

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 11, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Request to Use Geophysical Techniques in the Greenway – David Murphy**
- 2. Request to File Assessment Roll & Set Date for Final Hearing – Steve Emery**
- 3. Solicitation for Transportation Alternative Program Funding – Steve Emery**
- 4. Presentation from the Metropolitan Planning Organization – Earl Haugen**
- 5. Request for Digital Sensor & Valve for Swimming Pool – Reid Huttunen**
- 6. Request for Winter Equipment Lease – Jason Stordahl**
- 7. 13th Street & Bygland Road Discussion – Mike Hedlund**
- 8. Human Resource Generalist Position – David Murphy**
- 9. Assessment Policy Update – David Murphy**
- 10. Request for use of Parking Spot – Megan Nelson**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – Tuesday, October 18, 2016 – 5:00 PM – Council Chambers
Work Session – Tuesday, October 25, 2016 – 5:00 PM – Training Room
Regular Council Meeting – Tuesday, November 1, 2016 – 5:00 PM – Council Chambers
Work Session – Tuesday, November 8, 2016 – 5:00 PM – Training Room

UND Geophysics Field Class

- Seismic reflection profile
 - We use a 12-gauge shotgun shell as a source.
 - The sound is muffled
 - The shot can only be fired into a hole in the ground
 - If a void is present, the seismic waves will slow down in air and cause a step discontinuity on the seismogram.
 - Disturbed soil from collapse of the roof would also cause slow velocities for the seismic waves
- Gravity profile
 - The instrument is carried from point to point for measurements.
 - If a void is present, the absence of rock/soil will cause a negative gravity anomaly.

UND Geophysics Field Class

- Seismic reflection uses the BOSS



Transport mode



Setting up on site



Shot being fired



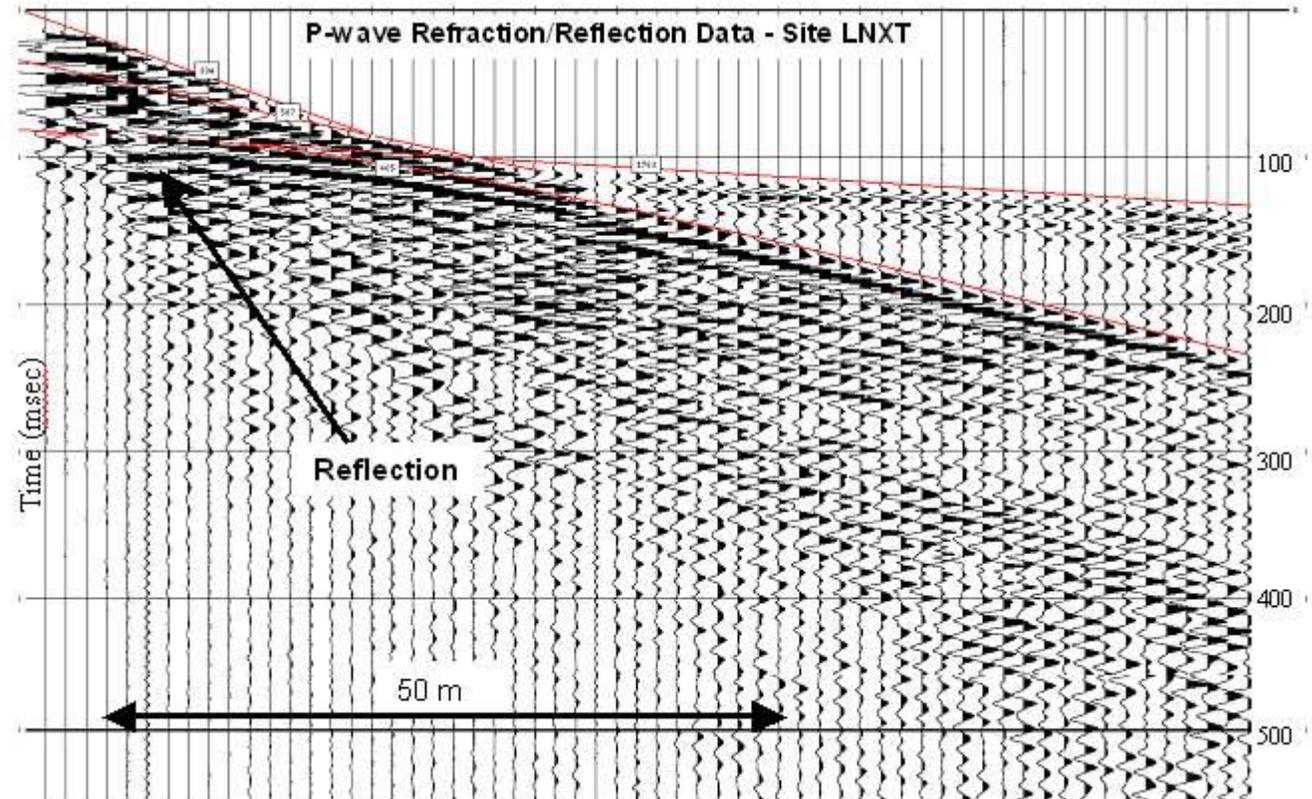
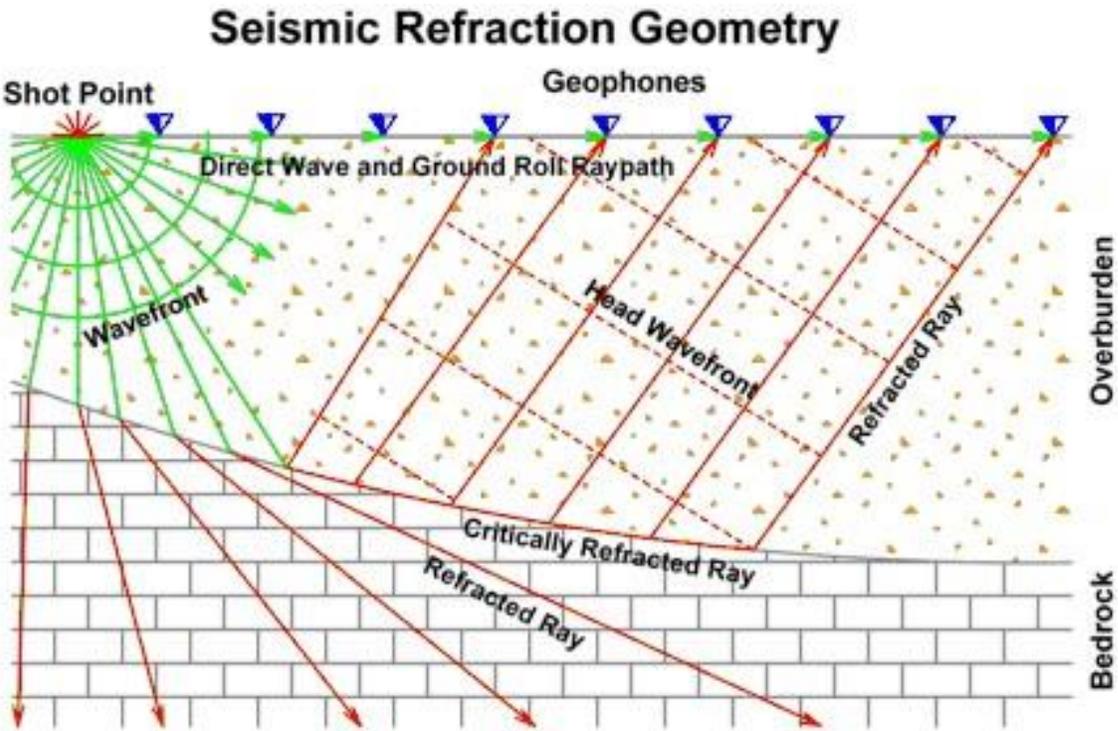
Shot hole after firing

UND Geophysics Field Class

- Seismic reflection uses the BOSS
- Ballistic Ordnance Seismic System



Seismic Refraction and Reflection



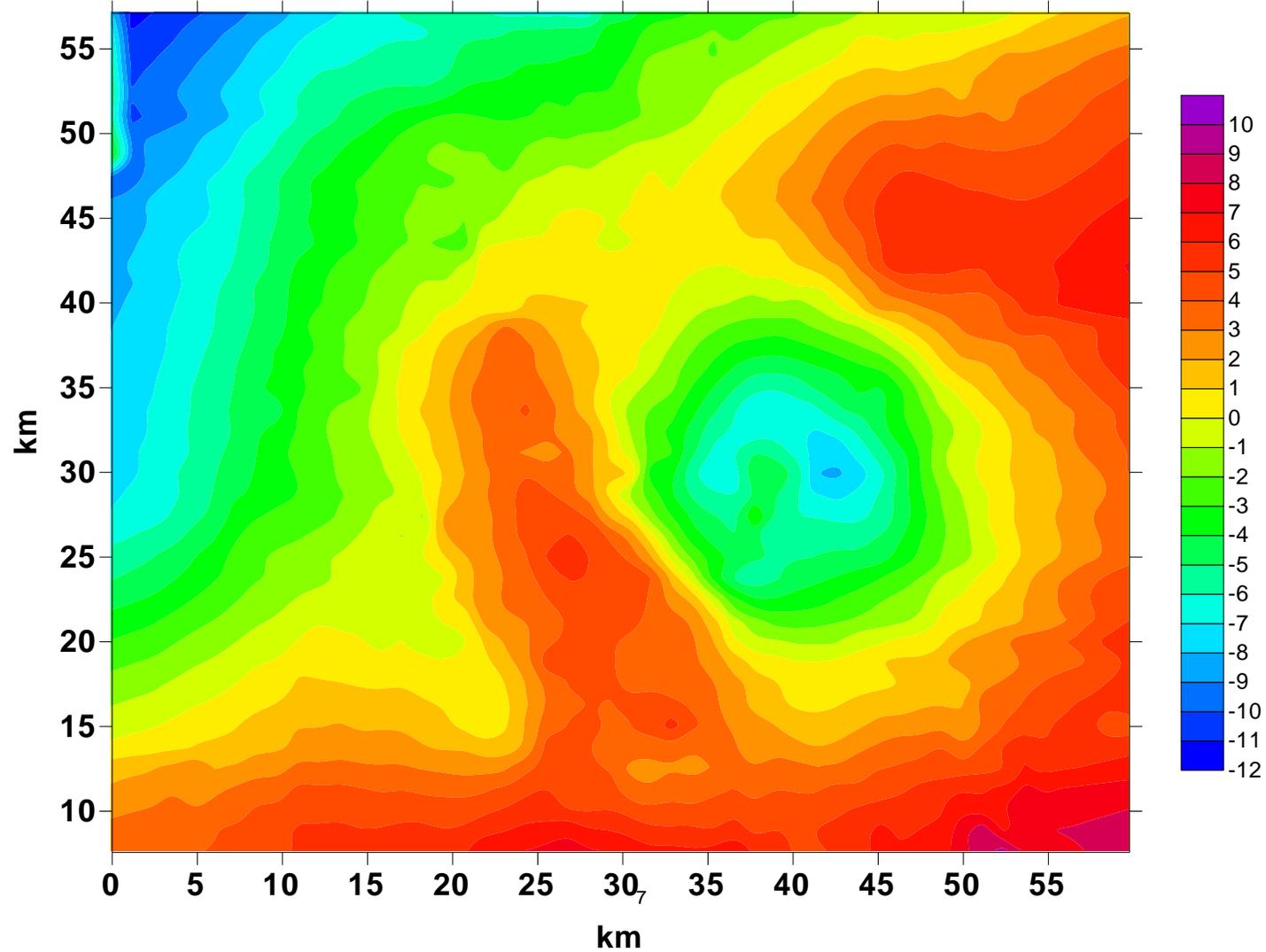
UND Geophysics Field Class

- Gravity survey uses a LaCoste & Romberg Gravity Meter



Residual Bouguer Gravity Anomaly

Lake St. Martin Impact Crater, Manitoba



Request for Council Action

Date: October 5, 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: Proposed Final Assessment Roll - 2016 Assessment Job No. 1– Street Improvements - Mill and Overlay and Seal Coating.

Background:

We are looking to file the Proposed Final Assessment Roll with the City Council and set a date for the Assessment Hearing on the above referenced project.

Recommendation:

File the Proposed Assessment Roll and Set date for Assessment Hearing.

Enclosures:

Proposed Final Assessment Roll will be brought to the work session.

RESOLUTION NO. 16 – 10 - XX

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

WHEREAS, The City Administrator/Clerk-Treasurer with the assistance of the person designated, has calculated the proper amount to be specially assessed against every lot, piece and parcel of land, without regard to cash valuation, utilities and street foundation improvements described as “2016 Assessment Job No. 1 – Street Improvements”; and

WHEREAS, Said calculations known as the proposed assessments were filed with the Administrator/Clerk-Treasurer on October 18, 2016; and

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

1. A hearing shall be held at 5:00pm or as soon as possible thereafter on November 15, 2016 in the City Hall Council Chambers located at 600 Demers Ave to pass upon such proposed assessments. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The City Administrator/Clerk-Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall stated in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: October 18, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 18th day of October, 2016.

Mayor

Request for Council Action

Date: October 7, 2016

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

Cc: File

From: Steve Emery, P.E.

RE: Solicitation for Transportation Alternative Program (TAP) Funding.

Background:

MNDOT, together with the MPO, are announcing the solicitation for candidate projects for the Transportation Alternative Program (TAP). I have attached a couple pages outlining the types of projects that can be funded as part of the project.

With the last solicitation, funding of a Bike Lane on Bygland Road was submitted, which was not funded, however, according to Earl Haugen, the NWATP did adopt a motion to give the same project, if resubmitted, first consideration.

This program may also be able to be utilized as part of the Roundabout Construction on Bygland and could potentially fund any construction costs associated with Bikes / Pedestrians.

The funding for this program is 80% Federal / 20% Local Match.

Recommendation:

The information is being provided for your information as a potential funding source for a couple potential projects which the City has been considering. If the City wishes to pursue this funding program the Deadline is Monday, October 31, 2016 to submit a letter of intent. The full application Deadline is Friday, January 13, 2017. No recommendation just looking for discussion to see if the City may want to pursue this funding source.

Enclosures:

Transportation Alternative Program – Qualifying and Non-Qualifying Activities.

Transportation Alternatives Solicitation Information

Federal Program Requirements

Following is a partial listing of the regulations that apply to any project receiving federal transportation funds. These requirements must be taken in to consideration for budget development, project development and project implementation stages.

Davis-Bacon and Copeland Acts: Payment of pre-determined wage is applicable to all federal-aid construction contracts exceeding \$2,000 and to all related subcontracts.

ADA Requirements: All Transportation Alternatives projects must comply with the federal and state handicapped accessibility mandates.

Anti-Discrimination Laws: Each sponsoring participant must comply with applicable federal and state Anti-discrimination laws and be able to demonstrate compliance.

Project Supervision: All projects must be under the direct supervision of a Minnesota Licensed Professional Engineer.

Additional Requirements and Specifications: Successful applicants will be provided with additional information as needed by MnDOT.

Qualifying Activities

As identified in federal law, transportation alternatives funds may be obligated for projects or activities described in 23 U.S.C. 101(a)(29) or 213, as such provisions were in effect on the day before the date of enactment of the FAST Act.

Former 23 U.S.C. 213(b)(1):

1. Transportation Alternatives as defined in section 101 [former 23 U.S.C. 101(a)(29)]:
The term “transportation alternatives” means any of the following activities when carried out as part of any program or project authorized or funded under this title, or as an independent program or project related to surface transportation:
 - Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
 - Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.

- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
 - Construction of turnouts, overlooks, and viewing areas.
 - Community improvement activities, *which include but are not limited to*:
 - i. inventory, control, or removal of outdoor advertising;
 - ii. historic preservation and rehabilitation of historic transportation facilities;
 - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
 - Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 23 U.S.C. 133(b)(3) [as amended under the FAST Act], 328(a), and 329 of title 23; or
 - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats (Former 23 U.S.C. 213(b)(2)-(4)).
2. The [recreational trails program](#) under 23 U.S.C. 206 of title 23.
 3. The [safe routes to school program](#) eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
 - Infrastructure-related projects.
 - Noninfrastructure-related activities.
 - SRTS coordinator. SAFETEA-LU section 1404(f)(2)(A) lists “managers of safe routes to school programs” as eligible under the noninfrastructure projects.
 4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
 - See [Boulevards from Divided Highways](#) for examples.

There are no location restrictions for transportation alternatives set-aside infrastructure projects; they are not required to be located along highways.

For SRTS noninfrastructure projects, traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (kindergarten through 8th grade).

Non-Qualifying Activities

As identified in federal law, transportation alternatives funds cannot be used for the following activities because there is no authorization under the Federal-aid Highway Program:

- State or metropolitan planning organization administrative purposes. Exceptions:
 - See FHWA’s [Memo Allocating Indirect Costs to Projects](#), dated September 4, 2015.
 - RTP administrative costs of the State for RTP set-aside funds.
- Promotional activities, except as permitted under the SRTS (200 CFR 200.421(e)(3)).

- Routine maintenance and operations, except trail maintenance as permitted under the RTP.
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.

The Minnesota Department of Transportation has elected that the following activities are also considered ineligible for transportation alternatives funding, even if not prohibited federally.

- Engineering activities
- Purchase of right-of-way

Project Sponsors and Applicants

Sponsors

Federal funds for transportation alternative projects are passed through MnDOT to recipients that are adequately staffed and equipped to undertake and satisfactorily complete the requirements associated with federally-funded work. MnDOT determined that state aid cities (i.e. cities with population of over 5,000 persons) and counties are qualified recipients for federal funds. The transportation alternatives solicitation requires their participation as a sponsor and / or applicant. If an eligible applicant is not a state aid city or county, then the applicant will need a state aid city or county to be a sponsor on their project. For a full description of state aid sponsor requirements please review the state aid manual at: <http://www.dot.state.mn.us/stateaid/manual/2015esam.pdf>

Applicants

Project applicants must be an entity eligible to receive the transportation alternatives funding. Eligible applicants are:

1. a local government: Local government entities include any unit of local government below a State government agency, except for an MPO. Examples include city, town, township, village, borough, parish, or county agencies.
2. a regional transportation authority: Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).
3. a transit agency: Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.
4. a natural resource or public land agency: Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies;
 - State or local fish and game or wildlife agencies;
 - Department of the Interior Land Management Agencies; and
 - U.S. Forest Service.

East Grand Forks

Engagement
September 2016

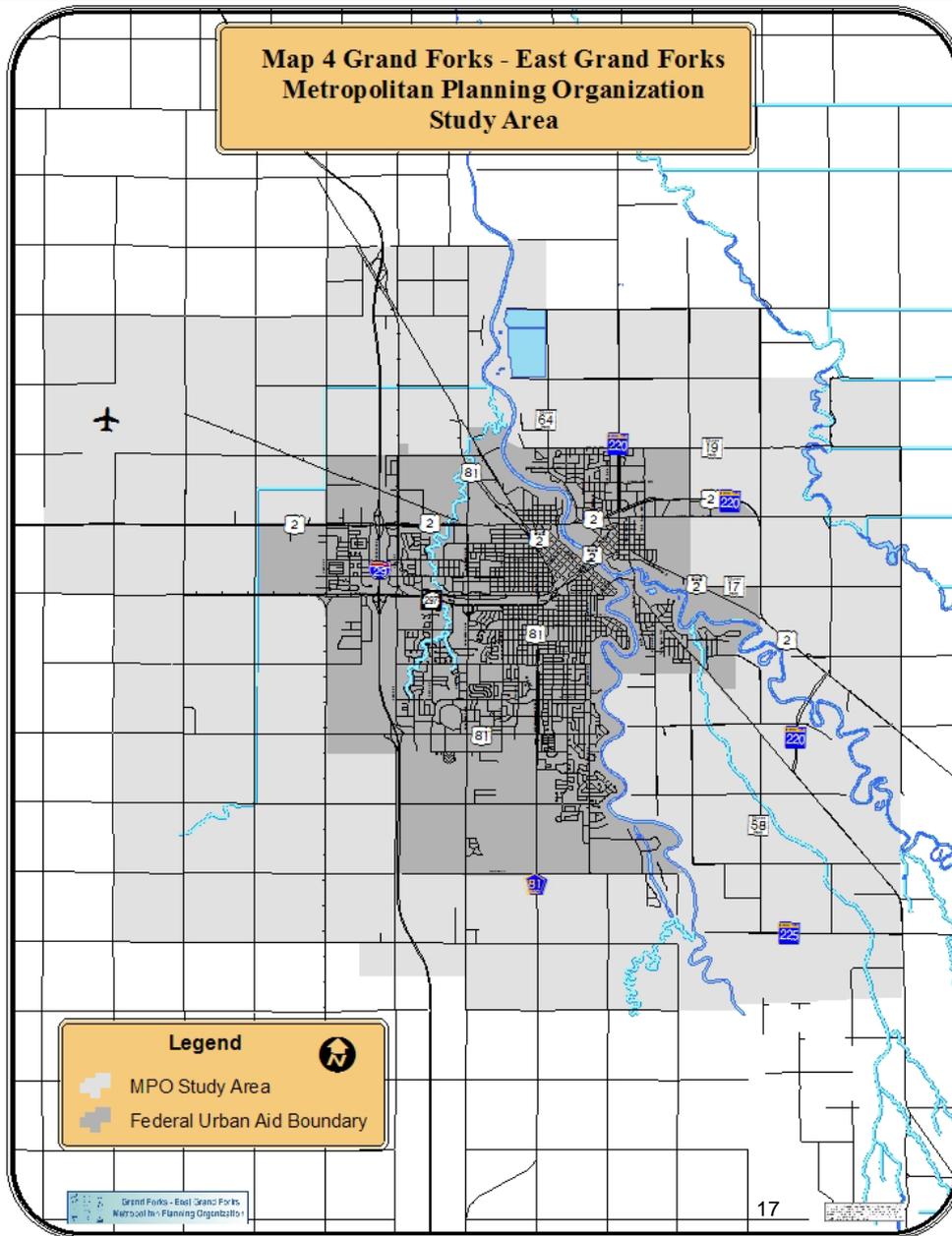


Basic Federal MPO Requirements

- **Plan for Metropolitan Planning Area**
 - **23 CFR 450.214(f)** – *Within each metropolitan region* of the State, the long-range statewide transportation plan shall be *developed in cooperation with the affected MPOs*.
 - **23 CFR 450.208(a)(1)** – *Coordinate planning* carried out under this subpart *with* the metropolitan transportation planning activities carried out under subpart C of this part for metropolitan areas of the state. The State *is encouraged to rely* on information, studies, or analyses provided by MPOs for portions of the transportation system located in metropolitan planning areas.
 - **23 CFR 450.306(d)** – The metropolitan planning process shall be *carried out in coordination* with the statewide transportation planning process as required by **23 USC 135** and **49 USC 5304**.

Basic ND State MPO Requirements

- **Plan for Metropolitan Planning Area**
 - **NDCC 24-01-04.1**. Metropolitan planning organizations.
 - Metropolitan planning organizations *shall develop, in cooperation with the state* and public transit operators, *transportation* plans and programs *for metropolitan areas* which encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and through urbanized areas of this state while minimizing transportation-related fuel consumption, air pollution, and greenhouse gas emissions. The plans and programs for each metropolitan area must provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as an intermodal transportation system for the metropolitan area.

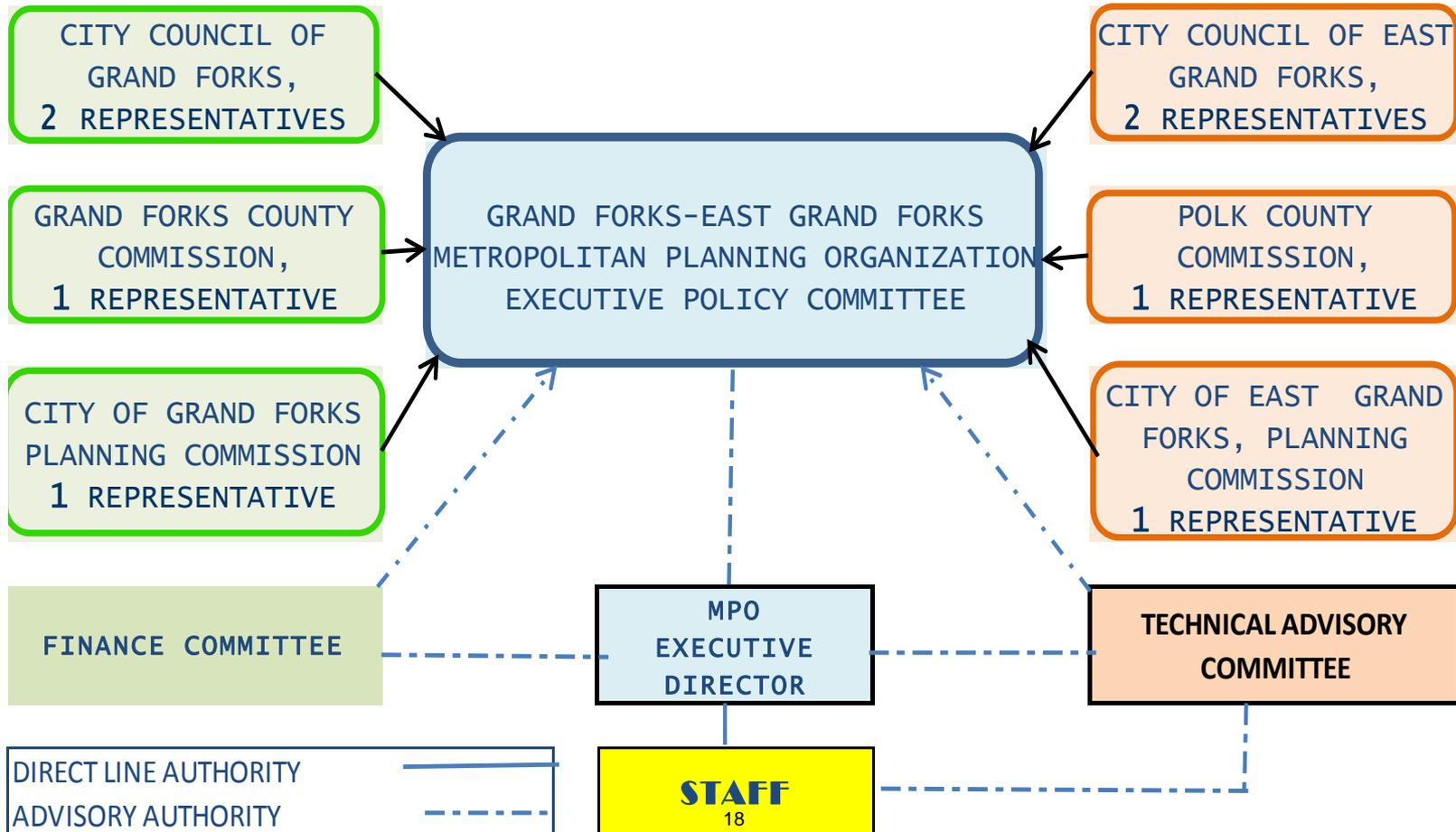


**Not just in
East Grand Forks**

**Not just in
both cities**

**Cover areas
Outside
Either City**

GRAND FORKS-EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION



Metropolitan Planning Organization (MPO)

Purposes and Highlights

- Is the required “*forum for cooperative transportation decision making for the metropolitan area*” (23 CFR 450.104) ;
- Representative of local policy makers and interested persons;
- Leads the transportation planning process for the metropolitan area in cooperation with MNDOT, NDDOT and transit operators;
- Is the region’s policymaking organization responsible for prioritizing transportation initiatives;
- Drives regional collaboration and coordination;
- Balance between local, state, and Federal needs and interests;
- Often address technical needs beyond transportation planning/programming;

WWW.THEFORKSMPO.ORG



Grand Forks - East Grand Forks Metropolitan Planning Organization

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TITLE VI AND NON-DISCRIMINATION PROGRAM (Forms, Policies, etc.)
JOB OPPORTUNITIES - None At This Time

MPO EXECUTIVE POLICY BOARD MEETING INFORMATION
TECHNICAL ADVISORY COMMITTEE MEETING INFORMATION
LIKE US ON FACEBOOK

FHWA MPO 101 Presentation

- Metropolitan Transportation Primer PDF Presentation
- Metropolitan Transportation Primer Power Point Presentation

CITY OF GRAND FORKS DISADVANTAGED BUSINESS ENTERPRISE GOALS FOR YEARS 2016-2018

NEW: Bicycle/Pedestrian Plan Update

- Meeting #3 - Public Involvement: Building Support For Plan Development
 - July 13, 2016 at 7:00 p.m.
 - East Grand Forks City Hall Training Conference Room - 600 DeMers Avenue





Interstate 29 Traffic Operations Study



Study Area



Existing Interchanges

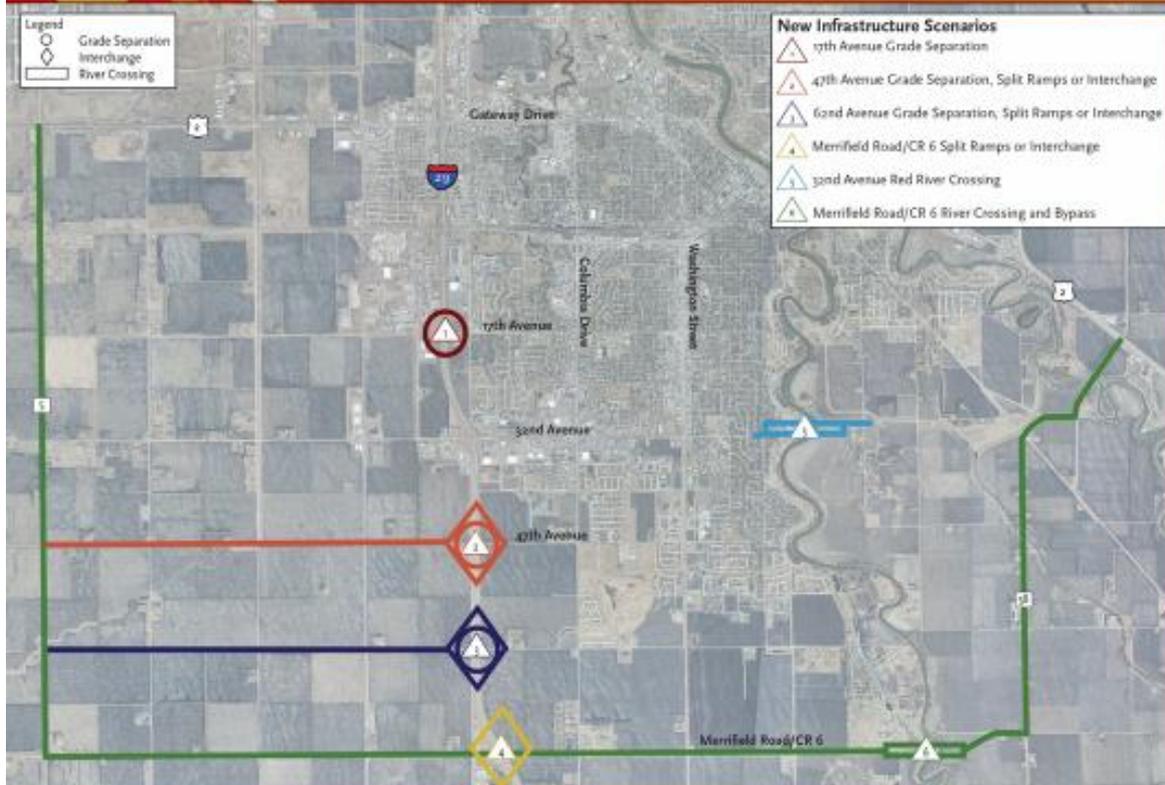
- » N. Washington St. has minor issues that can be readily addressed as necessary
- » Gateway Dr. has existing operational issues, safety issues and bad future operational issues that can really only be address at the interchange area and not alternative locations
- » DeMers Ave has existing operational issues, safety issues and will have bad future operational issues that can really only be address at the interchange area and not alternative locations
- » 32nd Ave has existing safety and will have bad future operational issues that can be addressed at the interchange area or at alternative locations **Rest of presentation focuses on this**

Baseline 32nd Avenue Improvements

- » \$23.4 Million in Costs (2025)
- » Configuration and B/C will be refined in next phase



Alternatives Studied



- » Merrifield Rd/CR 6 Interchange
- » Merrifield Rd/CR 6 Red River Crossing
- » 32nd Ave Red River Crossing
- » 17th Ave Grade Separation
- » 47th Ave Grade Separation
- » 47th Ave Interchange
- » 62nd Ave Grade Separation
- » 62nd Ave Interchange
- » Split Ramp Configurations
- » Hybrid Alternatives

Alternatives to Carry Forward

Alternative	Cost Effectiveness
47 th Ave Interchange	-45%
Merrifield Rd Interchange	-25%
47 th Ave <u>AND</u> Merrifield Rd Interchanges	-7%
47 th Ave and Merrifield Rd Split Ramp Interchanges	-6%

» Carry Forward

- » Baseline 32nd Avenue Only
 - » \$23M in 2025 \$
- » 47th Avenue Interchange
 - » \$42M in 2025 \$
- » Merrifield Road/CR 6 Interchange
 - » \$38M in 2025 \$
- » 47th Ave AND Merrifield Rd Interchanges
 - » \$56M in 2025 \$

Remember Gateway and DeMers

WWW.DRIVEI29.COM

SCHEDULE **REPORTS** **WEBCASTS** **EMAIL UPDATES & COMMENTS**

I-29 CORRIDOR STUDY

THROUGH GRAND FORKS

A SAFER AND MORE EFFICIENT TRANSPORTATION SYSTEM

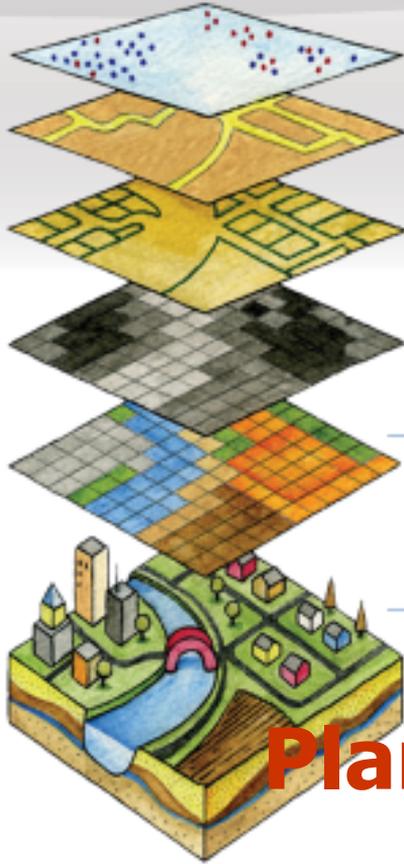
Interstate 29 (I-29) is one of the most widely traveled corridors in the area and is vital to the region's economic vitality. This corridor serves many purposes: moving freight, providing regional access to the University of North Dakota (UND) campus, special event travel (Alerus Center), out-of-town shoppers and daily commuters. The purpose of this study is to work with stakeholders, decision makers and the public to identify key improvement areas today and into the future then work together to develop solutions.

NEWS AND DISCUSSION

[I-29 Corridor Study News and Discussion](#) [Refresh](#) [Permalink](#) [Login](#) [Register](#)

I-29 Corridor Study News and Discussion

A place to find information regarding the Interstate 29 Corridor Study.



Grand Forks 2045 Land Use Plan



Grand Forks - East Grand Forks
Metropolitan Planning Organization

Land Use Sub Committee Planning and Zoning Commission



Grand Forks - East Grand Forks
Metropolitan Planning Organization



community
design
group



Participation

Pilot Sites



PARTICIPATION



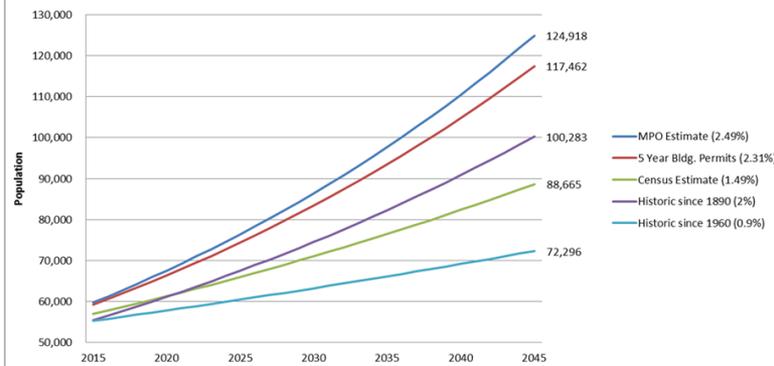
- Public Kick-Off
- Pop-Up Workshops
- Visioning & Goals
- Existing Conditions



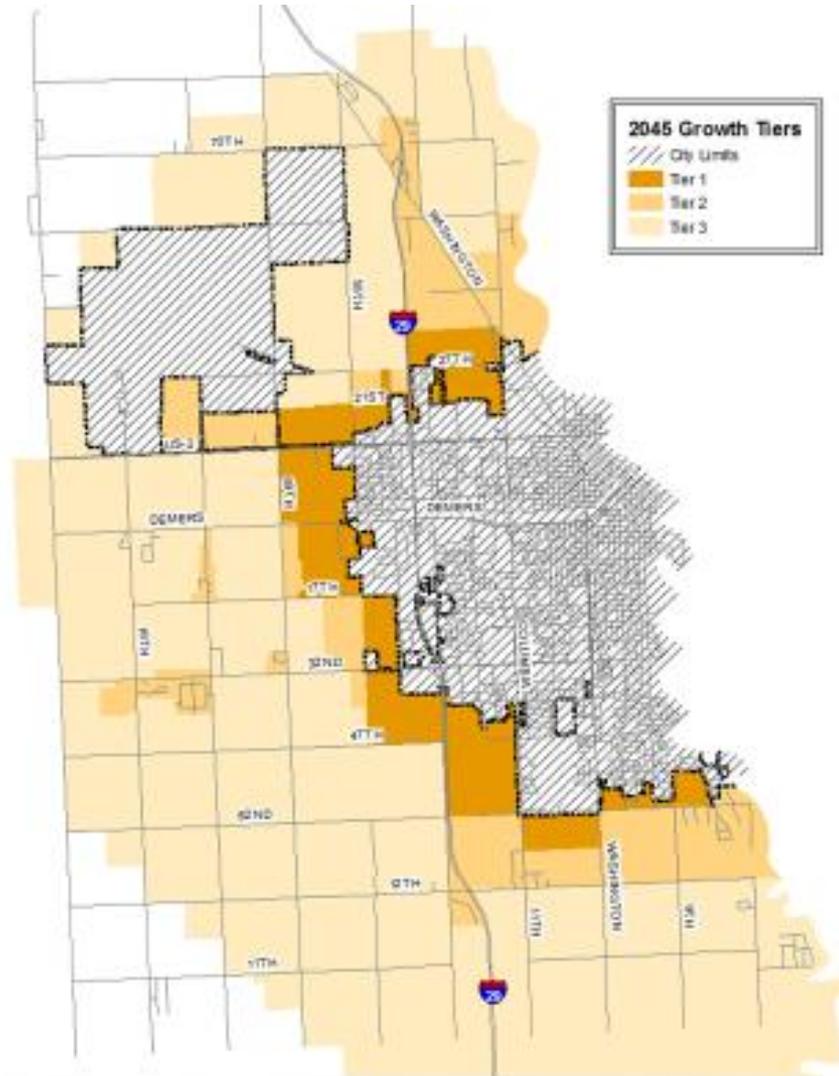
Grand Forks - East Grand Forks
Metropolitan Planning Organization

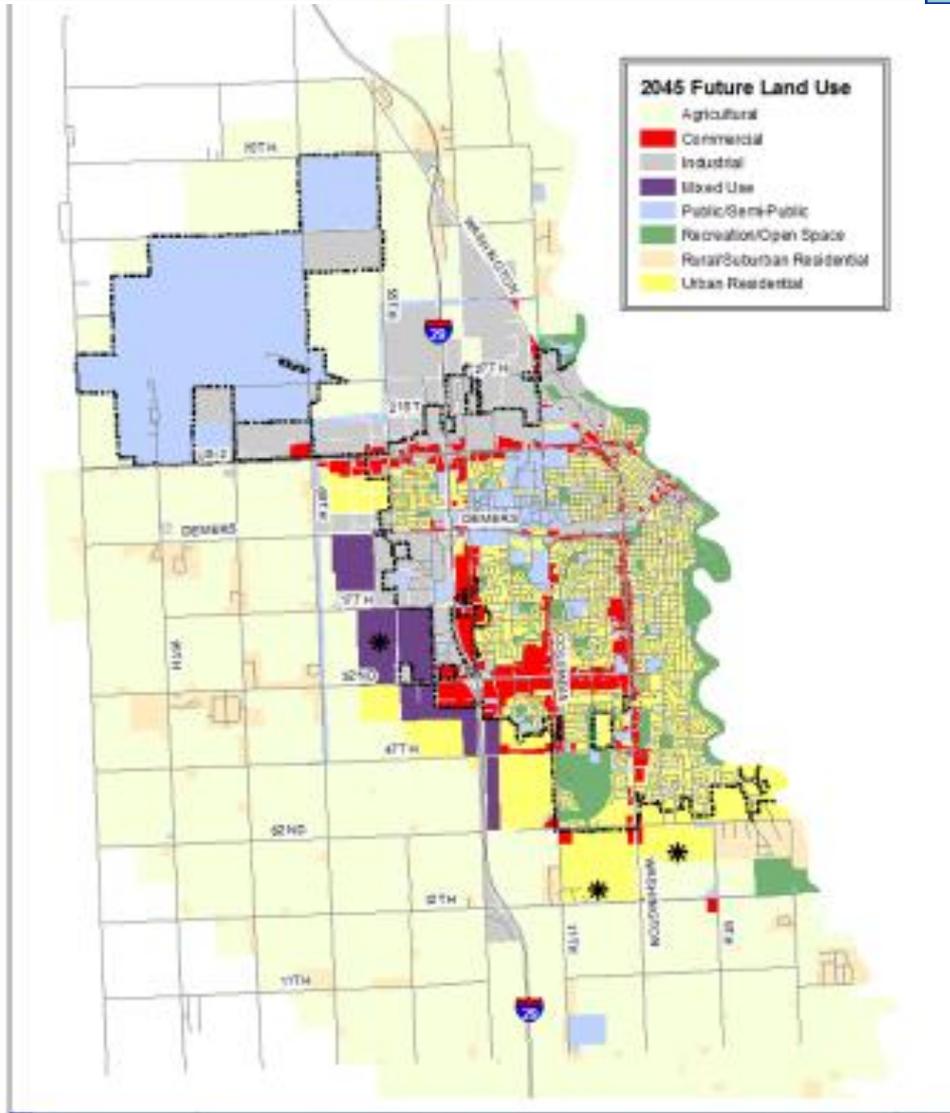


Population Projection Scenarios



2045 Population 70,000





WWW.GRANDFORKS2045.ORG

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Grand Forks Land Use Plan Update

We need your ideas and input on how to create a stronger and more vibrant Grand Forks.

The City of Grand Forks is in the process of updating their Land Use Plan. This plan is a long-range guiding document for how the City will manage growth and development over the next 30 years.

2045 GRAND FORKS LAND USE DRAFT PLAN AND INFORMATION WILL BE AVAILABLE AT CITY HALL AND ONLINE FOR COMMENT.
STOP ON BY OR [CLICK HERE](#) TO LEAVE YOUR IDEAS OR SEE WHAT OTHER RESIDENTS THINK OF THE PLAN!



US 2 and US Bus 2 Study



US 2 and US Bus 2 Study Limits



**RFP released &
due Oct 7th**

**MPO action on
Oct 20th**

**Will engage
the business
& property
owners at all
key points**

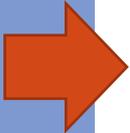
**2040 UPDATE TO THE LONG
RANGE TRANSPORTATION PLAN
EXECUTIVE SUMMARY**



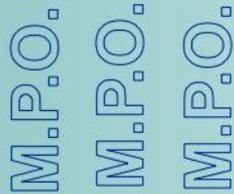
**Street/Highway Element
Transit Development
Bike/Ped Element**

Progress towards 2045

Year Begin	Activity	Year Completion	Consultant
✓ April 1, 2014	Update EJ	Dec. 31, 2014	NO
April 1, 2014	Integrate SHSP	May 2018	NO
✓ Jan. 1, 2014	ITS Reg. Arch.	Dec. 31, 2014	ATAC
Jan. 1, 2015	FAST . Perform. Meas.	May 2018	NO
Jan. 1, 2015	GF 2045 LU	Dec 2016	YES
✓ Jan. 1, 2015	EGF 2045 LU	June 30, 2016	YES
✓ Jan. 1, 2015	NDDOT Counts	Dec. 31, 2015	NO
Jan. 1, 2016	Bike/Ped Update	Dec. 31, 2016	NO
Jan. 1, 2016	TDP Update	Dec. 31, 2016	YES
Jan. 1, 2017	NDDOT Counts	Dec. 31, 2017	NO
Jan. 1, 2017	2045 LRTP Update	Jan. 31, 2019	YES



DRAFT



Grand Forks - East Grand Forks
Metropolitan Planning Organization

VISION STATEMENT

The GF-EGF Long Range Transportation Plan envisions a community that provides a variety of **complementary** transportation **choices** for people and goods.



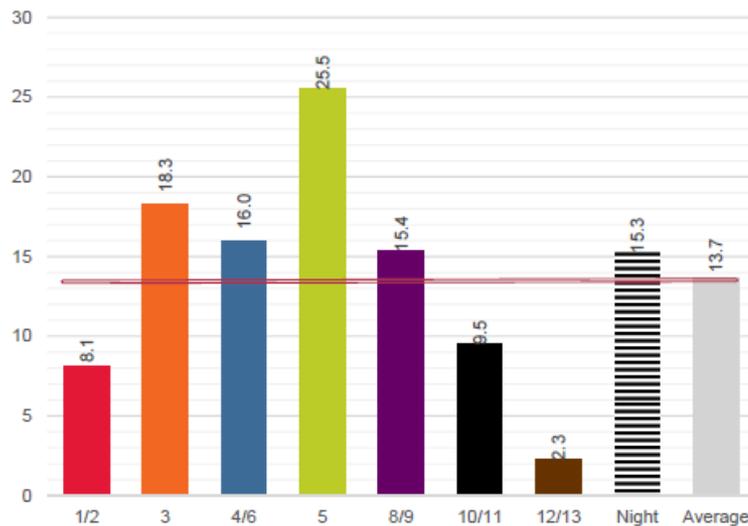
GRAND FORKS TRANSIT DEVELOPMENT PLAN UPDATE

Study Review Committee #2
September 22nd, 2016



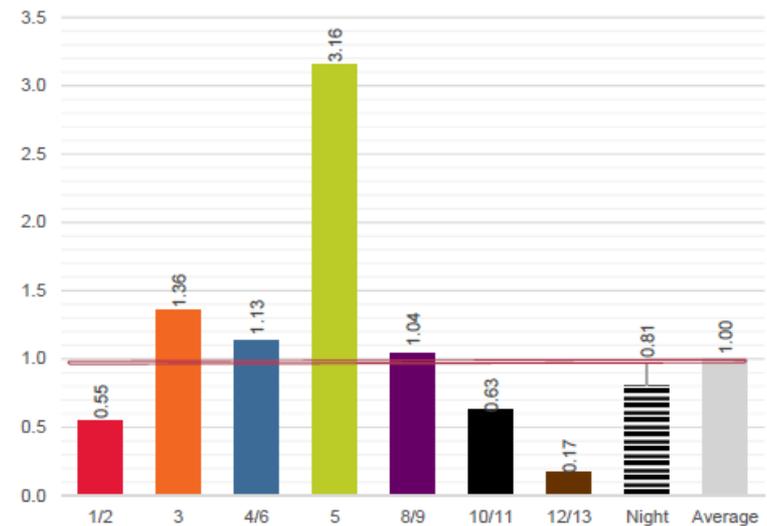
PERFORMANCE MEASURES

2015 Fixed Route Rides per Revenue Hour



2015 Rides per Revenue Hour Cat System: 13.7
2015 Rides per Revenue Hour East Grand Forks: 9.5

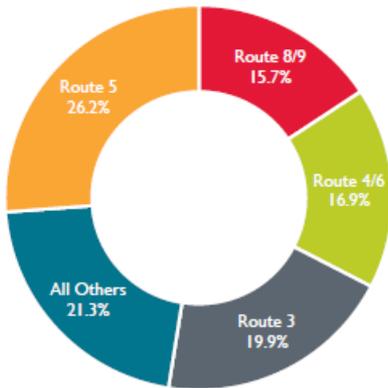
2015 Fixed Route Rides per Revenue Mile



2015 Rides per Revenue Mile Cat System: 1.00
2015 Rides per Revenue Mile East Grand Forks: 0.63

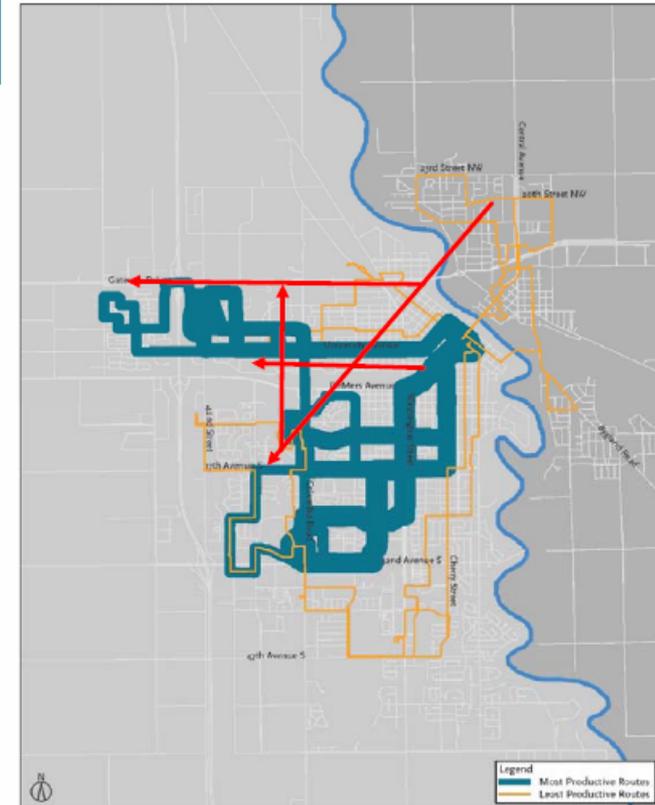
SYSTEM EFFECTIVENESS

Four routes/route pairs serve nearly 80 percent of CAT Ridership



Six largest route transfer pairs make up 55 percent of transfers surveyed

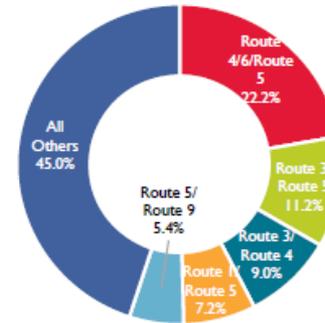
Route Pairs	Total Transfers	Percent of Surveyed Transfers
Route 4/ Route 5	130	12.7%
Route 3/ Route 5	114	11.2%
Route 6/ Route 5	97	9.5%
Route 3/ Route 4	92	9.0%
Route 1/ Route 5	74	7.2%
Route 5/ Route 9	55	5.4%
Total	562	55.0%



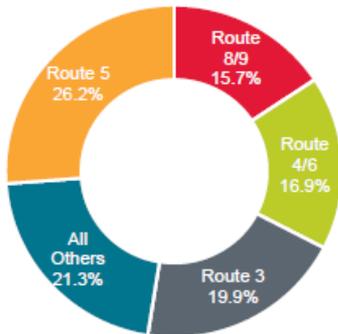
SYSTEM NEEDS



- New Service Areas
 - Barriers to Service (I-29, rail crossings)
 - Industrial Park
 - 42nd Street Corridor
 - Growth Areas

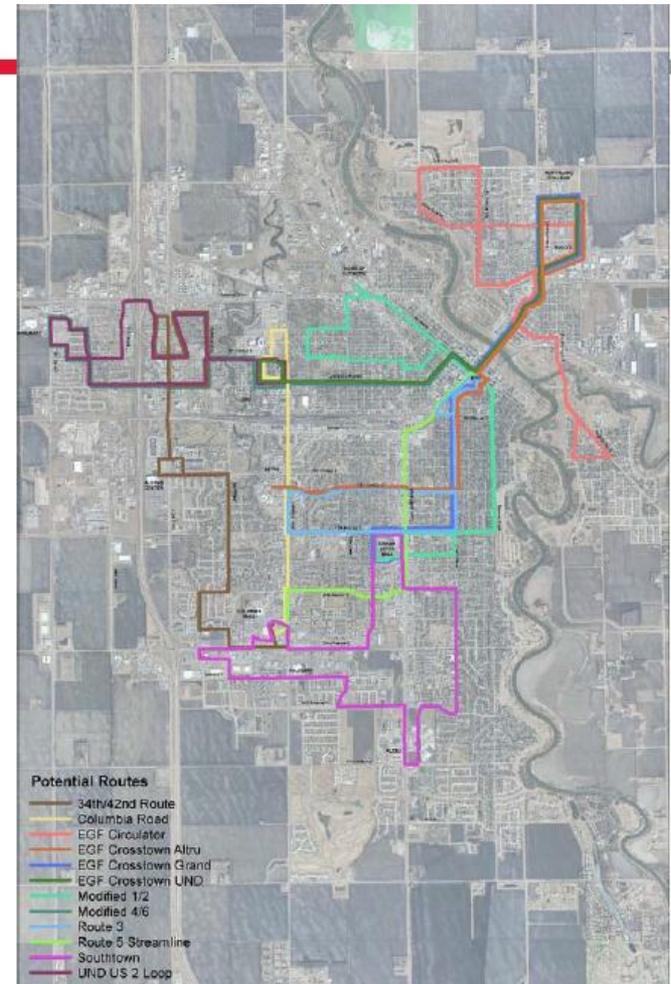
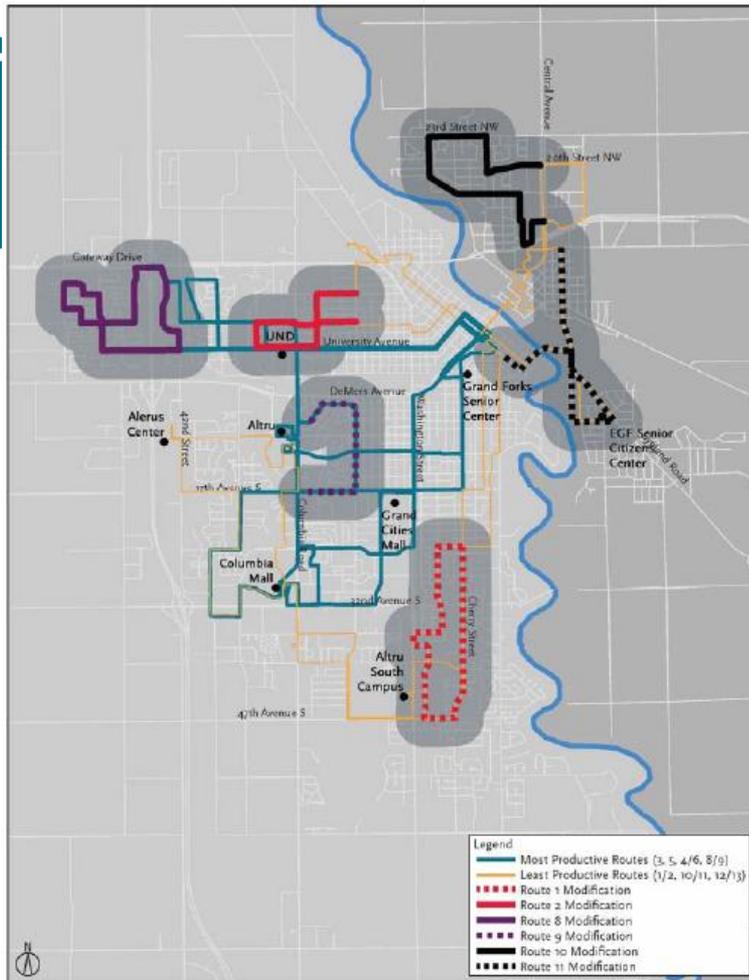


- Route Connectivity
 - Significant Route Transfers Suggest Improved Connectivity



- Frequency of Service
 - Most Productive Routes Have 30 Minute Headways (Route 3/ Route 5)

- New Service Hours
 - Sunday Service
 - Night Service



route

||

Mall



TRANSIT DEVELOPMENT PLAN UPDATE

PROJECT OVERVIEW: The Grand Forks/East Grand Forks Metropolitan Planning Organization is updating its Transit Development Plan. The plan will help the community...

Transit Development Plan Scope Of Work

Transit Development Plan Schedule

Grand Forks/East Grand Forks Transit On Facebook

Grand Forks Transit Survey

- Survey Summary

PUBLIC ENGAGEMENT #1

- Engagement Poster Boards
- Meeting Summary (June Public Input Meeting Summary)
- Route Reconnaissance Memorandum

MEMORANDUMS

- Existing Conditions
- Issue Analysis

- Contact Information:
 - Teri Kouba, GF/EGF MPO Senior Planner - (701) 746-2656 or (218) 399-3372 or e-mail to teri.kouba@theforksmpto.org





255 N. 4th Street, Grand Forks, ND 58201 Phone (701) 746-2660 E-mail: Info@theforksmpo.org

Earl Haugen, Executive Director

OPPORTUNITIES FOR PUBLIC PARTICIPATION

The MPO is inviting local stakeholders and advocates to actively participate in advancing the Bicycle and Pedestrian Plan Update. These initiatives include:



- Visioning and Goals and Outreach
- Assessment of Existing Conditions & Trends
- Needs evaluation; and
- Identification of strategies, programs and funding activities required to meet the vision and goals developed above



CONTACT:

Jairo Viafara, AICP Senior Transportation Planner, Grand Forks-East Grand Forks MPO
jairo.viafara@theforksmpo.org Phone: (701) 746-2656 (MWF) Phone: (218) 399-3372 (T TH)

M.P.O. M.P.O. M.P.O.

Grand Forks - East Grand Forks Metropolitan Planning Organization

ABOUT THE MPO MEETINGS MINUTES PROJECTS PEOPLE CONTACT US

BICYCLE/PEDESTRIAN PLAN UPDATE

PROJECT OVERVIEW: The Grand Forks/East Grand Forks Bicycle & Pedestrian Plan (2013) is a vital element of the 2040 Long Range Transportation Plan (LRTP).

The Bicycle & Pedestrian Plan sets the stage for the Planning Area's long term vision of a safe, accessible and connected bicycle and pedestrian network.

The Plan update strives to support connectivity to schools, transit network, and business and recreational centers.

Hence, the plan will create transportation options that allow for increased mobility; while enhancing the integration and connectivity of the transportation system, across and between modes, particularly public transit.

Bicycle/Pedestrian Plan Approved Scope Of Work

Bicycle/Pedestrian Plan Project Schedule

Opportunities For Public Involvement - Scheduled Meetings/Venues

Grand Forks/East Grand Forks Bike/Ped Plan On Facebook

- Contact Information:
 - Jairo Viafara, GF/EGF MPO Senior Planner - (701) 746-2656 or (218) 399-3372 or e-mail to jairo.viafara@theforksmpto.org



**BICYCLE/PEDESTRIAN
PLAN UPDATE**

BICYCLE AND PEDESTRIAN PLAN UPDATE-COMMUNITY SURVEY

1. GRAND FORKS-EAST GRAND FORKS MPO

Public Attitude Survey of Bicycle and Pedestrian Planning

Your opinion is important. Please make your views count by responding to this short questionnaire.

This survey includes questions regarding your biking and walking activity and perceived barriers that may prevent residents from fully enjoying them.

Participation is voluntary, you may refuse to answer any question, your responses are Confidential.

NOTE:

Most questions ask you first for your biking activity.

Then the question is asked for your walking activity.

Paper Copies⁴⁷ also Collected

These Slides provide sample of specifics

Q. 11 Would like to see become a more BICYCLIST-FRIENDLY intersection

#1* Most Important Location you would like to see become more Bicyclist-friendly

- Washington @ 13th (and EVERY STOPLIGHT!)
- 8th Avenue at Belmont and heading west to connect to the n/s bikeways
- Demers and Washington
- Washington and Demers
- Coming into town from the west on 2 the path is difficult to ride if you try to get off the highway University Avenue east of Columbia Rd.
- Drivers usually disrespect the sharrows and it feels unsafe. The right-of-way is wide enough to support dedicated bike lanes. People drive too fast with too little attention for me to feel safe biking here.
- 11th and Columbia (near Altru): Cars often don't let pedestrians/ bikers cross easily and the road dips in the middle, making it dangerous (under construction now)
- Bygland Road
- Less waiting time to cross Washington, especially (during) winter
- DeMers Ave under I 29
- Biking on Washington or Columbia is a challenge and the waling (walking) path is unsafe for bicycles
- There need to be more bike routes going east/west; right now there is nothing south of 4th Ave. or north of 32nd Ave.
- Demers Ave at I-29
- Washington St. and Demers Ave: Time to cross safely
- Columbia Road and 13th Ave S.
- Intersection of N 5th St & Gateway: Cars don't stop. 7

Q.12 Would like to see to become a more PEDESTRIAN-FRIENDLY intersection

#1* Most Important Location you would like to see become more Pedestrian-friendly

- 13th Ave. S. & S. Washington: Motor vehicles do not yield for pedestrians or bicyclists.
- 42nd St & University:
Often require pedestrians to wait a very long time after hitting the button.
Jaywalking is almost necessary in the cold.
- Less waiting time to cross Washington especially winter
- DeMers Ave under I 29
- Belmont, where it meets 5th and Division:
It is a very dangerous place to walk.
This intersection should have a roundabout and painted crosswalks.
- Demers Ave at I-29
- Columbia Road and 13th Ave S.
- Intersection of N 5th St & Gateway: Cars don't stop.
- Belmont @ 5th St.: Anything would be better than the free-for-all that currently exists
- The intersection where Belmont runs by the Valley Dairy (downtown):
Needs bright pedestrian crosswalks, flashing Lights, signs, and/or stop signs, traffic lights,
OR a roundabout. It is not pedestrian safe!

- Under-pass on Columbia Road at Eagles Crest Hills entrance
- Widen existing path at S 34th Street at 24th Avenue South/Extend path on 34th Street South from 24th Avenue South to 22nd
-
- Suggest a bike lane on 34th Street South from DeMers Avenue to S 17 Street S
- Please add paint markings at these intersections:
Columbia Road at University Avenue
University Avenue at Washington Street
University Avenue at N 5th Street
- Bike & Pedestrian (Multi-Use Paths)
Alleys at Columbia Road at N 3rd Street;
N 3rd Street at N 23rd Street; Gateway Drive at 47 Street N;
Gateway Drive at Sandford Road;
Gateway Drive at Ralph Engelstad Arena Drive (Entrance);
Columbia at n 22ND Street ; and N 20th Street.
- Railroad crossing on N 3rd Street from Mill Road to Washington Street
- Widen Multi-use path facility on N 42nd Street from 6th Avenue North to Gateway Drive
- 13th Avenue South, 17th Avenue South continue route to Greenway Trail
- Improve access to Greenway at 13th Avenue South at Lincoln Drive; at Elk's Drive; Reeves Drive is in terrible shape.
- Could you put bike lane on Belmont? Need safe access to Greenway.
- Need a bike-ped crossing at North Washington⁶⁰ Street across Home of the Economy

- Very rough railway crossing on North 3rd Street at Washington Street
- Railway crossing at 7th Avenue North
- Washington Street Underpass: Too narrow
- (Unclear) North 5th Street at DeMers Avenue bad from Multi-use??
- Too narrow side street on 18 Street South (17 Street South)
- Questioned planned bike route on Belmont Road from 24th Ave South to 32nd Ave South
Future Shared Use Path on DeMers Avenue from South 42nd Street to slightly ahead of North 55 Street. Since the 2016 TAP project decreased from \$900,000 to \$500,000. Can the \$400,000 local fund this connection? South side funded. Portion on N 55 Street from DeMers to University Avenue is funded.
- Missing piece on 6th Ave North at N 42nd Street
Bygland Road: Not a safe route (disagree): This would be a great way to link various routes together and expand the system.
- It can be challenging to access the Greenway Trails from side streets when crossing Belmont.

Additional MPO Activities

- Discovery School “Safe Routes to School” Study
 - Examined pre-construction plans for recommendations
 - Conducted follow-up post opening observations to suggest tweaks and additional recommendations
 - Final Report next month
- All Elementary and Middle Schools “Safe Route to School” Route Maps
- Reviewing previous recommendations at all elementary and middle schools
 - Will engage the school neighborhoods to see if the recommendations are still good and to see if new issues should be addressed.

Current Solicitations

- ✓ **Submit request for studies for our next 2 year Work Program**
 - ✓ Past examples of Minn/4th Corridor, Washington St. Corridor
 - ✓ Update Land Use Plan and development ordinances
 - ✓ Analyze transit service to Industrial Park
 - ✓ Traffic signal timing coordination plans

- ✓ **Submit request for projects for consideration of federal funds**
 - ✓ Typical street projects
 - ✓ Safety projects
 - ✓ NDDOT has worked to identify a possible significant safety project for 32nd Ave S.
 - ✓ “Transportation Alternatives”
 - ✓ Bike/ped - Safe Routes - streetscaping

Thank You



Request for Council Action

Date: 10/4/2016

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

Cc: File

From: Reid Huttunen

RE: Install of Digital 2" Sensor & Valve for Swimming Pool

Background:

At inspection of the Swimming Pool in July, Steve Klemm with the Minnesota Department of Health requested that the water level in the surge tank be lowered from the current level of 2 feet from the top of the tank, to a new level of 6 feet from the top. In order to operate the pool at this water level, a 2" digital sensor and water valve must be installed in the tank. This sensor and valve will take the place of the float system that was originally installed under the pool specifications. The float system won't work under Steve Klemm's request, because if the surge tank level raised high enough, it would bend or break the arm of float. TF Powers Construction bid the 2" Sensor & Valve parts and install at \$3,242 .00.

Total amount spent on the project to date is \$2,066,964.88. The final project cost agreed upon by the City was \$2,122,529.

Recommendation:

Install the 2" Sensor & Valve.

Enclosures:

Bid from TF Powers Construction Company and emails explaining this action.

Jeremy H

From: Mark Bohlman <Mark.Bohlman@eapc.net>
Sent: Friday, July 29, 2016 12:59 PM
To: Jeremy H
Subject: RE: EGF Aq

Jeremy,

Yesterday Derrick, Mark Naastad and I spoke and decided to approach David Murphy for permission to proceed with the 2" sensor and valve for \$3,000.00.

Please submit your proposal for this option. Thanks

Mark J. Bohlman
Project Manager - Construction



701.775.3003 | Direct
701.775.3000 | Main
701.772.3605 | Fax
701.739-6833 | Cell

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www.facebook.com/EAPCprogressive

From: Jeremy H [mailto:jeremyh@tfpowers.com]
Sent: Tuesday, July 26, 2016 10:44 AM
To: Mark Bohlman
Cc: Derrick Lunski
Subject: RE: EGF Aq

Mark,

See Custom Pools response in **Red** below to the cost to go to a sensor autofill system in lieu of the mechanical float that is currently detailed. These prices are per our conversation yesterday about his concerns of the mechanical float failing. He has priced two different options. Please give me a call with any questions/concerns/clarifications.

1" valve sensor system with a 2" valve for filling the pool will cost \$1800. A 2" sensor system with a 2" pool fill valve is \$3000. Thank You Mark Custom Pools@

Thanks!!!

Jeremy Hoesel
TF Powers Construction Co.
Celebrating 123 Years

From: Mark Bohlman [<mailto:Mark.Bohlman@eapc.net>]
Sent: Wednesday, July 20, 2016 3:09 PM
To: Jeremy H <jeremyh@tfpowers.com>
Cc: Derrick Lunski <Derrick.Lunski@eapc.net>
Subject: FW: EGF Aq

Jeremy,

Here is Steve Klemm's letter for the EGF Pool final inspection. Please forward a copy to Mark Naastad. Do we need to do anything with item #3?

Thanks

Mark J. Bohlman
Project Manager - Construction

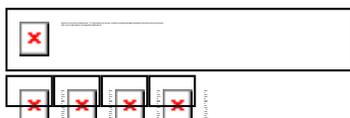


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From: Klemm, Steve (MDH) [<mailto:Steve.Klemm@state.mn.us>]
Sent: Tuesday, July 19, 2016 6:36 PM
To: Mark Bohlman
Subject: FW: EGF Aq

STEVE KLEMM P.E.
Minnesota Department of Health
Swimming Pool Engineering
p 651-201-4503



From: Klemm, Steve (MDH)
Sent: Tuesday, July 19, 2016 6:34 PM
To: 'wdietrich@eapc.net' <wdietrich@eapc.net>; custompools@gra.midco.net
Cc: 'dmurpht@ci.east-grand-forks.mn.us' <dmurpht@ci.east-grand-forks.mn.us>; Bommersbach, Adam (MDH) <Adam.Bommersbach@state.mn.us>
Subject: EGF Aq

STEVE KLEMM P.E.

Jeremy H

From: Russ Penn <rpenn@bergstromelectric.com>
Sent: Wednesday, August 31, 2016 10:43 AM
To: Jeremy H
Subject: FW: EGF Pool auto fill sensor

Keep forgetting to do this – guess custom pools wants us to run the low voltage also so have adjusted this cost to \$242.00 for the Kiddie pool sensor.

Russ Penn - Project Manager

PO Box 13152
3100 N. Washington Street
Grand Forks, ND 58208
p: 701-775-8897 | f: 701-772-4951
www.bergstromelectric.com
rpenn@bergstromelectric.com



From: Mark Bohlman [mailto:Mark.Bohlman@eapc.net]
Sent: Wednesday, August 31, 2016 10:35 AM
To: Russ Penn
Cc: Jeremy H; custompools@gra.midco.net
Subject: EGF Pool auto fill sensor

Russ,

Last we talked on this, you needed to revise your price to wire in the auto fill sensor at EGF Pool. I'd like to get that ASAP so we can get the Change Order approved before it fades into the sunset. Please send price to Jeremy. Mark Naastad says we can install the sensor without water so we can still get it done this fall. Thanks

Mark J. Bohlman

Project Manager - Construction



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701.775.3000 | Main
701.772.3605 | Fax
701.739-6833 | Cell

Reid Huttunen

From: David Murphy [dmurphy@ci.east-grand-forks.mn.us]
Sent: Thursday, September 29, 2016 3:51 PM
To: rhuttunen@egf.mn
Subject: FW: EGF Cost Proposal - G34 Rev 2.pdf
Attachments: EGF Cost Proposal - G34 Rev 2.pdf

[Here you go.](#)

From: Mark Bohlman [<mailto:Mark.Bohlman@eapc.net>]
Sent: Monday, September 19, 2016 1:24 PM
To: David Murphy
Subject: EGF Cost Proposal - G34 Rev 2.pdf

Hi David,

During the final State inspection of the pool, Steven Klemm, Pool Engineer, requested that we install a digital water level detector and a valve to control the water in the surge tank. Steve asked for the water level to be set for a half empty surge tank. It currently is set about 2'-0" to 3'-0" from the top of the tank. Setting the water level lower will accommodate most types of water surges. A water surge can occur when a large amount of people enter the pool at the same time displacing a large amount of water. The more water that a surge tank can handle, the less likely of a spillover within the pump house.

Mark Naastad says this work can be done this fall with minor adjustments next spring.

May we have permission to do this work?

Let me know. Thank you.

Mark J. Bohlman
Project Manager - Construction



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701.739-6833 | Cell

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Request for Council Action

Date: 10-6-2016

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: Winter Equipment Lease

Background: The Public Works Department leases a motor grader for snow removal each snow season. I received the following estimates for lease:

Butler Machine (Caterpillar) \$2,370 per month, plus \$75 per hour

RDO Equipment (John Deere) \$4500 per month, plus \$30 per hour after 50 hours, & \$3,200 prep charge

If we experience average to slightly above average snowfall this winter, we will get the most benefit by renting from Butler Machine.

Recommendation: Approve the lease agreement with Butler Machine.

Jeremy

Rental rate for snow season is as follows from Butler Machinery

140M AWD \$1425 month based on 0 hours usage @ \$61 per hour use

140M \$1365 tandem drive based on 0 hours usage @ \$57 per hour use

Add for snow wing \$945 per month and \$14 per hour usage

This is based on availability

Thanks

Clay Smaaladen | Butler Machinery Company | Customer Account Manager - Construction

1201 S 46th St | Grand Forks, ND, 58201 | P 701-780-7771 | C 701-739-0888

Butler Values | Our Team • Customer Driven • Accountability • Integrity • Excellence • Safety

www.butlermachinery.com





Rental Schedule

RDO Equipment Co.
 6565 Gateway Drive
 Grand Forks ND, 58203
 Phone: (701) 772-4842 - Fax: (701) 772-9620

Invoice To:
 CITY OF E. GRAND FORKS
 CITY SHOP
 PO BOX 373
 E GRAND FORKS, MN, 567210373
 County: POLK
 (218) 773-2483

Rental Type: Rental
Deal Number: 908453
Customer Account#: 2483010
Customer Purchase Order#: WINTER RENT
Customer Sales Tax Exempt: Exempt
Sales Professional: Jared Harshman
Phone: (701) 772-4842
Fax: (701) 772-9620
Email: jharshman@rdoequipment.com

Rental Information

Ordered By: JEREMY KING
Estimated Rental Schedule: Starting on: 11/14/2016, Ending on: 4/14/2017
Billing Dates: Starting on: 11/14/2016, Ending on: 4/14/2017
Job Site Address: CITY SHOP
 PO BOX 373
 E GRAND FORKS, MN 567210373

Equipment Rental Rates

Serial	Stock	Year/Make/Model	Quantity	OT/Hourly	Hourly	Monthly
1DW772GPEEF663731	X521337	2015 JOHN DEERE 772G	1	\$28.13	\$30.00	\$4,500.00
X553838	X553838	Attachment - 2015 JOHN DEERE 772GHITCH	1	\$0.00	\$0.00	\$0.00
SIOG146	X591240	Attachment - 2015 JOHN DEERE GRAFRHTHCH	1	\$0.00	\$0.00	\$0.00
1272713R	X612918	Attachment - 2013 LITTLE FALLS MACHINE 12WING	1	\$0.00	\$0.00	\$0.00

Rental Rate Totals

	Hourly	Monthly
Base Rental Rate:	\$30.00	\$4,500.00
LDW: (14% of Rental)(described in Legal Information section below)	\$4.20	\$630.00
Estimated Rental Taxes: MN GOVERNMENT 0%	\$0.00	\$0.00
Cost Per Term (Before Additional Charges)	\$34.20	\$5,130.00

Additional Charges

Unit	Type	Amount	Taxes	Total
2015 JOHN DEERE 772G	Prep Charge	\$3,200.00	\$0.00	\$3,200.00
Total Additional Charges		\$3,200.00	\$0.00	\$3,200.00

Legal Information

Term, start, end dates, rental rates, and sales tax are all approximated and subject to change. RDO Equipment Co. reserve the right to replace equipment with 'like' equipment at any time. The rental rate for Equipment covers normal use only not to exceed **8-hours/1day, 40 hours/week, or 160 hours/month**, based on **20** working days. Any excess hours will be charged at the designated Overtime Rate (OT Rate). Equipment returned that require fuel, cleanup, repair work or replacement parts due to unusual wear & tear will warrant additional charges. Should you not provide RDO Equipment Co. with physical damage insurance coverage, a Loss Damage Waiver fee of 14% of the rental charge will be applied. Applicable sales tax, property and environmental fees to apply. Use only Low Sulfur Diesel (ULSD). Applicant agrees this be a Schedule to the Rental Agreement.

Upon signing or electronic acceptance, customer is accepting the equipment, including attachments, in "AS IS" condition, agreeing to notify RDO Equipment Co. within 24 hours of any damages or discrepancies found upon receipt of equipment.

Signature Area

Applicant:

(Customer's Signature)

(Customer's Printed Name)

(Applicant Title)

_____/_____/_____

(Date Signed)

This is not an invoice. You will receive an invoice when the first billing cycle is complete, or when the machines are returned, whichever occurs first.
This Rental Schedule was created on 9/26/2016 and is valid until 10/19/2016. After that date, the terms may need to be revised

Comments

\$4500 per month for the first 50 hours and then \$30 per hour after the first 50 hours

Request for Council Action

Date: 10/05/2016

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: 13th Street SE & Bygland Road SE – Pedestrian and Bicycle Safety Discussion

Background: The East Grand Forks Police Department conducts some type of traffic safety at the intersection of 13th Street SE and Bygland Road SE whenever we are able – in the mornings and after school. Officers conduct this in a variety of methods including; traffic enforcement of cross walk violations in police cars (marked and unmarked vehicles have been used), parking their marked squad car in an obvious location to try to remind drivers to slow down, and even parking their police vehicles in an obvious location (typically near one of the corners on the berm) and then assisting the students going to and from South Point Elementary and/or Central Middle School across the road. Despite our regular presence we have had several near misses at this location and our Department would like to begin a discussion on how to make this intersection safer.

Recommendations: That the East Grand Forks City Council look into various options to make the intersection of 13th Street SE and Bygland Road SE safer for pedestrians and bicyclists.

Enclosures: None

Request for Council Action

Date: October 11, 2016

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

Cc: File

From: City Administrator David Murphy

RE: HR Generalist Position.

Background

The City of East Grand Forks currently utilizes a position description drafted in 2012 titled **Accounting/Human Resources Technician**. In 2015 the Finance Department underwent an evaluation to determine the best utilization of available resources to meet our future needs. The result was the new combined position between W/L and Finance and to upgrade our Human Resources functions. A position description that addresses our future HR needs and available personnel was developed. The new position titled **Human Resources Generalist** was developed. The additional duties for HR added to the Human Resources Generalist are:

1. Limited oversight over Accounting Technician.
2. Workers compensation claim filing and posting of OSHA Logs.
3. Administers and records performance evaluations and associated payroll activity.
4. Prepares, updates and maintains Civil Service job descriptions.
5. Advertises job openings; evaluates and screens applications; maintains job postings; schedules, administers, scores and sends correspondence related to applicant exams; keeps related applicant records; sets up and coordinates interview schedules.
6. Provides assistance to the Finance Director; verifies and prepares information for the budget and audit.
7. Prepares cash receipts and deposits.

Future Needs

Terry Knudson is currently acting in the capacity of the HR Generalist since late 2015 and I would like Ms. Knudson to become Society for Human Resources Management (SHRM) SHRM-CP certified as soon as possible.

The City of East Grand Forks needs professionally trained and certified Human Resource staff to handle the increasingly complex needs of a City of our size. I am recommending that the City move towards permanently staffing the HR Generalist position and requiring anyone in the position to obtain SHRM-CP certification within one year of employment.

Direction Needed

I would like discussion and direction from Council regarding this position. I am also recommending that Ms. Knudson be reclassified to HR Generalist position retroactive to January 1, 2016 and adding the requirement of SHRM-CP certification to the HR Generalist position.

2016	Step							
Grade	1	2	3	4	5	6	7	8
11	38,416.36	39,427.32	40,438.28	42,460.19	44,482.10	46,504.02	48,526.29	50,547.85
14	46,405.03	47,626.22	48,847.40	51,289.77	53,732.13	56,174.51	58,616.88	61,059.25

I have spoken to Springsted and they have confirmed that the addition of the certification requirement will not change the grade of the position – I will have that in writing prior to adoption of any changes.

Staff Recommendation

Move the change of Ms. Knudson to HR Generalist effective January 1, 2016 and addition of the SHRM-CP certification to the position description of HR Generalist on to the October 18 City Council Meeting.

Human Resources Generalist

Dept/Div: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work coordinating various human resources programs and processes, preparing and processing payroll, A/P and finance related information, serving as secretary to the civil service commission, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator and Finance Director. Limited oversight is exercised over Accounting Technician.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Plans, organizes, administers, oversees and maintains personnel and human resources recordkeeping systems including various calendars, reports, programs, handbooks and job descriptions ; ensures regulatory compliance.

Administers worker's compensation, including claims filing and retention, preparation and posting of OSHA 300 Logs. Implements and coordinates the wellness program and committee.

Assists the City Administrator with the design of compensation and benefit programs.

Ensures compliance with applicable rules, regulations, laws and ordinances pertaining to human resources practices, including the FLSA and FMLA, and Minnesota Pay Equity.

Administers and records performance evaluations and associated payroll activity.

Administers the drug and alcohol testing program.

Administers employee benefit programs, annual open enrollment and associated payroll activity.

Facilitates new hire orientation and benefit enrollment.

Serves as the secretary to the civil service commission; maintains meeting agendas and minutes.

Prepares, updates and maintains Civil Service job descriptions.

Advertises job openings; evaluates and screens applications; maintains job postings on the website; schedules, administers, scores and sends correspondence related to applicant exams; keeps related applicant records; sets up and coordinates interview schedules.

Reviews and verifies employee payroll information; processes payroll; processes and submits ACH file; reconciles payroll payments; prepares payroll related reports.

Reconciles the general ledger, prepares journal entries; reconciles 941 returns to W-2's.

Prepares employee severance packages.

Classifies, verifies and codes entries into the accounting system; verifies, reconciles and processes various accounting and financial data.

Assists with preparing accounts payable data; verifies batches and generates checks; verifies purchases and that funds exist as needed as a backup.

Provides assistance to the Finance Director; verifies and prepares information for the budget and audit.

Prepares cash receipts and deposits.

Provides clerical and administrative support to visitors; takes and responds to inquiries; labels, copies, or prepares mailings for staff; prepares, sorts and distributes incoming and outgoing mail; provides support for other clerical staff.

Human Resources Generalist

Dept/Div: *Administration*

FLSA Status: *Non-Exempt*

Knowledge, Skills and Abilities

Thorough knowledge of government accounting principles, practices and standards; thorough knowledge of rules, regulations and policies related to human resource management in the public setting; thorough knowledge of standard office procedures, practices and equipment; thorough knowledge of accounts payable, payroll and human resources systems and processes; ability to operate standard human resources data systems; ability to operate standard office equipment and related hardware and software; ability to learn specialized software or systems related to business need; ability to maintain related records, reports and statements; ability to establish and maintain effective working relationships with associates, vendors, elected officials and the general public.

Education and Experience

Associates/Technical degree with coursework in business administration, human resources, accounting, finance, or related field and considerable experience working with payroll data, working in accounting or human resources, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Notary Public.

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Last Revised: 11/17/2015

Accounting/Human Resources Technician

7002

Department: Administration
Points: 220 Grade: 11

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work preparing and processing payroll information, serving as secretary to the civil service commission, assisting with preparing financial and human resources related data, coordinating various human resources related programs and processes, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator and Finance Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Plans, organizes, oversees and maintains personnel and human resources recordkeeping systems.
- Administers worker's compensation.
- Implements and coordinates the wellness program and committee.
- Assists the City Administrator with the design of compensation and benefit programs, and applicable staff union communications.
- Ensures compliance with applicable rules, regulations, laws and ordinances pertaining to human resources practices.
- Creates, maintains, verifies and submits applicable files, records and reports.
- Administers the drug and alcohol testing program.
- Administers employee benefit programs and open enrollment.
- Facilitates new hire orientation.
- Serves as the secretary to the civil service commission; maintains meeting agendas and minutes.
- Acts as a recruiter; schedules, administers, scores and sends correspondence related to applicant exams; keeps related applicant records; sets up and coordinates interview schedules.
- Reviews and verifies employee payroll information; processes and submits deposits; reconciles payroll payments and checks with vendor statements.
- Reconciles the general ledger, 941 returns and W-2's.
- Prepares employee severance packages.
- Classifies, verifies and codes entries into the accounting system; verifies, reconciles and processes various accounting and financial data.
- Assists with preparing accounts payable data; verifies batches and generates checks; verifies purchases and that funds exist as needed as a backup.

Knowledge, Skills and Abilities

Thorough knowledge of government accounting principles, practices and standards; thorough knowledge of rules, regulations and policies related to personnel management in the public setting; thorough knowledge of standard office procedures, practices and equipment; thorough knowledge of accounts payable, payroll and human resources systems and processes; ability to operate standard human resources data systems; ability to operate standard office equipment and related hardware and software; ability to learn specialized software or systems related to business need; ability to maintain related records, reports and statements; ability to establish and maintain effective working relationships with associates, vendors, elected officials and the general public.

Education and Experience

Associates/Technical degree with coursework in business administration, human resources, accounting, finance, or related field and considerable experience working with payroll data, working in accounting or human resources, or equivalent combination of education and experience.

Accounting/Human Resources Technician

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Valid driver's license.

Last Revised: 5/17/2012

SHRM CERTIFIED PROFESSIONAL (SHRM-CP)

HR professionals who implement policies and strategies, serve as point of contact for staff and stakeholders, deliver HR services, and perform operational HR functions, should take the SHRM-CP exam.

SHRM-CP ELIGIBILITY REQUIREMENTS

Less than a Bachelor's Degree*	HR-Related Program	Non-HR Program
	3 years in HR role	4 years in HR role
Bachelor's Degree	HR-Related Degree 1 year in HR role	Non-HR Degree 2 years in HR role
Graduate Degree	HR-Related Degree Currently in HR Role	Non-HR Degree 1 year in HR role

*Less than a bachelor's degree includes: working toward a bachelor's degree; associate's degree; some college; qualifying HR certificate program; high school diploma; or GED.

Exam Format and Length

Computer-based experience.
Up to 4 hours in length.
160 questions (110 knowledge items/50 situational judgment items)

Exam Fee

SHRM Member: \$300* USD
Nonmember: \$400* USD

*Includes \$50 nonrefundable application fee.

Spring Exam Window: May 1 - July 15, 2016

APPLICATIONS ACCEPTED	REGULAR APPLICATION DEADLINE	LATE APPLICATION DEADLINE
Jan. 4	Mar. 25	Apr. 15

Winter Exam Window: Dec. 1, 2016 - Feb. 15, 2017

APPLICATIONS ACCEPTED	REGULAR APPLICATION DEADLINE	LATE APPLICATION DEADLINE
May 16	Oct. 21	Nov. 11

Please note: The exam application deadlines close at 11:59 PM, ET.

NEXT-GENERATION CREDENTIALS FOR HR PROFESSIONALS

(<http://community.shrm.org/home/>) (<https://www.facebook.com/societyforhumanresourcemanagement>)
(<https://plus.google.com/108385193990539359435/posts>) (<http://twitter.com/SHRM>) ([http://www.linkedin.com/company/shrm?](http://www.linkedin.com/company/shrm?trk=NUS_CMPY_TWIT))
(<http://www.youtube.com/user/SHRMofficial>) ([/about/pages/rss.aspx](#))

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Top 5 Ways Your Organization Will Benefit From Your SHRM-CP or SHRM-SCP Certification

There are many reasons why you should pursue **SHRM-CP or SHRM-SCP certification**. Once you set your certification or professional development goal, it's time to talk to your manager. Help your manager understand the value of certification and build a business case for certification and training as a worthwhile investment. Schedule a meeting with your manager and arrive prepared with the powerful talking points provided below. They demonstrate why your organization should support your efforts to prepare for and attain SHRM-CP or SHRM-SCP certification.

1 MY KNOWLEDGE WILL BE CURRENT AND RELEVANT

Now, more than ever, HR teams are required to assume a greater leadership role, contributing to and advancing their organizations' strategic direction. The SHRM-CP and SHRM-SCP credentials recognize this trend and take a fresh and current look at what HR professionals need to know—and how to put that knowledge to work. The certification program covers behavioral competencies and functional knowledge areas within the themes of HR Competencies, People, Organization, Workplace and Strategy. Attaining and maintaining my credential means I'll be ready to take on new roles and responsibilities.

2 I WILL LEARN PRACTICAL SKILLS THAT WILL IMPACT MY JOB IMMEDIATELY

SHRM certification is the new standard for HR professionals around the globe, as it is among the first to focus on practical, real-life HR information, teaching, and testing competencies and knowledge. When I prepare for the certification exam with the SHRM Learning System, I won't be simply memorizing a textbook; I'll be applying concepts, using behavioral judgment and understanding best practices for handling day-to-day business as well as unexpected scenarios. I'll be learning from the experiences of other HR professionals, sharpening my skills, and boosting my productivity and effectiveness.

3 THESE CERTIFICATIONS WERE DEVELOPED WITH EMPLOYERS IN MIND

SHRM conducted global research, including outreach to major corporations, universities and over 35,000 members of the profession worldwide. Based on its findings, SHRM determined that, in addition to technical knowledge, a successful HR career will also be determined by behavioral competencies—the SHRM-CP and SHRM-SCP include both of these essential elements. This credential will reflect what I need to know and how to apply it to be a leader in our organization. Growing the influence of HR leaders through certification is a worthwhile investment that also improves our reputation as an organization that takes HR seriously.

4 MY KNOWLEDGE AND SKILLS WILL BE GLOBALLY APPLICABLE AND UNIVERSALLY RECOGNIZED

We live and work in a global economy, and my skills need to be globally applicable and accepted. Based on one single SHRM Body of Competency and Knowledge, the SHRM-CP and SHRM-SCP credentials are relevant and applicable worldwide. Earning this credential will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future.

5 MY CERTIFICATION AND TRAINING IS PROVIDED BY THE LEADING ADVOCATE FOR HR PROFESSIONALS

SHRM has represented the HR community for more than 68 years, and has more than 275,000 members in 160 countries. It is a well-respected organization at the forefront of HR trends and emerging professional knowledge. The SHRM BoCK, the foundation of my credential and recertification, is supported by SHRM, is kept current and relevant, and encourages lifelong learning. Training of this caliber and reliability cannot be replicated, and it provides an opportunity for our entire HR team from which our whole organization can benefit—ultimately saving our organization time and money on training and professional development.

Request for Council Action

Date: October 11, 2016

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

Cc: File

From: City Administrator David Murphy

RE: Assessment Policy Update.

Background

The City of East Grand Forks has experienced some problems with the assessment policy over the last few years. The policy was last updated in 2011. The Council directed staff to research potential updates to the policy to alleviate the issues we have been experiencing. A team consisting of City Administrator Murphy, Public Works Superintendent Stordahl, City Engineer Emery, Community Development Director Ellis and City Attorney Galstad.

Initial Findings

The current policy is a little over a page long and lacks detail and definition in three specific areas which are: New Construction, Reconstruction and Maintenance. The team needs some direction from Council prior to developing a completed draft assessment policy.

Reconstruction.

The current policy requires 100% assessment to benefited property owners on reconstruction projects. The exception to this policy is State Aid Streets which are assessed 30% to property owners and 70% funded by State Aid Funds. The Team has identified two problems with the current policy. The problems are 1, the difficulty to meet the special benefits test and 2, the practice of surrounding communities to absorb a portion of the costs as a City expense.

The City has recently absorbed costs of street reconstruction projects due to the City being unable to demonstrate that the property was improved by the amount of the assessment. The team needs direction from the Council whether the Council is willing to absorb a percentage of street reconstruction costs as a City cost and to spread those costs among the taxpayers as a whole through the

levy process. Please see attachment A with a breakdown of costs if the City assumed 70% of reconstruction costs on the 2014 Job No. 1, 17th Street NE Reconstruction Project.

Discussion Items for Council Direction.

The team needs direction from Council whether a City/Property Owner split is a possibility prior to delving further into this option. The team has identified six projects that will be in need of reconstruction in the next ten years. If the Council agrees the cost split could be a viable option a detailed cost estimate of the projects will be developed along with an estimate of the yearly levy requirements to fund the City portion of the projects.

2017 will be the final mill and overlay project for this round and will not come due again for another 7 years. We will need to determine prior to the next round whether to continue the policy of assessing the entirety of the mill and overlay projects.

New Construction. The current policy is one sentence long and states “New Construction Property Owner will be assessed 100% of all new construction.” The primary problem we have experienced with the current policy is when Developers sell lots prior to the installation of the improvements. Oftentimes the property owners were not given an accurate expectation of what the assessments were to be and are shocked when they receive their special assessment notice. This puts the City Council in the unenviable position of having to defend the assessments after the fact.

The goal would be to develop a policy that accounts for utility installation and paving, informs the potential homeowners the true amount of the cost of the lot and potential utility and paving costs at the time of purchase, allows developers to proceed and price the lots with the utility and paving costs in mind, and protects the City from defending the cost of improvements after the project has been completed. Currently the City’s development agreement has failed meet these expectations. Previously the council was presented with several options but declined to require upfront payment from the developer or financial guarantees. Below are the options previously discussed.

Payment and Timing Options for Utility Installation:

Option	Developer Payment	Special Assessment	Notes
1. Developer provides payment for half the improvement costs up front	Payment for 50% of the cost of improvements (streets and utilities)	50% of the cost of improvements (streets and utilities)	Payment ensures commitment to the project. Utilities must be installed before first building permit is issued. Streets must be paved within 3 years of first building permit. (Grand Forks allows utility construction costs incurred by developer to be included in their 50%)
2. Developer pays 50% of costs spread over two years	Developer still pays 50% of costs, but can pay overtime – 50% of which are paid up front, an additional 25% (of the 50%) paid each year for the next two years.	50% of the cost of improvements (streets and utilities)	Utility and street paving would be paid by the City. These costs would be guaranteed to be half paid by the developer over time, secured by the Letter of Credit. Streets must be paved within 3 years of first building permit.

	Financial guarantee required.		
3. Partial payment by special assessment (City) and developer.	Utilities (installed by City or Developer before building permit issuance)	Street Paving (per lot cost estimated or work completed before sale of first lot to aid in providing complete info to lot purchasers)	The benefit to this option is that the property owner is aware up-front about the total lot development costs. This process also removes the potential for unknown cost factors for new homeowners.
4. Developer installs all utilities	Developer pays all and incorporates into lot price.	Not applicable.	Developer installed improvements must meet City specs. Financial guarantee required if not completed before building permit issuance or certificate of occupancy.

It would be my recommendation that no matter what direction is taken we require the developer to provide financial security of an escrow account, irrevocable letter of credit, bond or other financial security for the utility and paving projects.

Direction Needed. Discussion and Direction from Council whether any of the options above are desirable and feasible. Staff will then prepare a draft policy based on the direction provided for review and potential adoption.

Staff Recommendation

Direction to staff to prepare a City Cost/Specially Assessed cost split and estimated levy impacts for Street Reconstruction Projects at a 70/30 split.

Direction to staff to prepare a draft policy for new construction improvements for review and potential adoption from one of the four options listed above.

2014 ASSESSMENT JOB NO. 1
17TH ST NE RECONSTRUCTION
S.P. 119-080-011
EAST GRAND FORKS, MINNESOTA

**17th Street NE
Calculations**

Construction	\$1,014,737.25
Plans & Specifications	\$126,814.00
Staking & Inspection	\$87,657.70
Administration	\$30,442.12
Contingencies	\$0.00
Assessment roll	\$10,147.37

TOTAL	\$1,269,798.44
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Federal Aid	\$807,214.00
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The highlighted amount is approximately 70% of the overall project and represents what the City's share of the project would be.

**TOTAL PROJECT COSTS TO BE
 ASSESSED TO PROPERTY OWNERS \$462,584.44**

Front Footage's

AUD PLAT OF OUTLOTS 17 THRU 64	765.00
AUD PLAT OF OUTLOTS 65 THRU 94	1,859.20
TOTAL	2,624.20

End Footage's

AUD PLAT OF OUTLOTS 17 THRU 64	589.65
AUD PLAT OF OUTLOTS 65 THRU 94	1,831.86
TOTAL	2,421.51

Front Assessment Rate	\$134.810423 / front foot
End Assessment Rate	\$44.936808 / end foot

Request for Council Action

Date: 10/05/16

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

Cc: File

From: Megan Nelson

RE: Request for use of Parking Spot

Background:

Little Bangkok had previously come to the City and requested to have a parking spot for their delivery service. After some discussion the Council approved a spot for them to use by the stage.

Little Bangkok has now expanded to serving at the Air Base and is requesting to reserve a spot for loading and unloading the truck/trailer that will be used to haul the necessary items to and from the Air Base. They are requesting to reserve a spot from 8:30am until 10:00am and again from 2:00pm until 4:30pm. The truck/trailer would be parked in a different location and this space would only be used while they were loading and unloading.

Action:

Council discussion on how they would like to proceed.

Recommendation:

None.