

**AGENDA
OF THE SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 8, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

SCHEDULED PUBLIC HEARINGS:

1. Public Hearing on proposed 2016 Assessment Job No. 1 – Street Improvements.

NEW BUSINESS:

2. Consider adopting Resolution No. 16-03-27 ordering the improvements and the preparation of plans and specifications for 2016 Assessment Job No. 1 – Street Improvements – City Wide.
3. Consider adopting Resolution No. 16-03-28 accepting and awarding the bid for 2015 City Project No. 4 – Curb, Gutter, & Paving – 5th Ave NE & 10th St NE to Opp Construction in the amount of \$333,597.70.
4. Consider adopting Resolution No. 16-03-29 accepting and awarding the bid for 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction to Opp Construction in the amount of \$347,992.
5. Consider adopting Resolution No. 16-03-30 adopting the updates to the 2045 Land Use Plan.
6. Consider approving the request to hire a full time maintenance worker for City Buildings and to be placed at Grade 7 on the pay scale.
7. Consider awarding the annual sewer cleaning job to Veit for \$215 per hour for sewer cleaning services.
8. Consider approving the Exempt Gambling Application for the East Grand Forks Ducks Unlimited group to hold a raffle on May 6, 2016 at the American Legion located at 1009 Central Ave NW East Grand Forks, MN 56721 and waive the 30-day waiting period.

ADJOURN:

PLEASE SEE THE NEXT PAGES FOR THE OTHER AGENDAS

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 8, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. 2015 City Project No. 1 – Interconnect Project – Greg Boppre**
- 2. Intersection Control Evaluation Study – Steve Emery**
- 3. Verizon Wireless Cell Tower on City Property – Nancy Ellis**
- 4. Request to Purchase Street Sweeper – Jason Stordahl**
- 5. Request to Advertise for Bids for a Sand & Salt Shed – Jason Stordahl**
- 6. 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, MARCH 8, 2015 – Following the Work Session**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

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

ADJOURN:

Upcoming Meetings:

Regular Council Meeting – Monday, March 14, 2015 – 5:00 PM – Council Chambers
Work Session – Tuesday, March 22, 2015 – 5:00 PM – Training Room
Regular Council Meeting – Tuesday, April 5, 2015 – 5:00 PM – Council Chambers
Work Session – Tuesday, April 12, 2015 – 5:00 PM – Training Room

RESOLUTION NO. 16 – 03 - 27

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2016 ASSESSMENT JOB NO. 1 – STREET IMPROVEMENTS – CITY WIDE

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

WHEREAS, the City Council desires plans and specifications for 2016 Assessment Job No. 1 – Street Improvements – City Wide

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EAST GRAND FORKS, MINNESOTA that the City Council directs the City Engineer to prepare plans and specifications for the 2016 Assessment Job No. 1 per the guidelines of the existing engineering services agreement with Widseth Smith Nolting Engineering.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of March, 2016.

Mayor

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	\$56,500.00	\$28,250.00	\$3,000.00	\$1,500.00
2104.501	Remove Curb and Gutter	596	LIN. 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	LIN. 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	LIN. 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
2105.501	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	\$70.00	\$4,900.00	\$85.00	\$5,950.00	\$100.00	\$7,000.00
2506.516	Casting Assembly, Type A	4	EACH	\$300.00	\$1,200.00	\$250.00	\$1,000.00	\$300.00	\$1,200.00	\$300.00	\$1,200.00	\$500.00	\$2,000.00
2506.516	Casting Assembly, Type B	1	EACH	\$1,500.00	\$1,500.00	\$1,270.00	\$1,270.00	\$900.00	\$900.00	\$3,600.00	\$3,600.00	\$1,200.00	\$1,200.00
2506.516	Casting Assembly, Type C	2	EACH	\$1,500.00	\$3,000.00	\$2,290.00	\$2,290.00	\$2,700.00	\$2,700.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
2531.501	Concrete Curb & Gutter Design B624	607	LIN. FT.	\$25.00	\$15,175.00	\$40.00	\$24,280.00	\$25.00	\$15,175.00	\$32.00	\$19,424.00	\$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	\$8,000.00	\$4,000.00
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	LIN. 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	\$56,500.00	\$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	\$81,765.00	\$85.00	\$92,595.00
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	\$500.00	\$1,500.00	\$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	LIN. 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	\$8,000.00	\$4,000.00
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	LIN. 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	LIN. 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	LIN. 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

RESOLUTION NO. 16 – 03 - 28

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2015 City Project No. 4 – Curb, Gutter, & Paving, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that Opp Construction is the lowest responsible bidder at a bid price of \$333,597.70;

WHEREAS, the total project costs are estimated to total \$450,356.89;

WHEREAS, the City of East Grand Forks, Minnesota declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Opp Construction in the name of the City of East Grand Forks for the improvement of 2015 City Project No. 4 – Curb, Gutter, & Paving according to the plans and specifications therefore approved by the City Council and on file in the administration office.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Portion for this project will be paid out of the following funds:

415-43-157-45300	Construction	\$333,597.70
415-43-157-43030	Plans/Specifications	\$40,031.72
415-43-157-43030	Staking/Inspection	\$33,359.77
415-43-157-45300	Contingencies	\$33,359.77
415-43-157-43500	Admin/Legal	\$10,007.93

Voting Aye:

Voting Nay:

Abstain:

The President declared the resolution passed.

Passed: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of March, 2016.

Mayor

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.

RESOLUTION NO. 16 – 03 - 29

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that Opp Construction is the lowest responsible bidder at a bid price of \$347,992;

WHEREAS, the total project costs are estimated to total \$434,990;

WHEREAS, the City of East Grand Forks, Minnesota declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Opp Construction in the name of the City of East Grand Forks for the improvement of 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction according to the plans and specifications therefore approved by the City Council and on file in the administration office.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Portion for this project will be paid out of the following funds:

414-43-149-45300	Construction	\$347,992.00
414-43-149-43030	Plans/Specifications	\$31,319.28
414-43-149-43030	Staking/Inspection	20,278.52
414-43-149-43030	Assessment Roll	\$3,479.92
414-43-149-45300	Contingencies	\$20,879.52
414-43-146-43500	Admin/Legal	\$10,439.76

Voting Aye:

Voting Nay:

Abstain:

The President declared the resolution passed.

Passed: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of March, 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: 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. 16 – 03 - 30

Council member _____, supported by Council member _____, 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: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of March, 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

Earthwork
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

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
East Grand Forks Ducks Unlimited

Previous gambling permit number

Minnesota tax ID number, if any Federal employer ID number (FEIN), if any

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address City State Zip code County
1704 8th Avenue NW East Grand Forks MN 56721 Polk

Name of chief executive officer [CEO] Daytime phone number E-mail address
Michael S. Hedlund 701-215-2373 mhed541@yahoo.com

NONPROFIT STATUS**Attach a copy of ONE of the following for proof of nonprofit status.** **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

 IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

 IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

If your organization falls under a parent organization, attach copies of **both** of the following:

- a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
American Legion Club

Address [do not use PO box] City or township Zip code County
1009 Central Avenue NW East Grand Forks 56721 Polk

Date[s] of activity. For raffles, indicate the date of the drawing.
May 6, 2016

Check each type of gambling activity that your organization will conduct.

Bingo* Raffle [total value of raffle prizes awarded for year \$ 25,000.00] Paddlewheels* Pull-tabs* Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

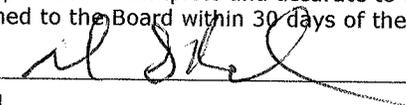
Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature  Date 2-25-2014

Print name Michael S. Hedlund

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Request for Council Action

Date: March 2, 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: Greg Boppre, P.E.

RE: 2015 City Project No. 1 – Interconnect Project

Background:

The Plans and Specifications for the above referenced project will be filed with the City Council, on Monday, March 14, 2016. The following is the tentative schedule:

- March 14, 2016 – File Plans/Specifications with the City Council
- March 15, 2016 – send P/S to MPCA for approval and permit
- March 15, 2016 – send PFA packet to Nancy Johnson
- April 15, 2016 – MPCA approval of P/S and permit
- April 20, 27 and May 4, 2016 – Advertise the project
- May 10, 2016 – bid project and take bids to the City Council Work Session
- May 17, 2016 – consider bids at the City Council meeting

Recommendation:

When we file the plans and specifications, we will ask for approval to advertise once we have the approval from MPCA.

Documentation:

The Plans will be brought the Work Session.

Request for Council Action

Date: March 3, 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: Intersection Control Evaluation (ICE) Study for Roundabout Bygland Road & Rhinehart Drive SE.

Background:

The construction of a Roundabout was identified as a potential project in the Bygland Road Study completed by Alliant Engineering. As a potential funding source for the roundabout design and construction the City could utilize Federal Subtarget dollars which are awarded every 4 years to the City of East Grand Forks. These funds could be available as early as 2018. However, in order to utilize the Subtarget dollars the City needs to amend their TIP as well as completing an Intersection Control Evaluation (ICE) Study

Attached is a proposal from Alliant Engineering to complete the ICE Study.

The following is the proposed budget for the project:

PROPOSED BUDGET

	<u>ICE STUDY</u>
Alliant Engineering	\$9990.00
WSN (10%)	<u>\$ 999.00</u>
TOTAL PROJECT COST	\$10,989.00

PROPOSED FUNDING

	<u>ICE STUDY</u>
City	<u>\$10,989.00</u>
TOTAL PROJECT COST	\$10,989.00

Recommendation:

If the City wishes to prioritize the construction of the Bygland Roundabout and utilize Federal Funds as one source of income for the project, we would recommend the City to complete the ICE Study.

Enclosures:

E-mail from Lou Tasa

Alliant Engineering Proposal.

Steve Emery

From: Greg Boppre
Sent: Monday, February 15, 2016 11:20 AM
To: Steve Emery
Subject: FW: 2018 EGF STIP project

Steve – see Lou’s email below. Unless I am wrong, I do not believe the study performed by Alliant did the ICE study, we will need to dig into this further.

Greg

From: Tasa, Luane (DOT) [mailto:luane.tasa@state.mn.us]
Sent: Friday, February 12, 2016 4:46 PM
To: Greg Boppre <Greg.Boppre@wsn.us.com>
Subject: 2018 EGF STIP project

Greg: As I understand your question, it was a request by the city to change their current 2018 STIP project on 10th street to a round-a-bout on Rhinehart Drive. In order to do a round-a-bout, and Intersection Control Evaluation (ICE) study needs to be done that supports a round-a-bout design. There also should be a cost estimate to determine the amount of Federal Funding participation. Once this is complete, then we can discuss the change in projects. We are sending in a draft ATIP in early April, so if this is complete by then, we could make the change at that time. If not, we still have time to make the change by mid-June. Did you ask about advancing or delaying to another year? I didn’t hear which it was, but if another city would be willing, we could consider that as well. I do know that Crookston is scheduled for 2017, but there is less Federal Funds that year for cities and it is difficult to change that amount as we cannot move federal funds from one year to the next. One option to build in 2017 is that the city could do an advance construction of the project to 2017, but would need to up front the federal share until they become available which would likely be January of 2017. The city could also advance state aid funds to cover the federal share.

Call or email me to discuss further. I’ll be in on Tuesday, Monday is a holiday for us. Have a great weekend.



ALLIANT
ENGINEERING

February 24, 2016

Steve Emery
WSN – City of East Grand Forks
1600 Central Avenue NE
East Grand Forks, MN 56721-1570

**RE: Proposal for Bygland Road/Rhinehart Drive –
Intersection Traffic Control Evaluation (ICE) Report**

Dear Mr. Emery:

Thank you for the opportunity to provide this proposal for professional engineering services to prepare an Intersection Traffic Control Evaluation (ICE) report at the Bygland Road/Rhinehart Drive intersection in East Grand Forks, MN. The proposal is organized as follows:

Attachment A – Scope of Work
Attachment B – Staff Hour and Cost Estimate

The ICE report will be in accordance with the Minnesota Department of Transportation Technical Memorandum No. 07-02-T-01 and will be developed based upon the traffic forecasts, traffic operation analysis and concept layouts developed as part of the Bygland Road Traffic Study. Based on our conversation, we will provide the draft ICE report for City and MnDOT review by March 31, 2016. Our estimated cost to complete this work is \$9,990 and will be billed on an hourly basis not to exceed contract limit.

Again, thank you for the opportunity to submit this proposal. Please feel free to call me (612-767-9340 or manderson@alliant-inc.com) if you have questions or need further information regarding this proposal.

Sincerely,
Alliant Engineering, Inc.

Michael R. Anderson, P.E., PTOE
Associate - Transportation
612-767-9340
manderson@alliant-inc.com

This project includes the preparation of an Intersection Control Evaluation (ICE) report for the Bygland Road/Rhinehart Drive intersection in East Grand Forks. The ICE report will be in accordance with the Minnesota Department of Transportation Technical Memorandum No. 07-02-T-01

The ICE report will be developed based upon the traffic forecasts, traffic operation analysis and concept layouts developed as part of the Bygland Road Traffic Study. To the extent feasible all this data will be used directly; however, in most cases the information will need to be further compiled, re-summarized and some additional analysis scenarios are expected. The anticipated scope of services is provided below.

Task 1.0 – Existing Conditions

- 1.1 Prepare an existing geometric conditions exhibit of the intersection identifying lane configuration, shoulders, medians, railroad, pedestrian and bicycle facilities, right of way limits, access driveways, buildings, drainage structures, posted speed limits and current intersection traffic control.
- 1.2 Document the peak hour operations analysis of morning and evening conditions (assumes 2015 Existing, 2020 (Construction Year), 2040 Future and 2040 Future with 32nd Avenue Bridge)
- 1.3 Conduct a review of crash data and conduct safety analysis that includes determining the crash rate, preparing a crash diagram and computing the severity rate.

Task 2.0 – Forecast Volumes

- 2.1 Document the peak hour turning movement volumes for AM, mid-day, and PM peak hours for year 2015 Existing, 2020, and forecast 2040 and 2040 with 32nd Avenue Bridge.
- 2.2 Document the hourly approach volume forecasts for the signal warrant analysis.

Task 3.0 – Alternatives Capacity Analysis

- 3.1 Document the intersection capacity analysis for the “2020 and 2040 no-build” conditions and existing stop control.
- 3.2 Document the AM and PM peak hour intersection capacity analysis for the traffic signal and roundabout alternatives documented in the Bygland Road Traffic Study (forecast 2040 scenarios).
- 3.3 Conduct a 2020 (year of construction) operation analysis for AM, mid-day and PM periods and conduct a mid-day traffic operation analysis (existing, 2020 and 2040) to support the documentation of the daily and annual traffic operation benefit for each alternative.
- 3.4 Document the signal warrant analysis based on MN MUTCD and MnDOT standards for year 2020 and the forecast design year (2040).
- 3.5 Document the safety characteristics of the, no build, traffic signal and roundabout alternatives and quantify the annual expected crashes.

Task 4.0 – Conceptual Layouts

- 4.1 Modify the two concept layout exhibit notes and borders prepared for the Bygland Road Study to be placed into the ICE report.

Note: it is assumed there will be no further concept layout development or preliminary engineering work. The layouts prepared for the Bygland Road Study will be used directly with the ICE report.

Task 5.0 – Comparison Matrix Evaluation

- 5.1 Document estimated right-of-way impacts (based on Bygland Road Study)
5.2 Document the preliminary construction cost estimates (based on Bygland Road Study)
5.3 Develop an evaluation matrix that compares each geometric layout concept's safety benefits, operation, environmental impacts, right-of-way impacts, and construction cost.

Note: it is assumed there will be no further construction cost estimates completed. The planning level costs developed for the Bygland Road Study will be used directly with the ICE report.

Task 6.0 – Cost-Benefit Analysis

- 6.1 Document the daily and annual traffic operation benefit of the traffic signal and roundabout alternatives.
6.2 Document the expected traffic operations and safety improvements, including estimate of future crashes and annual safety benefit.
6.3 Conduct a benefit-cost analysis in accordance with the MnDOT Office of Investment Management procedures for transportation projects.

Task 7.0 – Prepare Intersection Control Evaluation (ICE) report

- 7.1 Prepare draft ICE report and will submit the report for review to the City and MnDOT.
7.2 Prepare final ICE report and submit for final approval.

Task 8.0 – Project Management and Meetings

- 8.1 Coordinate with the City and MnDOT ICE report assumptions and conclusions. It assumed that any meetings held will be via conference call and correspondence can occur primarily through email and phone.

Staff Hour Estimate and Project Cost

	Project Manager	Project Engineer	Total	Task Total
	<i>Mike Anderson</i>	<i>Stephen Smith</i>		
Staff Hour Estimate				
1.0 Existing Conditions Analysis	1	6	7	\$ 650.00
2.0 Forecast Volumes	1	4	5	\$ 480.00
3.0 Alternatives Capacity Analysis	1	16	17	\$ 1,500.00
4.0 Conceptual Layouts	0	2	2	\$ 170.00
5.0 Comparison Matrix and Evaluation	2	2	4	\$ 450.00
6.0 Cost-Benefit Analysis	6	8	14	\$ 1,520.00
7.0 Prepare ICE Report	18	24	42	\$ 4,560.00
8.0 Project Management and Coordination	4	0	4	\$ 560.00
TOTAL STAFF HOURS	33	62	95	\$ 9,890.00
HOURLY LABOR RATES	\$ 140.00	\$ 85.00		
SUBTOTAL DIRECT LABOR COST	\$ 4,620.00	\$ 5,270.00		\$ 9,890.00
TOTAL LABOR COST				\$ 9,890.00
EXPENSES				
Document Reproduction and Deliveries				\$100
SUBTOTAL EXPENSES				\$100
TOTAL PROJECT COST NOT TO EXCEED				\$9,990

Request for Council Action

Date: March 8, 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

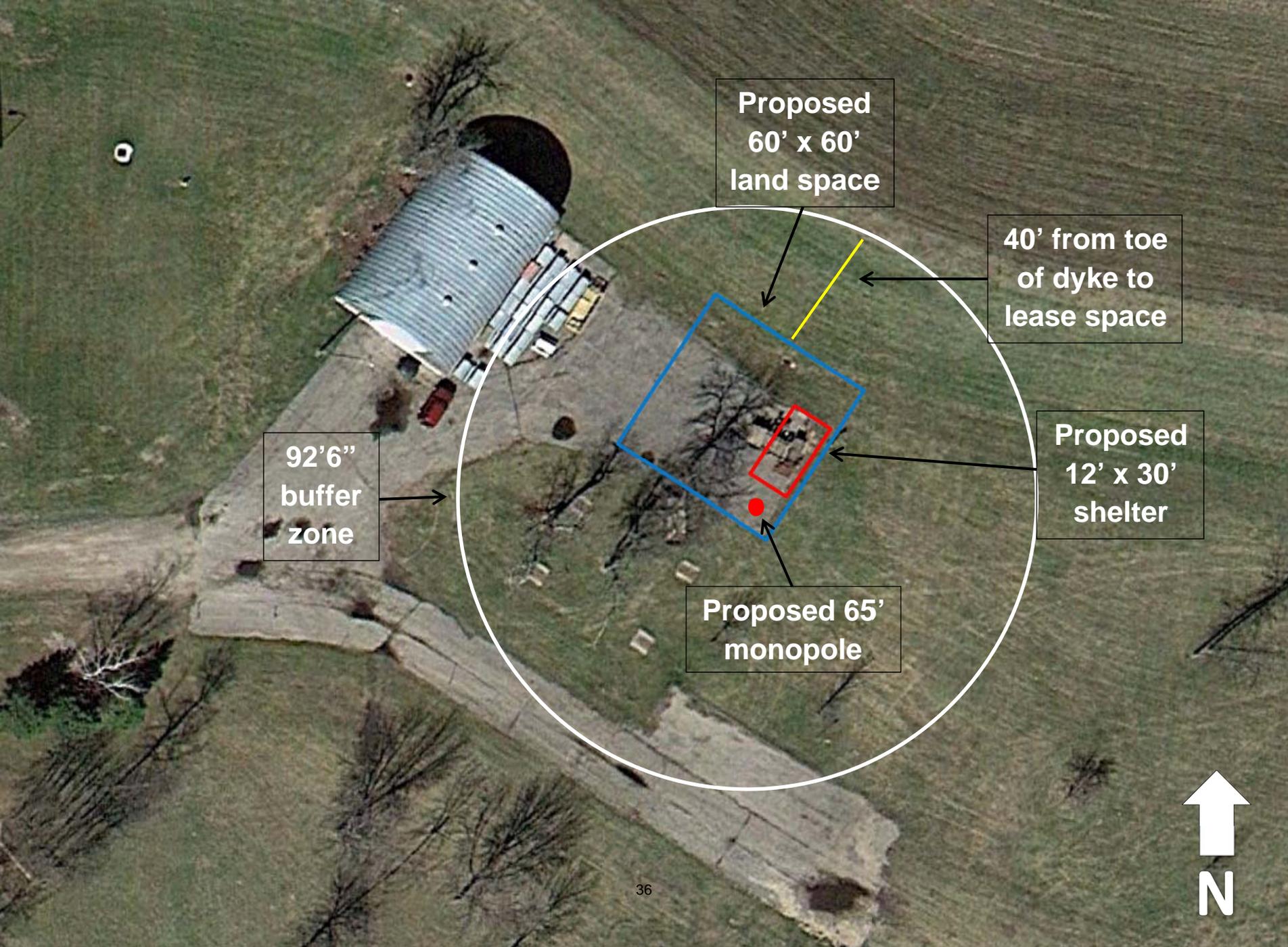
RE: Verizon Wireless cell tower proposal on city property

GENERAL INFORMATION

As you recall, we had received a request from Verizon Wireless in October of 2014. They were looking to construct a monopole cell tower and equipment shelter on City property near the VFW arena (DNR shed). I am including a sketch plan of the location. Verizon had proposed to erect a 65' stealth monopole tower with an 11.5' X 29.5' equipment shelter near the shed/fire station. They stated that this facility would fill a void in wireless services caused by a lack of capacity to handle the increasing data usage of Verizon customers. The tower had been designed to blend into the surrounding area like a flag pole. At this meeting, it was determined that the tower was not allowed at the site because of zoning requirements (not allowed in residential) and they were going to look near the Public Works facility (zoned Industrial).

Verizon did look at this public works site; but since this discussion, our zoning ordinance has been amended to allow for monopole towers within park or institutional property in residential districts. They have prepared propagation studies for each site (Public Works site and VFW site) and have decided that the VFW site is the best site to provide optimal coverage. I will have these propagation studies available for your review at the work session.

Verizon is now asking you to decide if you are willing to allow them to construct a monopole tower at the VFW site instead of the Public Works site. Verizon staff will be at the work session to answer any questions you may have regarding the studies or locations. You also have the ability to hire an independent cell tower consultant, at Verizon's expense, to review the studies and ask questions on the City's behalf. They could also be of assistance if you decide to move forward with leasing to Verizon. If you decide to lease property to Verizon, a number of steps will need to occur. Lease paperwork and lease payment negotiations must begin. As well, a Special Use Permit would be required to construct a tower if we decide to allow the VFW location and lease to Verizon.



Proposed
60' x 60'
land space

40' from toe
of dyke to
lease space

Proposed
12' x 30'
shelter

Proposed 65'
monopole

92'6"
buffer
zone



Proposed
60' x 60'
land space



40' from toe
of dyke to
lease space

5th Ave SE

Bygland Rd SE

Park Service Rd

37



Request for Council Action

Date: 3-1-2016

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: Street Sweeper

Background and supporting documentation of request:

The Public Works Department was approved in the 2016 CIP budget (Budgeted amount \$270,000) for the purchase of a Street Sweeper. We have made a selection that we feel will fulfill or needs, and through National Joint Powers Alliance and Sanitation Products received pricing for a new Elgin Pelican Street Sweeper. See purchasing information below:

Sanitation Products (pricing through NJPA)

Elgin Pelican (Model P)	\$200,175
<u>Add-ons</u>	
Speed Controller	\$785
Overhead Beacon	\$1,500
Total:	\$202,460

Recommendation: Approve the purchase of one Elgin Pelican Street Sweeper from Sanitation Products (priced through NJPA) for \$202,460, and declare surplus our used Elgin Sweeper (unit 112).



Please see Release Notes tab for configurator updates. Updated 2/22/2016

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BROOMS **CONVEYANCE AND HOPPER** **DUST CONTROL AND FLUSH SYSTEM** **Model Configuration**
SWEEPER GAUGES AND INDICATORS
COMPONENT PROTECTION **LIGHTING AND COMPLIANCE** **PELICAN OPTIONS** **PAINT AND DECALS**
WARRANTY **MANUALS** **FREIGHT** **RFQ**

You may not use the \$ and & characters in RFQ descriptions.

	Customer Request Description	Summary Description	Include	List Price
1	rfq 58542		Yes	0.0
2	oval beacon lights on back of cab.		Yes	0.0

How many special requests would you like to make?

Price

PELICAN-NP	\$0.00
PELICAN (P) DUAL DIESEL T4F 74 HP	\$186,020.00
BROOM MEASUREMENT RULER	\$0.00
PELICAN MACHINE DELIVERY PACKET	\$0.00
ELGIN SAFETY MANUAL	\$0.00
SWEEPER PAINTED STANDARD WHITE	\$0.00
ELGIN RED LOGO	\$0.00
LED LIGHTS ON BATTERY COVER	\$1,130.00
Right Hand Bostrom Air Ride Hi Back Cloth	\$970.00
AM/FM/CD WITH (2) MAP LIGHTS	\$565.00
LIGHTING PACKAGE 5: ONE LED STROBE W/GUARD	\$935.00

PELICAN P T4F OPERATORS MANUAL (Quantity: 1)	\$0.00
PELICAN-NP T4F PARTS BOOK (Quantity: 1)	\$0.00
JOHN DEERE PARTS BOOK (Quantity: 1)	\$0.00
JOHN DEERE OPERATORS MANUAL (Quantity: 1)	\$0.00
LOWER CONVEYOR CLEANOUT	\$490.00
ENGINE PRE-CLEANER	\$415.00
HYDRAULIC LEVEL & HYDRAULIC TEMPERATURE SHUTDOWN	\$465.00
Ashtray & Lighter	\$230.00
DUAL HEAVY DUTY LIMB GUARDS	\$2,135.00
Greasable Dirt Shoes w/Carbide	\$1,295.00
RIGHT HAND SIDEBROOM TILT WITH INDICATOR	\$2,355.00
LEFT HAND CAMERA	\$525.00
LED STOP/TAIL/TURN	\$340.00
DOUBLE WRAP MAIN BROOM (ILO STD)	\$995.00
FREIGHT-IL,WI,IA,IN,MI,MN,KY	\$1,310.00
Total Configured Price of Model	\$200,175.00

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Request for Council Action

Date: 3-2-2016

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: Sand/Salt Building

Background: In the spring of 2015 the City advertised for bid for a Sand/Salt Building. The bids results came in significantly higher than the amount budgeted for the project. This year's CIP reflects a budget of \$125,000 designated for the construction of a Sand/Salt Building. We are asking for approval to advertise for bid, with hopes that we receive more reasonable prices in 2016.

Recommendation: Authorize staff to advertise for bid for a sand/salt building.