

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 25, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Northland College Update – President Dennis Bona**
- 2. Request to Address the Council by Representatives from VFW Post 3817**
- 3. Campground Update – Catherine Johnson**
- 4. Request to Change a Portion of 4th Street to Joan Kroc Parkway – Mayor Stauss**
- 5. Special Assessment Information – Megan Nelson**
- 6. Golden Shovel Website Request – Paul Gorte**
- 7. Request for TAP and HSIP Funding – Steve Emery**

ADJOURN:

PLEASE SEE NEXT PAGE FOR SPECIAL MEETING AGENDA

**AGENDA
OF THE CITY
COUNCIL SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, OCTOBER 25, 2016 – Following the Work Session**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. Consider approving a project or projects to submit for TAP funding.

Upcoming Meetings

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

Request for Council Action

Date: 10/20/2016

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: Presentation from Red River State Recreation Area, Park Manager Catherine Johnson

Presentation to City Council from RRSRA Manager Catherine Johnson.

Updates will be provided on Campground activities and reservation statistics from the 2016 season.

Additional information will be provided by Catherine Johnson at the Work Session.

Request for Council Action

Date: 10/17/16

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: Upcoming Special Assessments

Background:

This year the Water and Light Department continued their watermain replacement projects and tested residential service lines to see if they were lead. Residents were given the results of the testing and were able to decide if they wanted to replace their service line. There were also two homes that had a joint sewer service line which they requested to replace into separate sewer service lines. The agreements have been signed with the people moving forward with financing from the Water and Light Department and would like the amounts assessed against their properties which can only be done by the City Council.

There is also a resident who is replaced sidewalks and is requesting to have the balance assessed on the property.

There is also going to be a hearing on November 1st for snow removal and delinquent utility assessments.

Recommended Action:

Approve the agreements and special assess the residents per the terms of each agreement as well as adopting the resolutions assessing properties for snow removal and delinquent utilities.

Budget Impact:

There is not an impact on the budget for replacement of the water and sewer service lines because it will be financed through the Water and Light Department.

The City budgeted \$30,000 for sidewalk projects and for the reimbursement program for sidewalk replacement. Currently there is still \$20,850 still available in the fund after this request has been processed.

Lastly the money collected by special assessing for snow removal and for delinquent utilities would recoup the costs spent by the City and Water and Light Department for the services rendered.

Request for Council Action

Date: October 25, 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: Paul Gorte, Economic Development Director

RE: Web Site (Golden Shovel)

The EDA Board voted to proceed with the use of Golden Shovel to update and maintain the EDA portion of the City website. The Department Heads will discuss whether Golden Shovel meets the needs of their particular departments on October 25. Corey Thompson has been invited to participate in that discussion. Mr. Thompson has pointed out each Department needs to evaluate the web presence that it needs and decide accordingly regarding its portion of the City website. Mr. Thompson will also be coordinating with the EDA and Economic Development Director to effect the change. If any other Department wishes to proceed, those intentions will be made known at the Work Session.

The 2017 annual fee for Golden Shovel was included in total in the EDA budget request for FY2017. It was also included in the FY2016 budget which has allowed the EDA to proceed to this point. The FY2017 request provides for continued funding for this activity. The addition of other Departments will not change the total annual fee required for this service.

This item is informational and requires no action.

Request for Council Action

Date: October 20, 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: Transportation Alternative Program (TAP) Funding and Highway Safety Improvement Program (HSIP) Funding Options

Background:

These two funding options above were discussed at the October 11th Work Session in a fair amount of detail and so as a refresher below are the highlites of each of the two programs:

TAP Funding: Provides funding for construction, planning and design of on road and off road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety related infrastructure. Also provides funding for the Recreational Trails Program as well as for the Safe Routes to School Program. This funding for the program is 80% federal / 20% local match and does not Engineering or planning type expenses. Minimum Construction cost is \$50,000.00

HSIP Funding: The objective of this program is to reduce the occurrence of and the potential for fatalities and serious injuries resulting from crashes on public roads. This funding program is 90% federal / 10% local match and does not cover Engineering or planning type expenses and is capped at \$350,000.00

Potential Projects discussed for each of the funding options was as such:

TAP Funding Projects:

- 1.) Bygland Bike Lane (On-Street)
- 2.) Bike Trail Connection – Kennedy Bridge to Existing Trail System

HSIP Funding Projects:

- 1.) Installation of High-intensity Activated Crosswalk (HAWK) System at the intersection of Bygland Road and 13th St SE

The deadline for applying for these programs is as such: TAP program – Letter of Intent is due October 31, 2016 with full application due by January 13, 2017. HSIP Program – Application deadline is November 10, 2016.

Recommendation:

TAP Funding: In regards to the Bygland Bike Lane, Jason Stordahl has received pricing from MNDOT to complete the striping and it may be more cost effective for the City to complete the work on their own. With the potential for cost sharing participation from MNDOT on the Bike Trail Connection off of the Kennedy Bridge this may not be a good candidate at this time.

HSIP Funding: Due to fact this is essentially a school crossing with significant traffic volumes at certain time periods during the day and the safety issues discussed at this crossing we would recommend the City apply for funding.

If the Council wishes to pursue funding for any other potential projects that may meet eligibility requirements of these two programs we can certainly review however, a decision would need to be made asap as the deadlines for applying to both is these programs is coming up soon.

Enclosures:

Estimate of Cost from Bygland Road Study on Hawk System

Table ES-1. Implementation Cost Summary

Near Term Improvements (Year 2016 to 2020)

Element	Intersection or Roadway Segment	Improvement Description	Construction Cost ⁽¹⁾	Engineering, Admin, Utilities and Inspection ⁽²⁾	Total Cost
1	Bygland Road - 1st Street to South City Limits	On Street Bike Lane	Paint - \$172,000 Epoxy - \$210,000 GR IN Poly - \$500,000	\$43,000	Paint - \$215,000 Epoxy - \$253,000 GR IN Poly - \$543,000
2	19th Avenue S, Greenway Boulevard and 13th Street	Establish Bike Route Connection Between Elementary School and Regional Trails	\$20,000	\$5,000	\$25,000
3	Bygland Road at 1st Street N	Install Green Left Turn Arrow (with Flashing Yellow Arrow Indications)	\$50,000	\$12,500	\$62,500
4	CAT Route 11	Re-route CAT Route 11 to Bygland Road/Rhinehart Drive Intersection.	\$0	\$0	\$0
5	Bygland Road at Rhinehart Drive	Construct Roundabout ⁽³⁾	\$1,100,000	\$275,000	\$1,375,000
6	Bygland Road - Regional Trail (South of 1st Street) to 5th Avenue	Construct Sidewalk	\$57,000	\$14,250	\$71,250
7	Bygland Road at 13th Street	Install HAWK Signal System	\$225,000	\$56,250	\$281,250
Total			\$1,624,000 to \$1,952,000	\$406,000	\$2,030,000 to \$2,358,000

Mid Term Improvements (Year 2021 to 2025)

Element	Intersection or Roadway Segment	Improvement Description	Construction Cost ⁽¹⁾	Engineering, Admin, Utilities and Inspection ⁽²⁾	Total Cost
8	Bygland Road at Middle School Access	Construct Refuge Median	\$115,000	\$28,750	\$143,750
9	Bygland Road at 5th Avenue	Persue 5th Avenue Realignment ⁽⁴⁾ (Maintain Stop Control)	\$655,000	\$163,750	\$818,750
10	Bygland Road - 4th Street to Metro Court (East Side)	Widen Existing 4 foot Sidewalk to 5 foot Sidewalk	\$50,000	\$12,500	\$62,500
Total			\$820,000	\$205,000	\$1,025,000

Long Term Improvements (Year 2026 to 2040)

Element	Intersection or Roadway Segment	Improvement Description	Construction Cost ⁽¹⁾	Engineering, Admin, Utilities and Inspection ⁽²⁾	Total Cost
11	Bygland Road at 13th Street	Construct Roundabout	\$2,800,000	\$700,000	\$3,500,000
12	13th Street - Bygland Road to Elementary School	Construct Sidewalk on South Side of Street	\$325,000	\$81,250	\$406,250
13	Bygland Road at 6th Street	Construct Curb Extensions	\$420,000	\$105,000	\$525,000
14	Bygland Road at James Street and 8th Street	Construct Refuge Medians	\$195,000	\$48,750	\$243,750
15	Bygland Road at 5th Avenue	Construct Roundabout	\$1,500,000	\$375,000	\$1,875,000
Total			\$3,740,000	\$935,000	\$4,675,000

(1) Construction costs are estimated year of expenditure (YOE) with an assumed 5% per year inflation rate

(2) Engineering, Administration, Utilities and Inspection are assumed to be 25% of the YOE construction cost.

(3) Rhinehart Roundabout requires an estimated 1,500 SF easement for relocation of the gas station driveway and an estimated 1,600 SF of right of way acquisition (2 parcels) to accommodate potential future expansion

(4) The future realignment of 5th Avenue requires an estimated 20,500 SF of right of way acquisition (1 parcel).