISSION APPROVAL:

I hereby certify that the within plat of "NORTHVIEW FIRST ADDITION" to the City of East Grand Forks, Minnesota, was approved by the City Planning Commission of the City of East Grand Forks, Minnesota, at a meeting of said City Planning Commission on the _____ day of _____, 20____.

City Planning Commission of the City of East Grand Forks, Minnesota
By: _____, its Secretary
Chad Erickson

TAX STATEMENT:

COUNTY AUDITOR TAX STATEMENT
No delinquent taxes due and transfer entered this _____ day of _____, 20____.

Polk County Auditor, State of Minnesota

CITY COUNCIL APPROVAL:

I hereby certify that the within plat of "NORTHVIEW FIRST ADDITION" to the City of East Grand Forks, Minnesota, was approved by Resolution of the City Council of the City of East Grand Forks, Minnesota, at a regular scheduled meeting of the City Council held on the _____ day of _____, 2014.

David Murphy, Administrator
City of East Grand Forks, Minnesota

COUNTY TREASURER TAX STATEMENT:

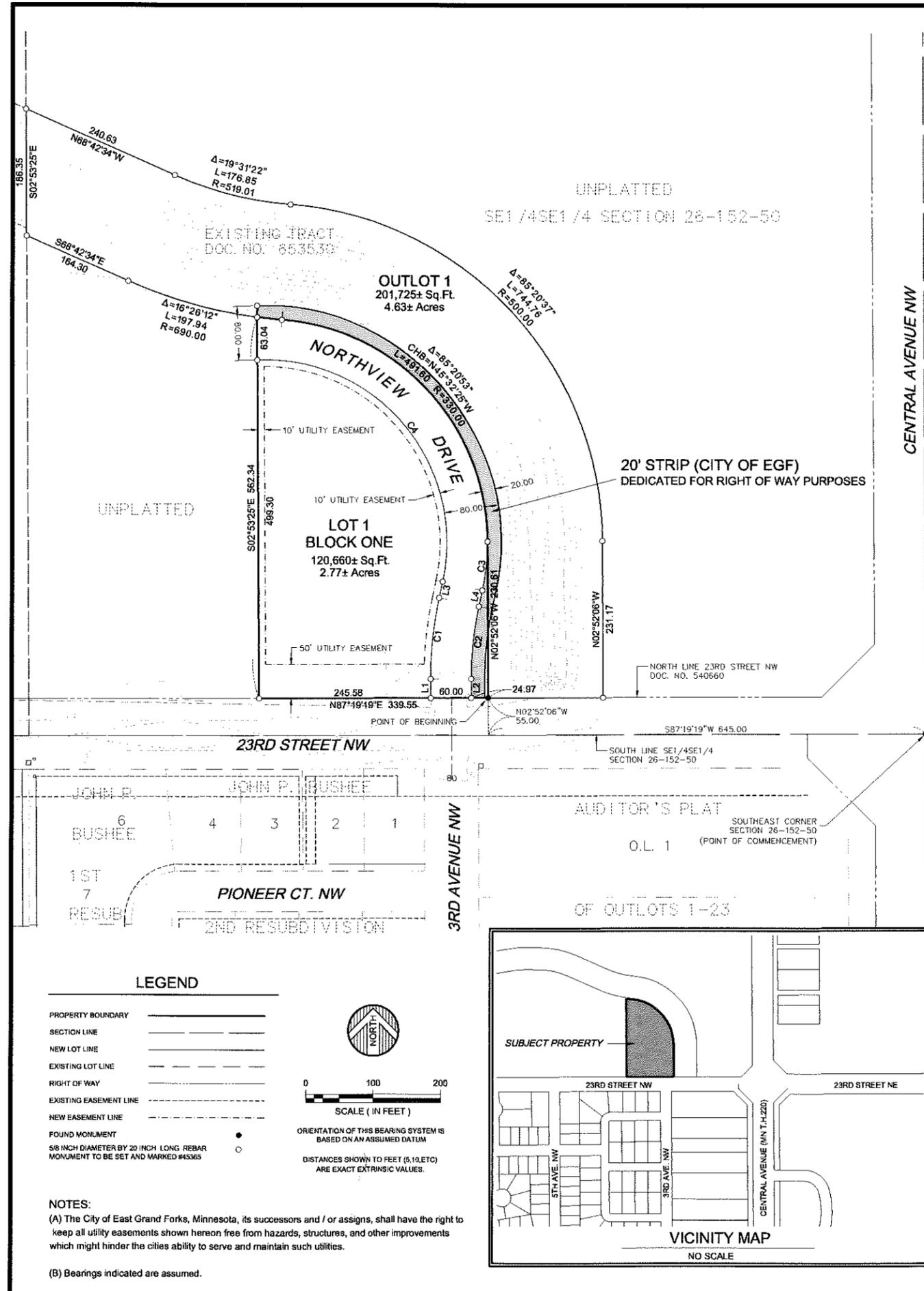
I hereby certify that all taxes for 2014 on the land described herein are paid.

Polk County Treasurer, State of Minnesota

**RECORDING CERTIFICATE
COUNTY RECORDER CERTIFICATE
DOCUMENT NUMBER**

I hereby certify that this instrument was filed in the office of the Polk County Recorder for record on this _____ day of _____, 20____, at _____ o'clock _____M, and was duly recorded in Book _____ of _____ on page _____.

Polk County Recorder, State of Minnesota



CENTRAL AVENUE NW
(MN TRUNK HIGHWAY NO. 220)

LINE TABLE

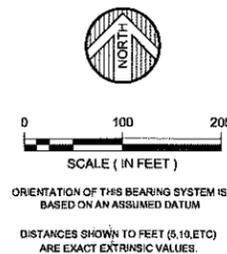
LINE	BEARING	DISTANCE
L1	N02°25'06"W	28.14
L2	N02°25'06"W	28.14
L3	N09°42'11"E	24.38
L4	N09°42'11"E	24.38

CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	CHORD BRG.
C1	120.68	550.00	12°34'17"	N03°25'02"E
C2	107.51	490.00	12°34'17"	N03°25'02"E
C3	71.85	330.00	12°28'28"	N03°27'57"E
C4	493.09	270.00	104°38'11"	N42°36'55"W

LEGEND

- PROPERTY BOUNDARY _____
- SECTION LINE _____
- NEW LOT LINE _____
- EXISTING LOT LINE _____
- RIGHT OF WAY _____
- EXISTING EASEMENT LINE _____
- NEW EASEMENT LINE _____
- FOUND MONUMENT _____
- 5/8 INCH DIAMETER BY 20 INCH LONG REBAR MONUMENT TO BE SET AND MARKED #45365



NOTES:

(A) The City of East Grand Forks, Minnesota, its successors and / or assigns, shall have the right to keep all utility easements shown hereon free from hazards, structures, and other improvements which might hinder the cities ability to serve and maintain such utilities.

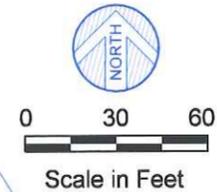
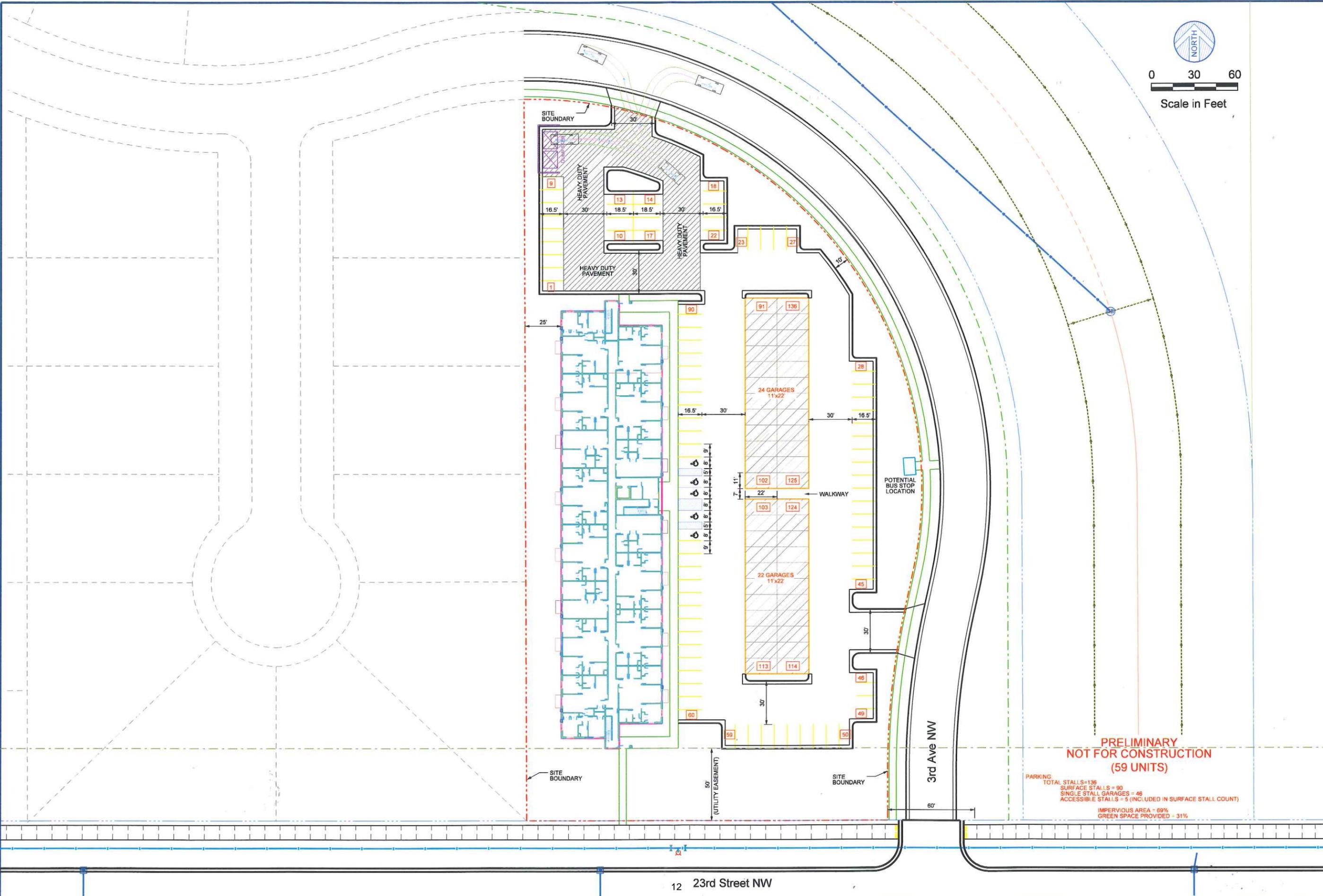
(B) Bearings indicated are assumed.

PRELIMINARY PLAT



Engineering
Architecture
Surveying
Environmental

MODEL: Default
 PATH: J:\6850-Creation\Architecture\68500947-East Grand Forks Apartment Building\08800947.000-East Grand Forks Apartment Building\08800947.000_SitePlan_1.dgn



**PRELIMINARY
 NOT FOR CONSTRUCTION
 (59 UNITS)**

PARKING
 TOTAL STALLS = 136
 SURFACE STALLS = 90
 SINGLE STALL GARAGES = 46
 ACCESSIBLE STALLS = 5 (INCLUDED IN SURFACE STALL COUNT)

IMPERVIOUS AREA = 69%
 GREEN SPACE PROVIDED = 31%

<p>WIDETH SMITH NOLTING Engineering Architecture Surveying Environmental</p>		DATE: _____ LIC. NO: _____
BY: _____ REVISIONS DESCRIPTION: _____ DATE: _____ NEW: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DATE: 8-13-15 SCALE: As Shown DRAWN BY: DDA CHECKED BY: BD JOB NUMBER: 08800947.000	SHEET NO. DDP SHEET 1 of 1
Apartment Complex Development Concept East Grand Forks Minnesota Site Concept		© 2015 WIDETH SMITH NOLTING

Request for Council Action

Date: October 6, 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 Assessment Job No. 1– Utility and Street Construction , Point of Woods 6th Addition.

Background:

When the Point of Woods 6th Utility and Street Construction Project was bid it was planned for that the salvaged crushed concrete material from the Point of Woods 5th Addition would be available and would be installed between the curb lines as the finished driving surface. However, with the concrete paving project in the Point of Woods 5th Addition not being awarded we are now trying to determine the best options for providing the additional Aggregate base materials and have come up with two options.

Option 1: Zavorals to furnish & install crushed concrete material between curb lines and add the additional cost to the project and the overall assessments. To save on project costs we would also look at eliminating the bituminous pavement tie in at Brandon Boulevard and Rhinehart Drive until such time in the future the concrete paving is completed.

Option 2: City of EGF to pay for crushed concrete material and Zavorals to deliver and install crushed concrete between curb lines and add the additional cost to the project and the overall assessments. To save on project costs we would also eliminate the bituminous pavement tie in at Brandon Boulevard and Rhinehart Drive until such time in the future the concrete paving is completed.

The advantage of option 2 is in the future when the material is removed for concrete paving the material would be salvaged and given to the city. With the option 1 scenario the developer feels he has paid for the material and should be given the material or receive some sort of credit if the city gets the material.

The following is the proposed net affect on the overall project cost:

Option 1: Assessable Project Costs

Purchase Crushed Concrete (585 cy @ \$19.25/cy) =	\$11,261.25
Deliver Crushed Concrete (585 cy @ \$4.65/cy) =	\$2720.25
Install Crushed Concrete (585 cy @ 3.85 / cy) =	<u>\$2252.25</u>
Subtotal:	\$16,233.75
Less Bituminous Pavement	(\$ 5,000.00)
Less Install Salvaged Aggregate Base	<u>(\$ 2,000.00)</u>
Total	\$ 9,233.75

Assessment Rate Change: \$ 9.37/LF

Option 2:

City Purchase Crushed Concrete (585 cy @ \$19.25/cy) = \$11,261.25 (**Non-Assessable Cost**)

Assessable Project Costs:

Deliver Crushed Concrete (585 cy @ \$4.65/cy) =	\$2720.25
Install Crushed Concrete (585 cy @ 3.85 / cy) =	<u>\$2252.25</u>
Subtotal:	\$ 4,972.50
Less Bituminous Pavement	(\$ 5,000.00)
Less Install Salvaged Aggregate Base	<u>(\$ 2,000.00)</u>
Total	(\$ 2,027.50)

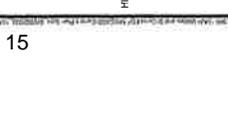
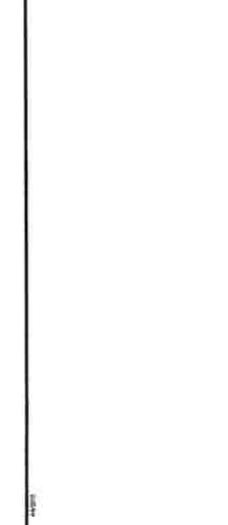
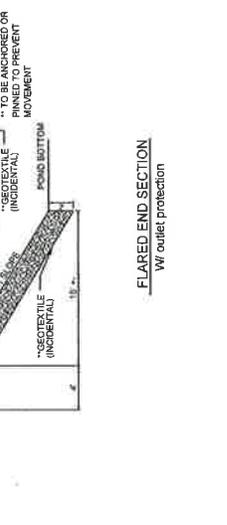
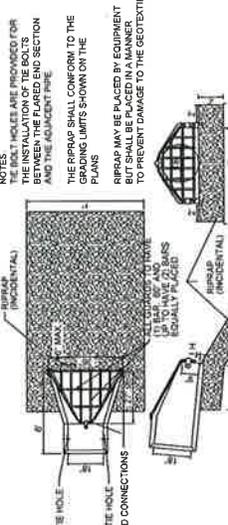
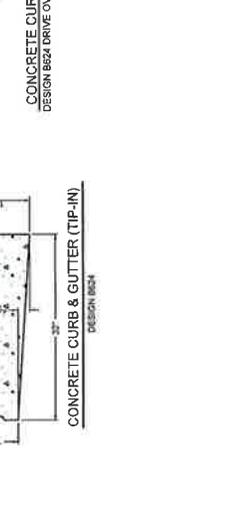
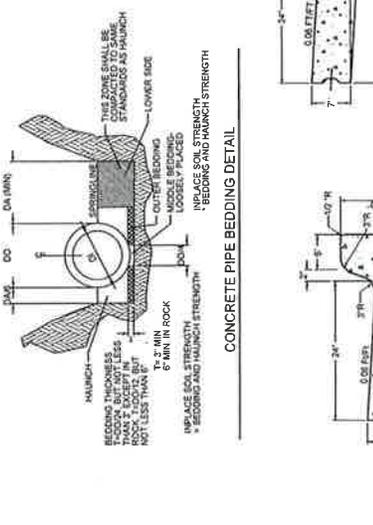
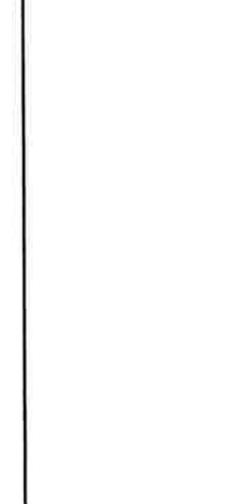
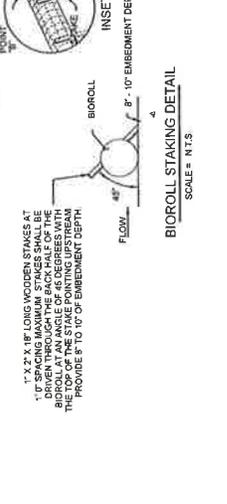
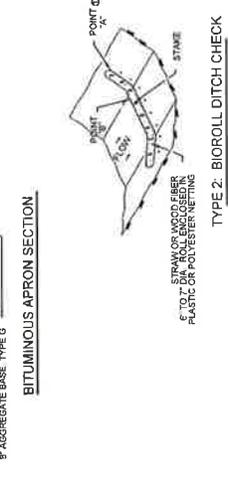
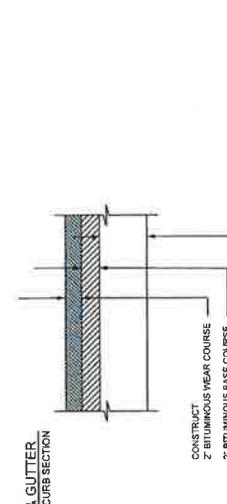
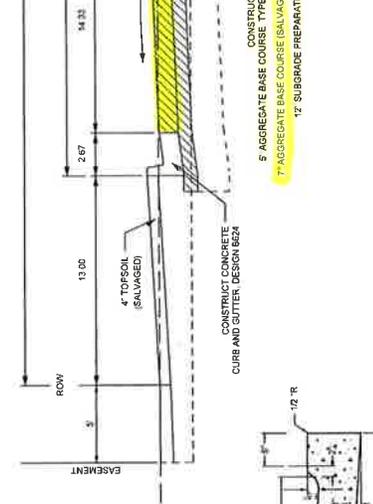
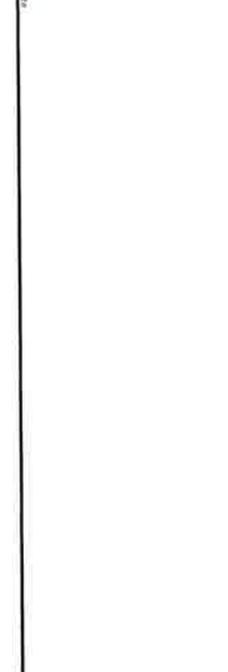
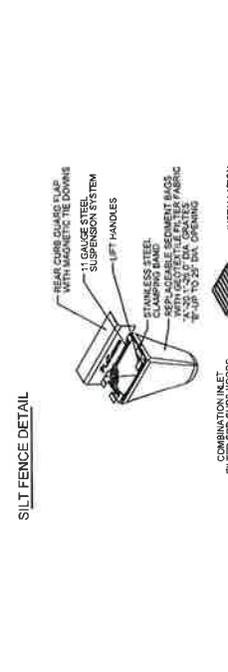
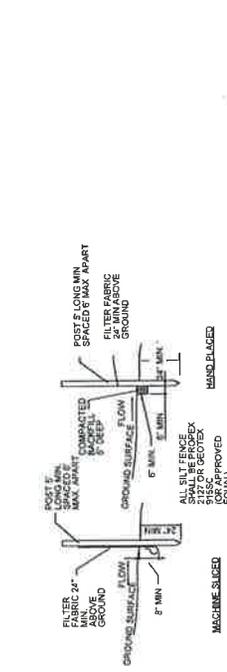
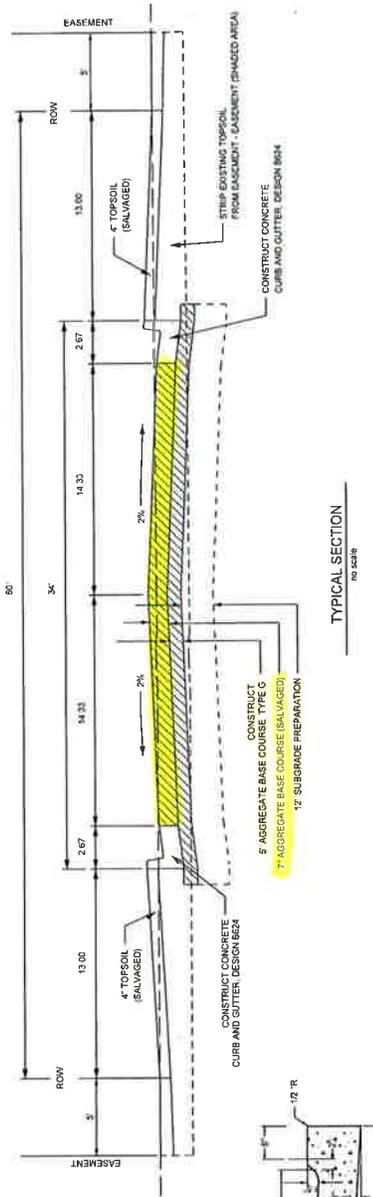
Assessment Rate Change: (\$ 2.06/LF)

Recommendation:

None

Enclosures:

Plan Sheet C 2.1



Request for Council Action

Date: October 13, 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: Engineering Contract Renewal.

Background

The last time this was discussed, Council Member Vetter asked that the expenses for the cities that have internal engineers be obtained and presented to the Council. I have attached a spreadsheet of the responses that I received.

Budget Impact

Unknown at this time.

Action Required

Discussion and Direction regarding Engineering Services.

City	Population	2015 Engineering Expense	# of Employees
Mendota Heights	11124	\$666,067.00	6
Waseca	9365	\$363,607.00	5
Fairmont	10464	\$356,370.00	4
New Ulm	13519	\$700,367.00	7
Wayzata	4476	\$185,028.00	4
East Grand Forks	8731	\$900,588.40 Contracted	

David Murphy

From: Mark McNeill [markm@mendota-heights.com]
Sent: Friday, October 09, 2015 9:04 AM
To: David Murphy
Subject: Mendota Heights Engineering
Attachments: 20151009092149331.pdf

Good Morning Dave,

Attached are the three relevant pages for the internal engineering staff of Mendota Heights.

Note that it is primarily driven by projects. Of the \$646,300 budget, about \$145,500 is levied for the General Fund. The rest is an enterprise fund, and is funded by charging to projects.

Hope this helps. Let me know if you need anything more.

Mark

Mark McNeill
ICMA-CM
City Administrator
1101 Victoria Curve
Mendota Heights, Minnesota 55118
651-255-1153
markm@mendota-heights.com

Mendota Heights

ENGINEERING FUND
REVENUE SUMMARY

ENGINEERING FUND	FUND 05			
	REVENUES			
REVENUE SOURCE	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
CHARGES FOR SERVICES				
PUBLIC IMPROVEMENT PROJECTS	\$430,657	\$520,000	\$480,000	-7.69%
MISCELLANEOUS SERVICES	\$541	\$6,000	\$6,000	0.00%
RIGHT OF WAY PERMITS	\$0	\$0	\$0	0.00%
TOTAL LICENSES AND PERMITS	\$431,198	\$526,000	\$486,000	-7.60%
INTERFUND TRANSFERS				
GENERAL FUND RETAINER				
ADMINISTRATION	\$13,500	\$13,500	\$13,500	0.00%
CODE ENFORCEMENT	\$7,500	\$7,500	\$7,500	0.00%
ROAD AND BRIDGE	\$5,000	\$5,000	\$5,000	0.00%
PARKS	\$4,000	\$4,000	\$4,000	0.00%
PLANNING	\$16,000	\$16,000	\$16,000	0.00%
GENERAL FUND FEES				
CODE ENF/FOOTING INSP/GIS	\$38,340	\$30,000	\$35,000	16.67%
PLANNING FEES	\$3,833	\$8,500	\$8,500	0.00%
OTHER FEES	\$26,177	\$14,000	\$14,000	0.00%
IT FEES	\$0	\$2,000	\$2,000	0.00%
UTILITY FUND FEES				
RETAINER	\$2,500	\$2,500	\$2,500	0.00%
SSES	\$31,335	\$11,000	\$11,000	0.00%
MISCELLANEOUS	\$0	\$0	\$0	0.00%
STORM UTILITY RETAINER	\$1,000	\$1,000	\$1,000	0.00%
STORM UTILITY FEES	\$28,045	\$30,000	\$31,500	5.00%
CITY HALL FUND FEES	\$0	\$5,000	\$5,000	0.00%
WMO FEES	\$0	\$0	\$0	0.00%
SPECIAL PARK FUND MISC.	\$0	\$2,000	\$2,000	0.00%
INTEREST INCOME	\$10,000	\$10,000	\$10,000	0.00%
UNAPPROPRIATED FUND TRANSFER	-\$8,200	-\$8,200	-\$8,200	0.00%
TOTAL INTERFUND	\$179,030	\$153,800	\$160,300	4.23%
TOTAL ENGINEERING FUND REV.	\$610,228	\$679,800	\$646,300	-4.93%

CAT	OBJ	DESCRIPTION	2013	2014	2015	2016	%
			ACTUAL	ACTUAL	BUDGET	PRELIMINARY	CHANGE
		ENGINEERING					
	4110	SALARIES-REGULAR	\$341,175	\$354,553	\$368,888	\$378,614	2.64%
	4115	SALARIES-OVERTIME	\$12,599	\$13,025	\$10,000	\$10,000	0.00%
	4130	SALARIES-TEMPORARY	\$9,810	\$6,192	\$10,000	\$10,000	0.00%
	4131	INSURANCE	\$68,062	\$68,562	\$80,325	\$80,325	0.00%
	4133	WORKERS COMPENSATION	\$1,956	\$2,737	\$2,950	\$3,688	25.02%
	4134	PERA	\$25,320	\$25,670	\$29,364	\$29,146	-0.74%
	4135	FICA	\$27,247	\$26,955	\$29,750	\$30,494	2.50%
	4139	OPEB	\$5,712	\$5,835	\$0	\$0	0.00%
		TOTAL HUMAN RESOURCES	\$491,882	\$503,531	\$531,277	\$542,267	2.07%
	4200	RENTALS AND LEASES	\$665	\$850	\$800	\$800	0.00%
	4209	CITY HALL OCCUPANCY	\$46,980	\$46,980	\$46,980	\$49,329	5.00%
	4210	TELEPHONE	\$3,920	\$3,976	\$4,000	\$4,000	0.00%
	4220	PROFESSIONAL SERVICES					
		CITY AUDIT	\$3,025	\$3,050	\$3,050	\$3,050	0.00%
		ASBUILT SCANNING	\$0	\$0	\$1,000	\$1,000	0.00%
		OTHER PROFESSIONAL SERVICES	\$591	\$777	\$2,000	\$2,000	0.00%
	4250	LIABILITY AND AUTO INSURANCE	\$8,663	\$8,737	\$11,160	\$11,160	0.00%
		TOTAL CONTRACTUAL SERVICES	\$63,845	\$64,370	\$68,990	\$71,339	3.40%
	4300	OFFICE SUPPLIES	\$1,728	\$1,927	\$2,500	\$2,500	0.00%
	4301	COMPUTER SOFTWARE	\$3,047	\$3,241	\$3,000	\$3,000	0.00%
	4305	OPERATING SUPPLIES	\$513	\$735	\$700	\$700	0.00%
	4318	POSTAGE	\$33	\$21	\$300	\$300	0.00%
	4320	GAS AND OIL	\$1,642	\$1,394	\$1,650	\$1,650	0.00%
	4330	EQUIPMENT REPAIR	\$297	\$321	\$1,500	\$1,500	0.00%
	4331	MISCELLANEOUS OFFICE/COMPUTER EQUIPMENT					
		COMPUTER REPLACEMENT	\$2,947	\$2,104	\$3,000	\$3,000	0.00%
		MISCELLANEOUS EQUIPMENT	\$1,179	\$0	\$1,250	\$1,250	0.00%
		TOTAL COMMODITIES	\$11,384	\$9,744	\$13,900	\$13,900	0.00%
	4400	CONFERENCES AND SCHOOLS	\$3,371	\$3,824	\$5,000	\$5,000	0.00%
	4402	BOOKS AND SUBSCRIPTIONS	\$139	\$18	\$250	\$250	0.00%
	4404	MEMBERSHIP DUES	\$344	\$909	\$800	\$900	12.50%
	4410	CLOTHING AND EQUIPMENT	\$233	\$0	\$250	\$250	0.00%
	4415	MILEAGE AND AUTO ALLOWANCE	\$803	\$937	\$800	\$900	12.50%
	4490	SUNDRY EXPENSE	\$165	\$172	\$250	\$250	0.00%
	4491	DEPRECIATION	\$4,559	\$6,552	\$4,550	\$4,550	0.00%
		TOTAL OTHER CHARGES	\$9,614	\$12,412	\$11,900	\$12,100	1.68%
	4620	CAPITAL OUTLAY	\$0	\$0	\$40,000	\$0	-100.00%
		TOTAL CAPITAL OUTLAY	\$0	\$0	\$40,000	\$0	-100.00%
		TOTAL EXPENDITURES	\$576,725	\$590,056	\$666,067	\$639,606	-3.97%
		CAPITAL OUTLAY ITEMS		REQUESTED	APPROVED		

EMPLOYEE	ANN DATE	GRADE	STEP	2015 SAL	2016 W1	2016 W2	2016 W3	2016 TOTAL	PERA	FICA	MED	INSURANCE	TOTAL	
JOHN MAZZITELLO	8/18/2008	41	E	\$104,697	\$106,689	\$0	\$0	\$106,689	\$8,002	\$6,615	\$1,547	\$17,424	\$140,276	
RYAN RUZEK	9/9/2004	35	E	\$91,839	\$93,676	\$0	\$0	\$93,676	\$7,026	\$5,808	\$1,358	\$17,424	\$125,292	
ALMIN RAMIC				\$63,983	\$24,474	\$42,828	\$0	\$67,302	\$5,048	\$4,173	\$976	\$17,424	\$94,922	
BOBBY CRANE	8/3/2009	25	E	\$72,217	\$73,661	\$0	\$0	\$73,661	\$5,525	\$4,567	\$1,068	\$17,424	\$102,245	
NANCY BAUER	4/24/1987	14	E	\$30,279	\$56,154	\$0	\$0	\$30,885	\$2,316	\$1,915	\$448	\$9,583	\$45,147	
KRISTEN SCHABACKER	8/31/1998	39	E	\$5,973	\$106,689	\$0	\$0	\$6,401	\$480	\$397	\$93	\$1,045	\$8,417	
OVERTIME				\$10,000	\$10,000	\$0	\$0	\$10,000	\$750	\$620	\$145	\$0	\$11,515	
INTERN				\$10,000	\$10,000	\$0	\$0	\$10,000	\$0	\$620	\$145	\$0	\$10,765	
WORKERS COMP	NA	NA	NA	\$2,950	\$3,688	\$0	\$0	\$3,688	\$0	\$0	\$0	\$0	\$3,688	
TOTALS								\$398,614	\$29,146	\$24,714	\$5,780	\$80,325	\$542,266	
ADMINISTRATION														
				SAL-REG	\$378,614								INS CONT	\$1,452
				SAL-SEAS	\$10,000									
				SAL-OT	\$10,000									
				PERA	\$29,146									
				FICA	\$24,714									
				MEDICARE	\$5,780									
				INSURANCE	\$80,325									
				WORK COM	\$3,688									
				TOTAL	\$542,266									

- 1 - Proj Director / Ctl Engineer (P.E.)
- 2 - Asst Ctl Eng (P.E.)
- 3 - Project Engineer (P.E.)

- 4. Engineering Tech (Non P.E.)
- 5. Dept Secy (.55 FT - Standardth Full and Admin.
- 6. Finance Director (60% of time charged)

David Murphy

From: Danny Lenz [DannyL@ci.waseca.mn.us]
Sent: Friday, October 09, 2015 8:50 AM
To: David Murphy
Subject: RE: Internal Engineers

David,

The Engineering Budget for the entire department was \$363,607, with \$285,707 of that for Personnel and the remainder for operating. We have five positions in the Department:

Director of Engineering (also oversees Streets and Parks)

Senior Engineering Technician

Engineering Technician

Seasonal Engineering Technician (being eliminated for 2016 to fund full-time GIS position)

GIS Analyst (part-time moving to full-time for 2016)

Let me know if you have any additional questions. Thanks.

Danny

From: David Murphy [<mailto:dmurphy@ci.east-grand-forks.mn.us>]
Sent: Friday, October 09, 2015 8:25 AM
To: Danny Lenz
Subject: Internal Engineers

Good Morning Danny,

Would you send me what Waseca's 2016 engineering budget is please.

Thank you.

David Murphy

East Grand Forks City Administrator.

218 399-3245

David Murphy

From: Paul Hoyer [phoyer@fairmont.org]
Sent: Friday, October 09, 2015 11:45 AM
To: David Murphy
Subject: RE: Internal Engineering

We have a Public Works Director/Engineer and two engineering techs and are having troubling finding and hiring a third.

Paul Hoyer
Finance Director
City of Fairmont, MN
507-238-3934

From: David Murphy [mailto:dmurphy@ci.east-grand-forks.mn.us]
Sent: Friday, October 09, 2015 11:29 AM
To: Paul Hoyer
Subject: RE: Internal Engineering

How many employees do you have in the Engineering Dept.

From: Paul Hoyer [mailto:phoyer@fairmont.org]
Sent: Friday, October 09, 2015 9:07 AM
To: David Murphy
Subject: RE: Internal Engineering

Hi David,

Attached is our 2016 budget for Engineering. Let me know if you have any questions.

Paul Hoyer
Finance Director
City of Fairmont, MN
507-238-3934

From: David Murphy [mailto:dmurphy@ci.east-grand-forks.mn.us]
Sent: Friday, October 9, 2015 8:26 AM
To: Mike Humpal <mhumpal@fairmont.org>
Subject: Internal Engineering

Good Morning Mike,

Would you send me Fairmont's 2016 Engineering budget please.

Thank you.

David Murphy
East Grand Forks City Administrator

General Ledger

Budget Status

User: paulhoy
 Printed: 10/9/2015 - 8:54 AM
 Period: 1, 2015



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 101	General							
Dept 101-43170	Engineering							
E01	Personal Services							
101-43170-10120	Full-time Employees - Regular	189,487.00	7,916.69	7,916.69	181,570.31	0.00	181,570.31	95.82
101-43170-10220	Full-time Employees - Overtime	3,218.00	35.90	35.90	3,182.10	0.00	3,182.10	98.88
101-43170-10320	Part-time Employees	4,800.00	0.00	0.00	4,800.00	0.00	4,800.00	100.00
101-43170-10420	Temporary Employees - Regular	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-43170-10500	Temporary Employees - OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-43170-12120	PERA Contributions	14,453.00	590.74	590.74	13,862.26	0.00	13,862.26	95.91
101-43170-12220	FICA Contributions	12,245.00	469.41	469.41	11,775.59	0.00	11,775.59	96.17
101-43170-12500	Medicare	2,864.00	109.77	109.77	2,754.23	0.00	2,754.23	96.17
101-43170-13120	Health Insurance	58,156.00	1,823.65	1,823.65	56,332.35	0.00	56,332.35	96.86
101-43170-13300	Life Insurance	300.00	0.00	0.00	300.00	0.00	300.00	100.00
101-43170-13400	Disability Insurance	1,250.00	0.00	0.00	1,250.00	0.00	1,250.00	100.00
101-43170-13500	Other Medical Agreements	500.00	0.00	0.00	500.00	0.00	500.00	100.00
101-43170-15100	Work Comp Insurance	1,251.00	60.13	60.13	1,190.87	0.00	1,190.87	95.19
E01 Sub Totals:		288,524.00	11,006.29	11,006.29	277,517.71	0.00	277,517.71	96.19
E02	Supplies							
101-43170-20120	Office Supplies & Accessories	7,000.00	16.29	16.29	6,983.71	0.00	6,983.71	99.77
101-43170-20250	Duplicating & Copying Supplies	500.00	0.00	0.00	500.00	0.00	500.00	100.00
101-43170-20500	Drafting Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
101-43170-20720	Training & Instructional Suppl	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-43170-21200	Motor Fuels	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
101-43170-22100	Equipment Parts	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
E02 Sub Totals:		10,500.00	16.29	16.29	10,483.71	0.00	10,483.71	99.84
E04	Professional Services							
101-43170-30300	Engineering Fees	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
101-43170-30950	Service/Support Contracts	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
101-43170-31200	Other Contracted Services	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
101-43170-31700	Contractor Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E04 Sub Totals:		20,500.00	0.00	0.00	20,500.00	0.00	20,500.00	100.00
E05	Communication							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
101-43170-32100	Telephone	4,800.00	286.07	286.07	4,513.93	0.00	4,513.93	94.04
101-43170-32200	Postage	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
101-43170-32500	Alert System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E05 Sub Totals:		7,300.00	286.07	286.07	7,013.93	0.00	7,013.93	96.08
E06	Transportation							
101-43170-33100	Travel & Training	4,500.00	710.52	710.52	3,789.48	0.00	3,789.48	84.21
101-43170-33400	Car Allowance	4,321.00	334.64	334.64	3,986.36	0.00	3,986.36	92.26
E06 Sub Totals:		8,821.00	1,045.16	1,045.16	7,775.84	0.00	7,775.84	88.15
E07	Advertising							
101-43170-34305	Other Advertising	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
E07 Sub Totals:		1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
E09	Insurance							
101-43170-36115	General Liability	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
101-43170-36215	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-43170-36300	Auto Insurance	300.00	0.00	0.00	300.00	0.00	300.00	100.00
101-43170-36500	Public Officials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-43170-36600	Crime Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-43170-36700	Contractors Equipment	125.00	0.00	0.00	125.00	0.00	125.00	100.00
E09 Sub Totals:		1,425.00	0.00	0.00	1,425.00	0.00	1,425.00	100.00
E11	Repairs & Maintenance							
101-43170-40400	Repairs & Maint - Equipment	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
101-43170-40500	Repairs & Maint - Vehicles	2,500.00	151.39	151.39	2,348.61	0.00	2,348.61	93.94
E11 Sub Totals:		3,500.00	151.39	151.39	3,348.61	0.00	3,348.61	95.67
E14	Misc Expenditures							
101-43170-43300	Dues & Subscriptions	800.00	0.00	0.00	800.00	0.00	800.00	100.00
101-43170-43900	Other Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E14 Sub Totals:		800.00	0.00	0.00	800.00	0.00	800.00	100.00
E15	Capital Outlay							
101-43170-57000	Office Equipment & Furnishings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-43170-58000	Other Equipment	14,000.00	0.00	0.00	14,000.00	0.00	14,000.00	100.00
E15 Sub Totals:		14,000.00	0.00	0.00	14,000.00	0.00	14,000.00	100.00
Expense Sub Totals:		356,370.00	12,505.20	12,505.20	343,864.80	0.00	343,864.80	96.49
Dept 43170 Sub Totals:		356,370.00	12,505.20	12,505.20	343,864.80	0.00	343,864.80	96.49

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	356,370.00	12,505.20	12,505.20	343,864.80	0.00	343,864.80	96.49
Fund 902	Fund 101 Sub Totals:	356,370.00	12,505.20	12,505.20	343,864.80	0.00		
Dept 902-43170	Long Term Debt							
E01	Engineering							
902-43170-10120	Personal Services							
	Full-time Employees - Regular	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 43170 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 902 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	356,370.00	12,505.20	12,505.20	343,864.80	0.00	343,864.80	96.49
	Report Totals:	356,370.00	12,505.20	12,505.20	343,864.80	0.00		

David Murphy

From: Brian Gramentz [Brian.Gramentz@ci.new-ulm.mn.us]
Sent: Friday, October 09, 2015 8:46 AM
To: David Murphy
Subject: Engineering budget
Attachments: AR-M550U_20151009_081532.pdf

This is the internal City Engineering budget. We still do some contracting with outside engineering firms for special projects, like the airport runway, etc... Then that cost would be part of the project costs. In addition, the attached costs are only for street projects. Our Public Utility (Gas/Water+Steam, WW, and Electric Production/Distribution) has its own staff engineer and also contracts with outside engineering firms for most projects. If you want the whole engineering costs (internal and external), that could take a while to put together.

So what you have attached is for internal street engineering services. Let me know if you want additional info.

Brian D. Gramentz
City Manager
New Ulm, MN 56073
brian.gramentz@ci.new-ulm.mn.us
507-359-8233

David Murphy

From: Brian Gramentz [Brian.Gramentz@ci.new-ulm.mn.us]
Sent: Friday, October 09, 2015 11:55 AM
To: David Murphy
Subject: RE: Engineering budget

City Engineer (1)
Asst. City Engineer (1)
Clerical support (1)
Survey crew/Inspections staff (4)

Seven (7)* total.

*We typically have a summer intern to assist with the survey crew.

Brian D. Gramentz
City Manager
New Ulm, MN 56073
brian.gramentz@ci.new-ulm.mn.us
507-359-8233

-----Original Message-----

From: David Murphy [<mailto:dmurphy@ci.east-grand-forks.mn.us>]
Sent: Friday, October 09, 2015 11:30 AM
To: Brian Gramentz
Subject: RE: Engineering budget

How many staff are in the Engineering Dept.

-----Original Message-----

From: Brian Gramentz [<mailto:Brian.Gramentz@ci.new-ulm.mn.us>]
Sent: Friday, October 09, 2015 8:46 AM
To: David Murphy
Subject: Engineering budget

This is the internal City Engineering budget. We still do some contracting with outside engineering firms for special projects, like the airport runway, etc... Then that cost would be part of the project costs. In addition, the attached costs are only for street projects. Our Public Utility (Gas/Water+Steam, WW, and Electric Production/Distribution) has its own staff engineer and also contracts with outside engineering firms for most projects. If you want the whole engineering costs (internal and external), that could take a while to put together.

So what you have attached is for internal street engineering services.
Let me know if you want additional info.

Brian D. Gramentz
City Manager
New Ulm, MN 56073
brian.gramentz@ci.new-ulm.mn.us
507-359-8233

City of New Ulm Budget Report

Account Number	Account Name	2012 Balance	2013 Balance	2014 Budget	2015 Budget
Engineering					
Revenue					
Taxes					
101-3400-31010	Taxes general	-118,718.17	-127,123.17	-118,771.00	-127,930.00
101-3400-31020	Taxes delinquent	-1,841.91	-1,289.09	0.00	0.00
101-3400-33950	Lieu of taxes	-66,211.02	-70,264.33	-81,314.00	-83,677.00
Taxes Totals:		-186,771.10	-198,676.59	-200,085.00	-211,607.00
Intergovernmental					
101-3400-33160	Other federal grants	-38,112.45	0.00	0.00	0.00
101-3400-33401	Local government aid	-152,835.00	-150,915.00	-183,236.00	-185,210.00
101-3400-33405	PERA Aid	-1,282.66	-1,335.06	-1,300.00	-1,400.00
101-3400-33422	Other State grants	-11,433.74	0.00	0.00	0.00
Intergovernmental Totals:		-203,663.85	-152,250.06	-184,536.00	-186,610.00
Charges for Services					
101-3400-34090	Engineering services	-307,437.62	-245,035.44	-300,000.00	-300,000.00
101-3400-34111	Misc administrative fees	-120.00	-510.00	-60.00	-60.00
101-3400-34302	Curb cuts	0.00	-60.00	-90.00	-90.00
101-3400-34401	Sewer connections	-7,260.00	-9,733.49	-2,500.00	-800.00
101-3400-34406	Storm water permits	-1,375.00	-3,550.00	-1,200.00	-1,200.00
Charges for Services Totals:		-316,192.62	-258,888.93	-303,850.00	-302,150.00
Revenue Totals:		-706,627.57	-609,815.58	-688,471.00	-700,367.00
Expense					
Personal Services					
101-3400-110001	Salaries regular	395,333.58	411,489.40	426,033.00	438,664.00
101-3400-110600	Salaries overtime	920.89	0.00	3,000.00	0.00
101-3400-112100	Social Security	24,393.61	25,318.15	26,749.00	27,371.00
101-3400-112150	Medicare	5,705.03	5,920.99	6,256.00	6,401.00
101-3400-112210	PERA	29,010.07	30,096.86	31,105.00	31,803.00
101-3400-112275	Employer deferred compensation	1,812.37	2,308.06	2,400.00	2,800.00
101-3400-113100	Insurance group medical	55,759.96	58,842.88	73,000.00	73,000.00
101-3400-113140	Insurance group life	804.45	797.49	1,000.00	1,000.00
101-3400-115100	Insurance workers compensation	1,603.00	2,196.00	2,400.00	3,100.00
Personal Services Totals:		515,342.96	536,969.83	571,943.00	584,139.00
Supplies and Materials					
101-3400-220010	Office supplies	1,310.64	8,400.41	3,000.00	3,000.00
101-3400-221005	General supplies	2,146.04	6,192.87	5,000.00	5,000.00
101-3400-224100	Computer supplies & equipment	18,260.48	8,093.70	7,240.00	7,100.00
Supplies and Materials Totals:		21,717.16	22,686.98	15,240.00	15,100.00
Other Services and Charges					
101-3400-330010	Consultant services	65,089.50	32,334.21	100,000.00	30,000.00
101-3400-331100	Other contractual services	0.00	0.00	150.00	150.00
101-3400-332100	Communications	5,143.24	5,647.03	6,500.00	6,500.00
101-3400-333050	Travel conferences & schools	4,100.97	4,157.02	10,000.00	10,000.00
101-3400-333055	Travel allowance	3,900.00	3,900.00	3,900.00	3,900.00
101-3400-334100	Printing advertising & promo	635.27	71.88	1,000.00	1,000.00
101-3400-334100	Contractual maintenance equipm	6,633.35	5,959.77	10,800.00	10,400.00
101-3400-340110	Rental building	3,188.00	3,443.00	3,718.00	4,016.00
101-3400-341100	Rental equipment	16,097.00	14,666.00	11,899.00	12,851.00
101-3400-341150	IT support	17,424.00	17,652.00	18,021.00	19,011.00
101-3400-341160	Subscriptions & memberships	2,889.81	2,999.79	3,000.00	3,000.00
101-3400-347040	Miscellaneous	294.83	329.12	300.00	300.00
101-3400-350010	Disaster relief	51,022.49	0.00	0.00	0.00
101-3400-369002		176,418.46	91,159.82	169,288.00	101,128.00
Other Services and Charges Totals:		176,418.46	91,159.82	169,288.00	101,128.00

City of New Ulm Budget Report

For Fiscal: 2015 Period Ending: 12/31/2015

<u>Account Number</u>	<u>Account Name</u>	2012 Balance	2013 Balance	2014 Budget	2015 Budget
Capital Outlay		0.00	0.00	32,000.00	0.00
101-3400-550075	Survey equipment				
Capital Outlay Totals:		0.00	0.00	32,000.00	0.00
Expense Totals:		713,478.58	650,816.63	788,471.00	700,367.00
Engineering Totals:		6,851.01	41,001.05	100,000.00	0.00

David Murphy

From: Brian Gramentz [Brian.Gramentz@ci.new-ulm.mn.us]
Sent: Friday, October 09, 2015 8:46 AM
To: David Murphy
Subject: Engineering budget
Attachments: AR-M550U_20151009_081532.pdf

This is the internal City Engineering budget. We still do some contracting with outside engineering firms for special projects, like the airport runway, etc... Then that cost would be part of the project costs. In addition, the attached costs are only for street projects. Our Public Utility (Gas/Water+Steam, WW, and Electric Production/Distribution) has its own staff engineer and also contracts with outside engineering firms for most projects. If you want the whole engineering costs (internal and external), that could take a while to put together.

So what you have attached is for internal street engineering services. Let me know if you want additional info.

Brian D. Gramentz
City Manager
New Ulm, MN 56073
brian.gramentz@ci.new-ulm.mn.us
507-359-8233

Wayzata

Account Descr	2014 Amt	2015 Budget	2016 Budget	%Diff from Cur Yr 2015
Dept 43300 Engineering				
E 101-43300-101 Full-Time Employees Regular	\$87,829.20	\$127,990.00	\$144,083.00	12.57%
E 101-43300-121 PERA	\$5,994.00	\$9,194.00	\$10,348.00	12.55%
E 101-43300-122 FICA	\$6,470.88	\$9,466.00	\$10,701.00	13.05%
E 101-43300-130 Employer Paid Ins	\$8,795.28	\$21,078.00	\$22,244.00	5.53%
E 101-43300-210 Operating Supplies (GENERAL)	\$67.96	\$400.00	\$1,000.00	150.00%
E 101-43300-212 Motor Fuels	\$426.51	\$500.00	\$1,000.00	100.00%
E 101-43300-323 Radio Units	\$0.00	\$0.00	\$250.00	0.00%
E 101-43300-331 Mileage & Expense Account	\$536.52	\$700.00	\$900.00	28.57%
E 101-43300-404 Repairs/Maint - Machin/Equip	\$32.76	\$0.00	\$300.00	0.00%
E 101-43300-433 Dues, Licensing & Seminars	\$2,318.29	\$2,600.00	\$4,200.00	61.54%
E 101-43300-499 Miscellaneous	\$242.80	\$400.00	\$600.00	50.00%
E 101-43300-720 Operating Transfers - Equip.	\$2,700.00	\$2,700.00	\$0.00	-100.00%
E 101-43300-721 Operating Transfers - Building	\$10,000.00	\$10,000.00	\$0.00	-100.00%
Dept 43300 Engineering	\$125,414.20	\$185,028.00	\$195,626.00	5.73%

City of EGF

Accounts Payable

Checks by Date - Summary By Check Date



City of East Grand Forks

600 Demers Avenue Northwest
East Grand Forks, Minnesota 56721
(218) 773-2483 www.egf.mn

User: tknudson
Printed: 10/9/2015 - 11:28 AM

				Check Amount
Check No:	17781	Check Date:	01/07/2014	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	71,486.30
				71,486.30
Date Total:				71,486.30
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Date Total:				7,922.00
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Date Total:				7,986.75
Check No:	18483	Check Date:	04/01/2014	
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Date Total:				22,073.00
Check No:	18720	Check Date:	05/06/2014	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	29,225.37
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Date Total:				29,225.37
Check No:	18943	Check Date:	06/03/2014	
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Date Total:				28,212.75
Check No:	19188	Check Date:	07/01/2014	
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Date Total:				120,188.71
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Date Total:				28,330.50
Check No:	19671	Check Date:	09/02/2014	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	56,051.40
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Date Total:				56,051.40
Check No:	19762	Check Date:	09/16/2014	
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Date Total:				49,380.62

Check No:	20167	Check Date:	11/04/2014	
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Check No:	20522	Check Date:	12/16/2014	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	2,212.00
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Check No:	20840	Check Date:	02/03/2015	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	21,230.15
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Check No:	21290	Check Date:	04/07/2015	
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Check No:	21676	Check Date:	06/02/2015	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	18,921.07
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Check No:	21965	Check Date:	07/07/2015	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	87,316.99
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Check No:	22068	Check Date:	07/21/2015	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	12,449.00
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Check Amount

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Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	9,348.00
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Check No:	22360	Check Date:	09/01/2015	
Vendor:	WID001	Vendor Name:	Widseth Smith Nolting & Associa	59,387.17
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			Date Total:	59,387.17
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			Report Total:	900,588.40
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				<hr/>

w/L

Accounts Payable

Checks by Date - Summary By Check Date

User: tknudson
Printed: 10/9/2015 - 11:39 AM



City of East Grand Forks

600 Demers Avenue Northwest
East Grand Forks, Minnesota 56721
(218) 773-2483 www.egf.mn

			Check Amount
Check No:	508138	Check Date:	01/02/2014
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I
			2,930.00
			Date Total:
			2,930.00
Check No:	508242	Check Date:	02/06/2014
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I
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			Date Total:
			7,032.50
Check No:	508298	Check Date:	02/20/2014
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			Date Total:
			6,895.00
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Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I
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			Date Total:
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Check No:	508523	Check Date:	05/01/2014
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			Date Total:
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			Date Total:
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Check No:	509205	Check Date:	11/06/2014	
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	2,290.00
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Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	5,717.00
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Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	582.44
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Check No:	509790	Check Date:	05/07/2015	
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	27,046.99
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Check No:	509883	Check Date:	06/04/2015	
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	2,780.50
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Check No:	509985	Check Date:	07/02/2015	
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	9,703.00
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			Date Total:	9,703.00
Check No:	510100	Check Date:	08/06/2015	
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	2,965.25
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Check No:	510152	Check Date:	08/20/2015	
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Check No:	510206	Check Date:	09/03/2015	
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	1,790.50
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Check Amount

Check No:	510306	Check Date:	10/01/2015	
Vendor:	WID501	Vendor Name:	Widseth Smith Nolting & Assoc I	15,138.00
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				<hr/>

Request for Council Action

Date: October 20, 2015

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: Paul Gorte, Economic Development Director

RE: Valley Golf Property Tax Abatement Request

Valley Golf is requesting a 10-year abatement of the City property taxes. Please below the request from Dan Filipi, Treasurer.

From: dfilipi@americanfederal.net [<mailto:dfilipi@americanfederal.net>]

Sent: Friday, September 11, 2015 7:48 AM

To: Paul Gorte

Subject: Re: Abatement of Property Taxes - Valley Golf

Ok. Please consider this the submission of our official request for a Real Estate Tax Abatement from the City of East Grand Forks' portion of Valley Golf's taxes for the next 10 years.

Dan Filipi
Ag/Business Banker
American Federal Bank
East Grand Forks, MN 56721
218-773-4718

Request for Council Action

Date: October 9, 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: Polk County Mutual Aid Agreement

The Polk County Mutual Aid Agreement is in the packet for your review. This is the final draft, and has been approved by all the cities with Fire Departments in Polk County.

A change has been made to the final paragraph to change the total hour without charging down to 12 hours instead of 48 hours. I think this is better and gives time for the Requesting Party to contact the insurance company to see if time and equipment can be reimbursed.

As Ron Galstad stated, we are responsible for claims caused by other Fire Departments. I discussed this with other departments and the League of MN Cities and they feel that is the best way to get mutual aid because it cannot cause expense to the Responding Department.

It would be my recommendation to accept the Polk County Mutual Aid Agreement. Although we do not use it often, if we had a big incident it would provide a bigger and better response for our citizens.

Respectfully,

Gary Larson
East Grand Forks Fire Chief

MUTUAL AID AGREEMENT BETWEEN POLK COUNTY FIRE DEPARTMENTS

Department: East Grand Forks Fire Department

Purpose

This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions.

Definitions

1. "Party" means a political subdivision.
2. "Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.
3. "Requesting Party" means a party that requests assistance from other parties.
4. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means (Check the type of assistance that will be provided):
 - a. Public Works personnel and equipment _____
 - b. Fire and/or emergency medical services personnel and equipment XXXXXX
 - c. Law enforcement personnel and equipment _____
 - d. Utility personnel and equipment _____
 - e. Other personnel and equipment as listed below:

Procedure

1. **Request for assistance.** Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.

2. **Response to request.** Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources.
3. **Recall of Assistance.** The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.
4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

Workers' compensation

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Damage to equipment

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.
2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's

jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

Charges to the Requesting Party

Subd. 1 No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 12 hours. If assistance provided under this agreement continues for more than 12 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 12 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

Subd. 2 Such charges are not contingent upon the availability of federal or state government funds.

Duration

This agreement will be in force for a period of 5 years from the date of execution. Any party may withdraw from this agreement upon thirty (30) days written notice to the other party or parties to the agreement.

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date _____ Entity _____

By _____

Title _____

Date _____ Entity _____

By _____

Title _____

Request for Council Action

Date: September 17, 2015

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

Cc: File

From: Dave Aker

RE: Civic Center roof

Background:

To get the roof done this year we are currently waiting for one more bid to come in, we have a bid from GW and Sons. I'm waiting for Structures Inc. to provide the other bid. They have to check with the manufacture to get their price for the materials.

Recommendation: If we have two bids by Tuesday, go with the lower bid.

Enclosures: Will hand out the prices if I have them both.

Bids will be accepted until Friday, October 9th and if there are two bids the information will be handed out at the meeting.