

**AGENDA - AMENDED
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 19, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 5, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 12, 2016.

SCHEDULED BID LETTINGS:

3. Consider adopting Resolution No. 16-01-12 approving the plans and specifications and ordering advertisement for bids for 2015 Assessment Job No. 4 – Curb, Gutter, and Paving – 5th Ave NE and 10th St NE.
4. Consider adopting Resolution No. 16-01-13 approving the plans and specifications and ordering advertisement for bids for 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction – Riverview 10th Addition.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

5. Consider approving the special event application from the Great Grand Forks Young Professionals group for the Frosty Bobber event to be held on Saturday, February 13, 2016.
6. Consider adopting Resolution No. 16-01-14 approving the following Boards & Commission appointments as presented by the appropriate elected officials.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

7. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 17, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

8. Consider approving the agreement between the City of East Grand Forks and Indepth Inspections for building inspection services for 2016.
9. Consider adopting Resolution No. 16-01-15 accepting the report of feasibility for 2016 Assessment Job No. 1 Street Improvements and setting the public hearing for March 1, 2016.
10. Consider adopting Resolution No. 16-01-16 accepting the Knight Foundation Grant for the project to televising the City Council meetings and other city meetings.
11. Consider adopting Resolution No. 16-01-18 appointing the ballot board and election judges for the March 7, 2016 Special Election and setting the polling location as City Hall.
12. Consider adopting Resolution No. 16-01-19 requesting the advance of State Aid funds for the Rhinehart Reconstruction Project.

CLAIMS:

13. Consider adopting Resolution No. 16-01-17 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23288 for a total of \$664.64 whereas Council Member Buckalew is personally interested financially in the contract.
14. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Please see the next page for the Closed Session Agenda

**AGENDA
OF THE CITY
COUNCIL CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 19, 2016 – Following the Council Meeting**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

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

ADJOURN:

Upcoming Meetings:

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
Regular Council Meeting – February 16, 2016 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 5, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 5, 2016 was called to order by Council President Mark Olstad at 5:00 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 16-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-01-01 SETTING THE TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

*Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.
Voting Nay: None.*

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 16-01-02 a Resolution to designate The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 16-01-02 DESIGNATING THE EXPONENT AS THE OFFICIAL NEWSPAPER.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 16-01-03 a Resolution to designate the following financial depositories.

- (A) American Federal
- (B) Frandsen Bank & Trust
- (C) Morgan Stanley-Smith Barney
- (D) Multi-Bank Securities
- (E) Dain Rausher
- (F) PMA - 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 16-01-03 DESIGNATING THE FINANCIAL DEPOSITORIES.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

4. DESIGNATE ACH ORIGINATION & ONLINE BANKING

Consider adopting Resolution No. 16-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title

- (A) Lynn Stauss, Mayor
- (B) David Murphy, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, Executive Assistant
- (D) Terry Knudson, Accounting Technician
- (E) Karla Anderson, Finance Director
- (F) Audrey Passa, Accounting Technician

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-01-04 AUTHORIZING PERSONS AUTHORIZED FOR ACH ORINATION AND FOR ONLINE BANKING.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

APPROVAL OF MINUTES:

5. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of November 24, 2015.
6. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 15, 2015.
7. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of December 21, 2015.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE ITEMS FIVE (5) THROUGH SEVEN (7).

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

8. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Police Officers Association to be held April 15, 2016 at the East Grand Forks Police Department, 520 Demers Ave, East Grand Forks, MN 56721 and waive the 30-day waiting period.
9. Consider adopting Resolution No. 16-01-05 designating “C&H Insurance” as the insurance agency to handle City Policy for 2016.
10. Consider adopting Resolution No. 16-01-06 approving the 2016 Administrative Services Agreement with Select Account.
11. Consider adopting Resolution No. 16-01-07 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
12. Consider adopting Resolution No. 16-01-08 approving the following Boards & Commission appointments and reappointments as presented by the appropriate elected officials.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE ITEMS EIGHT (8) THROUGH TWELVE (12).

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

13. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 3, 2015.

14. Regular meeting minutes of the Economic Development Authority for December 1, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

15. Consider adopting Resolution No. 16-01-09 waiving the monetary limits on tort liability without purchasing excess liability.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-01-09 WAIVING THE MONETARY LIMITS ON TORT LIABILITY WITHOUT PURCHASING EXCESS LIABILITY.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

16. Consider adopting Resolution No. 16-01-11 accepting responsibility as the sponsoring agency for the transportation alternative project for the Bygland Road bike lane facility.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 16-01-11 ACCEPTING RESPONSIBILITY AS THE SPONSORING AGENCY FOR THE TRANSPORTATION ALTERNATIVE PROJECT FOR THE BYGLAND ROAD BIKE LANE FACILITY.

Ms. Ellis informed the Council that this resolution was a part of the TAP application and she reminded them this had been discussed in November. She stated how the resolution explains how the City would maintain the bike lanes and since they would be on the street there wouldn't be an issue of keeping the snow cleared in the winter. She added the application was due Friday, she will present in February, and the City will be informed by April if the project was approved.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

CLAIMS:

17. Consider adopting Resolution No. 16-01-10 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23156 for a total of \$491.60 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 16-01-10 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 23156 FOR A TOTAL OF \$491.60 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Vetter, Pokrzywinski, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

Abstain: Buckalew.

18. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER GRASSEL, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss thanked the Water and Light Department along with Public Works for how nice the decorations looked and for how clean the streets have been.

Council Member DeMers informed the Council that the City had been awarded a \$25,000 grant from the Knight Foundation for the broadcasting of the Council Meetings. He asked to have this item added to the work session agenda for discussion.

Council President Olstad informed everyone that Mr. Murphy will be back the following day. He also told them there will be a meeting with representatives from East Grand Forks and Grand Forks regarding the interconnect and COSA agreement. He added the information discussed at this meeting would be brought back to a work session.

Mr. Galstad wished everyone a Happy New Year.

City Council Meeting

January 5, 2016

Mr. Boppre also wished everyone a Happy New Year and added that he is looking forward to working with the Council this year.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE JANUARY 5, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:11 P.M.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

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

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for January 12, 2016 was called to order by Council President Mark Olstad at 5:00 P.M.

CALL OF ROLL:

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

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. Frosty Bobber Event Discussion – Megan Nelson

Ms. Nelson stated there was a group that was bringing back the Frosty Bobber event. She said she handed out a map which showed the different activities which would make this an event for all ages of the community. She added that Mr. Corey Mock was present at the meeting to answer any questions. Mr. Mock thanked the Council for their consideration and informed the Council about some of the activities that were planned. He added that the Water and Light Department has approved their request for power for this event. Council member DeMers asked when the date was for this event. Mr. Mock said it will be on Saturday, February 13th. Mayor Stauss commented how this would be an exceptional event for both Grand Forks and East Grand Forks. He added that in the future they may want to try to host Minnesota Hockey Day as well. Mr. Mock thanked the Mayor for that suggestion.

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

2. Report of Feasibility 2016 Street Improvements – Steve Emery

Mr. Emery stated this was the feasibility report for the proposed street improvement projects for 2016. He reminded the Council about the three year schedule for the street improvements,

reviewed the proposed areas to have street improvements in 2016, and also went over the estimated costs for these projects. Mr. Emery explained how the reconstruction project on Rhinehart could be funded by using State Aid dollars and how it is the City's policy to assess 30% of state aid projects. He then asked for questions.

Council President Olstad asked how the reconstruction of Rhinehart fit in with future plans. Mr. Emery stated how the future round-a-bout would have little effect on the section of road that was to be reconstructed. Council President Olstad asked to that worked into the plan so there wouldn't be issues later. Council member DeMers said they should at least look at what funding is available and not make things difficult for the installation of the round-a-bout. He added that he noticed end benefits being charged to people on River Road for Forest Court seal coat. He explained he didn't see this as end benefit for them and to get input on whether that should be included unless that fits with the assessment policy. He asked about the master plan for the streets, where things are at, and what the threshold was to include these streets for street improvements. Mr. Emery explained that ICON was used to develop this plan as well as visual inspections of the streets.

Council member Tweten commented how there were objections on the length of time for seal coat and asked if the Council wanted to use a longer period of time. Council President Olstad said the public will be receiving the information, can attend the public hearing, and that they can ask questions at the public hearing. Discussion followed on the costs of the street improvement projects from the previous year, how paying for these kinds of project shouldn't overlap, and that the Council would like to make sure that everyone affected by the projects will receive the notifications.

Council member Vetter asked if they expected lower bids with lower oil prices. Mr. Emery said no. Council member Vetter also asked to flip-flop the process and hold the hearing of improvement before the job is awarded so people know exactly what the cost will be. Mr. Galstad commented that had been mentioned before and the Council could move forward with that process. Council member Vetter asked to be kept informed on the process. He then commented how he was not in favor of moving forward with the reconstruct and then having a round-a-bout installed a few years later. Mr. Emery said he can verify the information with MPO and Ms. Ellis. Discussion followed about what was included with the reconstruction on Central Ave and 3rd Street and that the city engineers do not collect the administration fee that is included in the cost estimates.

3. Municipal State Aid Street Funds Advance – Steve Emery

Mr. Emery stated this item depends on if the project on Rhinehart Drive moves forward. He explained the City is able to use State Aid funds for that project and currently there were not enough funds to cover the reconstruction project. He informed the Council that they could request an advance of funds to cover the project and by 2017 there would be around \$50,000 left in the fund. There were no questions from the Council.

4. File Plans/Specifications 15AJ4 5th Ave & 10th St - Steve Emery

Mr. Emery stated they were looking to file plans and specifications for the lowering of 5th Ave NE. He explained the State had already approved the plans and they were looking for authorization to set the bid date for February 16, 2016. Council member Grassel commented how people will be driving fast down this road once this project is complete. Council member DeMers asked if this project will be going through a freeze/thaw cycle. Mr. Emery said that had been the goal but they ran into difficulties trying to start this project while the new lift station was being built. He stated they were looking at other options for this project since it wouldn't be going through a freeze/thaw cycle. Council member Vetter commented how he thought the road project was tied to the construction of the lift station. Mr. Emery stated they had always been two projects and that no work was being duplicated.

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

5. File Plans/Specifications 16AJ2 Paving Riverview 10th Add – Steve Emery

Mr. Emery stated they were asking for authorization to file the plans and specifications and set the bid date for the paving and sidewalk construction project in the Riverview 10th Addition. He stated that the bid date would be February 16, 2016. Council President Olstad asked if there were questions and there were none.

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

6. Discussion of Building Inspections Contract – David Murphy/Nancy Ellis

Mr. Murphy told the Council this item was being brought forward because the current contract had expired and needed to be addressed. He asked for direction from the Council and commented how the two possible options for moving forward were to either hire a full time inspector or continue with contracted services. Discussion followed about how no qualified candidates had applied the last time this job had been advertised, what the job duties were for a building inspector, and how the City operates on a complaint basis. Ms. Ellis explained how the fire marshal conducts the rental inspections based on the fire code and how there have been questions regarding health and how that needs to be addressed since the City currently does not have an appointed health official like it states in the charter.

Council President Olstad stated right now the Council is addressing the contract. He commented how there was language in the contract stating if the City did want to hire a full time person they would just need to send notification that the contract was going to be terminated. Mayor Stauss asked what it cost versus having an in-house inspector. Ms. Ellis stated that in 2014 they were paid \$83,053 and 2015 they were paid \$70,000. She added these numbers were based on inspections and office hours.

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

7. Knight Foundation Grant Discussion – Marc DeMers

Council member DeMers told the Council he had received notification the City would receive a \$25,000 grant from the Knight Foundation. He asked the Council to formally accept the grant which would be used to purchase equipment so the Council meetings could be broadcast. He explained the budget that was sent was for \$62,000 but that figure included improvements to the audio systems and adds visual equipment in both the Council Chambers and Training Room. He also asked that these funds be put in a separate fund and kept out of the general fund. He added he was open to suggestions on how to raise the remaining funds that were needed. Discussion followed about using an additional 1% of the cable franchise fee and selling ad time to raise funds. Council member Tweten commented how the cable franchise fee was not going to be enough and the only recourse was to raise taxes. Council member DeMers reminded the Council the 1% he was referring to was an additional 1% and did not include the 5% the City already collects on.

Council Vice-President Grassel asked if they should only update one room instead of both to reduce the cost of the project. Council member DeMers commented that was a good idea however each meeting is different and updating both rooms would allow for board and commission meetings to be televised as well as council meetings. Mayor Stauss commented how information from the meetings are put in two papers, on the radio, and sometimes on the local news station. He asked how this will add to the budget and commented how there will be small viewership. Discussion followed about how younger people use their phones for everything, how they may watch the meetings at different times, and that they don't need that face to face interaction. Council member Vetter added that the Council use to meet at 7:00pm and that made it easier for people to attend meetings. He asked what the timeline was for using the funds. Council member DeMers stated he could have that answer by Tuesday. More discussion followed about where additional funds could potentially come from for this and once everything was set up there would only be depreciation costs.

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

8. Property for the Interconnect Project – David Murphy

Mr. Murphy informed the Council the City had requested an easement on Polk County property for the interconnect project. He explained that instead of granting the easement the County wanted to turn over the property to the City since they had no use for it. He stated that staff had reviewed to see if there were any drawbacks to acquiring the property and there were none. He asked for questions. There were none.

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

9. Coalition Day Discussion – Mark Olstad

Council President Olstad reminded the Council about the legislative day the Coalition of Greater Minnesota Cities was holding on March 16th and asked for a commitment for those going so accommodations could be made. Council member Tweten commended Council President Olstad

for the work he has done with the Coalition and for the City. He added the City needs to continue to support an increase to LGA which the legislators need to be told. Council President Olstad added they will also need to speak to the legislators about the bonding bill. Mayor Stauss added this is when the City can get commitments from the legislators.

10. Other

Ms. Nelson informed the Council that there is going to be a liquor license application coming before them at the beginning of April.

Mr. Galstad stated he had been contacted about the empty lot next to the VFW and if it can be leased.

Mr. Murphy reminded the Council about the joint meeting between the City of East Grand Forks and Grand Forks at the Chamber on February 4th. He added that both Economic Development departments had been invited to this meeting as well.

Mr. Galstad asked for an update on the special election. Ms. Nelson gave the Council an update.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JANUARY 12, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:18 P.M.

Voting Aye: Buckalew, Tweten, Olstad, Grassel, DeMers, and Vetter.

Voting Nay: None.

Absent: Pokrzywinski.

David Murphy, City Administrator/Clerk-Treasurer

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 – 5th Ave NE & 10th St NE

Background:

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

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

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

Recommendation:

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.

RESOLUTION NO. 16 – 01 - 12

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR 2015 ASSESSMENT JOB NO. 4 – CURB,
GUTTER, AND PAVING – 5TH AVE NE & 10TH ST NE**

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

WHEREAS, the City Council has directed the City Engineers to prepare plans and specifications for the improvement of 2015 Assessment Job No. 4 – Curb, Gutter, and Paving;

WHEREAS, the City Engineer has presented such plans and specifications to the Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in the *Finance and Commerce* an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be considered by the Council at 5:00 p.m. on February 16, 2016 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: January 19, 2016

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 19th of January, 2016.

Mayor

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 10th Addition

Background:

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

The following is the proposed budget for the project:

PROPOSED BUDGET

| | <u>2016 AJ No. 2</u> |
|---------------------------|-----------------------------|
| 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> |
| TOTAL PROJECT COST | \$555,704.39 |

PROPOSED FUNDING

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

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

RESOLUTION NO. 16 – 01 - 13

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR 2016 ASSESSMENT JOB NO. 2 – CONCRETE
PAVING & SIDEWALK CONSTRUCTION – RIVERVIEW 10TH ADDITION**

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

WHEREAS, the City Council has directed the City Engineers to prepare plans and specifications for the improvement of 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction;

WHEREAS, the City Engineer has presented such plans and specifications to the Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in the *Finance and Commerce* an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be considered by the Council at 5:00 p.m. on February 16, 2016 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: January 19, 2016

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 19th of January, 2016.

Mayor



City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

APPLICATION FOR SPECIAL EVENT

License Fee: _____

| Organization Information | |
|--|---|
| <u>Greater Grand Forks Young Professionals</u> <i>Organization Name</i> | <u>701-732-0085</u> <i>Organization Phone Number</i> |
| <u>202 N. 3rd Street</u> <i>Organization Address</i> | <u>Grand Forks, ND 58203</u> <i>City State Zip</i> |

| Applicant Information | |
|--|---|
| <u>Corey Mock</u> <i>Applicant Name</i> | <u>701-732-0085</u> <i>Applicant Phone Number</i> |
| <u>202 N. 3rd Street</u> <i>Applicant Address</i> | <u>Grand Forks, ND 58201</u> <i>City State Zip</i> |

| Special Event Information | | |
|---|------------------------------------|----------------------------------|
| <u>February 13, 2016</u> <i>Date of Event</i> | <u>8:00am</u> <i>Start Time</i> | <u>6:00pm</u> <i>End Time</i> |
| <i>Explanation of Event</i> <u>Frosty Bobber Winter Carnival is an outdoor, community event featuring ice fishing, chili cookoff, cardboard sled races, education stations, sleigh rides, S'more stations, and more. Other than ice fishing, all events are free and open to the public.</u> | | |
| <i>Route/Area of Event (include map)</i> <u>Event will take place predominately around Cabela's parking lot; ice fishing will occur near boat ramp, Chili Cook-Off, education stations, and sleigh rides originating in or near Cabela's parking lot. Cardboard sled races are proposed to be on Greenway in front of the Boardwalk.</u> | | |
| <i>Special Requests (Staff, Road Closures, Etc)</i> <u>We would request access to the boat ramp south of Cabela's for parking of tournament attendees and fishing HQ.</u> | | |

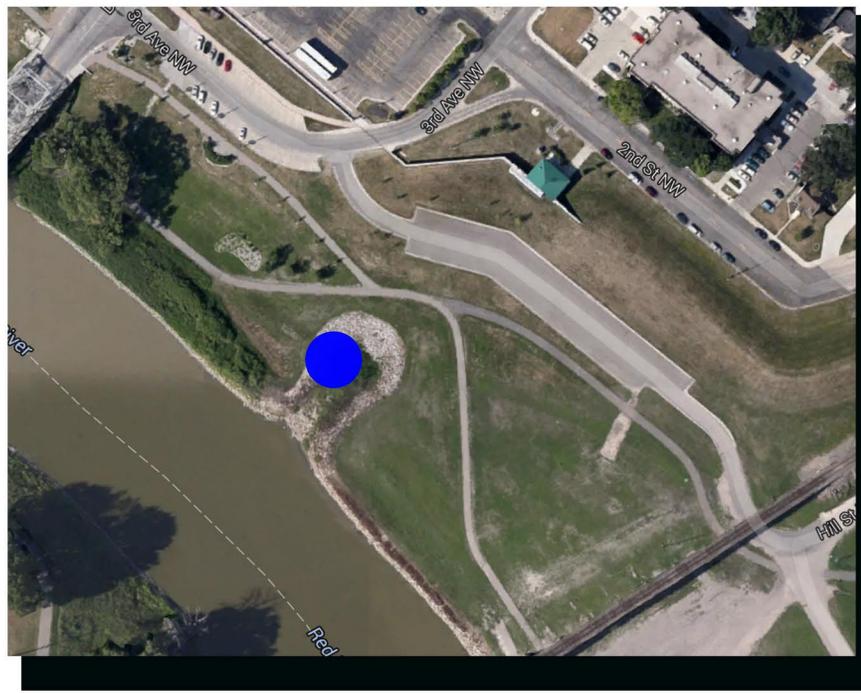
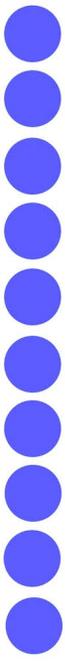
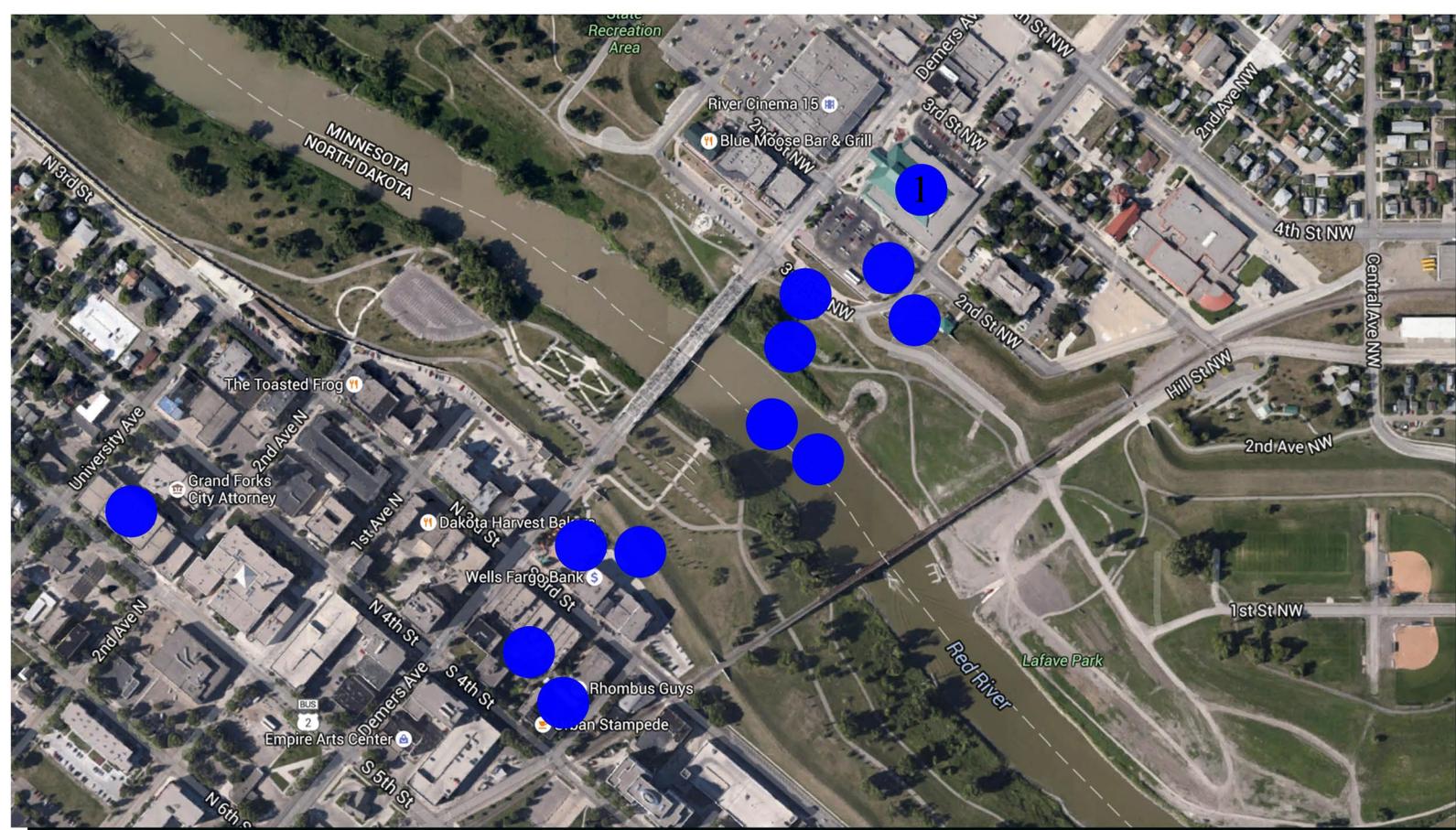
I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.

Signature of Applicant

Date

Print Name

Title



RESOLUTION NO. 16 – 01 - 14

A RESOLUTION DESIGNATING THE MAYOR’S APPOINTMENT TO THE EAST GRAND FORKS BOARD AND COMMISSIONS FOR 2016

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

WHEREAS, the Mayor appoints citizens to fill vacancies on various Boards and Commissions of the City of East Grand Forks each year; and

WHEREAS, These Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Mayor Lynn Stauss to the respective Board and/or Commission for the designated term:

ECONOMIC DEVELOPMENT HOUSING AUTHORITY – Members (which includes two Council members) appointed by the Mayor, subject to approval by a majority of the City Council. Resolution #86-10-100. Six year terms.

| | |
|---|----------------|
| <u>Members</u> | <u>Expires</u> |
| Daniel Black – Will Complete Chip Shea’s Term | 12/31/16 |

LIBRARY BOARD – Members appointed by the Mayor, subject to approval by a majority of the City Council. Members are allowed on the board for a maximum of three 3-year terms.

| | |
|---------------|----------------|
| <u>Member</u> | <u>Expires</u> |
| Jeff Westrum | 12/31/18 |

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 19, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th day of January, 2016.

Mayor

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held December 17, 2015 at 5:00 P.M at the Distribution Service Center.

Present: Ogden, Loven, Quirk, Tweten

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the minutes of the previous meeting of December 3, 2015 be approved as read.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,396,338.68.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve a loan to the City for the pool renovations for \$2,122,529 @ 1% for 20 years with a revisit on the terms of the loan in five years.

Voting Aye: Loven, Quirk, Tweten

Abstain: Ogden

The Commission recognized Commissioner Ogden's 27 years of service and diligent work on the commission with a presentation of a plaque.

It was moved by Commissioner Quirk seconded by Commissioner Loven to authorize WSN to begin preparation of the plans and specs for the 2016 Watermain Replacement project.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve purchase of 800Mhz radios for the department.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Quirk to cancel the 2016 Lime Sludge project and reimburse any fees paid by RJ Zavoral regarding said project.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to adjourn to the next regular meeting on January 7, 2016 at 5:00 P.M.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

Lori Maloney
Sec'y

Request for Council Action

Date: January 19, 2016

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: Building Inspections Contract.

Background

This item was discussed at the January 12 City Council Work Session. Staff was directed to prepare a year contract that contains an automatic renewal period at the end of 2016.

Budget Impact

The contract calls for Indepth Inspections to receive half (1/2) of the Permit Fees, all of the Plan Review Fees and 8 hours per week of office time at \$75 per hour. These are the same terms as the current contract.

The City has spent \$67,656 on inspection services through the end of November 2015. 2015 total is expected to be \$71,000.

Action Required

A MOTION to renew the contract.

AGREEMENT FOR BUILDING INSPECTIONS SERVICES

This contract (the "Agreement") is made and entered into this ____ day of _____, _____, 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 up to 8 hours of office time per week for an hourly rate of \$37.50. 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 twelve (12) months, or the City has completed the hiring of a full time Building Official. The City will be allowed to terminate the Contract if they hire a full time Building Official, or the Contractor 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 1.15.2016)

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

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

218.773.1185 
218.773.3348 
EastGrandForks@wsn.us.com 

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 3rd 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

| | | |
|---|----------|---|
| 2016 Seal Coat | | |
| 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) | | |
| | | |
| | | |
| 2016 Mill and Overlay | | |
| 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 Addition | 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 |
| | | |
| | | |
| | | |
| 2016 Full Reconstruction (Rhinehart Drive) | | |
| 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

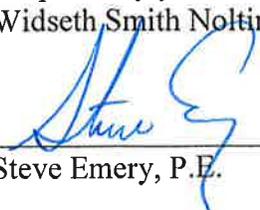
From the results of the feasibility study it can be concluded that:

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.

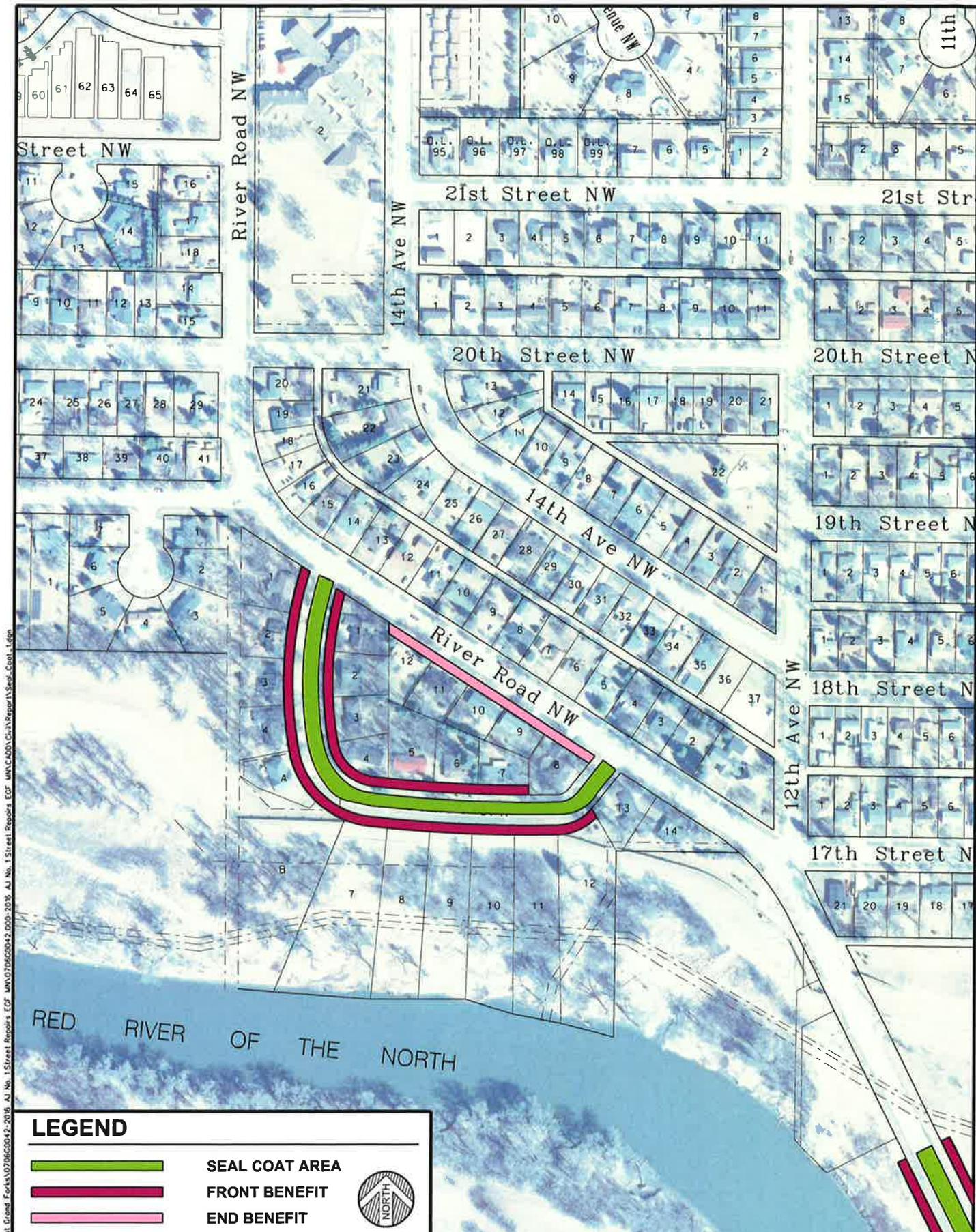
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**ENGINEER'S PRELIMINARY ESTIMATE OF COST
2016 SEAL COAT
EAST GRAND FORKS, MINNESOTA**



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 |
| | | | | \$ - |
| ESTIMATED CONSTRUCTION COST | | | | \$397,297.00 |
| PLANS / SPECIFICATIONS (8%)= | | | | \$31,783.76 |
| STAKING / INSPECTION (6%)= | | | | \$23,837.82 |
| CONTINGENCIES (8%)= | | | | \$31,783.76 |
| ADMINISTRATION / LEGAL (3%)= | | | | \$11,918.91 |
| ESTIMATED TOTAL PROJECT COST = | | | | \$496,621.25 |



12/30/2016 7:06:00 City of East Grand Forks\0706G0042-2016_AJ No. 1\Street Reports EGF MN\CA000\Clin\Bene\AS\Seal_Coat_1.dgn

LEGEND

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

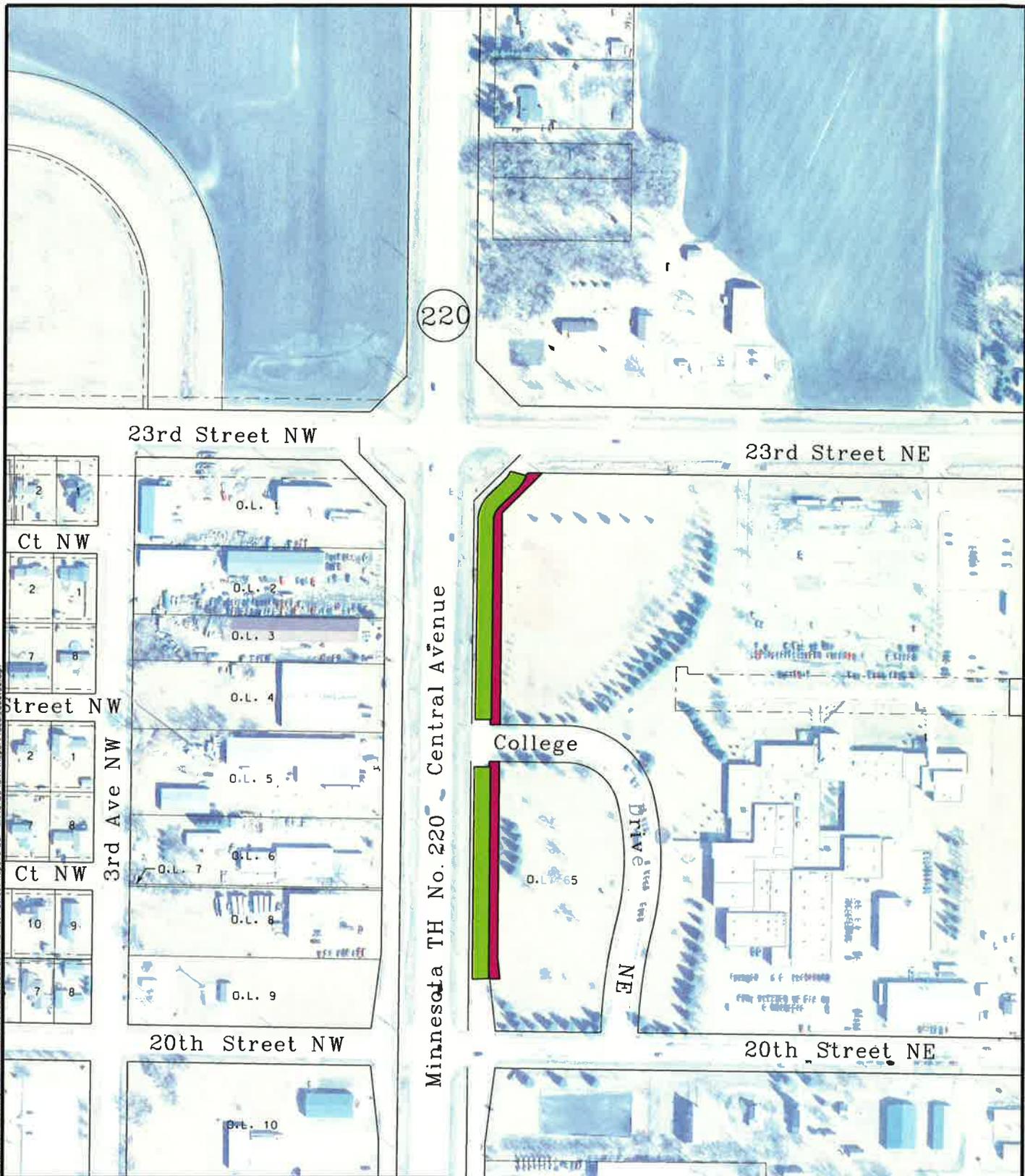


WIDSETH SMITH NOLTING
 Engineering | Architecture | Surveying | Environmental

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 | |

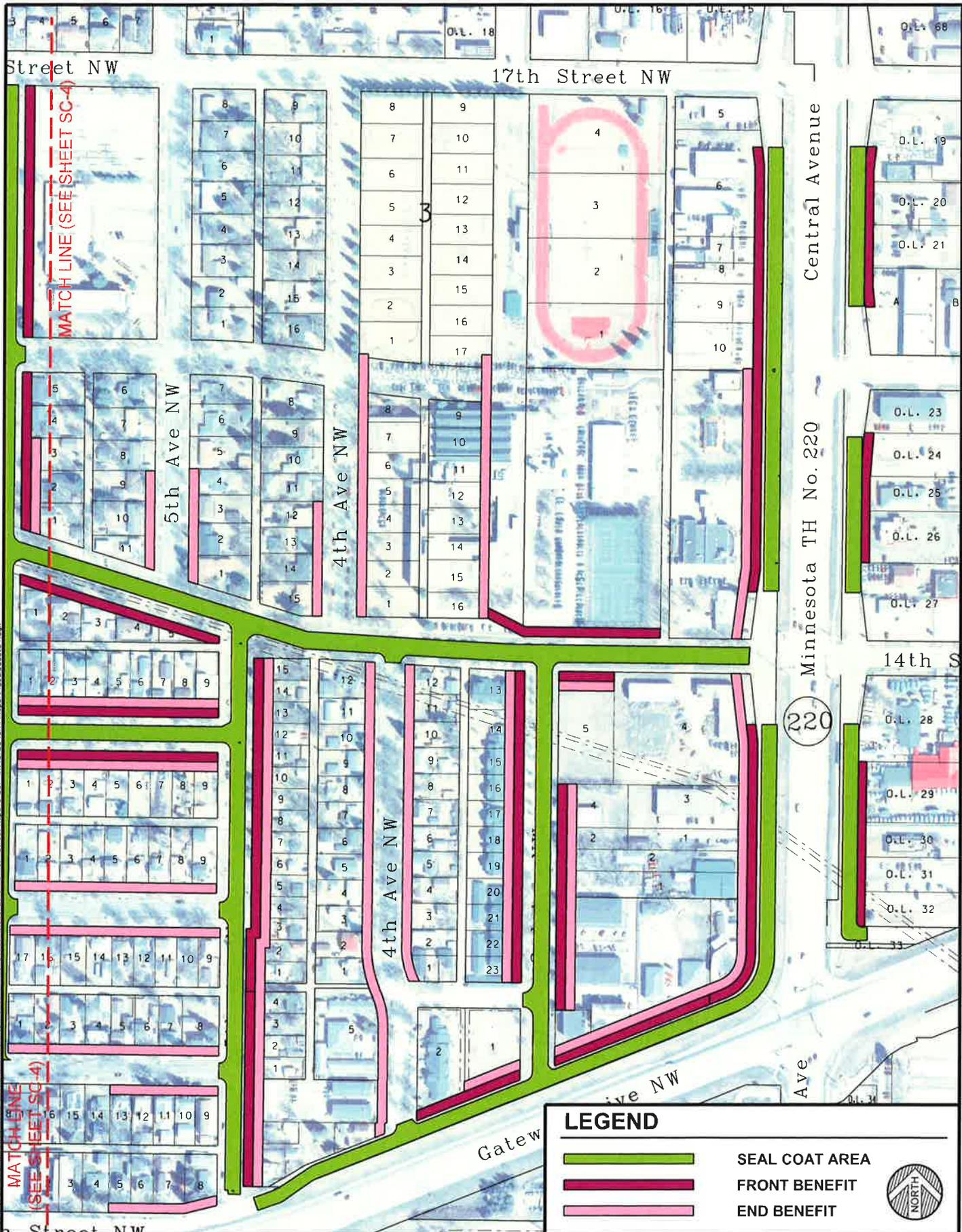


WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental

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, 68

MATCH LINE (SEE SHEET SC-4)

MATCH LINE (SEE SHEET SC-4)

LEGEND

-  SEAL COAT AREA
-  FRONT BENEFIT
-  END BENEFIT

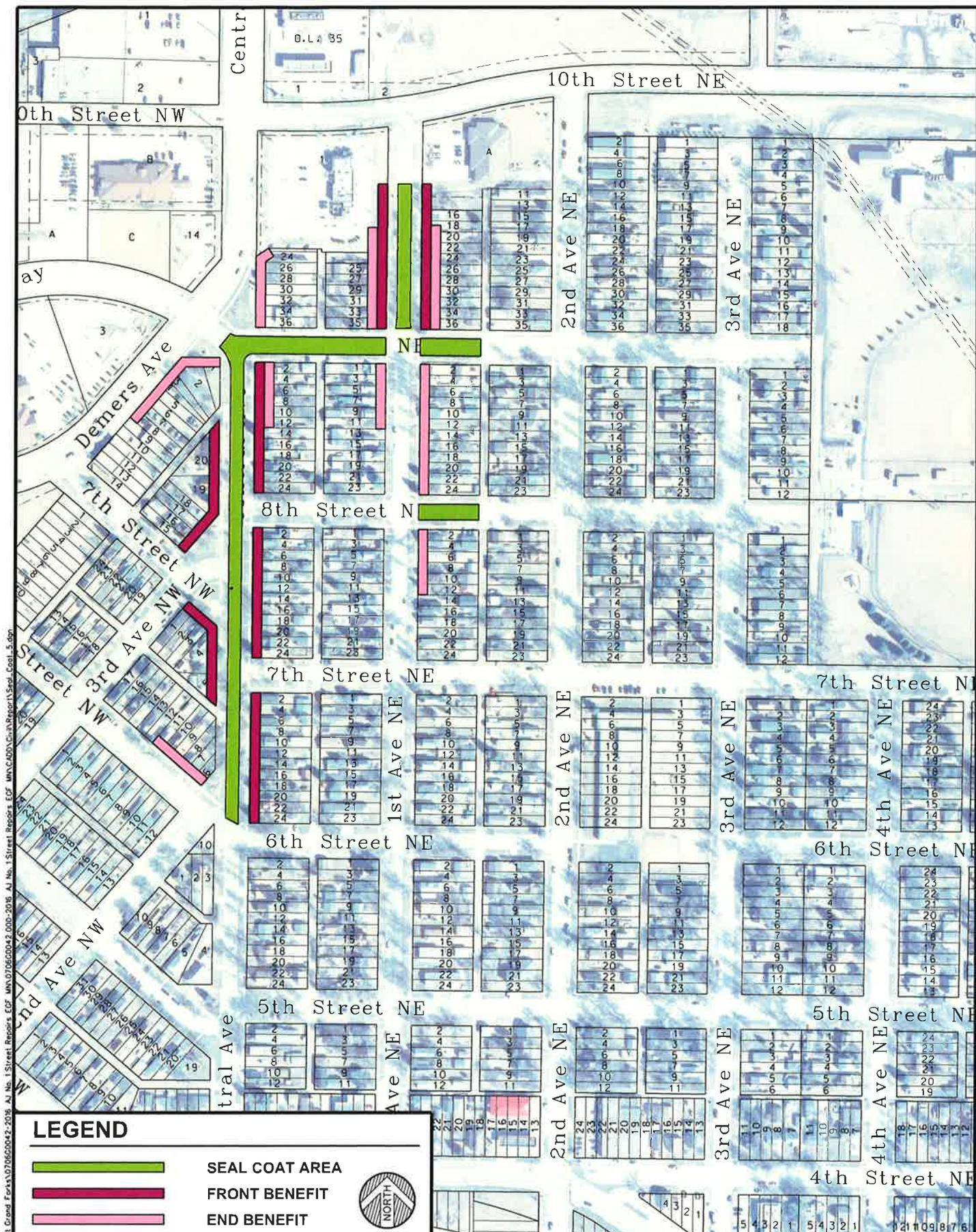


WIDSETH SMITH NOLTING
 Engineering | Architecture | Surveying | Environmental

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



12/10/2016 10:56:00 AM City of East Grand Forks 0706G0042-2016 AJ No. 1 Street Records EGF MN0706G0042-000-2016 AJ No. 1 Street Records EGF MN0706G0042-000-2016 AJ No. 1 Street Records EGF

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

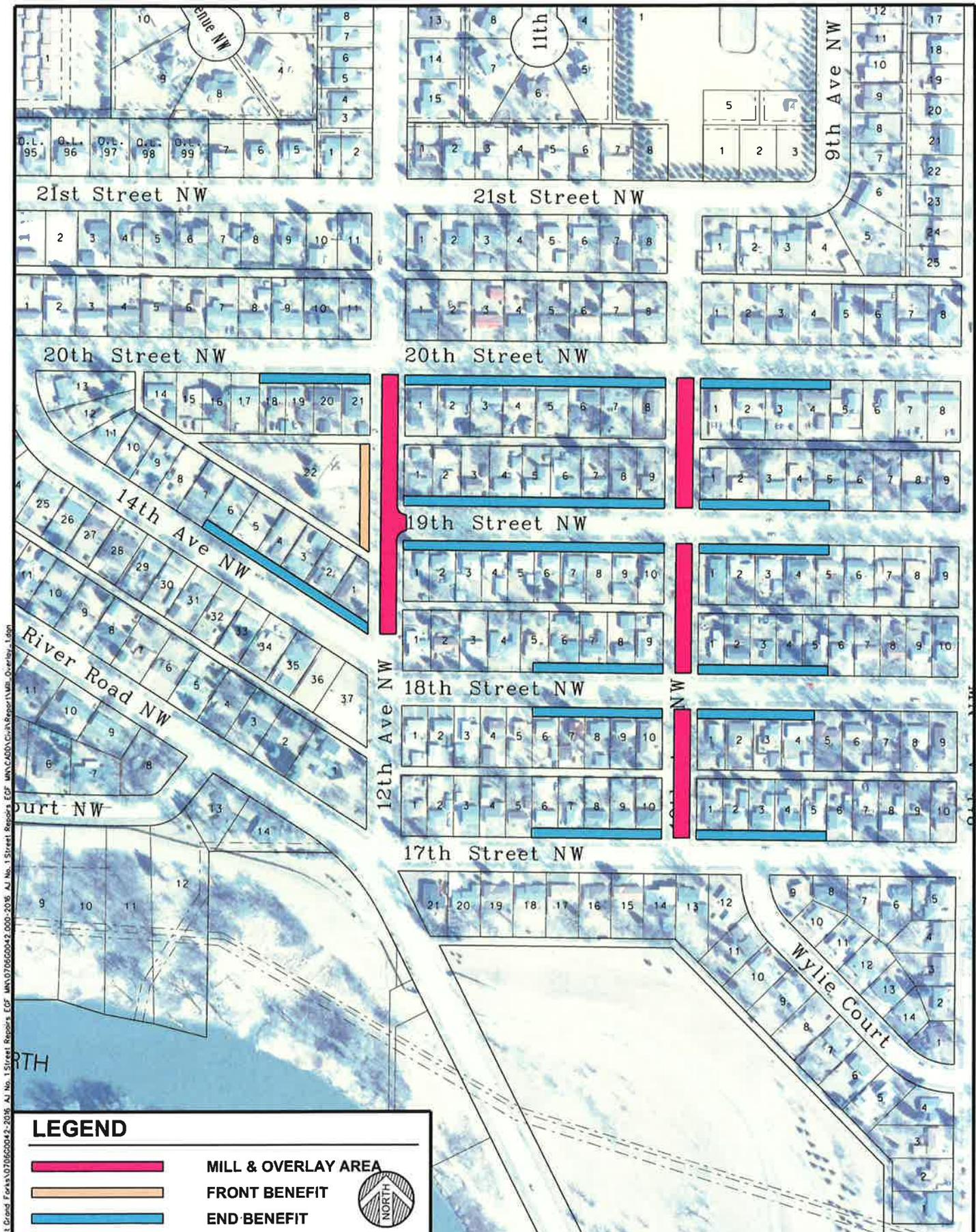
SHEET NO
SC-5
 SHEET OF

**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 |
| ESTIMATED CONSTRUCTION COST | | | | \$581,131.00 |
| PLANS AND SPECIFICATIONS (8%) = | | | | \$46,490.48 |
| STAKING AND INSPECTION (6%) = | | | | \$34,867.86 |
| CONTINGENCIES (8%) = | | | | \$46,490.48 |
| ADMINISTRATON / LEGAL (3%) = | | | | \$17,433.93 |
| ESTIMATED TOTAL PROJECT COST = | | | | \$726,413.75 |



12/30/2016 07:06:00 City of East Grand Forks\0706G0042-2016_AJ No. 1\Street Reports EGF MN\0706G0042-2016_AJ No. 1\Street Reports EGF MN\CAD\00\Clin\Report\MB_Overlay_1.mxd
 © 2015 WIDSETH SMITH NOLTING

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

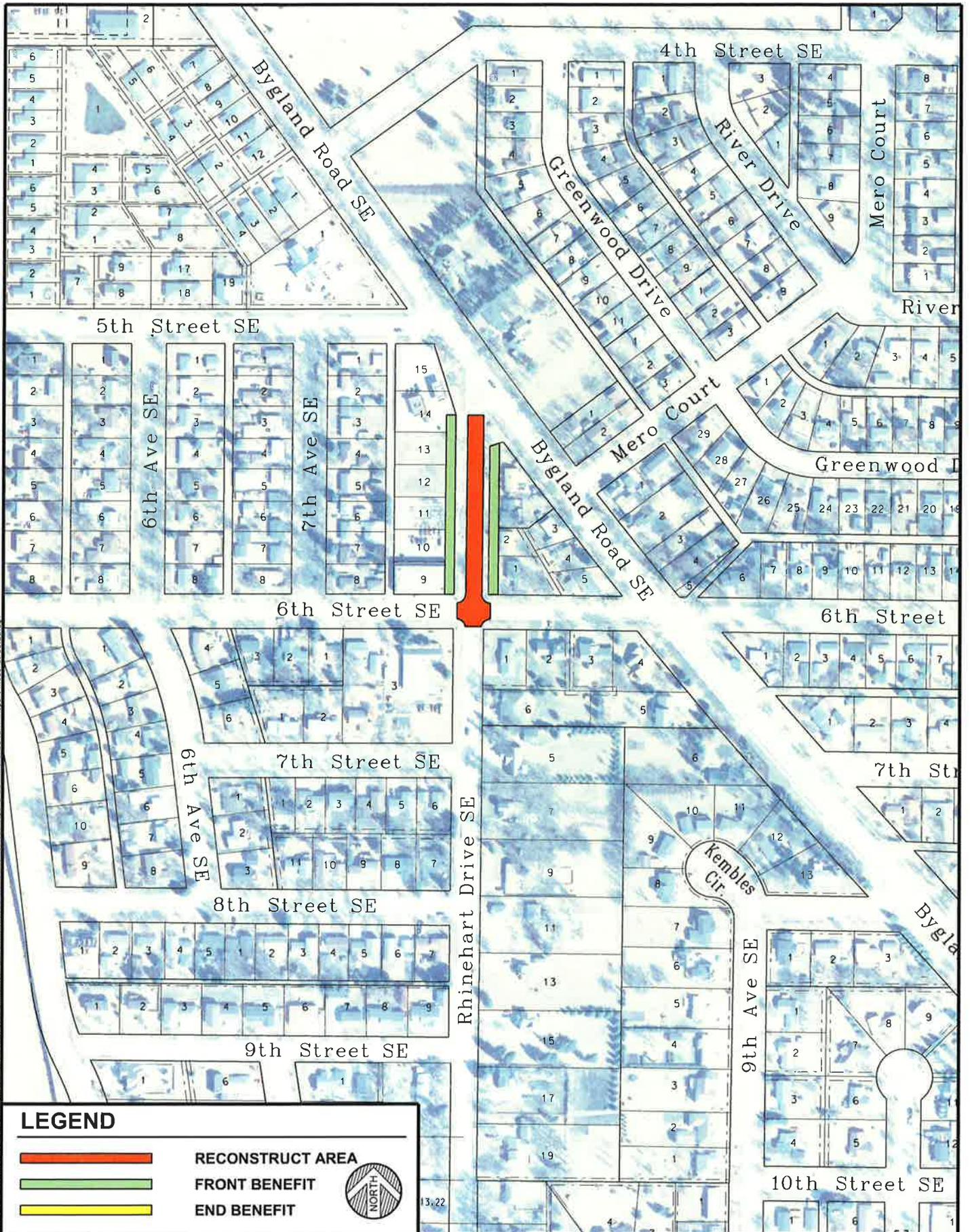
City of East Grand Forks
 Minnesota
 Report of Feasibility
2016 MILL & OVERLAY AREAS

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 |
| 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 |
| ESTIMATED TOTAL PROJECT COST = | | | | \$380,331.90 |



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

RESOLUTION NO. 16 – 01 - 15

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

WHEREAS, a report has been prepared by Widseth Smith Nolting with reference to proposed 2016 Assessment Job No. 1 - Street Improvements that will be city wide and this report was received by the Council on January 12, 2016, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The Council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement \$496,621.25 for seal coat, \$726,413.75 for mill and overlay, and \$380,331.90 for reconstruction.
2. A public hearing shall be held on such proposed improvement on the Tuesday, March 1, 2016, in the Council Chambers of the City Hall at 5:00pm or as soon as possible after and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: January 19, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th day of January, 2016.

Mayor

RESOLUTION NO. 16 – 01 – 16

ACCEPTANCE OF THE KNIGHT FOUNDATION

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

WHEREAS, the City of East Grand Forks applied for funding to help pay for equipment and the set up for televising the City Council and other City meetings;

WHEREAS, the City was awarded \$25,000 from the Knight Foundation fund through the Community Foundation;

NOW, THEREFORE, BE IT RESOLVED By the City Council of Grand Forks, Minnesota, does as follows:

1 – The City formally accepts the grant dollars in the amount of \$25,000 for the televising project which the City will be receiving as a onetime disbursement for the project.

2 – The Mayor and Finance Director are authorized and directed to execute the agreement between the City of East Grand Forks and the Community Foundation.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 19, 2016

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 19th day of January, 2016.

Mayor

RESOLUTION NO. 16 – 01 – 18

RESOLUTION APPOINTING JUDGES AND DESIGNATING POLLING PLACE

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks that the following polling place is designated and election judges are appointed for the March 7, 2016 Special Election.

Ballot Board & Election Judges for all wards are as follows:

Megan Nelson, Chair; Debbie Piche, Mike Flermoen, Michelle Quirk, Laurie Holtman, Katie Boespflug, and Michelle Ostgard.

Ballot Board Meetings: City Hall, 600 Demers Ave NW
Polling Place: City Hall, 600 Demers Ave NW

BE IT FURTHER RESOLVED, the judge’s hourly compensation is fixed at \$12.00 per hour for a regular judge.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: January 19, 2016

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 19th day of January, 2016.

Mayor

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

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

| | <u>2016 AJ #1</u> |
|---------------------------|--------------------------|
| 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> |
| TOTAL PROJECT COST | \$380,331.90 |

PROPOSED FUNDING

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

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) | | \$380,000.00 |

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**

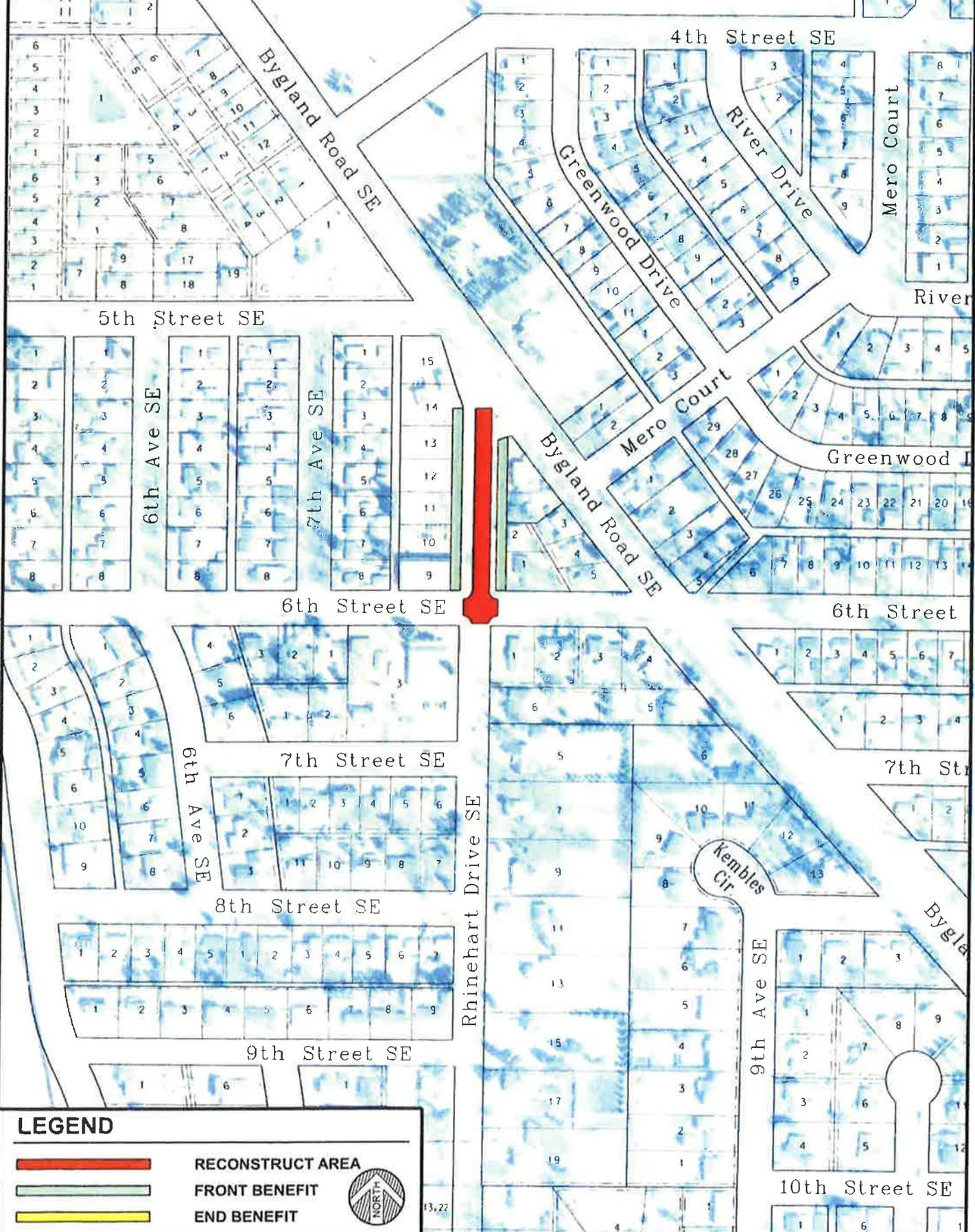
12/3/2015

| 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 |
| ESTIMATED TOTAL PROJECT COST = | | | | \$380,331.90 |

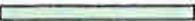
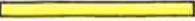
State Aid

| 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 |
| Total | \$ 1,304,320.00 | | | \$ 830,482.00 | |

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 © 2015 WIDSETH SMITH NOLTING PPAU



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
 OF

RESOLUTION NO. 16 – 01 – 19

MUNICIPAL STATE AID STREET FUNDS ADVANCE RESOLUTION

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

WHEREAS, the Municipality of East Grand Forks is planning to implement Municipal State Aid Street Project in 2016 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, the Municipality is prepared to proceed with the construction of said project 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 01/06/16 | \$699.12 |
| Less estimated disbursements: | |
| Project #119-110-008 | \$100,000.00 |
| Project# | \$ |
| Project# | \$ |
| Project# | \$ |
| Bond Principle (if any) | \$88,000.00 |
| Project Finals (overruns-if any) | \$ |
| Other: Bond Interest | \$110,442.00 |
| Total Estimated Disbursements | \$298,442.00 |
| Advanced Amount (amount in excess of acct balance) | \$380,000.00 |

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 of the Municipality of East Grand Forks in an amount up to \$380,000. The Municipality hereby authorizes repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

Voting Aye:
Voting Nay:

The President declared the resolution passed.

Passed: January 19, 2016

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 19th day of January, 2016.

Mayor

I HEREBY CERTIFY that the above is true and correct copy of a resolution presented to and adopted by the Municipality of East Grand Forks, County of Polk, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of East Grand Forks, Minnesota on the 19th day of January, 2016 as disclosed by the records of said municipality on file and of record in the office.

Municipality of East Grand Forks

City Administrator/Clerk-Treasurer

RESOLUTION NO. 16 – 01 – 17

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

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased from Hardware Hank the goods referenced in check number 23288 for a total of \$664.64.

WHEREAS, Craig Buckalew, was personally interested financially in the contract, but the purchases were made because the price was as low as or lower than other local vendors.

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

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$664.64 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on January 19, 2016.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: January 19, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th day of January, 2016.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

STATE OF MINNESOTA)
COUNTY OF POLK) ss
CITY OF EAST GRAND FORKS)

I, Craig Buckalew, being duly sworn states the following:

1. I am 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 23288 for a total of \$664.64.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on January 19, 2016.

Affiant states further that to the best of his knowledge and belief (a) the contract price was as low as or lower than the price at which the services could be obtained from other sources.

Affiant further states that the affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part thereof has been paid.

Dated: _____

(Signature of Official)

Accounts Payable

Check Register Totals Only



City of East Grand Forks

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

User: apassa
Printed: 1/15/2016 - 9:18 AM

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|-------|------------|-----------|--------------------------------------|------------|---------|
| 23259 | 01/19/2016 | ACM001 | Acme Electric Companies | 1,242.43 | 0 |
| 23260 | 01/19/2016 | AME005 | Ameripride Linen & Apparel Services | 230.28 | 0 |
| 23261 | 01/19/2016 | BAT001 | Batteries +Bulbs | 165.99 | 0 |
| 23262 | 01/19/2016 | BER001 | Bert's Truck Equipment | 780.48 | 0 |
| 23263 | 01/19/2016 | BRA001 | Brady Martz & Associates | 7,000.00 | 0 |
| 23264 | 01/19/2016 | BCA003 | Bureau of Crim Apprehension | 1,530.00 | 0 |
| 23265 | 01/19/2016 | BUS002 | Business Essentials | 81.41 | 0 |
| 23266 | 01/19/2016 | BUT001 | Butler Machinery Co | 225.65 | 0 |
| 23267 | 01/19/2016 | C&R001 | C&R Laundry & Cleaners | 314.15 | 0 |
| 23268 | 01/19/2016 | CAN001 | Canon Financial Services | 140.80 | 0 |
| 23269 | 01/19/2016 | COL002 | Cole Papers Inc | 466.51 | 0 |
| 23270 | 01/19/2016 | COM003 | Complete Pest Control Inc | 900.00 | 0 |
| 23271 | 01/19/2016 | DAK011 | Dakota Fire Protection Inc | 260.00 | 0 |
| 23272 | 01/19/2016 | DAS001 | Dash Medical Gloves | 93.80 | 0 |
| 23273 | 01/19/2016 | EAG001 | Eagle Electric | 5,326.91 | 0 |
| 23274 | 01/19/2016 | ECO001 | Economy Plumbing | 180.00 | 0 |
| 23275 | 01/19/2016 | EGF006 | EGF City Petty Cash Ckng | 360.05 | 0 |
| 23276 | 01/19/2016 | EXP002 | Exponent | 590.15 | 0 |
| 23277 | 01/19/2016 | FIN003 | Finest Auto Trim Inc. | 461.60 | 0 |
| 23278 | 01/19/2016 | ODL001 | Fitzgerald, Reynolds & Harbott PLLP | 2,717.00 | 0 |
| 23279 | 01/19/2016 | FLA001 | Flaherty & Hood PA | 57.50 | 0 |
| 23280 | 01/19/2016 | G&K001 | G&K Services | 73.01 | 0 |
| 23281 | 01/19/2016 | GAL002 | Galls LLC | 132.98 | 0 |
| 23282 | 01/19/2016 | GAL003 | Galstad Jensen & McCann PA | 14,722.14 | 0 |
| 23283 | 01/19/2016 | GFC001 | GF City Utility Billing | 18,236.45 | 0 |
| 23284 | 01/19/2016 | GFF001 | GF Fire Equipment | 3,908.50 | 0 |
| 23285 | 01/19/2016 | GRA0011 | Grainger | 255.84 | 0 |
| 23286 | 01/19/2016 | GFP002 | Grand Forks Police Dept | 147.00 | 0 |
| 23287 | 01/19/2016 | GRE017 | Greg's Laundry Equipment Services, L | 120.14 | 0 |
| 23288 | 01/19/2016 | HAR001 | Hardware Hank | 664.64 | 0 |
| 23289 | 01/19/2016 | HEA001 | Heartland Paper | 658.99 | 0 |
| 23290 | 01/19/2016 | HNQ001 | HN Quality Plumbing, Inc | 117.24 | 0 |
| 23291 | 01/19/2016 | HUG001 | Hugo's | 264.14 | 0 |
| 23292 | 01/19/2016 | IDE001 | Identisys | 378.77 | 0 |
| 23293 | 01/19/2016 | KEN002 | Kennedy & Graven, Chartered | 7,000.00 | 0 |
| 23294 | 01/19/2016 | LCD001 | LCS | 234.00 | 0 |
| 23295 | 01/19/2016 | LEA007 | Leads Online | 1,758.00 | 0 |
| 23296 | 01/19/2016 | MAC004 | Jason Mack | 172.00 | 0 |
| 23297 | 01/19/2016 | MAM001 | Mamma Maria's Italian Restaurant | 125.00 | 0 |
| 23298 | 01/19/2016 | MAR004 | Marco | 133.69 | 0 |
| 23299 | 01/19/2016 | MCF001 | McFarlane | 504.00 | 0 |
| 23300 | 01/19/2016 | MEN001 | Menards | 393.58 | 0 |
| 23301 | 01/19/2016 | MID003 | Midcontinent Communications | 68.16 | 0 |
| 23302 | 01/19/2016 | MIT001 | Mitch Yoney Snow Removal | 1,386.00 | 0 |
| 23303 | 01/19/2016 | BCA004 | MN Bureau of Criminal Apprehension | 75.00 | 0 |
| 23304 | 01/19/2016 | MNP004 | MN Public Facilities Authority | 95,132.94 | 0 |
| 23305 | 01/19/2016 | MOT002 | Motorola Solutions Inc | 106,226.50 | 0 |
| 23306 | 01/19/2016 | NEL009 | Nelson Auto Center | 15,398.95 | 0 |
| 23307 | 01/19/2016 | NEW001 | Newman Signs | 2,260.00 | 0 |
| 23308 | 01/19/2016 | NOR003 | Northern Lights Figure Skating | 324.00 | 0 |

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|--------------|------------|-----------|------------------------------------|-------------|---------|
| 23309 | 01/19/2016 | NOR004 | Northern Plumbing Supply | 23.70 | 0 |
| 23310 | 01/19/2016 | NOR024 | Northland Yard Service | 1,542.50 | 0 |
| 23311 | 01/19/2016 | NWS001 | NWSC Programs | 250.00 | 0 |
| 23312 | 01/19/2016 | OFF001 | Office of The Secretary of State | 120.00 | 0 |
| 23313 | 01/19/2016 | OTI001 | Otis Elevator Company | 2,968.68 | 0 |
| 23314 | 01/19/2016 | PRA001 | Praxair Distribution | 64.93 | 0 |
| 23315 | 01/19/2016 | PRE001 | Premium Waters Inc | 22.05 | 0 |
| 23316 | 01/19/2016 | QUI001 | Quill Corp | 350.55 | 0 |
| 23317 | 01/19/2016 | R&R001 | R&R Specialties of Wisconsin Inc | 628.60 | 0 |
| 23318 | 01/19/2016 | RIG001 | Right Choice Electric Inc | 405.00 | 0 |
| 23319 | 01/19/2016 | ROT001 | Roto Rooter | 105.00 | 0 |
| 23320 | 01/19/2016 | MER001 | Sanford Clinic Fargo Region | 135.00 | 0 |
| 23321 | 01/19/2016 | SEA001 | SeaChange Print Innovations | 1,747.78 | 0 |
| 23322 | 01/19/2016 | STA002 | Standard Register | 229.79 | 0 |
| 23323 | 01/19/2016 | SUN002 | Sun Dot Communications | 89.99 | 0 |
| 23324 | 01/19/2016 | TFP001 | TF Powers Construction | 179,550.00 | 0 |
| 23325 | 01/19/2016 | CHA001 | The Chamber of EGF/GF | 249.00 | 0 |
| 23326 | 01/19/2016 | USB004 | US Bank Equipment Finance | 136.17 | 0 |
| 23327 | 01/19/2016 | USB002 | US Bank Trust N.A. | 800.00 | 0 |
| 23328 | 01/19/2016 | VER001 | Verizon Wireless | 840.09 | 0 |
| 23329 | 01/19/2016 | WAT001 | Water & Light Department | 30,926.34 | 0 |
| 23330 | 01/19/2016 | WID001 | Widseth Smith Nolting & Associates | 17,100.00 | 0 |
| | | | | <hr/> <hr/> | |
| Check Total: | | | | 532,281.54 | |
| | | | | <hr/> <hr/> | |