

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 23, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. 15CP4 Bid Results – Steve Emery
2. 16AJ2 Bid Results – Steve Emery
3. 2045 East Grand Forks Land Use Plan – Nancy Ellis
4. Request to Hire a Maintenance Worker – Nancy Ellis
5. Annual Sewer Cleaning – Jason Stordahl
6. March 15th Council Meeting – Megan Nelson
7. Other

ADJOURN:

Please see the next page for the Closed Session Agenda

**AGENDA
OF THE CITY
COUNCIL CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 23, 2016 – Following the Work Session**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

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

ADJOURN:

Upcoming Meetings

Regular Council Meeting – March 1, 2016 – 5:00 PM – Council Chambers
Work Session – March 8, 2016 – 5:00 PM – Training Room
Regular Council Meeting – March 15, 2016 – 5:00 PM – Council Chambers
Work Session – March 22, 2016 – 5:00 PM – Training Room

Request for Council Action

Date: February 18, 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: Project Award - 2015 City Project No. 4 – Curb, Gutter and Paving – 5th Ave & 10th St NE S.A.P. 119-110-008 & 119-102-010

Background:

Four (4) bids were received on February 16, 2016 for the Curb, Gutter and Paving project on 5th Ave and 10th St NE. The apparent low bidder for the project is Opp Construction, Grand Forks, ND. We have Attached for your information the bid tabulation. The bids came in approximately 15% lower than the Engineers estimate which was \$393,043.00

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

PROPOSED BUDGET

	<u>2015 CP # 4</u>
Construction	\$333,597.70
Plans / Specifications (12%)	\$40,031.72
Staking / Inspection (10%)	\$33,359.77
Contingencies (10%)	\$33,359.77
Administration / Legal (3%)	<u>\$10,007.93</u>
TOTAL PROJECT COST	\$450,356.89

PROPOSED FUNDING

	<u>2015 CP # 4</u>
LRIP Grant	\$366,957.47
City	<u>\$ 83,399.42</u>
TOTAL PROJECT COST	\$450,356.89

Recommendation:

Award Bid to Opp Construction

Enclosures:

Bid Tabulation

2015 City Project NO. 4
Curb, Gutter and Paving
S.A.P. 119-110-008
East Grand Forks, Minnesota

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Engineers Estimate		Opp Construction		Parks Contracting		Strata Corporation		Tony Anderson	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
2021.501	Mobilization	0.5	LUMP SUM	\$25,000.00	\$12,500.00	\$9,700.00	\$4,850.00	\$17,050.00	\$8,525.00	\$86,500.00	\$28,250.00	\$3,000.00	\$1,500.00
2104.501	Remove Curb and Gutter	596	LN. FT.	\$8.00	\$4,768.00	\$4.00	\$2,384.00	\$4.90	\$2,920.40	\$10.00	\$5,960.00	\$10.00	\$5,960.00
2104.501	Remove Railroad Track	95	LN. FT.	\$55.00	\$5,225.00	\$42.00	\$3,990.00	\$38.75	\$3,681.25	\$65.00	\$6,175.00	\$30.00	\$2,850.00
2104.505	Remove Concrete Pavement	1746	SQ. YD.	\$8.00	\$13,968.00	\$4.00	\$6,984.00	\$3.57	\$6,233.22	\$10.25	\$17,896.50	\$20.00	\$34,920.00
2104.505	Remove Concrete Driveway Pavement	69	SQ. YD.	\$15.00	\$1,035.00	\$4.00	\$276.00	\$3.57	\$246.33	\$10.25	\$707.25	\$25.00	\$1,725.00
2104.509	Remove Sign	3	EACH	\$300.00	\$900.00	\$30.00	\$90.00	\$30.60	\$91.80	\$35.00	\$105.00	\$20.00	\$60.00
2104.509	Remove Casting	7	EACH	\$300.00	\$2,100.00	\$240.00	\$1,680.00	\$245.00	\$1,715.00	\$300.00	\$2,100.00	\$250.00	\$1,750.00
214.511	Sawing Concrete Pavement (Full Depth)	99	LN. FT.	\$10.00	\$990.00	\$9.00	\$891.00	\$5.50	\$544.50	\$8.00	\$792.00	\$5.00	\$495.00
2104.523	Salvage Sign	1	EACH	\$300.00	\$300.00	\$30.00	\$30.00	\$30.60	\$30.60	\$35.00	\$35.00	\$30.00	\$30.00
2104.523	Salvage Sign Support	1	EACH	\$300.00	\$300.00	\$50.00	\$50.00	\$51.00	\$51.00	\$50.00	\$50.00	\$30.00	\$30.00
2105.501	Common Excavation (P)	826	CU. YD.	\$8.00	\$6,608.00	\$8.60	\$7,268.80	\$8.16	\$6,740.16	\$9.75	\$8,053.50	\$10.00	\$8,260.00
2112.604	Subgrade Preparation	2183	SQ. YD.	\$2.50	\$5,457.50	\$2.25	\$4,911.75	\$2.29	\$4,999.07	\$2.00	\$4,366.00	\$4.00	\$8,732.00
2111.503	Aggregate Base (CV)	303	CU. YD.	\$45.00	\$13,635.00	\$40.00	\$12,120.00	\$39.00	\$11,817.00	\$42.00	\$12,726.00	\$50.00	\$15,150.00
2301.504	Concrete Pavement 9 0"	1818	SQ. YD.	\$75.00	\$136,350.00	\$68.00	\$123,624.00	\$75.00	\$136,350.00	\$82.50	\$149,985.00	\$90.00	\$163,620.00
2504.602	Adjust Gate Valve & Box	70.0	SQ. YD.	\$60.00	\$4,200.00	\$52.00	\$3,640.00	\$75.00	\$5,250.00	\$85.00	\$5,950.00	\$100.00	\$7,000.00
2506.516	Casting Assembly, Type A	4	EACH	\$1,200.00	\$4,800.00	\$1,270.00	\$5,080.00	\$900.00	\$3,600.00	\$3,600.00	\$1,200.00	\$1,200.00	\$4,800.00
2506.516	Casting Assembly, Type B	1	EACH	\$1,500.00	\$1,500.00	\$2,290.00	\$2,290.00	\$2,700.00	\$2,700.00	\$1,800.00	\$1,800.00	\$1,500.00	\$1,500.00
2506.516	Casting Assembly, Type C	2	EACH	\$1,500.00	\$3,000.00	\$1,480.00	\$2,960.00	\$980.00	\$1,960.00	\$1,960.00	\$3,600.00	\$1,300.00	\$2,600.00
2531.501	Concrete Curb & Gutter Design B624	607	LN. FT.	\$25.00	\$15,175.00	\$40.00	\$24,280.00	\$25.00	\$15,175.00	\$25.00	\$15,175.00	\$45.00	\$27,315.00
2563.601	Traffic Control	0.5	LUMP SUM	\$25,000.00	\$12,500.00	\$6,000.00	\$3,000.00	\$5,100.00	\$2,550.00	\$4,000.00	\$2,000.00	\$4,000.00	\$8,000.00
2573.53	Storm Drain Inlet Protection	2	EACH	\$300.00	\$600.00	\$225.00	\$450.00	\$125.00	\$250.00	\$350.00	\$700.00	\$150.00	\$300.00
2574.525	Common Topsoil Borrow	30	CU. YD.	\$25.00	\$750.00	\$18.00	\$540.00	\$17.34	\$520.20	\$35.00	\$1,050.00	\$45.00	\$1,350.00
2575.501	Seeding	0.15	ACRE	\$15,000.00	\$2,250.00	\$12,000.00	\$1,800.00	\$9,690.00	\$1,453.50	\$10,500.00	\$1,575.00	\$15,000.00	\$2,250.00
2582.502	4" Broken Line Yellow - Epoxy	60	LN. FT.	\$15.00	\$900.00	\$11.00	\$660.00	\$10.20	\$612.00	\$12.50	\$750.00	\$41.50	\$2,490.00
SUBTOTAL S.A.P. 119-110-008 (5th Ave NE)					\$250,111.50		\$214,099.55		\$217,986.03		\$279,350.25		\$299,187.00

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Engineers Estimate		Opp Construction		Parks Contracting		Strata Corporation		Tony Anderson	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
2021.501	Mobilization	0.5	LUMP SUM	\$25,000.00	\$12,500.00	\$9,700.00	\$4,850.00	\$17,050.00	\$8,525.00	\$86,500.00	\$28,250.00	\$3,000.00	\$1,500.00
2104.509	Remove Sign	6	EACH	\$300.00	\$1,800.00	\$30.00	\$180.00	\$30.60	\$183.60	\$35.00	\$210.00	\$20.00	\$120.00
2104.523	Salvage Casting	2	EACH	\$300.00	\$600.00	\$240.00	\$480.00	\$244.80	\$489.60	\$200.00	\$400.00	\$250.00	\$500.00
2105.501	Common Excavation (P)	273	CU. YD.	\$8.00	\$2,184.00	\$8.80	\$2,402.40	\$8.16	\$2,227.68	\$9.75	\$2,661.75	\$10.00	\$2,730.00
2112.604	Subgrade Preparation	503	SQ. YD.	\$2.50	\$1,257.50	\$2.25	\$1,131.75	\$2.29	\$1,151.87	\$2.00	\$1,006.00	\$4.00	\$2,012.00
2111.503	Aggregate Base (CV)	70	CU. YD.	\$45.00	\$3,150.00	\$40.00	\$2,800.00	\$39.00	\$2,730.00	\$42.00	\$2,940.00	\$50.00	\$3,500.00
2301.504	Concrete Pavement 7 0"	1083	SQ. YD.	\$70.00	\$75,810.00	\$63.00	\$68,229.00	\$73.00	\$79,069.00	\$75.00	\$81,187.50	\$85.00	\$92,595.50
2531.507	6" Concrete Driveway Pavement	173	SQ. YD.	\$60.00	\$10,380.00	\$52.00	\$8,996.00	\$70.00	\$12,110.00	\$85.00	\$14,705.00	\$86.00	\$14,878.00
2504.602	Adjust Gate Valve & Box	3	EACH	\$250.00	\$750.00	\$250.00	\$750.00	\$300.00	\$900.00	\$300.00	\$900.00	\$500.00	\$1,500.00
2506.522	Adjust Frame & Ring Casting	2	EACH	\$500.00	\$1,000.00	\$490.00	\$980.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00
2531.501	Concrete Curb & Gutter Design B624	504	LN. FT.	\$25.00	\$12,600.00	\$39.00	\$19,656.00	\$25.00	\$12,600.00	\$32.00	\$16,128.00	\$45.00	\$22,680.00
2563.601	Traffic Control	0.5	LUMP SUM	\$25,000.00	\$12,500.00	\$6,000.00	\$3,000.00	\$5,100.00	\$2,550.00	\$4,000.00	\$2,000.00	\$4,000.00	\$8,000.00
2564.536	Install Sign Panel	1	EACH	\$500.00	\$500.00	\$55.00	\$55.00	\$51.00	\$51.00	\$55.00	\$55.00	\$1,000.00	\$1,000.00
2564.602	Install Sign Support	1	EACH	\$500.00	\$500.00	\$160.00	\$160.00	\$153.00	\$153.00	\$165.00	\$165.00	\$500.00	\$500.00
2564.602	Furnish Sign Panel (Stop Sign)	2.0	EACH	\$500.00	\$1,000.00	\$80.00	\$160.00	\$76.50	\$153.00	\$80.00	\$160.00	\$200.00	\$400.00
2564.602	Furnish Sign Post	2	EACH	\$500.00	\$1,000.00	\$220.00	\$440.00	\$204.00	\$408.00	\$215.00	\$430.00	\$100.00	\$200.00
2573.533	Sediment Control Log Type Straw	30	LN. FT.	\$20.00	\$600.00	\$8.00	\$240.00	\$7.08	\$212.40	\$9.00	\$270.00	\$30.00	\$900.00
2574.525	Common Topsoil Borrow	30	CU. YD.	\$25.00	\$750.00	\$18.00	\$540.00	\$17.34	\$520.20	\$35.00	\$1,050.00	\$80.00	\$2,400.00
2575.501	Seeding	0.15	ACRE	\$15,000.00	\$2,250.00	\$12,000.00	\$1,800.00	\$9,690.00	\$1,453.50	\$10,500.00	\$1,575.00	\$15,000.00	\$2,250.00
2582.502	24" Solid Line White - Epoxy	36	LN. FT.	\$25.00	\$900.00	\$33.00	\$1,188.00	\$30.60	\$1,101.60	\$35.00	\$1,260.00	\$126.00	\$4,536.00
2582.502	4" Broken Line Yellow - Epoxy	60	LN. FT.	\$15.00	\$900.00	\$11.00	\$660.00	\$10.20	\$612.00	\$12.50	\$750.00	\$41.50	\$2,490.00
SUBTOTAL S.A.P. 119-102-010 (10TH ST NE)					\$142,831.50		\$119,498.15		\$128,191.45		\$158,432.25		\$159,667.50
TOTAL BID S.A.P. 119-10-008 & 119-102-010					\$393,043.00		\$333,597.70		\$346,157.48		\$437,782.50		\$458,854.50

Request for Council Action

Date: February 18, 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: Project Award – 2016 Assessment Job No. 2 – Concrete Paving and Sidewalk Construction – Riverview 10th Addition

Background:

Four (4) bids were received on February 16, 2016 for the Concrete Paving and Sidewalk Construction project in the Riverview 10th Addition, however, two of the bids were non-responsive and were therefore not read. The apparent low bidder for the project is Opp Construction, Grand Forks, ND. We have attached for your information the bid tabulation. The bids came in approximately 22% lower than the Engineers estimate which was \$444,563.50

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

PROPOSED BUDGET

	<u>2016 AJ No. 2</u>	<u>Report of Feasibility</u>
Construction	\$347,992.00	\$348,469.00
Plans / Specifications (9%)	\$31,319.28	\$31,362.21
Staking / Inspection (6%)	\$20,879.52	\$17,423.45
Assessment Roll (1%)	\$ 3,479.92	\$ 3,484.69
Contingencies (6%)	\$20,879.52	\$10,454.07
Administration / Legal (3%)	<u>\$10,439.76</u>	<u>\$10,454.07</u>
TOTAL PROJECT COST	\$434,990.00	\$421,647.49

PROPOSED ASSESSMENTS

Street Construction:	\$119.69/Lf	\$135.00/Lf
Sidewalk Construction:	<u>\$33.47/Lf</u>	<u>\$12.64 / Lf</u>
Total	\$153.16 /Lf	\$147.64/Lf
Total Assessment (80' AVG Lot Width)	\$12,252.80	\$11,811.20

PROPOSED FUNDING

	<u>2016 AJ No. 2</u>
Assessments	\$419,685.75
City	<u>\$ 15,331.25</u> (Jacob Bondy DW & Salvaged Aggregate)
TOTAL PROJECT COST	\$434,990.00

Recommendation:

Since the overall assessments are fairly equal to what was presented during the Improvement Hearing and the overall project costs are good, it would be our recommendation to Award the Bid to Opp Construction.

Enclosures:

Bid Tabulation

**2016 Assessment Job No. 2
Concrete Paving & Sidewalk Construction
East Grand Forks, MN**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Engineers Estimate		Opp Construction		Paras Contracting		Strata Corporation		Tony Anderson Construction	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
015526	Mobilization	1	LUMP SUM	\$5,000.00	\$5,000.00	\$9,200.00	\$9,200.00	\$12,000.00	\$12,000.00		\$0.00		\$0.00
015526	Traffic Control	1	LUMP SUM	\$2,500.00	\$2,500.00	\$900.00	\$900.00	\$2,540.00	\$2,540.00		\$0.00		\$0.00
015713	Storm Drain Inlet Protection	8	EACH	\$150.00	\$1,200.00	\$180.00	\$1,440.00	\$125.00	\$1,000.00		\$0.00		\$0.00
024100	Remove Concrete Curb and Gutter	101	LIN. FT.	\$10.00	\$1,010.00	\$7.00	\$707.00	\$6.60	\$666.60		\$0.00		\$0.00
024100	Remove 6" Concrete Driveway	80	SQ. YD.	\$20.00	\$1,600.00	\$9.00	\$720.00	\$8.16	\$652.80		\$0.00		\$0.00
024100	Sawcut Concrete Pavement & Driveway	87	LIN. FT.	\$7.00	\$609.00	\$7.00	\$609.00	\$5.50	\$478.50		\$0.00		\$0.00
312200	Salvage Aggregate Surfacing (P)	785	CU. YD.	\$12.00	\$9,420.00	\$9.00	\$7,065.00	\$8.50	\$6,672.50		\$0.00		\$0.00
321600	7" Non-Reinforced Concrete Pavement	4713	SQ. YD.	\$65.00	\$306,345.00	\$52.00	\$245,076.00	\$57.85	\$272,647.05		\$0.00		\$0.00
321600	4" Concrete Sidewalk	10600	SQ. FT.	\$8.00	\$84,800.00	\$5.20	\$55,120.00	\$5.85	\$62,010.00		\$0.00		\$0.00
321600	6" Concrete Driveway	80	SQ. YD.	\$70.00	\$5,600.00	\$56.00	\$4,480.00	\$60.00	\$4,800.00		\$0.00		\$0.00
321600	Concrete Curb & Gutter, B624	101	LIN. FT.	\$30.00	\$3,030.00	\$40.00	\$4,040.00	\$40.00	\$4,040.00		\$0.00		\$0.00
321600	Reinforcement Bars (Epoxy Coated)	4978	LBS	\$2.50	\$12,445.00	\$2.10	\$10,453.80	\$2.75	\$13,689.50		\$0.00		\$0.00
321600	Adjust Manhole Casting Assembly	7.0	EACH	\$500.00	\$3,500.00	\$350.00	\$2,450.00	\$380.00	\$2,660.00		\$0.00		\$0.00
329219	Turf Establishment	1887	SQ. YD.	\$3.50	\$6,604.50	\$2.60	\$4,906.20	\$5.00	\$9,435.00		\$0.00		\$0.00
321600	Adjust Valve Box	3	EACH	\$300.00	\$900.00	\$275.00	\$825.00	\$250.00	\$750.00		\$0.00		\$0.00
TOTAL BID					\$444,563.50		\$347,992.00		\$394,041.95		\$0.00		\$0.00

Note: Bid Not read from Strata Corporation as they did not use Revised Bid Form included as part of Addendum No. 1

Note: Bid not read from Tony Anderson Construction as he did not have Responsible Contractor Forms.

Request for Council Action

Date: February 23rd, 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: Teri Kouba, MPO Senior Planner; and Nancy Ellis, City Planner

RE: Approve and Adopt the 2045 East Grand Forks Land Use Plan

STAFF RECOMMENDATION:

RECOMMENDED ACTION: Recommendation to City Council to Adopt the 2045 East Grand Forks Land Use Plan.

Matter of the Adoption of the 2045 East Grand Forks Land Use Plan.

Background:

In April the consultant for this project was brought on board. In May the consultant met with the steering committee for this project to gather input on how to move forward with the project and who the best local people were to interview for a market analysis. The MPO staff worked on finishing the demographic analysis and future population and employment projections.

In June an online survey was released and public input session was done to get input on how the community sees the City growing in the future and what the community sees as important to the future of the City. The steering committee met again to give input on goals and policies for the Land Use Plan and review data and input that had been gathered.

In July the steering committee met for a third time to give input on where the areas of growth would occur and finalize locations of area concept plans. The steering committee also finalized the percent growth rate for projecting growth at 0.9%. The consultant then worked on finalizing the population and employment projections and coming up with a map of where these people and jobs could be located in the Near Term, Middle Term, and Long Term time frame.

In September a public meeting was held to gather comments and input on the land consumption phased growth, review area concept plans, and review goals and policies for the land use plan. In October there was a Steering committee meeting reviewed the area concept plans, and gave input on the Land Use Phasing Plan and the Implementation Measures.

C:\Users\mnelson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KQ64YLFA\Adopt the 2045 LUP.doc

SRF has taken the technical memorandums and created the draft Land Use Plan. Staff has review and SFR has taken those comments to create the draft attached to this staff report. There are five major components of the Plan:

- Updated Goals and Polices
 - The goals and polices included in Chapter 5 of the plan, were updated from the 2040 plan to reflect the input received early in the planning process.
- Future Land Use Plan
 - The future land use plan is discussed in Chapter 6 and provides a guide for future zoning and subdivision decisions. The plan includes three new land uses, Medium Density Residential, Mixed Use, and Commercial/Industrial. These additional uses are intended to provide additional flexibility for the city while allowing for increased density.
- Phasing Plan
 - The phasing plan utilizes the land consumption forecasts developed to meet the needs of the estimated 2045 population. These forecasts are broken into 10 year estimates that should be monitored as growth occurs.
- Area Concept Plans
 - Three area concept plans were developed for future growth areas within the City's future land use plan. These concept plans provide a vision of how these areas could develop while responding to the goals and polices of the plan. Each plan is not intended to represent the manner in which each area is required to developed, but does provide a tool for discussion with future developers.
- Implementation Plan
 - Chapter 8 of the document includes a list of short and long term implementation measures that should be pursued to achieve the plan's overall goals. Primary departments are listed with each measure to define responsible parties.

On January 20, 2016 a public meeting was held. At this meeting the Draft 2045 Land Use Plan was presented. The document was made available in print and online for the public to review and make comments on with a February 1st deadline to turn in comments. A few questions and fewer comments were made at the Public meeting. No other public comments were turned in by the deadline. Any comments that are made at the public hearing, Planning Commission meeting, or the City Council will be included in the final document.

Findings and Analysis:

- Adoption is recommended.

Support Materials:

Draft East Grand Forks Land Use Plan online at: <http://www.theforksmpo.org/Pages/EGF2045LUP.html>

RESOLUTION NO. _____

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

WHEREAS, the city of East Grand Forks has an adopted East Grand Forks Comprehensive Plan; and

WHEREAS, the proposed plan update is in general agreement with the other elements of the East Grand Forks Comprehensive Plan, those other elements being the following:

1. The Grand Forks – East Grand Forks 2009 Downtown Plan Update Element, together with all maps, information and data contained therein.
2. The Grand Forks – East Grand Forks 2040 Long Range Transportation Plan Update, which contains the following sections:
 - a. Bikeway Element, together with all maps, information and data contained therein.
 - b. Pedestrian Element, together with all maps, information and data contained therein.
 - c. 2012 Transit Development Plan Update, together with all maps, information and data contained therein.
 - d. Street and Highway Element, together with all maps, information and data contained therein.
 - e. Intelligent Transportation Systems (ITS) Strategy Element, together with all maps, information and data contained therein.
3. The 1998 East Grand Forks Downtown Plan prepared by Field – Paoli, together with all maps, information and data contained therein.
4. Greenway Plan Element, together with all maps, information and data contained therein.

And

WHEREAS, The Grand Forks – East Grand Forks Metropolitan Planning Organization with the City of East Grand Forks has prepared a Year 2045 Plan Update of the East Grand Forks Land Use Plan Element of the East Grand Forks Comprehensive Plan; and

WHEREAS, 2045 Plan Update of the East Grand Forks Land Use Plan Element of the East Grand Forks Comprehensive Plan is a guide for future growth for the City; with goals and policies, and an implementation plan, and

WHEREAS, the Land Use Plan may be amended to reflect changes in the community; and

WHEREAS, the Land Use Plan is a representation of the goals and values of the city; and

WHEREAS, the Grand Forks-East Grand Forks Metropolitan Planning Organization and City of East Grand Forks further held four public meetings: at the Riverwalk Centre in East Grand Forks 5:00pm June 18, 2015; at East Grand Forks City Hall 5:30pm September 16, 2015; at East Grand Forks City Hall 6pm January 20, 2016; and at East Grand Forks City Hall 12 Noon February 11, 2016 to get input from the citizens of the community; and

WHEREAS, the East Grand Forks Planning and Zoning Commission forwards a recommendation that the 2045 Plan Update to the East Grand Forks Land Use Plan Element of the East Grand Forks Comprehensive Plan, be hereby approved and adopted; now therefore

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the 2045 Plan Update to the East Grand Forks Land Use Plan Element of the East Grand Forks Comprehensive Plan, and proposed amendments, be hereby approved and adopted with any further amendments as stated:

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed:

Passed: _____, 2016

ATTEST:

Clerk - Treasurer

President of Council

I hereby approve the foregoing resolution this ____ day of _____, 2016

Mayor

Request for Council Action

Date: February 23rd, 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: Nancy Ellis, City Planner

RE: Request to hire a full time maintenance worker

GENERAL INFORMATION:

In December of 2015, the full time, live-in maintenance worker at Sunshine Terrace retired. At this time, we have a tenant that has stepped into help with the maintenance; however, he does not want the position. Therefore, this issue was brought to the attention of the EDA Board and we reviewed what job duties and time is truly committed to Sunshine Terrace. Neither staff nor the Board felt that this was a true full time position. It was suggested at the meeting that we consider hiring a full time maintenance worker for all city buildings. City Hall, the Police Dept, the Library, the Infill Building and Sunshine Terrace have small maintenance issues that would be better served with someone on staff ; rather than hiring a contractor or service provider.

Therefore, I am asking City council for approval to hire a full-time Building Maintenance Worker for the City Buildings. Both Chief Hedlund and Dept. Head Charlotte Helgeson feel that it would be beneficial to their Departments/Buildings as well.

A new job description was completed and included for your review, and a pay grade of Grade 7 (range \$29,275 to \$38,521) was recommended by Springsted. . If approved, this position description will need to be approved by the Civil Service Commission. The salary of the maintenance worker is currently budgeted in the 2016 Sunshine Terrace budget and staff does feel that it could reduce our maintenance costs, thereby helping pay for their salary.

RECOMMENDATION:

I recommend Council consider approving the position of a full time Maintenance Worker.

BUILDING MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform general building maintenance work on City of East Grand Forks buildings and property included but not limited to City Hall, Public Library, Police Station, Sunshine Terrace and the Infill Building. Duties include painting, minor carpentry, floor covering and minor electrical and plumbing repairs; replace light bulbs and door locks, clean air vents and light fixtures and to perform a variety of semi-skilled tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of building maintenance duties including painting, medium to heavy carpentry, floor covering and minor electrical and plumbing repairs on City of East Grand Forks buildings and property; replace light bulbs and door locks, clean air vents and light fixtures.
2. Perform general maintenance of floors, walls, ceilings, windows, and restrooms.
3. Check and maintain exterior facilities including parking lots, and from time to time, shovel and clean snow off walks and steps, sand walks and steps in icy conditions if warranted.
4. Perform maintenance functions that include the use, care and operation of maintenance equipment including various hand and power tools used in mechanical, plumbing, electrical and carpentry work
5. Perform preventive and general maintenance on heating and air handling systems; check and replace all belts and filters on HVAC equipment.
6. Check and maintain computerized monitoring system for heating and air conditioning systems. Change filters and lubricate air handling systems as necessary.
7. Communicate with and provide information to the general public.
8. Wash windows, mirrors, walls, doors and ceilings if needed; clean air vents and light fixtures.
9. Perform related duties and responsibilities as required.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Basic practices of building maintenance and repair; Operation of hand and power tools used in basic mechanical, painting, plumbing, electrical and carpentry work; Basic operational characteristics of heating and air handling systems; Occupational hazards and standard safety practices; Pertinent Federal, State and local laws, codes and regulations.

Skills: Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Maintain mental capacity which allows for effective interaction and communications with others; Maintain physical condition appropriate to the performance of assigned duties and responsibilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Abilities: Operate hand and power tools in a safe and efficient manner; Perform general maintenance and repair of various buildings and facilities; Perform basic carpentry, plumbing, electrical and mechanical work; Perform moderately strenuous manual labor for extended periods of time.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible building maintenance experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid low measure boiler license.

WORKING CONDITIONS

Environmental and Physical Conditions:

Office and field environment; travel from site to site; work at heights; exposure to noise, dust, grease, smoke, fumes, gases, high voltage and chemicals; Essential and marginal functions may require maintaining physical condition necessary for light to moderate lifting; walking or standing for prolonged periods of time; operating motorized equipment and vehicles.

Request for Council Action

Date: 2-18-2016

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: Jason Stordahl-Public Works Director

RE: Annual Sewer Cleaning

Background:

Sewer cleaning for the City of East Grand Forks is done on an annual basis as part of the wastewater preventative maintenance program. It was decided on by City Council in 2011 that we would remain on a scheduled cleaning of 1/5th the city per year. This year we are scheduled to clean the section west of Highway 220, north of 17th street north west and other trouble areas. The estimated cost to clean is \$53,940, and this service will be paid for out of our Sewage Fund.

We have received the following quotes for cleaning services:

Veit \$215 per hour

Jet-Way \$242 per hour

Recommendation: Award our 2016 annual sewer cleaning to Veit.



Specialty Contracting & Waste Management

February 9, 2016

City of East Grand Forks
1001 2nd St NE
East Grand Forks, MN 56721
Attn: Dillon Nelson

Phone: 218-791-8190
Email: dnelson@egf.mn
Fax: 218-773-5615

15429 Comet Road
Bemidji, MN 56601

Office 218.243.2440
Fax 218.243.3049

VeitUSA.com

PROJECT: Cleaning services of 79,290 Lf of 8” – 10” sanitary sewer in the City of East Grand Forks, MN.

QUOTE:	-On-Site Operations for cleaning	\$215.00 per hour
	-Veit estimates to get 300 - 400 Lf per hour (based off last year’s results)	
	-Project is estimated at 227 hours	\$48,805.00
Specialty		<u>Added costs</u>
Equipment:	-Easement machine & operator (if needed) (may need for 2 - 3 days)	\$85.00 per hour
	-5 lift stations (with the assistance of the City of EGF) (10 – 16 Hrs.)	\$215.00 per hour
	-Project estimated Total	\$53,940.00

INCLUDES: -Labor & Equipment for Cleaning operations
-1- jet vac truck, 2-Operator
-Mobilization & per diem

EXCLUDES: -Permits, Fees, and Licenses
-Traffic Control or Special Signage

NOTES:
-Owner will assist Veit in locating and exposing manholes for access (if necessary)
-Work will be completed during normal work week hours. Overtime costs will apply.
-Clear and stable access will be provided by owner, as necessary.
-Tentative start date will be scheduled upon receipt of a signed proposal.
-Owner will provide water and disposal site at no cost to Veit & Companies. (All city hydrants)
-Owner will supply snow removal and warm overnight storage for equipment (if necessary).
-Any delays beyond the control of Veit & Company Inc. will be charged at \$215.00 per hour.
-Owner will provide map of project (if necessary)
-If line is high flow, work should be pre-scheduled for off hours, or arrangements to be made in advance to plug lines.
-Special equipment for off road and easement work will be an additional charge.

Any questions please call 218-243-2440.

Respectfully, Rikky Fredrickson
Estimator/Project Manager

Acceptance of Proposal: The above prices and conditions are satisfactory and are hereby accepted. Veit is authorized to do the work as specified. Payment will be upon completion.

Authorized Signature: _____ **Date:** _____

Affirmative Action Equal Opportunity Employer

Contracting

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Demolition
Utilities
Foundations
Environmental Remediation
Industrial Cleaning

Waste Management

Roll-off Containers
Construction & Demolition Debris Landfills
Recycling & Transfer Facilities
Waste Hauling

JET-WAY MULTIPLE SERVICES, INC.

RATE SHEET

Ph. 701-282-2356

www.jet-wayinc.com

Fax. 701-282-2423

City of East Grand Forks

Date: 2/1/2016

Hourly rate for jet-vac, supervisor and labor	\$242/HR
Hourly rate for easement machine and additional labor	\$135/HR
Daily service unit mobilization	\$120/Day

ESTIMATE