

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
MONDAY, MARCH 14, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of March 1, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 8, 2016.

SCHEDULED BID LETTINGS:

3. Consider adopting Resolution No. 16-03-32 approving the plans and specifications and ordering advertisement for bids for 2015 City Project No. 1 – Interconnect Project.
4. Consider adopting Resolution No. 16-03-33 ordering advertisement for bids for 2014 City Project No. 5 - Sand/Salt Storage Building.

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

5. Consider approving the Exempt Gambling Application for the East Grand Forks Home Run Club to hold a raffle on April 12, 2016 at Stauss Baseball Park located at 5th Ave NE East Grand Forks, MN 56721 and waive the 30-day waiting period.
6. Consider approving the temporary liquor license for Sacred Heart for an event on April 9, 2016 with contracted liquor services being provided by East Grand Lanes.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

7. Regular meeting minutes of the Water, Light, Power, and Building Commission for February 4, 2016 and February 18, 2016.
8. Regular meeting minutes of the Economic Development Authority Board for February 2, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider adopting Resolution No. 16-03-34 authorizing Alliant Engineering to conduct the Intersection Control Evaluation at the intersection of Bygland Road and Rhinehart Drive with costs for services not to exceed \$9,990.
10. Consider approving the request to purchase an Elgin Pelican Street Sweeper from Sanitations Products in the amount of \$202,460 and declare the current Elgin Street Sweeper as surplus.

CLAIMS:

11. Consider adopting Resolution No. 16-03-35 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23692 for a total of \$368.09 whereas Council Member Buckalew is personally interested financially in the contract.
12. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings

- Work Session – March 22, 2016 – Training Room
- Regular Council Meeting – April 5, 2016 – Council Chambers
- Work Session – April 12, 2016 – Training Room
- Regular Council Meeting – April 19, 2016 – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 1, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for March 1, 2016 was called to order by Council President Mark Olstad at 5:00 P.M.

CALL OF ROLL:

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

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minute summary of the “Closed Session” for the East Grand Forks, Minnesota City Council of January 19, 2016.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of February 16, 2016.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of February 23, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS ONE (1) THROUGH THREE (3).

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

Voting Nay: None.

Absent: Buckalew.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

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

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO OPEN THE PUBLIC HEARING.

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

Voting Nay: None.

Absent: Buckalew.

Council President Olstad stated that due to caucuses being held the meeting could not go past 6:00pm. If more time is needed for the hearing the meeting will be continued on March 8th in Council Chambers beginning at 5:00pm so everyone will get their chance to address the Council. He asked that when residents were addressing the Council to please stand at the podium and to state their name and address for the record. He then turned the meeting over to the City Engineers.

Mr. Emery welcomed everyone to the improvement hearing and introduced himself and those who assisted in this process. He explained that the street improvements had been broken down into phases and this year was phase two of three. He stated the last time there was street maintenance completed was in 2006 and all of the streets were done that year. He then turned it over to Mr. Bail.

Mr. Bail informed the group that assessments are how some projects are paid for. He explained there is front benefit and end benefit. He continued saying the front benefit is based on the narrow side of the parcel and that they use a formula to calculate front footage on odd shape lots. He stated that once the footage is calculated the information is then reviewed to see who is receiving benefit from the project. He explained how properties adjacent to the project are assessed halfway down the block so depending on which street is getting the improvement some parcels may be assessed only end benefit. He then gave an example and asked for questions. Mr. Emery reviewed the project and how there were three parts to it which included seal coat, mill and overlay, and full reconstruction. He reviewed the estimated costs per foot for each part and how the reconstruction portion would be assessed over a 15 or 20 year period due to the costs of that project. He then asked for questions.

A resident stated they had received a letter in 2006 about a seal coat and mill and overlay. She continued saying that they now received the same letter again and asked what the difference is between the two. She commented how the last time this was done it was done poorly and that this time prices had tripled. Mr. Emery explained that this would be the same process again. Council member Grassel asked to have an explanation of what a seal coat and mill and overlay are. Mr. Emery explained what a seal coat is when they spray down oil and add rocks or chips and drive on it for some time. He added the process is different now because they add another layer of oil on top of everything. He then explained that a mill and overlay is when the street is milled out and then an overlay of asphalt is put

down. The resident asked which process would be happening by her property. Ms. Anderson stated it was going to be a mill and overlay.

Council President Olstad stated again that if someone would like to address the City Council to please state their name and address so the engineers can look on their sheets, see how the property would be affected, and then be able to address questions. Mr. Emery told the resident her property would be affected by a mill and overlay. She stated that it was a side street and asked when they would be doing the street in front of her home. Mr. Emery said again that this was going to be done in three phases and if it wasn't done last year or this year then it would be done the following year.

Mr. Don Coulter, 512 7th Ave SE, said that his property would be affected by the mill and overlay and asked how long that was going to last. Mr. Emery explained how it is typically a seven to ten year cycle and since this time they are getting a mill and overlay next time they would be getting a seal coat. Mr. Coulter asked how often a seal coat is put down. Mr. Bail explained how the cycle alternates between seal coat and mill and overlay every seven to ten years. Mr. Emery explained that this was the maintenance plan the City followed to keep streets looking nice because once they start having problems the project may turn into a reconstruction which is much more expensive. Mr. Coulter commented how some streets included in the project are in good condition or more time should be given in between these projects. He also reminded everyone of the school bond issue and the interconnect project that is coming up and how both will cost the residents more. Mr. Emery commented how this is the reason for the improvement hearing so residents can let the Council know what they are thinking and the Council can make their decision based on the input from residents.

Mayor Stauss stated that he understands how they feel about the older residents as well as those who are just starting out. He continued saying the biggest mistake the City made in streets was back in the 1960s when they put these types of streets in. He said that every eight years something should be done to the streets with either a seal or patching. He stated that the Council and taxpayer at that time didn't realize how much it was going to cost to maintain these streets. He added how since oil prices have come back down he thought that costs for this project would come back down. He said that every eight years an improvement might be done to try and prevent water from seeping in which would cause problems. He said that back the 1960s the people wanted to pay the cheapest amount and get the best street possible. He explained that it changed to concrete streets in the 1970s which ended up being much better but a major improvement on a concrete street is very costly. He added how the City has been fortunate that there haven't been too many major repairs. Mayor Stauss stated that he knows what Mr. Coulter is talking about regarding all of the taxes, how the City had a large increase, and how the City has a responsibility to try to keep costs down for the residents. He added how he hopes the State will help the City out with the costs for the interconnect project and how they are looking at going with a sales tax so the pool project wasn't added to the property taxes.

Mr. Coulter commented how the City did have a large increase in the levy and that it seems every time he turns around there is something else being taken out of his income. Mayor Stauss stated how the City is providing services and how the costs have gone up over the years. Mr. Coulter asked why a fix was being done on something that didn't need to be fixed and asked to be shown what is wrong with the street. Mr. Emery stated that there had been a water main replacement project that had gone through but that street did have alligator cracking along with drainage issues and the longer they let it go the more it will cost in the long run. Discussion followed about how this street had been put off because of the water main project that was completed the year before and where alligator cracking comes from.

Another resident stood up and told the Council they all have other jobs and how they can afford to pay for streets. She stated that she is on social security alone. She added that the City owns the Senior Center and commented how they were being assessed. She asked if they were exempt and if they weren't how they were going to pay for it. Mr. Emery said the Senior Center would be paying their share just like everyone else. The resident said the Senior Center didn't have any money to pay for this. Mr. Emery commented how the City was liable for their portion.

Another resident commented how he didn't think the engineers were doing their job because no one is inspecting things. He asked what they were going to do this year. Mr. Murphy asked for the resident to give his name and address for the record. Gary Nokelby stated his address was 704 5th St SE. Mr. Emery commented how in 2006 they must have received a seal coat. Mr. Nokelby said he did and it was a poor job. Mr. Bail said he didn't know the particulars of what happened on that job because he wasn't the one inspecting at that time.

Dan Rolczynski, 1826 14th Ave NW, stated that he received a letter informing him of the project, called and asked for information, and was referred to the City Engineers. He stated that in the 51 years that he has lived at his residence he doesn't remember paying end benefit and doesn't understand why they have to pay end benefit. He continued saying that he was upset about paying end benefit and that he will call this a city/engineer's fund. Council President Olstad stated that he lived on the corner of the same street and that there had been front and end benefits charged before. He added nothing had changed on how this was being assessed. Mr. Rolczynski asked if they paid end benefits in 2006. Council President Olstad said he could look it up and he is assuming they did because that is how the City had been assessing projects. Mr. Rolczynski commented how they had put rock down before and the last time the curb and sidewalks were full of rocks after the snowplow had come by. He added that it may be out of turn but televising the Council meetings will only upset the people.

Neal Johnson, 535 7th Ave SE, asked if the numbers were the actual bid numbers and if they were high, medium or low. Mr. Emery explained that these were just estimated dollar amounts, the next step would be completing plans and specs, advertising for bids, and that they are hoping these numbers are on the conservative side. Mr. Johnson asked when the bid process would start. Mr. Emery said if it moved forward in either April or May. Mr. Johnson commented how he did agree that the last job was really crummy and more attention could have been paid. He added more diligence could be paid when inspecting. Mr. Emery explained the seal coat process again and how there is an additional layer of oil which should help with keeping the rock chips on the road. Mr. Johnson said he was familiar with the county roads and how there haven't been issues with those roads. Mr. Emery said there is a one year warranty on the streets so if the contractor needs to come back and fix things they won't get paid twice.

Mr. Dennis Larson, 205 6th St NW, stated that he was relatively new to the community and has never been hit so hard by taxes along with the street improvements that were done last year. He asked for the reasoning to be taxed again when they had their street completed in August of last year. Mr. Emery asked to speak with him afterwards to look at the specifics. Council member Pokrzywinski said that 2nd Ave NW was not done and it was scheduled to be completed this year and would be an end benefit to Mr. Larson. Mr. Larson said when they had received the notice last year he didn't understand why they would do anything on the street in good condition but was told it was for upkeep for ongoing maintenance. Mr. Emery stated the prior project was completed in 2006 which is done in a seven to ten year cycle.

Council member Vetter asked for a show of hands of who was in favor of the maintenance project, there were none. He then asked how many were against and many raised their hands. Mr. Jim Wilson, 1412 Central Ave NE, asked why not all of the businesses were being assessed or affected by the project and he also asked what the interference would be like for businesses while this project is taking place. Mr. Emery said the interference would be minimal because seal coat is usually done within a day. Mr. Wilson asked if the road could be driven on because it would not be convenient for customers to have to drive through the alleyway. Mr. Emery said that in most cases the street would be left open so people would be able to access the business.

Mr. Neal Johnson asked how far down the reconstruction portion would be assessed. Mr. Emery stated it was a block or two. Mr. Johnson asked why it isn't spread out further since so many others receive benefit from this street. Mr. Emery explained all properties will be assessed eventually so when the time comes to redo the street in front of their house they will be getting assessed. He continued to say that this is a State Aid street so only 30% of the project cost is being assessed to the property owners.

Curtis Ellingson, 905 18th St NW, said that last year he was assessed over \$4000 for a mill and overlay. He added that this year he was being assessed another \$1905 for end benefit and how without interest it was going to cost him \$70 per month for the next seven years. He said he can thank Mr. Vetter for asking if this should be done or not, that it needs to be done, but that it is getting out of hand.

Duane Driscoll, 902 18th St NW, stated in 2006 the project was rock and oil in front of his home. He said last summer it was mill and overlay in front of his house. He stated that now he is being charged end benefit and asked the Council how that benefits him. Mr. Emery said assessing is how the project is paid for. Mr. Driscoll said he would be paying up to \$4500 for both projects and that he would stay off that street. Mr. Bail explained how assessments work. Mr. Driscoll asked to assess the whole town and if that would be fair. Mr. Bail said that has been discussed before and that he would be using other streets in town that he does not pay for so this process should equalize out what is paid for. Mr. Driscoll said it would be equal if the whole town was assessed.

Council member DeMers said this had been fantastic discussion but the meeting had to be over by 6:00pm so he proposed to suspend the hearing until March 8th and to move on to other items on the agenda. Mayor Stauss reminded everyone that because of the caucuses being held the meeting could not go past 6:00pm.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL TO ADJOURN THE HEARING UNTIL MARCH 8TH AT 5:00PM.

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

Voting Nay: None.

Absent: Buckalew.

The Council was reminded about the pancake feed at the Senior Center on March 13th and were asked to attend. Council member DeMers reminded everyone that the hearing will be continued next week at 5:00pm.

CLAIMS:

- 5. Consider adopting Resolution No. 16-03-31 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23591 for a total of \$1,501.94 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-03-31 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 23591 FOR A TOTAL OF \$1,501.94 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Absent: Buckalew.

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

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

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

Voting Nay: None.

Absent: Buckalew.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE MARCH 1, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:00 P.M.

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

Voting Nay: None.

Absent: Buckalew.

David Murphy, City Administrator/Clerk-Treasurer

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

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for March 8, 2016 was called to order by Council President Mark Olstad at 6:09 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Jeremy King, Public Works Supervisor; Gary Larson, Fire Chief; and David Murphy, City Administrator/Clerk-Treasurer.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. 2015 City Project No. 1 – Interconnect Project – Steve Emery

Mr. Emery stated he had passed around a set of plans of where things were at today. He explained that they would like to file the plans with the City Council at the meeting next Tuesday. He continued saying the plans would then be sent to the Minnesota Pollution Control Agency for review. He said if approved they are hoping to start advertising for bids on April 20th and May 4th with the bid opening on May 10th. He added that MPCA will have comments which will need to be addressed.

Mayor Stauss commented how there was an article in the paper about the Missouri and if the City should be contacting them. Council President Olstad stated that Mr. Boyce was on the committee. Mr. Boyce informed the Council that Water and Light has been a part of that committee and had followed the project closely over the last several years.

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

2. Intersection Control Evaluation Study – Steve Emery

Mr. Emery stated that this had been discussed at previous work sessions and if the City would like to follow the Bygland Road study and utilize the federal sub-target dollars for the project MNDOT stated

that the City would first have to complete an intersection control evaluation study. He explained how this work would need to be completed by a traffic engineer and how they included a proposal from Alliant. He stated they have included an additional 10% for their time if needed so it would total \$10,989. He added this was required by MNDOT to amend the TIP. Council President Olstad asked for questions.

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

3. Verizon Wireless Cell Tower on City Property – Nancy Ellis

Ms. Ellis stated this had been discussed previously, how monopole towers were not allowed before in residential areas, but that has been changed and they are now allowed if it is city property, churches, or public open space and not within a restrictive distance. She told the Council that this location can now be revisited and that Mr. Buell was present at the meeting to answer any questions.

Council Vice-President Grassel asked if the location had moved or if it was always in this location. Ms. Ellis said it was originally at the concrete pad but then moved back behind the trees. Council member DeMers said he wanted to make sure that this will be 40 feet from the toe of the levy. Ms. Ellis said it would be. Discussion followed about what the actual location of monopole would be. Ms. Ellis a site plan will have to be reviewed. Mr. Buell said the property had been formally surveyed, they were informed of the setbacks, and they will make sure they follow those setbacks. More discussion followed about the diagram that shows the space they will be renting. Mr. Buell added they could shrink the space down since they are still negotiating. Council member DeMers commented how there is also drainage there and make sure that is not affected. Ms. Ellis said this was to show the Council what it was going to look like and use as much of the existing cement that is there.

Ms. Ellis asked the Council if they should continue with negotiations of the lease and then move forward with the special use permit in April. Council President Olstad asked if anyone had an issue with that. There were none. Ms. Ellis added they will continue moving forward contingent upon the approval of the lease.

4. Request to Purchase Street Sweeper – Jeremy King

Mr. King informed the Council that the purchase of a street sweeper was included in the 2016 capital improvement budget. He stated that they had made a selection that will fulfill the City's needs using the National Joint Powers Alliance and Sanitation Products for an Elgin Pelican street sweeper. He said the recommendation was to purchase the street sweeper for the amount of \$202,460 and declare the current Elgin street sweeper as surplus. Discussion followed about the options that were included for the street sweeper and how \$270,000 had been budgeted for this purchase.

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

5. Request to Advertise for Bids for a Sand & Salt Shed – Jeremy King

Mr. King reminded the Council that in the spring of 2015 bids were collected for the sand and salt building and how the bid results came in significantly higher than what had been budgeted. He

continued saying how there was \$125,000 budgeted in the capital improvement budget for this project and asked for approval to advertise for bids. He said the recommendation was to allow staff to advertise for bids for this project.

Mayor Stauss commented how there has been discussions about wants and needs. He stated that for 129 years there hasn't been one, that he does realize the sand can get hard, and asked if this was really needed. Council President Olstad asked if the City would be able to use the county building. Ms. Anderson stated it was a state building and the City was not allowed to use them. Discussion followed about the current situation at Public Works, how hard the sand can be on the equipment when it is hard and in clumps, and how this is something the City may need. Council Vice-President asked if they could reach out to Grand Forks and that their facility would be out of the way. Mr. King stated that the issue with that is crossing state lines and that he wasn't certain if Mr. Stordahl had contacted them.

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

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE MARCH 8, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:30 P.M.

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

Voting Nay: None.

Absent: Buckalew.

David Murphy, City Administrator/Clerk-Treasurer

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.

RESOLUTION NO. 16 – 03 - 32

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR 2015 CITY PROJECT NO. 1 – INTERCONNECT
PROJECT**

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

WHEREAS, the City Council has directed the City Engineers to prepare plans and specifications for the improvement of 2015 City Project No. 1 – Interconnect Project;

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

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in the *Finance and Commerce* an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be considered by the Council at 5:00 p.m. on May 17, 2016 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier’s check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: March 14, 2016

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 14th of May, 2016.

Mayor

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.

RESOLUTION NO. 16 – 03 - 33

**RESOLUTION APPROVING ORDERING THE ADVERTISEMENT FOR BIDS FOR
2014 CITY PROJECT NO. 5 – SAND/SALT STORAGE BUILDING**

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

WHEREAS, the City Council approved the plans and specifications at the Council Meeting on August 12, 2014 for the 2014 City Project No. 5 – Sand/Salt Storage Building;

WHEREAS, previous tries resulted in either no bids collected or all bids being rejected because of how much higher they were than what had been budgeted;

WHEREAS, the Public Works Director is requesting to have this project re-advertised for bids;

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

1. The city staff shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be considered by the Council at 5:00 p.m. on May 3, 2016 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier’s check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 14, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 14th of March, 2016.

Mayor

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 raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: East Grand Forks Home Run Club Previous Gambling Permit Number: XR-05570-05-001

Minnesota Tax ID Number, if any: 10-529 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 611

City: East Grand Forks State: mn Zip: 56721 County: Folk

Name of Chief Executive Officer (CEO): Deane Stinar

Daytime Phone: 218-779-7780 Email: egfhomeclub@yahoo.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

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 toll free at 1-877-829-5500.

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:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. 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): Stauss Baseball Park

Address (do not use P.O. box): 8th St NE & 5th Ave NE

City or Township: East Grand Forks Zip: 56721 County: Folk

Date(s) of activity (for raffles, indicate the date of the drawing): Apr. 12th 2016

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 3,000.00)

* **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.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ 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).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>_____ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>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 Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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: *Deane R. Stein* Date: 4/7/16

(Signature must be CEO's signature; designee may not sign)

Print Name: _____

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status, and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>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</p>	<p>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 Depart-</p>	<p>ment 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.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Sacred Heart Date organized 04/09/2016 Tax exempt number 9046016

Address 200 N 3rd St. City East Grand Forks State Minnesota Zip Code 56721

Name of person making application Courtney Handrickson Business phone 218-773-0877 Home phone

Date(s) of event 04/09/2016 Type of organization Club Charitable Religious Other non-profit

Organization officer's name Fr. Xavier Plango City East Grand Forks State Minnesota Zip Code 56721

Organization officer's name City State Minnesota Zip Code

Organization officer's name City State Minnesota Zip Code

Organization officer's name City State Minnesota Zip Code

Location where permit will be used. If an outdoor area, describe.
Sacred Heart - 200 N 3rd St. East Grand Forks

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
East Grand Lanes - 1500 5th Ave NE, East Grand Forks, MN 56721

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license _____ Date Approved _____
Fee Amount _____ Permit Date _____
Date Fee Paid _____ City or County E-mail Address _____
City or County Phone Number _____

Signature City Clerk or County Official _____ Approved Director Alcohol and Gambling Enforcement _____

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT
BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held February 4, 2016 at 5:00 P.M.
Present: Loven, Quirk, Grinde, Tweten

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the minutes of the previous meeting of January 21, 2016 be approved as read.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$441,519.01.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the appointment of Melvin Metz to the Computer Application Specialist /Technical Trainer position effective 2-22-16 starting at \$24.35/hr.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve providing complimentary power & potable water for the Grand Cities Art Fest to be held on June 11 & 12, 2016.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to approve sending two lineman and two office staff to volunteer at the APPA Lineman's Rodeo being held on April 1 & 2, 2016.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve the quote from Vilandre in the amount of \$4,400 for purchase and installation of two water bottle filling stations to be installed at the VFW and Blue Line Club Arenas with any additional cost to be paid by the Park & Recreation Department.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to adjourn to the next regular meeting on February 18, 2016 at 5:00 P.M.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

Lori Maloney
Sec'y

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held February 18, 2016 at 5:00 P.M.
Present: Loven, Quirk, Grinde, Tweten

It was moved by Commissioner Quirk seconded by Commissioner Grinde that the minutes of the previous meeting of February 4, 2016 be approved as read.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,316,289.23.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to cease the hiring process for the Accountant position until further notice.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to accept the 2015 accounts for charge off.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to approve the plans and specs for the 2016 Miscellaneous Electric Construction Project and advertise for bids with bids to be open on March 29, 2016 at 2:00 p.m.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the plans and specs for the 2016 Equipment and Material bids and advertise for bids with bids to be open on March 15, 2016 at 2:00 p.m.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk, seconded by Commissioner Grinde to declare old Comdial and other miscellaneous phones as surplus and to dispose of them in the proper manner.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to adjourn to the next regular meeting on March, 3, 2016 at 5:00 P.M.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

Bonnie Abel
Deputy Sec'y

APPROVED MINUTES OF THE REGULAR MEETING OF THE BOARD MEMBERS OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA)

A regular meeting of the Board Members of the East Grand Forks Economic Development Authority was held at 3:30 pm on February 2, 2016, in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

1. **Roll Call:**

Meeting was called to order by President Hecht at 3:35 pm.

EDA Board present at roll, President Hecht, Board Members Mike Pokrzywinski, George Wogaman, Ralph Messelt, and Chad Grassel arrived at 4:09.

Absent: Board Members Josh Grinde, Daniel Black

Staff present: Paul Gorte, Economic Development Director; Brenda Ault, Executive Assistant; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Karla Anderson, Finance Director.

Also Present:

Roll Call: President Hecht determined a quorum was present.

2. **Approval of minutes of the January 19, 2016 Organizational Meeting:**

A Motion was made by Board Member Messelt, seconded by Board Member Hecht, to approve the minutes from the January 19, 2016 Organizational Meeting. M/S/P- Messelt, Hecht; 4-0, mc.

Approval of minutes of the January 19 Regular Meeting:

A Motion was made by Board Member Messelt, seconded by Board Member Hecht, to approve the minutes from the January 19, 2016 Regular Meeting. M/S/P- Messelt, Hecht; 4-0, mc.

3. **Bills and Communications:**

a. Approval of the Accounts Payable for February 2, 2016.

A Motion was made by Board Member Pokrzywinski, seconded by Board Member Wogaman, to approve the Accounts Payable for February 2, 2016. M/S/P- Pokrzywinski, Wogaman; 4-0, mc.

4. **Reports:**

a. Delinquencies Update:

ED Gorte reported that there is one delinquency and the company has been contacted.

February 2, 2016

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

5. **Unfinished Business:**

a. Sunshine Terrace update:

Maintenance Strategy

CP Ellis reminded the Board that they had discussed hiring one full time position to handle maintenance for the City buildings. She stated that she had spoken with City Administrator Murphy, and he thinks it would be a good idea as well, to combine a position for maintenance on the City buildings.

She is currently working to prepare a job description, the position would require a Boiler's License, the union only allows for a certain number of people with that qualification, so it would need to be carefully gone over, before it is sent to the Council for approval. CA Galstad agreed it would need to be carefully considered where to classify the job because of the union.

President Hecht questioned whether the hours the person worked for the other city buildings, would be allocated, or all charged to Sunshine Terrace's budget. CP Ellis explained that the hours worked elsewhere could be put on a work order and billed out to that department.

Smoke Alarm replacement program

CP Ellis informed the Board that the invoice submitted with the packet is the correct price. There are 65 apartments at Sunshine Terrace and to replace each apartment with one dual unit would cost around \$2500.00. CP Ellis stated that a motion was not needed because this was included in her 2014 Capital Improvement Plan, this improvement is right on schedule and the plan was previously approved.

b. Infill Building Elevator Update

CP Ellis informed the Board that there is no further update; the parts were ordered and they take approximately 6-8 weeks for delivery.

CP Ellis left the meeting at 3:50 pm.

c. EGF Residential Development Pilot Program Update

ED Gorte informed the group that when the group had met it considered some other parameters for the future. They discussed allowing a contractor to pay the \$1000 down on a lot and then having a floating loan for the rest of the cost of the lot, until the sale of the home. They are still going over details, but that was one idea.

d. Marketing Committee

ED Gorte informed the group that the committee's first meeting was on Wednesday, January 27th. Board Member Pokrzywinski stated that it was a good meeting, with lots of brainstorming; they discussed holding golf tournaments to get people out to the development and getting the media involved. They are planning to meet again on February 10th.

February 2, 2016

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

Board Member Grassel arrived at 4:09 pm.

6. **New Business:**

a. IRP (USDA-RD) Funds:

ED Gorte explained that the Intermediary Relending Program currently has \$750,000 available, but the loans are very limited in what we can use them for, he'd like the Board to consider paying off the \$290,000 currently owed, leaving a net of \$460,000. It would allow the EDA more flexibility for other things, such as land purchase. After discussion,

A motion was made by Board Member Grassel, seconded by Board Member Wogaman, to approve paying off the Intermediary Relending Program. M/S/P- Grassel, Wogaman; 5-0, mc.

b. February 4 Joint Meeting at the Chamber

ED Gorte stated that the joint meeting of the two City Councils and two EDA Boards, along with the Chamber, is set for February 4th at 5:30.

c. Water's Edge Variances

ED Gorte stated that he has been working on preparing an application for variances to submit to the Planning & Zoning Commission.

7. **Adjournment**

A motion was made by Board member Pokrzywinski, seconded by Board member Messelt, to adjourn the meeting at 4:22 pm. M/S/P- Pokrzywinski, Messelt; 5-0, mc.

The next regular meeting is **March 1st, 2016 at 3:30** in the **East Grand Forks Training Room, First Floor in the South Wing, East Grand Forks City Hall**, East Grand Forks, MN.

Respectfully Submitted,
Brenda Ault
Executive Assistant

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

RESOLUTION NO. 16 – 03 - 34

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

WHEREAS, a study was completed in 2015 regarding traffic on Bygland Road which stated the need for a round-a-bout to be constructed at the intersection of Bygland Road and Rhinehart Drive; and

WHEREAS, the City Council deems the round-a-bout a higher priority than the reconstruction project and would like to amend the Transportation Improvement Program schedule; and

WHEREAS, the Minnesota Department of Transportation requires an Intersection Control Evaluation study to be completed; and

WHEREAS, the City has received a proposal from Alliant Engineering to complete the study;

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, accepts the proposal from Alliant Engineering and agrees to pay up to and not to exceed \$9,990 for the Intersection Control Evaluation Study as well as up to and not to exceed 10% or \$999 to the City Engineers for services on this project.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 14, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 14th of March, 2016.

Mayor

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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Thumbnail images are representative and may not reflect actual configuration

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RESOLUTION NO. 16 – 03 – 35

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

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased from Hardware Hank the goods referenced in check number 23692 for a total of \$368.09.

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

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

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$368.09 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on March 14, 2016.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: March 14, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 14th day of March, 2016.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

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

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

1. I am 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 23692 for a total of \$368.09.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on March 14, 2016.

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

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

Dated: _____

(Signature of Official)

Accounts Payable

Check Register Totals Only

User: apassa
 Printed: 3/10/2016 - 4:58 PM



City of East Grand Forks

P. O. Box 373
 East Grand Forks, MN 56721
 (218) 773-2483

Check	Date	Vendor No	Vendor Name	Amount	Voucher
23662	03/14/2016	ACM001	Acme Electric Companies	5.24	0
23663	03/14/2016	ALB001	Albrecht Manufacturing	1,047.56	0
23664	03/14/2016	ALE003	Alerus Center	249.60	0
23665	03/14/2016	ALT010	Altec Industries Inc	571.24	0
23666	03/14/2016	AME002	American Tire Service	350.00	0
23667	03/14/2016	AME005	Ameripride Linen & Apparel Services	247.83	0
23668	03/14/2016	APO001	Apollo Electric Inc	356.06	0
23669	03/14/2016	AQU001	Aqua Water Solutions	11.25	0
23670	03/14/2016	AUT001	Auto Glass & Aftermarket Inc	299.00	0
23671	03/14/2016	BER001	Bert's Truck Equipment	18.70	0
23672	03/14/2016	BUT001	Butler Machinery Co	46.72	0
23673	03/14/2016	C&R001	C&R Laundry & Cleaners	48.36	0
23674	03/14/2016	CER001	Certified Laboratories	200.00	0
23675	03/14/2016	COU008	Countrywide Sanitation Company	31,148.70	0
23676	03/14/2016	CTM001	CTM Services Inc.	138.54	0
23677	03/14/2016	CUS002	Custom Stripes Inc	830.00	0
23678	03/14/2016	DAK006	Dakota TV & Appliance	116.93	0
23679	03/14/2016	DAY002	Daydreams Specialties, LLC	6.00	0
23680	03/14/2016	DSC001	Diamond Cleaning Supply	90.95	0
23681	03/14/2016	EXP002	Exponent	888.00	0
23682	03/14/2016	FIL001	Filter Care	142.98	0
23683	03/14/2016	ODL001	Fitzgerald, Reynolds & Harbott PLLP	741.75	0
23684	03/14/2016	GAF002	Gaffaney's	8.48	0
23685	03/14/2016	GAL003	Galstad Jensen & McCann PA	17,063.19	0
23686	03/14/2016	GFC001	GF City Utility Billing	17,901.56	0
23687	03/14/2016	GFF001	GF Fire Equipment	54.70	0
23688	03/14/2016	GFT002	GF Thur-O-Clean	600.00	0
23689	03/14/2016	GFW001	GF Welding & Machine	199.24	0
23690	03/14/2016	GGF001	GGF Convention & Visitors Bureau	3,380.44	0
23691	03/14/2016	GOV001	Government Finance Officers Associa	170.00	0
23692	03/14/2016	HAR001	Hardware Hank	368.09	0
23693	03/14/2016	HEA001	Heartland Paper	82.11	0
23694	03/14/2016	HEI001	Heiman Fire Equipment Inc	28,540.00	0
23695	03/14/2016	HUG001	Hugo's	11.47	0
23696	03/14/2016	INT003	Integra Telecom	94.85	0
23697	03/14/2016	KEI001	Keith's Security World	37.26	0
23698	03/14/2016	KEN002	Kennedy & Graven, Chartered	245.00	0
23699	03/14/2016	LUN001	Lunseth Plumbing & Heating	354.60	0
23700	03/14/2016	MAC004	Jason Mack	114.00	0
23701	03/14/2016	MAR004	Marco	274.59	0
23702	03/14/2016	MAR001	Marco Inc	353.63	0
23703	03/14/2016	MID003	Midcontinent Communications	109.38	0
23704	03/14/2016	MIK001	Mike's Pizza	62.68	0
23705	03/14/2016	MOT001	Motion Industries Inc	381.24	0
23706	03/14/2016	BAR005	MSC Industrial Supply Co.	559.60	0
23707	03/14/2016	NEW001	Newman Signs	2,260.00	0
23708	03/14/2016	NOR024	Northland Yard Service	2,060.00	0
23709	03/14/2016	ORE001	O'Reilly Auto Parts	1,155.20	0
23710	03/14/2016	OCC001	Occupational Development Center, Inc	292.50	0
23711	03/14/2016	ORC002	Roger Orchard	787.50	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
23712	03/14/2016	PRA003	Prairie Wind BG Inc	53.20	0
23713	03/14/2016	PRA001	Praxair Distribution	31.14	0
23714	03/14/2016	PRE001	Premium Waters Inc	34.75	0
23715	03/14/2016	R&R001	R&R Specialties of Wisconsin Inc	362.95	0
23716	03/14/2016	RDO001	RDO Powerplan OIB	3,601.86	0
23717	03/14/2016	ROT001	Roto Rooter	750.00	0
23718	03/14/2016	SCH031	Schmitz Builders, Inc.	29,846.70	0
23719	03/14/2016	SJO002	Matt & Melissa Sjostrom	500.00	0
23720	03/14/2016	SPR002	Spray Advantage	33.45	0
23721	03/14/2016	TFP001	TF Powers Construction	51,300.00	0
23722	03/14/2016	TRI001	Tristel Manufacturing	286.86	0
23723	03/14/2016	TRU001	True Temp	565.21	0
23724	03/14/2016	USB501	US Bank	450.00	0
23725	03/14/2016	USB004	US Bank Equipment Finance	136.17	0
23726	03/14/2016	VAL002	Valley Truck	964.29	0
23727	03/14/2016	VIK002	Viking Industrial Center, Inc	60.00	0
23728	03/14/2016	VIL001	Vilandre Heating & A/C	1,227.97	0
23729	03/14/2016	WAT001	Water & Light Department	35,380.20	0
23730	03/14/2016	XER001	Xerox Corporation	124.00	0
				<hr/>	
Check Total:				240,785.47	
				<hr/>	