

**AGENDA  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, JANUARY 12, 2016 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

- 1. Frosty Bobber Event Discussion – Megan Nelson**
- 2. Report of Feasibility 2016 Street Improvements – Steve Emery**
- 3. Municipal State Aid Street Funds Advance – Steve Emery**
- 4. File Plans/Specifications 15AJ4 5<sup>th</sup> Ave & 10<sup>th</sup> St - Steve Emery**
- 5. File Plans/Specifications 16AJ2 Paving Riverview 10<sup>th</sup> Add – Steve Emery**
- 6. Discussion of Building Inspections Contract – David Murphy/Nancy Ellis**
- 7. Knight Foundation Grant Discussion – Marc DeMers**
- 8. Property for the Interconnect Project – David Murphy**
- 9. Coalition Day Discussion – Mark Olstad**
- 10. Other**

**ADJOURN:**

**Upcoming Meetings**

Regular Council Meeting – January 19, 2016 – 5:00 PM – Council Chambers  
Work Session – January 26, 2016 – 5:00 PM – Training Room  
Regular Council Meeting – February 2, 2016 – 5:00 PM – Council Chambers  
Work Session – February 9, 2016 – 5:00 PM – Training Room

**Megan Nelson**

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**From:** Corey Mock [corey@ggfyp.com]  
**Sent:** Wednesday, January 06, 2016 7:15 PM  
**To:** Megan Nelson  
**Subject:** Frosty Bobber Power

Jeff,

Thank you again for your help the other day. It was great visiting with you, Mike, and Jason about the Frosty Bobber.

We also appreciate being on tomorrow night's Water and Light agenda.

As mentioned yesterday, Frosty Bobber will feature an ice fishing tournament, sleigh rides, cardboard sled races, education stations, ice skating, s'more stations, soup/chili cook-off, and more.

We plan on having three tents on the East Grand Forks side: a 20' x 40' tent for soup / chili, a 20' x 20' for education and kids stations, and a 10' x 15' for ice fishing headquarters. All tents will be in or around the Cabela's parking lot (with the exception of the ice fishing tent which will be near the boat landing.) -- *this is a change from yesterday's conversation.*

We are requesting access to power for the following:

- heating and cooking stations for soup/chili cook-off participants. They'll be providing their own equipment (no open flames inside the tent). 12 participants maximum
- power for education stations for children (not sure if much is needed, but access to a couple outlets would be helpful if there are electronic displays for children and guests)
- light for both the soup/chili and education tents.

We had discussed the tents being located in front of the Blue Moose, but my volunteers have found tents that can be secured without needing to drive stakes in the ground. It's been requested that we have the tents near Cabela's as they are a signature sponsor of the event.

We truly appreciate the commission considering our request. We're excited to see the return of the Frosty Bobber to our area and are especially excited to provide a great event in East Grand Forks that can benefit the entire region!

I will be unable to attend Thursday's meeting, but please let me know if there are any questions we can answer.

Thanks much, Jeff,

**Corey Mock**

*Executive Director*

E: [corey@ggfyp.com](mailto:corey@ggfyp.com)

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[www.GGFYP.com](http://www.GGFYP.com)

# Request for Council Action

Date: January 7, 2016

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

Cc: File

From: Steve Emery, P.E.

RE: Report of Feasibility  
2016 Street Improvements  
Various Locations – City Wide

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**Background:**

We would like to file the Report of Feasibility for the above referenced project. The Report Identifies the project areas for Mill and Overlay, Seal Coat as well as Full Reconstruction along with the estimated project costs, assessable properties along with estimated Assessment Rates.

**Recommendation:**

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

**Enclosures:**

Report of Feasibility  
Project Area Maps with Assessable Properties  
Engineers Estimate of Cost



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

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EastGrandForks@wsn.us.com 

[WidethSmithNolting.com](http://WidethSmithNolting.com)

January 6, 2016

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

RE: Report of Feasibility – 2016 Street Improvements  
Estimate of Cost and Areas Proposed to be Assessed  
East Grand Forks, MN

Dear Members of the Council:

We have as directed by the City Council made an investigation as to the feasibility of completing street improvements on various streets throughout the City of East Grand Forks. The proposed work is broke down into the following street repairs: Seal Coat, Mill and Overlay and Full Reconstruction. The streets identified were chosen utilizing the Icon Pavement Management Software as a guide followed up by an inspection of the existing streets by Engineering Staff and Jason Stordahl, Public Works Superintendent. The last city wide street maintenance project was completed the summer of 2006.

We have identified the project needs as follows:

### **Seal Coating**

Seal coating of streets is a preventative maintenance activity for bituminous streets. Seal coating protects the pavement from the deteriorating effects of sun and water which leads to cracks in the pavement service. A seal coat not only provides a waterproof membrane to slow down the oxidation process of the pavement but also minimizes cracking and protects water from entering the base material. A secondary benefit of seal coating is an increase in surface friction. The expected life of a seal coat application is five (5) to seven (7) years. See sheets (SC-1- SC-5) for seal coat areas and assessable properties.

The estimated total project cost for seal coating is \$496,621.25. The total project cost to be assessed is \$397,506.25.

The estimated assessment rate is \$13.75 per front foot benefit and \$4.58 per end foot benefit.

## **Mill and Overlay**

A mill and overlay is a cost effective method to renew the structural integrity and extend the life of a street. An overlay results in a new pavement surface, however, it is not a new road and cracks that were present in the existing pavement prior to the overlay will reflect through into the new pavement within a few years thus requiring crack sealing. A mill and overlay also restores the cross-section of the street allowing for improved drainage of the street section. A bituminous overlay shall be expected to last a minimum of ten (10) years and can last fifteen (15) years or longer. See sheets (MO-1 – MO-3) for mill and overlay areas and assessable properties.

The mill and overlay projects will consist of the following:

1. An 1 ½” edge mill adjacent to concrete curb and gutter followed by an 1 ½” overlay
2. Removal and replacement of damaged sections of concrete curb and gutter or areas requiring replacement for drainage purposes
3. Removal and replacement of existing catch basin casting assemblies
4. Adjustment of existing manholes

The estimated total project cost for the mill and overlay and all associated work is \$726,413.75.

The total project cost to be assessed is \$543,943.75.

The estimated assessment rate is \$76.22 per front foot benefit and \$25.41 per end foot benefit.

## **Full Reconstruction**

Full reconstruction has been identified for those streets in which the street is structurally deficient and beyond the end of its useful life. See sheets (R-1 – R-2) for full reconstruction areas and assessable properties.

The full reconstruction project will consist of the following:

1. Removal of the existing pavements, curb and gutter and aggregate base.
2. Common excavation, subgrade preparation, drain tile installation and installation of new aggregate base section.
3. Replacement of existing storm or sanitary sewer manhole casting assemblies with floating casting assemblies.
4. Installation of new curb and gutter and concrete paving.
5. Landscaping and grading.

The estimated total project cost for the full reconstruction and all associated work for the intersection of Central Ave and 3<sup>rd</sup> Street NE is \$160,000. It is assumed this project cost will be paid 100% by the City.

The estimated total project cost for the full reconstruction and all associated work for Rhinehart Drive is \$380,331.90. Rhinehart Drive is on the City’s state aid system and therefore following the City’s assessment policy 30% of the total project cost or \$114,099.57 will be assessed with 70% of the total project cost to be paid utilizing the City state aid allocation dollars.

The estimated assessment rate is \$150.68 per foot benefit

**Areas Proposed to be Assessed**

<b>2016 Seal Coat</b>		
Riverside Addition	Block 1	Lots 1-12
	Block 2	Lots 1-12
NCTC First Resubdivision		O.L. 65
River Heights 1st Addition	Block 1	Lots 12-16
River Heights 1st Addition (River Road)	Block 1	Lot 1-3
River Heights 2nd Addition	Block 1	Lots 1-16
	Block 2	Lots 1-5 & Lots 7-14
Surprenant's 3rd Addition	Block 1	Lots 1-16
	Block 2	Lots 1-18
Surprenant's 4rd Addition	Block 1	
	Block 4	Lots 6-10
Surprenant's 2rd Addition	Block 1	Lot 1
	Block 2	Lots 1-5
	Block 2	Lots 9-11
	Block 3	Lots 1-5
	Block 4	Lots 1-4 & 12-15
	Block 5	Lots 1 -16
Leon's Addition	Block 1	Lots 1-14
	Block 2	Lots 1-9
	Block 3	Lots 1-9
	Block 4	Lots 1-14
Surprenant's Addition	Block 3	Lots 4-14
	Block 4	Lots 1-17
	Block 5	Lots 6-22
	Block 6	Lots 7-14
	Block 7	Lots 1-9
Surprenant's Addition (River Road)	Block 1	Lots 14-21
Unplatted Properties: Section 35, T152N, R50W (14th St NW & Frontage Road)		
Height's Addition	Block 1	Lots 1-15
Degagne's Addition	Block 2	Lots 1-5
Martin's Addition	Block 1	Lots 1-12
	Block 2	Lots 1-23
	Block 3	Lots 4 & 5
Berg's Resubdivision	Block 1`	Lots 1 -4
Beardsley First Addition	Block 1`	Lots 1 & 2
		Lots 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36
Trails Addition	Block 3	
	Block 4	Lots 24-36

	Block 5	Lots 1-12, 14, 16, 18, 20, 22, 24
	Block 6	Lots 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24
	Block 11	Lots 2, 4, 6, 8, 10, 12
	Block 12	Lots 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24
	Block 13	Lots 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24
Budge's Fourth Addition	Block 1	Lots 1-6, 15-20
	Block 5	Lots 1-11
Grand Junction Second Resub.	Block 1	Lot A
Grand Junction First Resub.	Block 2	Lot 1
Unplatted Properties: Section 35 T152, R50W (RiverRoad)		
Unplatted Properties: Section 35 T152, R50W (School)		
Auditor's Plat		O.L. 19-21, 24-26, 29-32
Replat of Outlot 22		Lot A
Unplatted Properties: Section 35, T152, R50W (Hwy 2 & 220)		
Unplatted Properties: Section 35, T152, R50W (4th & 5th Ave. NW Frontage Road)		
<b>2016 Mill and Overlay</b>		
Wurden's Addition	Block 1	Lots 6-10
	Block 2	Lots 1-5
Wurden's 2nd Addition	Block 1	Lots 6-10
	Block 2	Lots 1-5
	Block 3	Lots 5-9
	Block 4	Lots 1-5
Wurden's 3rd Addition	Block 1	Lots 1-10
	Block 2	Lots 1-5
	Block 3	Lots 1-9
	Block 4	Lots 1-5
Wurden's 4th Addition	Block 2	Lots 1-7, 18-22
Wurden's 5th Addition	Block 1	Lots 1-8
	Block 2	Lots 1-4
Budge's 3rd Addition	Block 2	Lots 13-24
Budge's Fourth Addition	Block 4	Lots 7-24
	Block 6	Lots 1-3, 7-10

Duluth & Manitoba RR Addition	Block 1	Lots 1-13
Croy's Addition	Block 1	Lots 1-5
Croy's 2nd Addition	Block 2	Lots 1-5
Mikkelson & Reilly's Addition	Block 1	Lots 5-8
Mikkelson & Reilly's 2nd Addition	Block 1	Lots 1-8
	Block 2	Lots 1-8
Mikkelson & Reilly's 3rd Addition	Block 1	Lots 1-8
	Block 2	Lots 1-12
Regency Acres 1st Addtion	Block 1	Lot 1-5
Regency Acres 2nd Addition, Replat Lot 3	Block 1	Lot A&B
Burlington Heights 1st Resubdivision	Block 1	Lot 3
Burlington Northern Redevelopment 1st Addition	Block 1	Lot 4
<b>2016 Full Reconstruction (Rhinehart Drive)</b>		
Mikkelson & Reilly's 3rd Addition	Block 2	Lots 9-14
Jenkin's Addition	Block 1	Lots 1-2
Unplatted Properties: Section 12, T151N R50W		

**Conclusions and Recommendations**

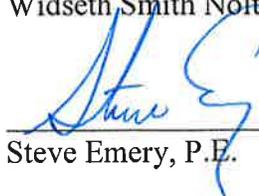
From the results of the feasibility study it can be concluded that:

1. The projects as described are feasible as it relates to general engineering principles, practices and construction procedures.
2. The proposed improvements are essential to maintaining the city's street system.

Therefore, it is our recommendation that the city council approves the Report of Feasibility and proceed with an Improvement Hearing.

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

Respectfully yours,  
Widseth Smith Nolting & Associates, Inc.



\_\_\_\_\_  
Steve Emery, P.E.

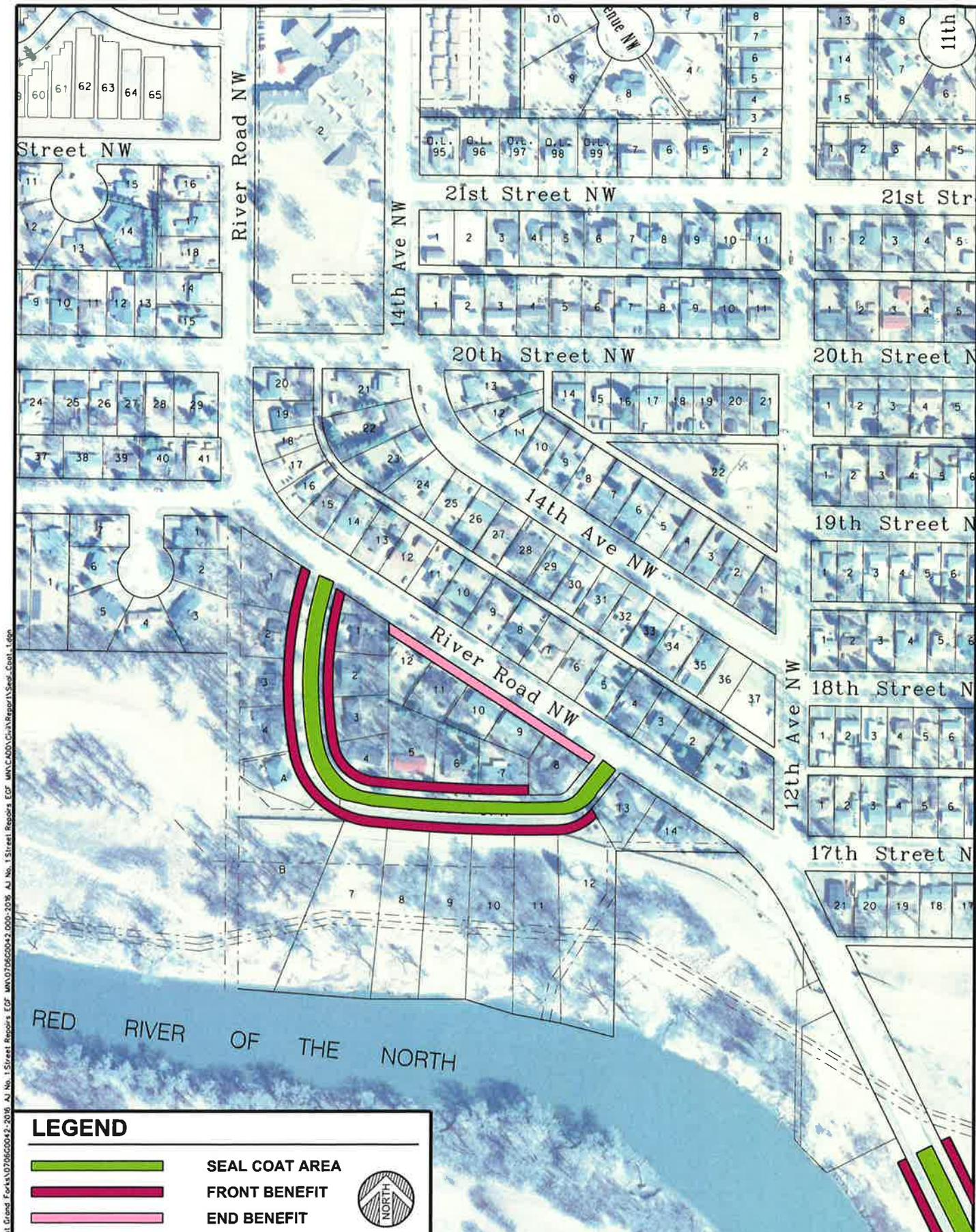
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**ENGINEER'S PRELIMINARY ESTIMATE OF COST  
2016 SEAL COAT  
EAST GRAND FORKS, MINNESOTA**



11/30/2015

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
TRAFFIC CONTROL	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00
INLET PROTECTION	EACH	85	\$ 200.00	\$ 17,000.00
REMOVE CONCRETE CURB & GUTTER	LIN FT	400	\$ 10.00	\$ 4,000.00
REMOVE CONCRETE SIDEWALK	SQ FT	1760	\$ 2.00	\$ 3,520.00
REMOVE PAVEMENT	SQ YD	165	\$ 32.00	\$ 5,280.00
REMOVE CONCRETE DRIVEWAY	SQ YD	115	\$ 15.00	\$ 1,725.00
REMOVE CASTING ASSEMBLY	EACH	6	\$ 200.00	\$ 1,200.00
EDGE MILLING W/ BITUMINOUS PAVMENT FILL	SQ FT	900	\$ 12.00	\$ 10,800.00
TYPE SP 9.5 LEVELING COURSE MIXTURE (2, B)	TON	20	\$ 110.00	\$ 2,200.00
SEAL COAT	SQ YD	85000	\$ 2.75	\$ 233,750.00
7" NON-REINFORCED CONCRETE PAVEMENT	SQ YD	10	\$ 150.00	\$ 1,500.00
CONSTRUCT PAVEMENT	SQ YD	155	\$ 120.00	\$ 18,600.00
6" CONCRETE DRIVEWAY	SQ YD	115	\$ 65.00	\$ 7,475.00
4" CONCRETE SIDEWALK	SQ FT	1760	\$ 6.00	\$ 10,560.00
CONCRETE CURB & GUTTER, DESIGN B624	LIN FT	400	\$ 30.00	\$ 12,000.00
4" WIDTH EPOXY BROKEN LINE	LIN FT	2578	\$ 4.00	\$ 10,312.00
4" WIDTH EPOXY DOUBLE SOLID LINE	LIN FT	470	\$ 8.00	\$ 3,760.00
4" WIDTH EPOXY SOLID LINE	LIN FT	3540	\$ 4.00	\$ 14,160.00
24" STOP LINE WHITE	LIN FT	20	\$ 12.00	\$ 240.00
CROSSWALK MARKINGS - EPOXY	SQ FT	1584	\$ 10.00	\$ 15,840.00
TOPSOIL BORROW (LV)	CU YD	75	\$ 25.00	\$ 1,875.00
TURF ESTABLISHMENT	SQ YD	500	\$ 3.00	\$ 1,500.00
INSTALL WATER VALVE BOX	EACH	1	\$ 1,000.00	\$ 1,000.00
MANHOLE CASTING ASSEMBLY	EACH	1	\$ 1,500.00	\$ 1,500.00
CATCH BASIN CASTING ASSEMBLY	EACH	5	\$ 1,500.00	\$ 7,500.00
				\$ -
<b>ESTIMATED CONSTRUCTION COST</b>				<b>\$397,297.00</b>
PLANS / SPECIFICATIONS (8%)=				\$31,783.76
STAKING / INSPECTION (6%)=				\$23,837.82
CONTINGENCIES (8%)=				\$31,783.76
ADMINISTRATION / LEGAL (3%)=				\$11,918.91
<b>ESTIMATED TOTAL PROJECT COST =</b>				<b>\$496,621.25</b>



12/30/2016 7:06:00 City of East Grand Forks\0706G0042-2016\_AJ No. 1\Street Reports EGF MN\CA000\Clin\Bene\ASeal\_Coat\_1.dgn

**LEGEND**

- SEAL COAT AREA**
- FRONT BENEFIT**
- END BENEFIT**

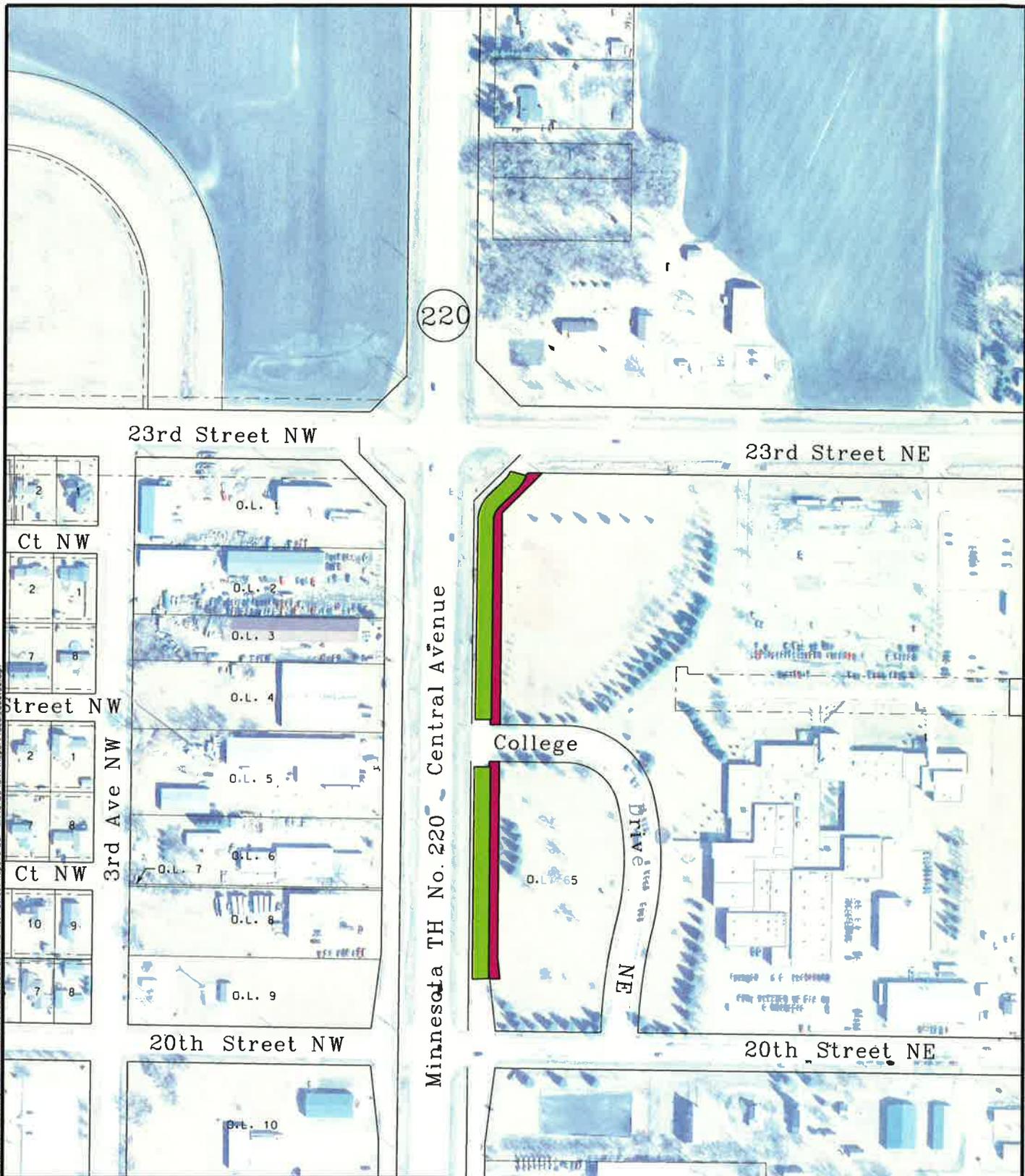


**WIDSETH SMITH NOLTING**  
 Engineering | Architecture | Surveying | Environmental

DATE: 12-10-15  
 SCALE: None  
 DRAWN BY: DDA  
 CHECKED BY: SRE  
 JOB NUMBER: 0706G0042

City of East Grand Forks  
 Minnesota  
 Report of Feasibility  
**2016 SEAL COAT AREAS**

SHEET NO  
**SC-1**  
 SHEET  
 OF



12/10/2016 10:06:00 City of Grand Forks, MN\0706G0042-2016\_AJ\_No.1\Street Reports\_EGF\_MN\0706G0042-2016\_AJ\_No.1\Street Reports\_EGF\_MN\0706G0042-2016\_AJ\_No.1\Street Reports\Seal\_Coat\_2.dgn

**LEGEND**

- SEAL COAT AREA**
- FRONT BENEFIT**
- END BENEFIT**



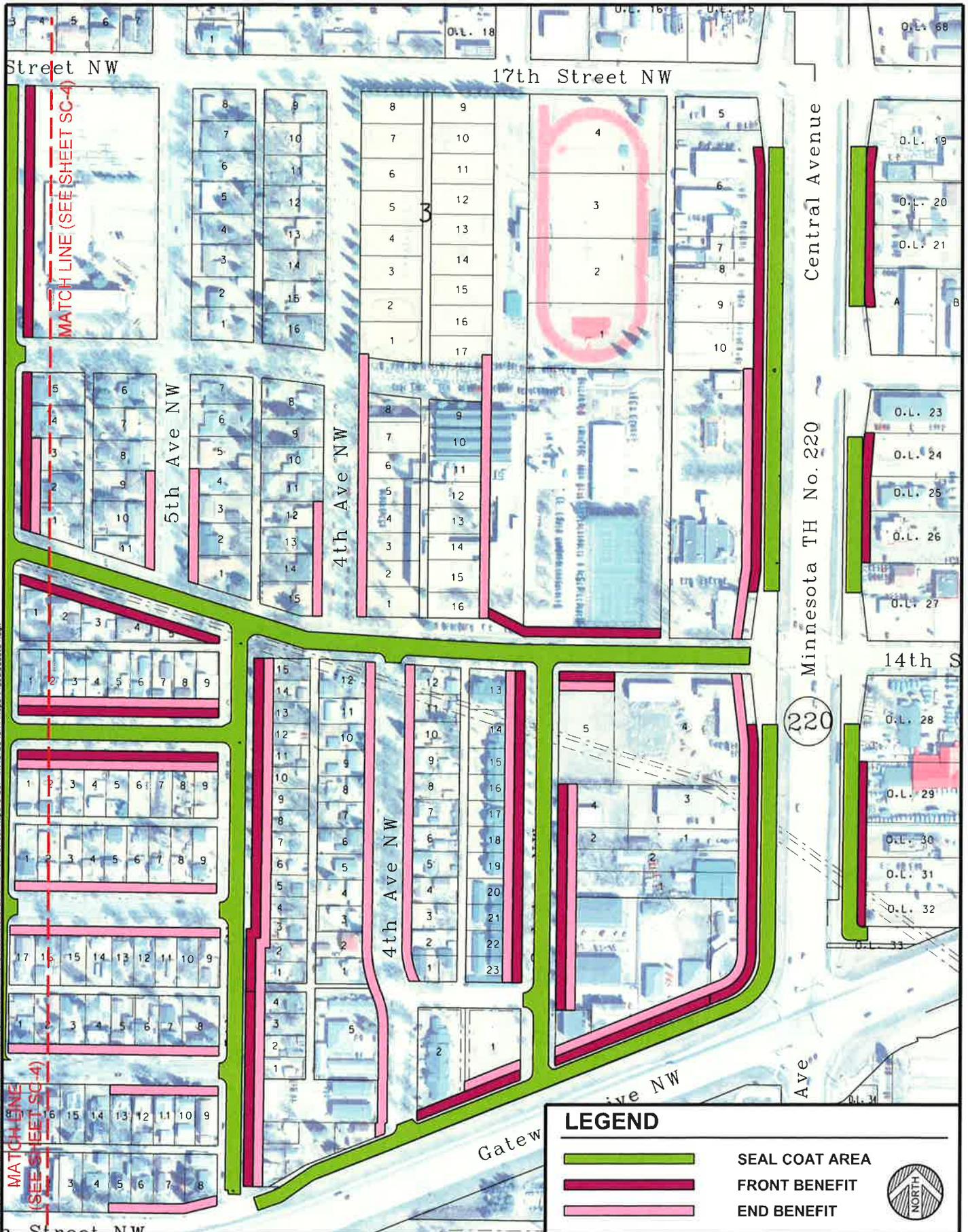
**WIDSETH SMITH NOLTING**  
 Engineering | Architecture | Surveying | Environmental

DATE: 12-10-15  
 SCALE: None  
 DRAWN BY: DDA  
 CHECKED BY: SRE  
 JOB NUMBER: 0706G0042

City of Grand Forks  
 Minnesota  
 Report of Feasibility  
**2016 SEAL COAT AREAS**

SHEET NO.  
**SC-2**  
 SHEET  
 OF





12/10/2016 7:06:00 City of East Grand Forks, Minnesota, Report of Feasibility, EGF, MNA, 0706G0042, 000-2016, AJ, No. 1, Street Report, EGF, MNA, 0706G0042, 000-2016, AJ, No. 1, Street Report, Seal Coat, 4, 69

**LEGEND**

-  SEAL COAT AREA
-  FRONT BENEFIT
-  END BENEFIT



**WIDSETH SMITH NOLTING**  
 Engineering | Architecture | Surveying | Environmental

DATE: 12-10-15  
 SCALE: None  
 DRAWN BY: DDA  
 CHECKED BY: SRE  
 JOB NUMBER: 0706G0042

City of East Grand Forks  
 Minnesota  
 Report of Feasibility  
**2016 SEAL COAT AREAS**

SHEET NO.  
**SC-4**  
 SHEET  
 OF

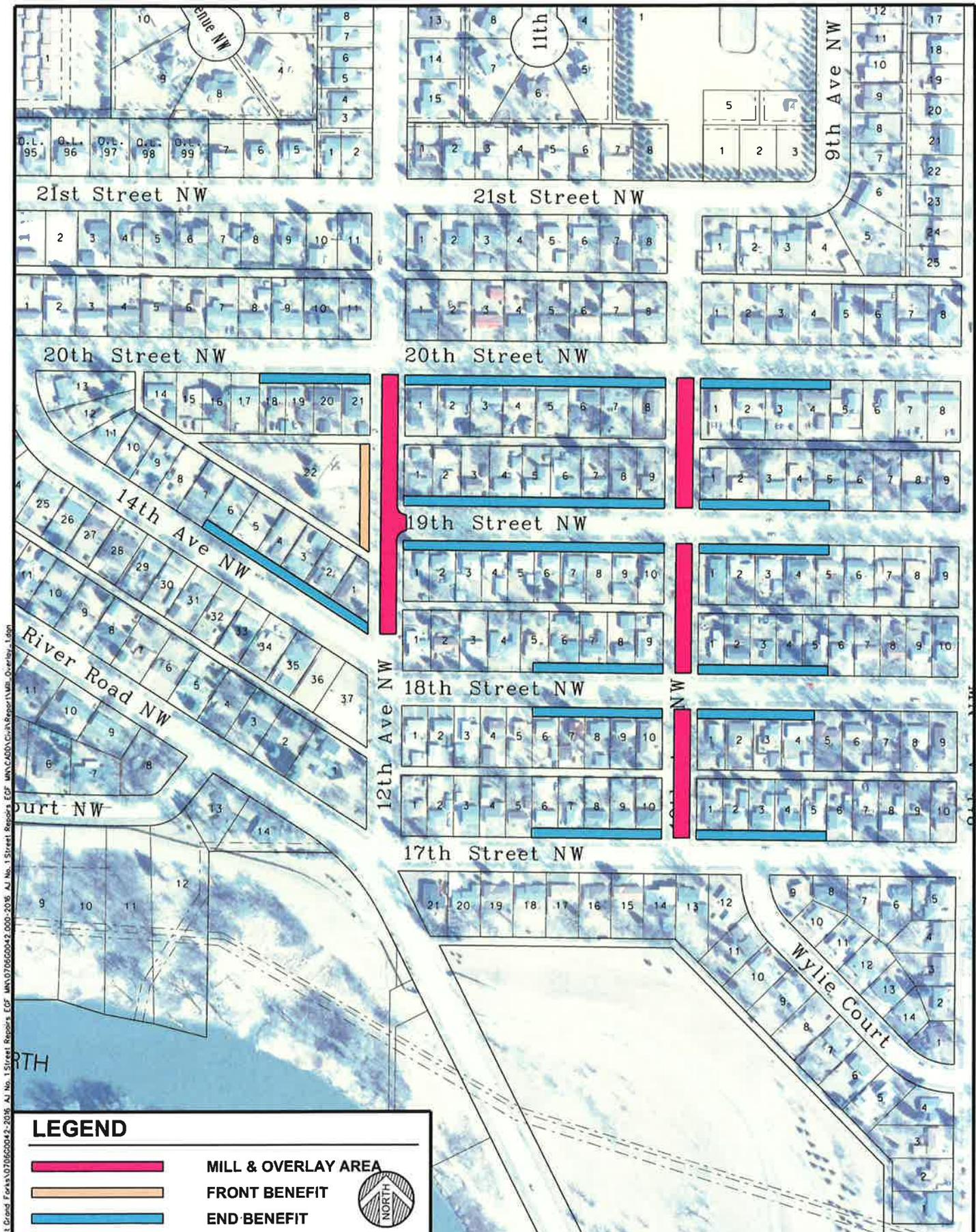


**ENGINEER'S PRELIMINARY ESTIMATE OF COST  
2016 MILL AND OVERLAY  
EAST GRAND FORKS, MINNESOTA**



11/30/2015

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
TRAFFIC CONTROL	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00
INLET PROTECTION	EACH	35	\$ 200.00	\$ 7,000.00
REMOVE CONCRETE CURB & GUTTER	LIN FT	867	\$ 10.00	\$ 8,670.00
REMOVE CONCRETE SIDEWALK	SQ FT	553	\$ 2.00	\$ 1,106.00
REMOVE PAVEMENT	SQ YD	782	\$ 32.00	\$ 25,024.00
REMOVE CONCRETE DRIVEWAY	SQ YD	132	\$ 15.00	\$ 1,980.00
REMOVE & REPLACE BRICK PAVERS	SQ FT	111	\$ 40.00	\$ 4,440.00
MILL BITUMINOUS SURFACE	SQ YD	16725	\$ 3.00	\$ 50,175.00
TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	2831	\$ 110.00	\$ 311,410.00
TYPE SP 9.5 LEVELING COURSE MIXTURE (2,B)	TON	100	\$ 110.00	\$ 11,000.00
8" NON-REINFORCED CONCRETE PAVEMENT	SQ YD	116	\$ 100.00	\$ 11,600.00
CONSTRUCT PAVEMENT	SQ YD	666	\$ 120.00	\$ 79,920.00
6" CONCRETE DRIVEWAY	SQ YD	132	\$ 65.00	\$ 8,580.00
4" CONCRETE SIDEWALK	SQ FT	553	\$ 8.00	\$ 4,424.00
CONCRETE CURB & GUTTER, DESIGN B624	LIN FT	867	\$ 30.00	\$ 26,010.00
DETECTABLE WARNING PANELS	SQ FT	87	\$ 56.00	\$ 4,872.00
4" WIDTH EPOXY DOUBLE SOLID LINE	LIN FT	410	\$ 8.00	\$ 3,280.00
4" WIDTH EPOXY SOLID LINE	LIN FT	300	\$ 4.00	\$ 1,200.00
CURB PAINTING - EPOXY	LIN FT	100	\$ 12.00	\$ 1,200.00
PAVEMENT MESSAGE -	EACH	3	\$ 150.00	\$ 450.00
24" STOP LINE WHITE	LIN FT	35	\$ 12.00	\$ 420.00
CROSSWALK MARKINGS - EPOXY	SQ FT	192	\$ 10.00	\$ 1,920.00
TOPSOIL BORROW (LV)	CU YD	50	\$ 25.00	\$ 1,250.00
TURF ESTABLISHMENT	SQ YD	300	\$ 3.00	\$ 900.00
ADJUST FRAME & RING CASTING	EACH	13	\$ 300.00	\$ 3,900.00
ADJUST VALVE BOX	EACH	2	\$ 200.00	\$ 400.00
<b>ESTIMATED CONSTRUCTION COST</b>				<b>\$581,131.00</b>
<b>PLANS AND SPECIFICATIONS (8%) =</b>				<b>\$46,490.48</b>
<b>STAKING AND INSPECTION (6%)=</b>				<b>\$34,867.86</b>
<b>CONTINGENCIES (8%)=</b>				<b>\$46,490.48</b>
<b>ADMINISTRATON / LEGAL (3%)=</b>				<b>\$17,433.93</b>
<b>ESTIMATED TOTAL PROJECT COST=</b>				<b>\$726,413.75</b>



12/30/2015 07:06:00 City of East Grand Forks 0706G0042-2016 AJ No. 1 Street Repairs EGF MN\0706G0042-2016 AJ No. 1 Street Repairs EGF MN\CAD\00\Clin\Report\MB\_Overlay\_16.ppt

**LEGEND**

- MILL & OVERLAY AREA**
- FRONT BENEFIT**
- END BENEFIT**



**WIDSETH SMITH NOLTING**  
 Engineering | Architecture | Surveying | Environmental

DATE: 12-10-15  
 SCALE: None  
 DRAWN BY: DDA  
 CHECKED BY: SRE  
 JOB NUMBER: 0706G0042

City of East Grand Forks  
 Minnesota  
 Report of Feasibility  
**2016 MILL & OVERLAY AREAS**

SHEET NO  
**MO-1**  
 SHEET OF

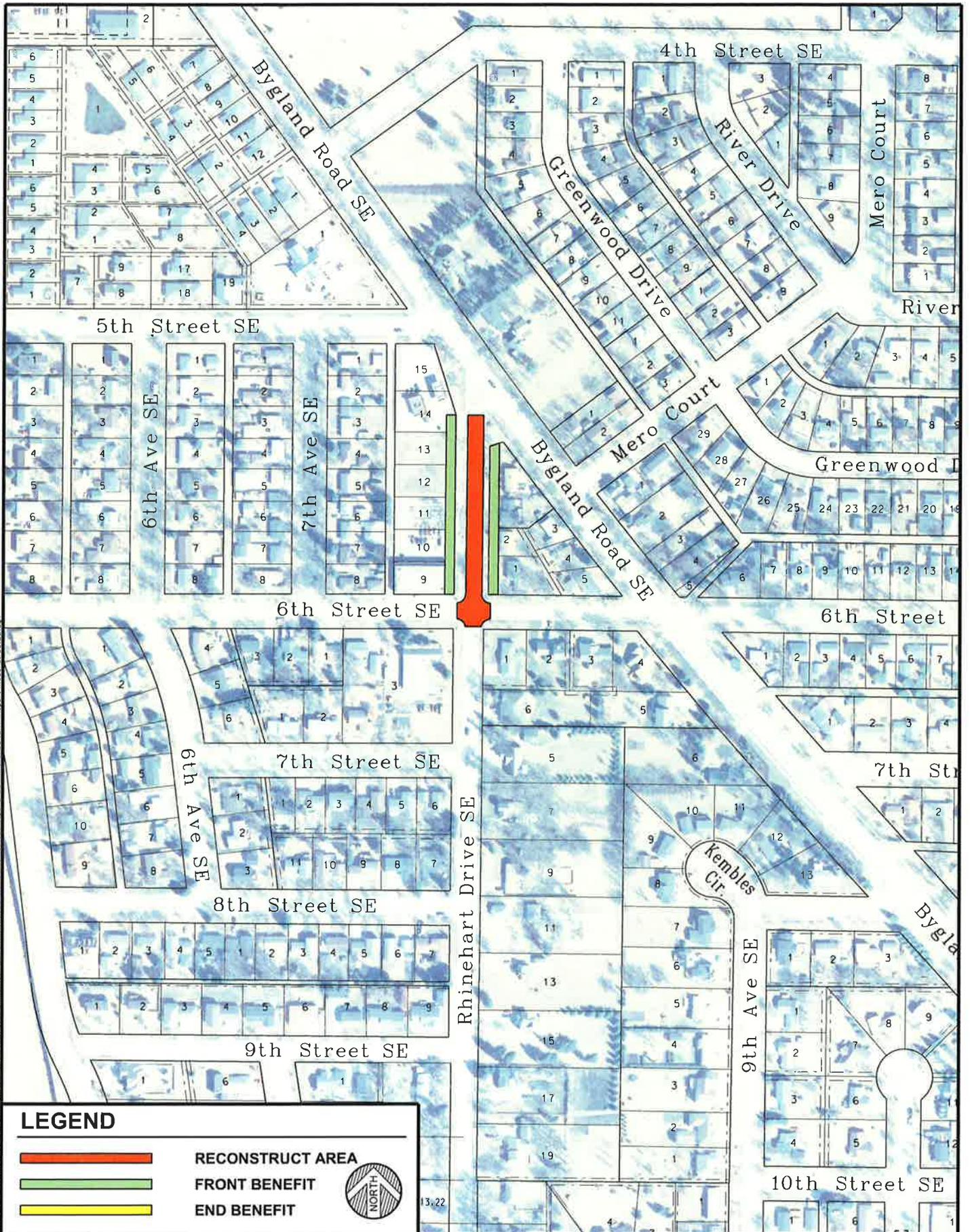




**ENGINEER'S PRELIMINARY ESTIMATE OF COST  
2016 FULL RECONSTRUCTION  
RHINEHART DRIVE  
EAST GRAND FORKS, MINNESOTA**

12/3/2015

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
TRAFFIC CONTROL	LUMP SUM	1	\$ 10,000.00	\$10,000.00
REMOVE CONCRETE CURB & GUTTER	LIN FT	940	\$ 8.00	\$7,520.00
REMOVE CONCRETE DRIVEWAY	SQ YD	140	\$ 10.00	\$1,400.00
REMOVE PAVEMENT	SQ YD	2184	\$ 8.00	\$17,472.00
COMMON EXCAVATION	CU YD	830	\$ 6.00	\$4,980.00
SUBGRADE PREPARATION	SQ YD	2489	\$ 2.00	\$4,978.00
AGGREGATE BASE (10")	CU YD	700	\$ 42.00	\$29,400.00
GEOGRID	SQ YD	2489	\$ 3.00	\$7,467.00
DRAIN TILE	LIN FT	940	\$ 3.00	\$2,820.00
CONCRETE CURB & GUTTER	LIN FT	940	\$ 25.00	\$23,500.00
7" NON REINFORCED CONCRETE PAVING	SQ YD	2184	\$ 65.00	\$141,960.00
REINFORCEMENT BARS	POUND	1112	\$ 3.00	\$3,336.00
6" CONCRETE DRIVEWAY	SQ YD	140	\$ 65.00	\$9,100.00
4" CONCRETE SIDEWALK	SQ FT	3000	\$ 6.00	\$18,000.00
MANHOLE CASTING ASSEMBLIES	EACH	2	\$ 1,500.00	\$3,000.00
CATCH BASIN CASTING ASSEMBLIES	EACH	2	\$ 1,500.00	\$3,000.00
4" WIDTH DOUBLE SOLID LINE	LIN FT	190	\$ 10.00	\$1,900.00
4" WIDTH EPOXY BROKEN LINE	LIN FT	60	\$ 8.00	\$480.00
TURF ESTABLISHMENT	SQ YD	900	\$ 2.50	\$2,250.00
<b>ESTIMATED CONSTRUCTION PROJECT TOTAL =</b>				<b>\$292,563.00</b>
PLANS / SPECIFICATIONS (12%)=				\$35,107.56
STAKING / INSPECTION (10%)=				\$29,256.30
CONTINGENCIES (5%)=				\$14,628.15
ADMINISTRATION / LEGAL (3%)=				\$8,776.89
<b>ESTIMATED TOTAL PROJECT COST =</b>				<b>\$380,331.90</b>



12/19/2016 07:06:00 City of East Grand Forks 0706G0042\_2016\_AJ No. 1 Street Reports ECF MN CAD001 City Report\Reconstruct\_1.dgn

**LEGEND**

- RECONSTRUCT AREA**
- FRONT BENEFIT**
- END BENEFIT**



**WIDSETH SMITH NOLTING**  
 Engineering | Architecture | Surveying | Environmental

DATE: 12-10-15  
 SCALE: None  
 DRAWN BY: DDA  
 CHECKED BY: SRE  
 JOB NUMBER: 0706G0042

City of East Grand Forks  
 Minnesota  
 Report of Feasibility  
**2016 FULL RECONSTRUCT AREAS**

SHEET NO  
**R-1**  
 SHEET OF



# Request for Council Action

Date: January 7, 2016

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: Municipal State Aid Street Funds Advance

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## Background:

We are requesting an advancement in State Aid Funds to replace Rhinehart Drive SE as part of the 2016 Street Improvements project.

The following is the proposed Estimate of Cost for Replacement of Rhinehart Drive SE

### **PROPOSED BUDGET**

	<b><u>2016 AJ #1</u></b>
Construction	\$292,563.00
Plans / Specifications	\$35,107.56
Staking / Inspection	\$29,256.30
Contingencies	\$14,628.15
Administration / Legal	<u>\$8,776.89</u>
<b>TOTAL PROJECT COST</b>	<b>\$380,331.90</b>

### **PROPOSED FUNDING**

	<b><u>2016 AJ # 1</u></b>
MnDOT State Aid Funds	<u>\$380,331.90</u>
<b>TOTAL PROJECT COST</b>	<b>\$380,331.90</b>

### **Recommendation:**

Approve the request to advance funds and pass the attached resolution for the advancement of State Aid Street Funds

**Enclosures:** State Aid Funds Advance Resolution (Sample)  
 Engineers Estimate of Cost  
 5 Year State Aid Projection  
 Project Area Map

WHEREAS, the Municipality of \_\_\_\_\_ is planning to implement Municipal State Aid Street Project(s) in 20\_\_ which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date <u>1/06/16</u>		<u>\$ 699.12</u>
Less estimated disbursements:		
Project # 119-110-008	<u>\$100,000.00</u>	
Project # _____	\$ _____	
Project # _____	\$ _____	
Project # _____	\$ _____	
Bond Principle (if any)	<u>\$88,000.00</u>	
Project Finals (overruns-if any)	\$ _____	
Other: Bond Interest	<u>\$110,442.00</u>	
Total Estimated Disbursements		<u>\$298,442.00</u>
Advance Amount (amount in excess of acct balance)		<b>\$380,000.00</b>

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of \_\_\_\_\_ in an amount up to \$\_\_\_\_\_. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

I HEREBY CERTIFY that the above is a true and correct copy of a resolution presented to and adopted by the Municipality of \_\_\_\_\_, County of \_\_\_\_\_, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of \_\_\_\_\_, Minnesota on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, as disclosed by the records of said Municipality on file and of record in the office.

Municipality of \_\_\_\_\_

\_\_\_\_\_  
Municipal Clerk

**ENGINEER'S PRELIMINARY ESTIMATE OF COST  
2016 FULL RECONSTRUCTION  
RHINEHART DRIVE  
EAST GRAND FORKS, MINNESOTA**

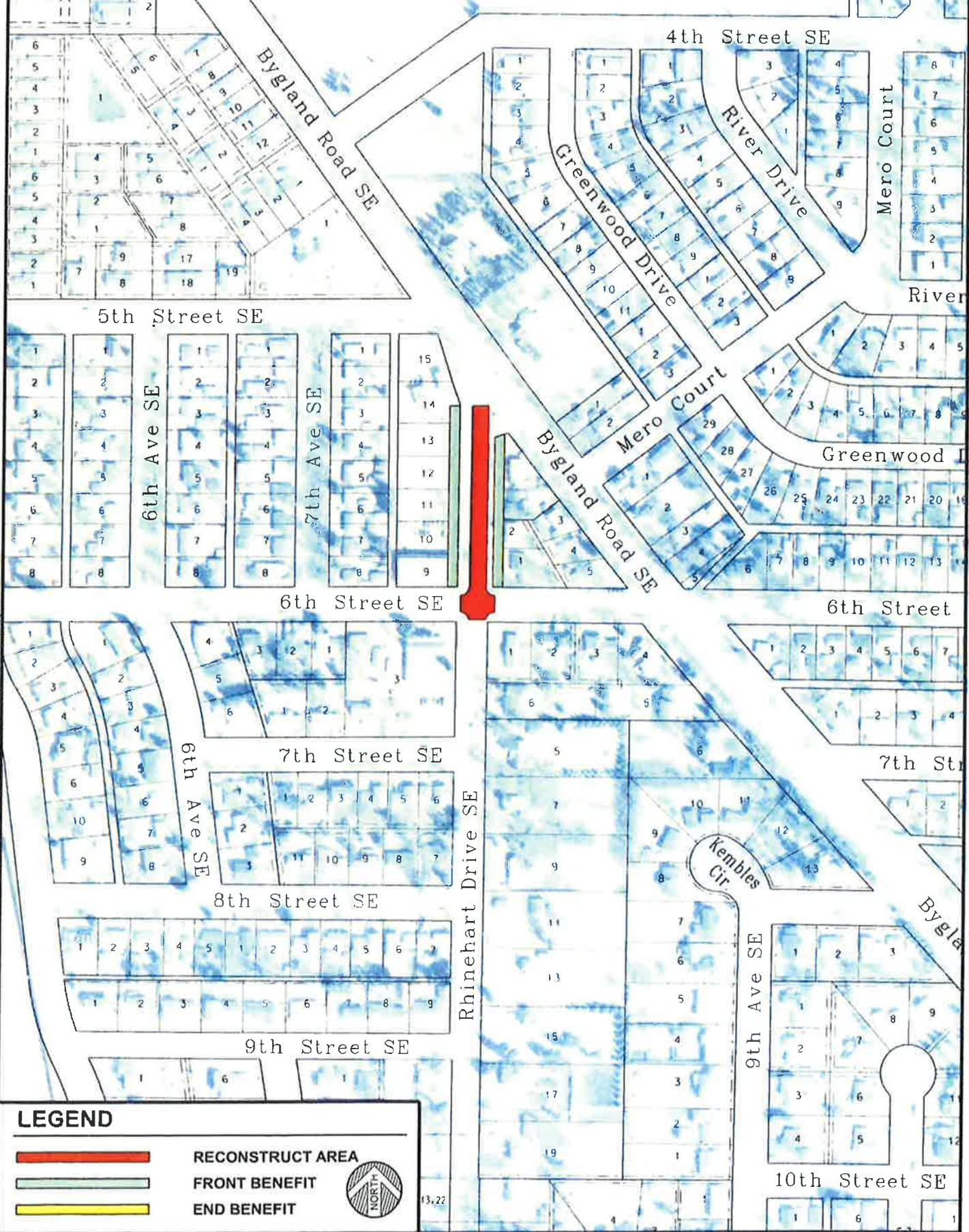
12/3/2015

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
TRAFFIC CONTROL	LUMP SUM	1	\$ 10,000.00	\$10,000.00
REMOVE CONCRETE CURB & GUTTER	LIN FT	940	\$ 8.00	\$7,520.00
REMOVE CONCRETE DRIVEWAY	SQ YD	140	\$ 10.00	\$1,400.00
REMOVE PAVEMENT	SQ YD	2184	\$ 8.00	\$17,472.00
COMMON EXCAVATION	CU YD	830	\$ 6.00	\$4,980.00
SUBGRADE PREPARATION	SQ YD	2489	\$ 2.00	\$4,978.00
AGGREGATE BASE (10")	CU YD	700	\$ 42.00	\$29,400.00
GEOGRID	SQ YD	2489	\$ 3.00	\$7,467.00
DRAIN TILE	LIN FT	940	\$ 3.00	\$2,820.00
CONCRETE CURB & GUTTER	LIN FT	940	\$ 25.00	\$23,500.00
7" NON REINFORCED CONCRETE PAVING	SQ YD	2184	\$ 65.00	\$141,960.00
REINFORCEMENT BARS	POUND	1112	\$ 3.00	\$3,336.00
6" CONCRETE DRIVEWAY	SQ YD	140	\$ 65.00	\$9,100.00
4" CONCRETE SIDEWALK	SQ FT	3000	\$ 6.00	\$18,000.00
MANHOLE CASTING ASSEMBLIES	EACH	2	\$ 1,500.00	\$3,000.00
CATCH BASIN CASTING ASSEMBLIES	EACH	2	\$ 1,500.00	\$3,000.00
4" WIDTH DOUBLE SOLID LINE	LIN FT	190	\$ 10.00	\$1,900.00
4" WIDTH EPOXY BROKEN LINE	LIN FT	60	\$ 8.00	\$480.00
TURF ESTABLISHMENT	SQ YD	900	\$ 2.50	\$2,250.00
ESTIMATED CONSTRUCTION PROJECT TOTAL =				\$292,563.00
PLANS / SPECIFICATIONS (12%)=				\$35,107.56
STAKING / INSPECTION (10%)=				\$29,256.30
CONTINGENCIES (5%)=				\$14,628.15
ADMINISTRATION / LEGAL (3%)=				\$8,776.89
<b>ESTIMATED TOTAL PROJECT COST =</b>				<b>\$380,331.90</b>

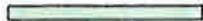
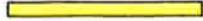
## State Aid

Year	Construction Allocation	Construction Bond	Construction Interest	Maintenance	Total
2016	\$ 267,064.00	\$ 88,000.00	\$ 110,442.00	\$ 159,350.00	\$ 624,856.00
2017	\$ 264,064.00	\$ 91,000.00	\$ 107,180.00	\$ 162,612.00	\$ 624,856.00
2018	\$ 261,064.00	\$ 94,000.00	\$ 103,809.00	\$ 165,983.00	\$ 624,856.00
2019	\$ 258,064.00	\$ 97,000.00	\$ 100,328.00	\$ 169,464.00	\$ 624,856.00
2020	\$ 254,064.00	\$ 101,000.00	\$ 96,719.00	\$ 173,073.00	\$ 624,856.00
<b>Total</b>	<b>\$ 1,304,320.00</b>			<b>\$ 830,482.00</b>	

I:\2016\20160706G0042-2016-AJ No. 1 Street Repairs ECF WK\CAD\Civil\Report\Reconstruct\_1.dwg  
 © 2015 WIDSETH SMITH NOLTING PPAU



**LEGEND**

	<b>RECONSTRUCT AREA</b>
	<b>FRONT BENEFIT</b>
	<b>END BENEFIT</b>




**WIDSETH SMITH NOLTING**  
 Engineering | Architecture | Surveying | Environmental

DATE: 12-10-15  
 SCALE: None  
 DRAWN BY: DDA  
 CHECKED BY: SRE  
 JOB NUMBER: 0706G0042

City of East Grand Forks  
 Minnesota  
 Report of Feasibility  
**2016 FULL RECONSTRUCT AREAS**

SHEET NO  
**R-1**  
 OF

# Request for Council Action

Date: January 7, 2016

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 2015 City Project No. 4 – Curb, Gutter and Paving – 5<sup>th</sup> Ave NE & 10<sup>th</sup> St NE

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## **Background:**

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

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

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

## **Recommendation:**

File Plans / Specifications, authorize advertising of the project and set bid date.

**Enclosures:** Plans / Specifications will be filed at the Tuesday, January 19, 2016 City Council Meeting.

# Request for Council Action

Date: January 7, 2016

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 – 2016 Assessment Job No. 2 – Concrete paving & Sidewalk Construction, Riverview 10<sup>th</sup> Addition

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**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**

	<b><u>2016 AJ No. 2</u></b>
Construction	\$444,563.50
Plans / Specifications	\$40,010.72
Staking / Inspection	\$26,673.81
Contingencies	\$31,119.45
Administration / Legal	<u>\$13,336.91</u>
<b>TOTAL PROJECT COST</b>	<b>\$555,704.39</b>

**PROPOSED FUNDING**

	<b><u>2016 AJ No. 2</u></b>
City (Driveway)	\$9,000.00
Assessments / City	<u>\$546,701.39</u>
<b>TOTAL PROJECT COST</b>	<b>\$555,704.39</b>

**Recommendation:**

File plans / specifications, receive authorization to advertise and set bid date.

Enclosures: Plans / Specifications will be filed at the Tuesday, January 19, 2016 City Council Meeting

## AGREEMENT FOR BUILDING INSPECTIONS SERVICES

This contract (the "Agreement") is made and entered into this 16<sup>th</sup> day of September, 2014, between the City of East Grand Forks, Minnesota (the "City"), and Indepth Inspection, Inc, (the "Contractor"), (collectively, the "Parties").

### Recitals

1. The current Building Official contract is expiring.
2. The City Council directed the City Administrator to recommend options on the future of the Building Official position.
3. The City Council received and approved a proposal for Building Officials service by Indepth Inspections, Inc.

### Terms

1. Scope of Services. The Contractor agrees to perform the following services:
  - 1.1 Building Code:  
The Contractor will be responsible for inspecting properties and enforcing the Minnesota State Building Code. The Contractor, however, will not be responsible for enforcing the commercial Electrical Code as the City will continue to use State of Minnesota inspectors to perform such inspections.
  - 1.2 Plumbing Code:  
The Contractor shall be responsible for providing enforcement and administration of the currently adopted Minnesota State Plumbing Code and performing plumbing plan review services.
  - 1.3 Rental Housing Ordinance:  
The Contractor may be requested to assist with inspecting and enforcing the City's Rental Housing Ordinance, including but not limited to inspecting rental housing for license renewal, responding to complaint inspections and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.
  - 1.4 Zoning Ordinance:  
The Contractor may be requested to assist the Planning and Zoning Department to enforce the zoning ordinance and will coordinate the duties of the Building Official Department with the Planning and Zoning Department when required in the best interests of the City.
  - 1.5 Additional Duties  
Work regarding the above referenced codes and ordinances involves responsibility for plan review, scheduling and inspection of residential and commercial buildings and other structures in regard to conformity with code requirements and technical standards, any administrative work in support of those duties assigned herein and enforcement. Work also involves determining building permit valuations for inspected construction projects and providing the City with Code revisions that are either

desirable or required. Work also includes complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

2. Compensation. The City agrees to pay the Contractor as follows:

2.1 Contractor shall bill the City monthly for office hours. The contractor will provide 8 hours of office time per week for a monthly fee of \$1,560. In addition the City shall reimburse Contractor for building inspections and related services up to 50% of total permit fees & 100% of plan review fees on a quarterly basis. Additional services will be billed at \$75 per hour for other duties as required plus mileage reimbursement. The City shall not withhold monies for the payment of any federal or state income taxes, social security benefits, or other taxes.

3. Term.

3.1 The term of the agreement shall be for a period of six (6) months, or the City has completed the hiring of a full time Building Official commencing on or about September 19<sup>th</sup> 2014. The City will be allowed to terminate if the Contractor if they hire a full time Building Official, does not perform services in a satisfactory manner, loses its license to perform any of the services, becomes insolvent, or other similar reasons.

Notice to City  
City Administrator  
600 Demers Ave  
East Grand Forks, MN 56721

Notice to Contractor:  
Brad Bail  
1600 Central Ave NE  
East Grand Forks, MN 56721

4. Independent Contractor Relationship

4.1 It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits, unemployment compensation, disability, severance pay, or retirement benefits.

5. Insurance Requirements

5.1 Liability.

The Contractor agrees to maintain Professional Liability, Errors and Omissions Insurance in an amount of at least \$500,000 single limit coverage, covering all personnel employed by the Contractor in the capacity of acting as an Agent of the City. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence. The policy shall cover liability arising from premises, operations, products-completed, operations, personal injury, advertising injury, and contractually assumed liability. The City shall be named as an additional insured.

5.2 Automobile Liability.

If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain automobile liability insurance, including

owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit. The City shall be named as an additional insured.

5.3 Workers' Compensation.

The Contractor agrees to comply with all applicable workers' compensation laws in Minnesota.

5.4 Certificate of Insurance.

The Contractor shall, prior to commencing services, deliver to the City of Certificate of Insurance as evidence that the above coverage's are in full force and effect.

6. Indemnification

6.1 The Contractor agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Contractor's performance or failure to perform its duties under this Agreement. The only liabilities with respect to which Contractor's obligation to indemnify the City does not apply are liabilities to the extent proximately caused by willful misconduct of the City.

7. General Provisions

7.1 Entire Agreement.

This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

7.2 Assignment.

The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.

7.3 Amendments.

Any modifications or amendment to this Agreement shall require a written agreement signed by both Parties.

7.4 Governing Law.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

7.5 Waivers.

The waiver by either party of the any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any provision of this Agreement.

7.6 Savings Clause.

If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

8. Termination

8.1 Either Party can terminate this agreement with or without cause with 60 days written notice to the other party.

**IN WITNESS WHEREOF**, The Parties, have caused this Agreement to be approved on the date above.

**City of East Grand Forks, Minnesota**

By:   
Its Mayor – Lynn Stauss

By:   
Its City Administrator – David Murphy

**Indepth Inspection, Inc.**

By:   
Its President – Brad Bail

(AGREEMENT FOR BUILDING INSPECTIONS SERVICES 9.12.2014)

# Community Foundation™

*Connecting people who care with causes that matter.*

December 28, 2015

Marc DeMers  
City of East Grand Forks  
600 Demers Ave  
East Grand Forks, MN 56721

RE: 2015 Grant Process Award Distribution from the Knight Foundation Donor Advised Fund

Dear Marc:

On Behalf of the Community Foundation of Grand Forks, East Grand Forks and Region, I would like to congratulate you on receiving funding for the grant application you submitted for the *City of East Grand Forks*. Your application was approved for an award of \$25,000.00.

Enclosed are the following items: 1) Grant Agreement, 2) Self-addressed envelope. Please read through the enclosed agreement carefully. If acceptable, sign and date the document and return it to the Foundation office in the self-addressed envelope. Once received, and signed by the Community Foundation's representative, the award check and copy of the agreement will be mailed to you for your records.

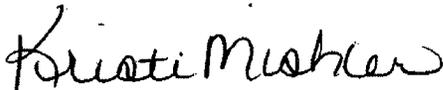
The Community Foundation appreciates the support of the Knight Foundation and welcomes the opportunity to serve them in making this award. It also gives us great satisfaction to present you with this contribution for your project.

Should you have any questions regarding the award amount or the grant agreement, please do not hesitate to contact me.

We appreciate the efforts you are involved in for our communities and region, and we commend your commitment and dedication. We wish you continued success with your work.

Again, congratulations!

Warm Regards,



Kristi Mishler  
Executive Director

Enclosures  
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Community Foundation Grand Forks | East Grand Forks | Region  
620 Demers Ave  
Grand Forks, ND 58201  
Tel: 701.746.0668 fax: 701.772.3018  
[www.gofoundation.org](http://www.gofoundation.org)  
[communityfoundation@gofoundation.org](mailto:communityfoundation@gofoundation.org)



Evidence Accountability Impact™

# Community Foundation™

*Connecting people who care with causes that matter.*

**On Behalf of the GRANTOR:**

**JOHN S. and JAMES L. KNIGHT DONOR-ADVISED FUND**

**GRANT RECIPIENT: (GRANTEE)**

**FISCAL AGENT: (if applicable)**

City of East Grand Forks

## **GRANT AGREEMENT**

- I. **TERM OF GRANT:** The term of the agreement shall be for the completion of the project or the proposed end date of December 31, 2016 whichever comes first.
- II. **PROJECT:** GRANTEE agrees to utilize the funds awarded for the purpose of the **City of East Grand Forks – The EGF Broadcasting Project** as outlined in the grant application to the GRANTOR.
- III. **COMPENSATION:** The John S. and James L. Knight DAF CAC award is \$25,000.00.
- IV. **ACKNOWLEDGMENT:** GRANTEE agrees to acknowledge GRANTOR in all promotion material related to this project/program. The GRANTEE will use the statement and logo provided by the Community Foundation.
- V. **PROJECT ACTIVITIES & TIMELINE:** During the lifespan of your grant, you are required to complete a narrative (500 words or less) discussing the challenges, opportunities, successes and/or failures of the project. We want to learn from your work and we may contact you to collaborate on a blog post highlighting your learnings. Please submit this document directly to Michelle Huttenhoff at [huttenhoff@knightfoundation.org](mailto:huttenhoff@knightfoundation.org) and Kristi Mishler at [kmishler@gofoundation.org](mailto:kmishler@gofoundation.org) upon completion of your grant period.
- VI. **PRESS RELEASES:** For all press releases, please send a draft copy before publishing to Anusha Alikhan, communications director, at [alikhana@knightfoundation.org](mailto:alikhana@knightfoundation.org). Please copy Michelle Huttenhoff at [huttenhoff@knightfoundation.org](mailto:huttenhoff@knightfoundation.org) and Kristi Mishler at [kmishler@gofoundation.org](mailto:kmishler@gofoundation.org). **If you wish to highlight your grant on social media, please include whatever recognition of Knight Foundation that space allows:**
  - i. On Twitter, follow or tag [@knightfdn](https://twitter.com/knightfdn) and [@lillyweinberg](https://twitter.com/lillyweinberg), and join the conversation using #knightcities.
  - ii. Facebook: Like Knight's page at <http://www.facebook.com/knightfdn> and tag Knight Foundation in posts.
  - iii. Instagram: Like or tag Knight on Instagram at [@knightfdn](https://www.instagram.com/knightfdn), and tag #knightcities.
- VII. **INDEMNITY AND CONTINGENT LIABILITY:** GRANTEE shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this agreement.

**VIII. INTERACTION AND MODIFICATION:** The contact and the Grantee’s application constitute the entire agreement between the GRANTEE and the GRANTOR. No alteration, amendment, or modification to this agreement shall be effective unless it is presented in writing, signed by the parties and attached.

**IX. AGREEMENT ACCEPTANCE:** The terms of this agreement have been read and are acceptable to the GRANTEE. By signing below the GRANTEE agrees to the terms outlined above and acknowledges receipt of the funds awarded in Section III “Compensation.” The Community Foundation retains the right to share your receipt of this grant and information on your initiative funded by this grant through our communication channels, including but not limited to, the Community Foundation website, newsletter, social media, and marketing materials.

\_\_\_\_\_  
Community Foundation Representative      Date  
on behalf of the Knight DAF (GRANTOR)

\_\_\_\_\_  
GRANTEE Representative      Date

\_\_\_\_\_  
Fiscal Agent (if different from above)      Date

# Community Foundation Recognition from Recipients

Grant recipients,

Please recognize the Community Foundation and its grant funding in any press releases, newsletters, social media, etc. that you utilize. The following paragraphs and logos correspond to the specific funding pools our grants are allocated from. In any media communication, use the paragraph and logo listed under the fund that your grant was received from.

Contact Kristi Mishler, Executive Director with any questions or for assistance and support.

Phone: 701.746.0668

Cell Phone: 701.317.6729

[kmishler@gofoundation.org](mailto:kmishler@gofoundation.org)

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## Community Foundation Grant

This initiative was made possible by a \$\_\_\_\_\_ grant given by the Community Foundation of Grand Forks, East Grand Forks, and Region. Community Foundation grants support improving the quality of life in our region in the areas of Arts & Culture, Community & Human Services, Education, the Greenway, and Human Rights. More information on this Community Foundation grant can be found at [gofoundation.org/grants](http://gofoundation.org/grants)

Please use logo in any materials. A high resolution jpeg will be emailed to you.

**Community Foundation**  
GRAND FORKS, EAST GRAND FORKS & REGION

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## Community Foundation Grant Women's Fund

This initiative was made possible by a \$\_\_\_\_\_ grant given by the Community Foundation of Grand Forks, East Grand Forks, and Region Women's Fund. Community Foundation Women's Fund grants support initiatives that provide ideas, energy and resources so that girls and women are empowered to achieve economic, social and political equality. More information on this Community Foundation grant can be found at [gofoundation.org/grants](http://gofoundation.org/grants)

Please use logo in any materials. A high resolution jpeg will be emailed to you.

**Community Foundation**  
GRAND FORKS, EAST GRAND FORKS & REGION

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## Community Foundation Grant through the NV&ME and Bush Foundation Fund

This initiative was made possible by a \$\_\_\_\_\_ grant given by the Community Foundation of Grand Forks, East Grand Forks, and Region through the NV&ME Bush Foundation Fund. This fund supports initiatives that connect, inspire and empowers residents to get connected and make positive impacts in the areas of Core-City Vibrancy, Information Sharing, Talent Retention, and Entrepreneurship. More information on this Community Foundation grant can be found at [gofoundation.org/grants](http://gofoundation.org/grants)

Please use logo in any materials. A high resolution jpeg will be emailed to you.



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## Community Foundation Grant through Knight Foundation Fund

This initiative was made possible by a \$\_\_\_\_\_ grant given by the Community Foundation of Grand Forks, East Grand Forks, and Region through the Knight Foundation Fund. This fund supports initiatives that attract, retain and harness talent; that expand opportunity by increasing entrepreneurship and economic mobility; and that support civic infrastructure to accelerate the growth of ideas and bring people from diverse social and economic backgrounds together. More information on this Community Foundation grant can be found at [gofoundation.org/grants](http://gofoundation.org/grants)

Please use logo in any materials. A high resolution jpeg will be emailed to you.



## Publicity Guidelines for Grant Recipient/Donor

The below terms are guidelines and best practices set up by the Community Foundation for grant recipients and donors to follow when making public their grant receipt or donor gift through various channels. All public communication of grant receipts, initiatives, and donor gifts is malleable. In some situations publicity of the initiative, grant receipt, or donor gift may not be applicable or appropriate, which will be communicated to all parties when the instance arises.

At the Community Foundation, our job is to work with our grant recipients and donors to provide the best means of communication, publicity, and marketing for all. We will work directly with grant recipients and donors in each specific situation to develop an accurate and effective communication and marketing plan for the publicity of the grant receipt or donor gift.

Please read through these guidelines and utilize as a part of developing your marketing plan for your grant receipt or donor gift.

### 1. Press Release

- a. Grant recipients/donors are encouraged to send their own press release about their initiative/gift to all area media outlets and include a paragraph denoting the Community Foundation's involvement. (See Community Foundation document for logo and paragraph to be included)
  - i. The Community Foundation offers to help with any writing and communication planning for releasing initiative and grant information to the media. Please contact our Marketing and Development Assistant for assistance.
- b. If recipient/donor does not release a press release, the Community Foundation may release one of our own giving information on the initiative, grant, or donation when applicable.
- c. Suggested timeframe: Press release should be sent within two weeks of, but not before, final signed approval of grant receipt or donor gift.
- d. Please send the Community Foundation any press release you send to local media for our reference.

### 2. Social Media

- a. Recipients/Donors are encouraged to share their grant receipt via their social media channels. Recipients/Donors may use our Community Foundation logo and verbiage as provided in the Community Foundation Recognition document.
- b. The Community Foundation reserves the right to share information on the initiative, grant receipt, or donor gift on our social media channels including, but not limited to, facebook, twitter, newsletter and website when applicable.
- c. The Community Foundation will be in touch with the grant recipient/donor to make sure all our social media displays are consistent and accurate with the recipient/donors branding, mission, and message.

- d. Suggested timeframe: Social media posts are encouraged to be made within two weeks of, but not before, final signed approval of grant receipt/donor gift.
  - e. The Community Foundation will not release any social media posts about the initiative, grant receipt, or donor gift until after the grant recipient/donor has released information on their own social media sites or until two weeks after final signed approval of the grant receipt/donor gift, whichever comes first.
3. Newsletter
- a. Recipients/Donors are encouraged to send their own newsletter about their initiative to all area media outlets and include a paragraph denoting the Community Foundation's involvement. (See Community Foundation Recognition document for logo and paragraph to be included.)
4. Website
- a. Recipients/Donors are encouraged to share their grant receipt/donor gift via their website. Recipients/Donors may use our Community Foundation logo and verbiage as provided in the Community Foundation Recognition document.
  - b. The Community Foundation reserves the right to share information on the initiative, grant receipt, or donor gift on our website when applicable.
  - c. The Community Foundation will be in touch with the grant recipient/donor to make sure all our website displays are consistent and accurate with the recipient/donors branding, mission, and message.
  - d. The Community Foundation will not release any information on our website about the initiative, grant receipt, or donor gift until after the grant recipient/donor has released information through their channels of media, social media, or website or until two weeks after final signed approval of the grant receipt/donor gift, whichever comes first.

For guidance or assistance on any of these guidelines or for publicity through other channels not listed in this document, please contact the Community Foundation's Executive Director.

