

**AGENDA
CITY COUNCIL
WORK SESSION
CITY OF EAST GRAND FORKS
SEPTEMBER 28, 2010
5:00 PM**

CALL TO ORDER

CALL OF ROLL

DETERMINATION OF A QUORUM

1. Bid Results – 2010 Assessment Job No. 2 – Storm Sewer Improvements – Greg Boppre
2. Adventure Race Wrap Up – Andy Magness
3. State Aid Construction & Assessment Policy - State Aid Task Force
4. Winter Equipment Lease – John Wachter
5. Hiring New Full-Time Fire Fighter – Randy Gust
6. LaFave Multi-Use Trail – Dave Aker
7. Pedestrian Signs – Wayne Gregoire

ADJOURN

Upcoming Meetings

Regular Meeting – October 5, 2010 – 5:00 PM – Council Chambers

Budget Meeting – October 6, 2010 – 5:00 PM – Training Room

Work Session – October 12, 2010 – 5:00 PM – Training Room

Budget Meeting – October 13, 2010 – 5:00 PM – Training Room

Request for Council Action

Date: September 22, 2010

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Greg Boppre, P.E.

RE: Bid Results – 2010 Assessment Job No. 2 – Storm Sewer Improvements

Background:

Please see the attached bid results for the above referenced project. The low bidder is Spruce Valley at a bid price of \$218,574.65. The bid price is approximately \$25,000.00 over our estimate and I believe it is due to the time of year and the completion of this project was to be this year as well.

Therefore, I would recommend rejecting all of the bids and rebid this project early next year.

Recommendation:

Reject all bids.

Enclosures:

Bid Tabulation

2010 ASSESSMENT JOB NO. 2
 STORM SEWER IMPROVEMENTS
 NORTHSTAR TERRACE
 EAST GRAND FORKS

DESCRIPTION	QUANTITY	SPRUCE VALLEY CORP			FLORIAN AND SONS			SELLIN BROS		
		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL			
Grubbing	28 TREE	\$95.00	\$2,660.00	\$50.00	\$1,400.00	\$230.00	\$6,440.00			
Remove Curb & Gutter	44 LF	\$6.00	\$264.00	\$4.00	\$176.00	\$6.00	\$264.00			
Remove Concrete Sidewalk	14 SY	\$7.00	\$98.00	\$4.00	\$56.00	\$12.00	\$168.00			
Remove Pavement	1283 SY	\$5.75	\$7,377.25	\$4.50	\$5,773.50	\$14.00	\$17,962.00			
Remove Concrete Valley Gutter	32 SY	\$7.50	\$240.00	\$4.00	\$128.00	\$12.00	\$384.00			
Remove Drainage Structure	2 EA	\$200.00	\$400.00	\$500.00	\$1,000.00	\$295.00	\$590.00			
Salvage Bollards	16 EA	\$35.00	\$560.00	\$20.00	\$320.00	\$134.00	\$2,144.00			
Salvage Casting Assembly	2 EA	\$200.00	\$400.00	\$50.00	\$100.00	\$110.00	\$220.00			
Topsoil Borrow (LV)	100 CY	\$14.00	\$1,400.00	\$15.00	\$1,500.00	\$33.00	\$3,300.00			
Subgrade Preparation	1,297 SY	\$1.50	\$1,945.50	\$2.75	\$3,566.75	\$6.00	\$7,782.00			
Aggregate Base, Crushed Concrete (CV)	72 CY	\$32.00	\$2,304.00	\$22.00	\$1,584.00	\$58.00	\$4,176.00			
Concrete Base	1,280 SY	\$39.55	\$50,624.00	\$39.00	\$49,920.00	\$41.00	\$52,480.00			
Type SP 12.5 Non Wearing Course Mixture (3,B) 1 1/2" Thi	1280 SY	\$12.00	\$15,360.00	\$11.65	\$14,912.00	\$12.00	\$15,360.00			
Type SP 12.5 Wearing Course Mixture (3,B) 1 1/2" Thick	1,297 SY	\$12.70	\$16,471.90	\$12.40	\$16,082.80	\$13.00	\$16,861.00			
12" RC Pipe Sewer, Class III	436 LF	\$51.00	\$22,236.00	\$54.50	\$23,762.00	\$49.00	\$21,364.00			
15" RC Pipe Sewer, Class III	948 LF	\$53.00	\$50,244.00	\$60.50	\$57,354.00	\$50.00	\$47,400.00			
18" RC Pipe Sewer, Class III	118 LF	\$56.00	\$6,608.00	\$70.50	\$8,319.00	\$55.00	\$6,490.00			
Construct Drainage Structure	2.0 EA	\$900.00	\$1,800.00	\$1,500.00	\$3,000.00	\$1,575.00	\$3,150.00			
Construct Storm Manhole	50.8 LF	\$320.00	\$16,256.00	\$415.00	\$21,082.00	\$400.00	\$20,320.00			
Casting Assembly, Type 1	7 EA	\$845.00	\$5,915.00	\$625.00	\$4,375.00	\$580.00	\$4,060.00			
Casting Assembly, Type 2	2 EA	\$855.00	\$1,710.00	\$700.00	\$1,400.00	\$890.00	\$1,780.00			
Install Casting Assembly	1 EA	\$300.00	\$300.00	\$600.00	\$600.00	\$370.00	\$370.00			
Concrete Curb & Gutter, Design B624	44 LF	\$39.00	\$1,716.00	\$40.30	\$1,773.20	\$42.00	\$1,848.00			
8" Concrete Valley Gutter	33.0 SY	\$80.00	\$2,640.00	\$84.00	\$2,772.00	\$88.00	\$2,904.00			
Traffic Control	1.0 LS	\$4,500.00	\$4,500.00	\$4,600.00	\$4,600.00	\$4,775.00	\$4,775.00			
Storm Drain Inlet Protection	8.0 EA	\$40.00	\$320.00	\$200.00	\$1,600.00	\$120.00	\$960.00			
Turf Establishment	1,690 SY	\$2.50	\$4,225.00	\$2.60	\$4,394.00	\$2.50	\$4,225.00			
TOTAL			\$218,574.65		\$231,550.25		\$247,777.00			

Council Memorandum

Date: 09/23/10

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council members: Marc DeMers, Craig Buckalew, Wayne Gregoire Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: State Aid Task Force

The City Council appointed a Task Force last fall to study the City's State Aid construction and assessment policy. The task force, composed of council members and residents, met four times in the spring and summer of 2010. The initial charge of the task force was to recommend a way to possibly assess state aid route residents that previously had not paid any special assessments for street reconstruction. The Task Force determined after much discussion that the issue was a Citywide street finance issue that was not limited to state aid routes. Therefore, the committee focused its efforts on crafting a recommendation that included a potential long-term street maintenance strategy.

The final committee recommendation consists of the following:

1. A monthly fee would be assessed to all City parcels. The zoning classification would determine the fee (e.g. Residential vs. Commercial vs. Industrial).
2. Each non-state-aid parcel would be assessed 30-percent of the total project cost for street reconstructions.
3. Parcels on state aid routes would not be assessed for street reconstructions.
4. An exemption from the fee would apply to parcels that currently have special assessments for reconstructions (not new construction) for the duration of the special assessments. This only affects two projects.

Council Member Buckalew, Chair of the Task Force, will lead Tuesday's presentation.

City Wide Fee with Fixed Assessment

This option would treat the road system like the water, storm sewer and sanitary sewer systems. Residents would be assessed for the initial installation of the street. Future street replacements would be assessed a flat assessment rate, with the remainder of the cost covered by the monthly fee.

Based on the current mileage and a design life of 40 years what would the fee need to be?

If we assume an overall average replacement cost of \$1,250,000 per mile and a State Aid replacement cost of \$1,500,000 per mile.

State Aid Streets	10.28 miles	\$15,420,000.00
Non State Aid Streets	42.79 miles	\$53,487,500.00
Total Miles of City Streets	53.07 miles	\$68,907,500.00

With the goal being to eliminate end benefit charges for assessments on reconstructions, and knowing in a typical block of pavement both the length and width of a block is 300 feet this would indicate that to cover the cost of the side streets you would double the front foot fee..

In other words if it is the intent to charge 30% of the reconstruction costs to the properties, we would need to spread 30% of the cost (\$ 20,672,250) to half the length of the streets x both sides of the street((53.07 miles / 2) x 2 = 53.07 miles) which would leave an assessment rate of \$73.77 per front foot.

That would leave the remaining 70% to be funded by a fee.

The City receives \$400,000 per year in State Aid funds for the maintenance and construction of State Aid Streets. If we do not assessed the properties on State Aid streets for replacement of their streets, \$115,650 will need to be set aside from the state aid funds leaving \$284,350. In the table below are the calculations for what the average monthly fees would need to be to generate enough funds to replace the streets on a 40 year design cycle.

Fixed percentage Assessed Front Foot	Total Fee Requirement over 40 years	Yearly Fee (40 yr life)	Yearly Fee Less State Aid Funds	Average Monthly Fee per Parcel	Assessment Rate \$ per FRONT FOOT
0%	\$68,907,500	\$1,722,688	\$1,438,338	\$41.81	\$0.00
10%	\$62,016,750	\$1,550,419	\$1,266,069	\$36.80	\$24.59
20%	\$55,126,000	\$1,378,150	\$1,093,800	\$31.79	\$49.18
30%	\$48,235,250	\$1,205,881	\$921,531	\$26.79	\$73.77
40%	\$41,344,500	\$1,033,613	\$749,263	\$21.78	\$98.37
50%	\$34,453,750	\$861,344	\$576,994	\$16.77	\$122.96
60%	\$27,563,000	\$689,075	\$404,725	\$11.76	\$147.55
70%	\$20,672,250	\$516,806	\$232,456	\$6.76	\$172.14
80%	\$13,781,500	\$344,538	\$60,187	\$1.75	\$196.73
90%	\$6,890,750	\$172,269	(\$112,081)	(\$3.26)	\$221.32
100%	\$0	\$0	(\$284,350)	(\$8.27)	\$245.91

Using the MPO gis parcel map, the City of East Grand Forks, currently has 3,175 parcels, by eliminating City owned properties leaves us with 2,867

Type	Quantity
Commercial	249
Industrial	95
PUD	306
Residential 1	1,797
Residential 2	406
Residential 3	4
UER	10

TOTAL 2,867

Type	Lot Size	Quantity	Yearly Maintenance Fee	Monthly Maintenance Fee	Fee Collected
Commercial	Less than 15,000 SF	111	\$900.00	\$75.00	\$99,900.00
Commercial	15,001 to 30,000 SF	62	\$1,020.00	\$85.00	\$63,240.00
Commercial	Greater than 30,001 SF	76	\$1,140.00	\$95.00	\$86,640.00
Industrial	Less than 15,000 SF	15	\$960.00	\$80.00	\$14,400.00
Industrial	15,001 to 40,000 SF	25	\$1,080.00	\$90.00	\$27,000.00
Industrial	Greater than 40,001 SF	55	\$1,200.00	\$100.00	\$66,000.00
PUD		306	\$225.00	\$18.75	\$68,850.00
Residential 1		1,797	\$225.00	\$18.75	\$404,325.00
Residential 2		406	\$225.00	\$18.75	\$91,350.00
Residential 3		4	\$225.00	\$18.75	\$900.00
UER		10	\$225.00	\$18.75	\$2,250.00

TOTAL 2,867 \$924,855.00

Under this plan properties that were reconstructed within the past 10 years would be exempt from the fee until their assessments are paid.

Reconstructions would be assessed 30% of the construction cost of their front street, side streets would be covered by the fee.

Commercial and Industrial properties fees would be based on property size, residential properties would all be charged at the same rate.

Request for Council Action

Date: 9/22/10

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: John Wachter

RE: Winter Equipment Lease

Background and supporting documentation of request: The Public Works Department leases a motor grader for snow removal each year.

I received quotes from both Butler Equipment and Ziegler Cat for one 143H AWD motor grader with snow wing.

Butler (Grand Forks) - \$2025 monthly plus \$51 per hour and freight.

Ziegler (Crookston) - \$4465 (includes 100 hours) plus \$50 overtime and freight (bid 143h Model)

Recommendation: Approve lease with Butler Equipment.



Date: 09-14-10

720 3rd Ave SW
Crookston, MN 56716

To:
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

Equipment:
1 Cat 143H Winter Rental

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WE PROPOSE TO FURNISH IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS, TERMS AND CONDITIONS:

SPECIFICATIONS

1 Caterpillar 143H motor grader with snow wing for winter rental.

Terms and Conditions

6 month rental rate: \$4,465.00 per month for 100 hours.
\$50.00 per hour OT.
City to provide proof of insurance and responsible for all delivery and return freight expense.

TERMS AND CONDITIONS

The prices quoted are current and are subject to change to those in effect at the time of shipment. Caterpillar products are sold subject to the terms of the applicable Caterpillar warranty. Copies of the warranties applicable to this purchase are attached hereto, and the purchaser by signing this order acknowledges receipt of the Caterpillar warranties. The Purchaser agrees to pay any and all taxes, assessments, licenses, and government charges of every kind and nature whatsoever upon said equipment which may be imposed or assessed against or resulting to the Seller on account of the possession or use of said equipment by Purchaser. All provisions hereof are contingent upon government restrictions, strikes, accidents, delays of carrier and other delays unavoidable and beyond Seller's control.

It is intended and understood that title and ownership of said equipment is and shall remain vested in the Seller, notwithstanding delivery or possession, until the entire price is paid by cash in full.

THIS PROPOSAL SUBJECT TO ALL PROVISIONS OF THE CONTRACT AND WARRANTY AS SPECIFIED HEREIN:

ACCEPTED:

By _____

Its _____

Respectfully submitted, Marlo Davis
Ziegler Inc.

By 

Subject to approval by:
Ziegler Inc.

Approved:

By _____

John

Rent for Motor Grader for this season for snow rates would be as follows

143 AWD \$1,220 with no hours + \$51@hour for use
Snow wing add \$ 805 per month

163AWD \$1,505 with no hours + \$56@ hour for use

Thanks

Clay Smaaladen
C.A.T.
Butler Machinery Company
701-780-7771 tel
701-780-7777 fax
701-739-0888 cell
clay_smaaladen@butler-machinery.com

Request for Council Action

Date: 9/22/2010

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Randy Gust, Fire Chief

RE: Hiring new fulltime fire fighter

Background: Jeff Voigt retired in July of this year creating a manpower shortage on one of the shifts within the fire department. I would like to replace the vacancy created by this retirement. This will cut down the overtime and problems filling the shift for extended periods of time.

Recommendation: Allow fire chief and civil service to start hiring process for fulltime firefighter.

Enclosures:

Request for Council Action

Date: September 22, 2010

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Dave Aker

RE: La Fave Multi-use trail

Background:

I have applied for a grant that would move the trail in La Fave Park up to higher grounds. The grants I applied for were the Parks and Trails Legacy Grant and the Local Trail Connections Program or Regional Trail Program. The Parks and Trails Legacy Grant is 80/20 split and we were NOT accepted for that grant. The Local Trail Connections Program is 50/50 split and we were awarded that grant.

I have to turn paperwork in so we don't actually have the contract until all of the paperwork has been sent in. A resolution is the first part of the paperwork.

Recommendation: The grant has to have a resolution passed to continue the process.

Enclosures: Information included.

Resolution to support LaFave Multi-Use Trail for the City of East Grand Forks; Project: #C023-10-1C

WHEREAS, the City of East Grand Forks supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program or Regional Trail Program. The City of East Grand Forks will act as the legal sponsor for the application made to the Department of Natural Resources for the reimbursement grant. The project is to construct .75 miles of a 10 foot wide bituminous trail for pedestrian use to replace the deteriorating lower section of the trail along the Red Lake River.

WHEREAS, the City of East Grand Forks recognizes the fifty (50) percent match requirement for the Federal Recreational Trail grant program is the 2010 Local Trail Connections Program or Regional Trail Program.

NOW, THEREFORE, BE IT RESOLVED, the City of East Grand Forks agrees to accept the grant award from the aforementioned funding grant program, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of East Grand Forks will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of East Grand Forks names the fiscal agent for the City of East Grand Forks for the project as:

Jerry Lucke
Director of Finance/Treasurer
City of East Grand Forks
600 DeMers Avenue
East Grand Forks, MN 56721

BE IT FURTHER RESOLVED, the City of East Grand Forks hereby assures the LaFave Multi-Use Trail will be maintained for a period of no less than 20 years by the East Grand Forks Parks and Recreation Department.

Passed and adopted by the City Council of the City of East Grand Forks this _____ Day of _____, 2010.

Mayor

Attest:

City Administrator/Clerk-Treasurer

President of the Council

Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40



September 17, 2010

Dave Aker, Parks & Rec Superintendent
City of East Grand Forks
600 DeMers Avenue
East Grand Forks, MN

Dear Dave Aker:

RE: City of East Grand Forks, Project #C023-10-1C
LaFave Multi-Use Trail

I am pleased to inform you that your application to the 2010 Local Trail Connections Program or Regional Trail Program has been selected for funding. A reimbursement grant in the amount of \$95,000 will be established contingent upon final processing of your application.

Over \$3.1 million in grant requests were received for these programs with \$655,000 available for funding.

Enclosed is a letter from department program staff with more information on how to proceed with your project. If you have questions, please contact Andrew Korsberg (651-259-5642) or Traci Vibo (651-259-5619).

Trails add to the quality of life in Minnesota. Thank you for advancing outdoor recreation opportunities in your area.

Sincerely,

A handwritten signature in blue ink that reads "Forrest L. Boe".

Forrest L. Boe, Deputy Director
Parks and Trails Division

CC: Kim Greendahl, Greenway Specialist, Greenway & Trails Users Advisory Group
File #C023-10-1C