

**AGENDA
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 26, 2024 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. 2024 Economic Development Strategic Plan Update – Paul Gorte & Mark Schill**
- 2. Discussion on Economic Development Director Job Description and Process for Position Search – Reid Huttunen**
- 3. Request to File Assessment Roll for the 2023 Assessment Job No. 1 for Street and Pedestrian Improvements – Steve Emery**
- 4. Review of Annual Sewer Cleaning Quotes for 2024 – Jason Stordahl**
- 5. Announcement of Change to Spring Clean-up Dates – Jason Stordahl**
- 6. Review of Bids for City Hall Roof Replacement Project – Nancy Ellis**
- 7. Request to Hire Parks & Recreation Specialist – Jeremy King**

ADJOURN:

Upcoming Meetings

Council Meeting – Tuesday, April 2, 2024 – Council Chambers – 5:00 PM
Work Session – Tuesday, April 9, 2024 – Training Room – 5:00 PM
Council Meeting – Tuesday, April 16, 2024 – Council Chambers – 5:00 PM
Work Session – Tuesday, April 23, 2024 – Training Room – 5:00 PM

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

Request for Council Action

Date: March 26, 2024

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Economic Development Director

RE: 2024 EDA Strategic Plan Update

Praxis has been working with the EDA, City Council, Chamber, and the business community to update the EDA Strategic Plan. Attached is the draft plan.

The updated Strategic Plan is designed to provide direction but be flexible to adjust as needed to accommodate the future. The Plan identifies priorities and core work areas. It also identifies actions where the EDA serves as the lead entity and other actions where the EDA supports broader, citywide actions.

The EDA will discuss the Plan on March 26. The EDA may make edits.

The EDA will need to hold a special meeting about two weeks from now to consider the updated Strategic Plan for adoption. The City Council will likely consider the Strategic Plan for adoption at its April 16 meeting.

Recommendation:

Review and revise as appropriate.

East Grand Forks Economic Development Priorities and Work Plan



March 2024

The purpose of the Strategic Plan is to provide direction for the EDA, the City Council, and other City departments while allowing flexibility to adjust to changed conditions. This strategic plan comprises two parts: 1) cross-cutting priorities that impact all of the City's and EDA's efforts and 2) set of core work areas that define economic development in East Grand Forks. This framework was created with input from local businesses, staff, EDA Board, Planning and Zoning Commission, and City Council.

*The **mission** of the Economic Development Authority is to maintain and improve the economic vitality of East Grand Forks by doing the following:*

- *By retaining & growing local businesses*
- *By creating & supporting investment & growth opportunities for commercial activities*
- *By creating & supporting opportunities for residential growth, including workforce housing*
- *By working to develop a workforce capable of meeting current & future needs of local employers.*

Economic Development Strategic Priorities

1. Place highest priority on helping existing businesses grow.
2. Increase commercial real estate space and development sites.
3. Increase marketing and communications efforts for East Grand Forks.
4. Create explicit mechanisms to engage and cooperate with the local business community.
5. Continue to facilitate housing development in the city but discontinue direct land development projects by the EDA and devote capacity to other efforts. Current City-owned lots should be sold organically over time until stock is exhausted.
6. For the next EDA Executive Director, prioritize communication, coalition-building, and sales skills.

Core Work Areas

The EDA's economic development work is defined by four key work areas:

1. Local business development
2. New business development
3. Connect / Convene / Communicate
4. Land and Site Development

Local
Business
Development

New Business
Development

Connect
Convene
Communicate

Land and Site
Development

Local Business Development

Support for existing businesses in East Grand Forks.

- Local Business Retention / Expansion (including regular local business visits)
- Administer and Coordinate Assistance Programs
- Support Existing Retail

EDA Specific Actions

1. Continue explicit business retention and expansion (BRE) visits and the new regular business needs meetings. Goal: at least two business contacts per month.
2. Continue targeted business financing programs and grants.

City Specific Actions (EDA Support)

1. Create and support opportunities to draw customers to town, including events, governor's fishing opener, concerts, youth sports tournaments, etc.
2. Support facilities – including sports – that host events and draw new customers to town
3. Leverage service clubs for events and outreach
4. Recommend signage and wayfinding for the city

New Business Development

Support for businesses new to East Grand Forks.

- Business Attraction
- Identify and Support Entrepreneurs
- Continue advocacy and “sales” role, specifically targeting businesses in agriculture, UAS, medical, and retail sectors.

EDA Specific Actions

1. Maintain a strong relationship with Grand Forks Region EDC and the Chamber of Commerce.
2. Assess factors why businesses choose North Dakota over Minnesota and create a strategy to address what is possible to change.
3. Collaborate with DEED to coordinate economic development opportunities.

City Specific Actions (EDA Support)

1. Funnel economic development requests to the EDA.

Connect / Convene / Communicate

Play a coordination and capacity-building role to further important issues in East Grand Forks

- Marketing Campaigns
- Communications / Facilitation
- Quality of Life Efforts
- Maintain workforce partnerships and information

EDA Specific Actions

1. Create a specific regular opportunity for EDA engagement with local businesses, such as a larger advisory committee.
2. Create a strategy to incentivize businesses to improve aesthetics.
3. Create a strategy to improve aesthetics for entrances to the city.
4. Identify outside resources to support City beatification efforts and other quality of life initiatives.

City Specific Actions (EDA Support)

1. Assess marketing activities across City departments and coordinate where appropriate to maximize resources.
2. Play supporting role in City activities that support quality of life to retain existing and attract new residents.
3. Continue specific outreach regarding sales tax costs and benefits.
4. Support code enforcement activities.
5. Support adequate childcare availability in the community.

Land and Site Development

Facilitate development of critical real estate in East Grand Forks

- Commercial and industrial land development
- Housing development
- Infrastructure planning and investment
- City development policies and processes
- City-owned land sales and disposition policies and processes

EDA Specific Actions

1. Work to increase land available for industrial development.
2. Sell the existing residential lots held by the City.

City Specific Actions (EDA Support)

1. Support the creation of a strategy for infrastructure assessment and development.
3. Support improvements to the City’s development agreement and land development processes and improve business friendliness where possible. Refine standards to reduce costs without reducing quality.
4. Assess access to utilities and services in industrial development areas:
 - a. Power
 - b. Natural gas
 - c. Water
 - d. Broadband and telecommunications
 - e. Sanitary and storm sewer
5. Investigate partnerships to promote development of workforce housing, including home ownership and larger units for New American larger families.

Request for Council Action

Date: March 26, 2024

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Reid Huttunen, City Administrator

RE: Joint discussion with EDA Board on EDA Director job description, timeline and process for position search

Background:

As part of Mr. Gorte's planned retirement, we have an opportunity to review and make updates to the current Executive Director job description. The EDA Board formed a sub-committee made up of EDA board members Josh Grinde and Justin Hecht, EDA Council rep Brian Larson, and Chamber CEO Barry Wilfahrt. This committee met to review the current job description and suggested edits/additions to the position. The City as part of its on-going maintenance of its pay plan has also updated the format of the job description. The updated description is included in the RCA.

The committee discussed what it sees and desires as its top skills and priorities for the new EDA employee. Those are listed below:

1. Ability to build relationships with businesses and community partners to retain businesses and help businesses grow.
2. Knowledge and experience of EDA programs and available funding opportunities.
3. Experience and ability to write grant applications and funding requests.
4. Promote and market city programs through EDA webpage and social media.

Attached to the RCA is a summary of the Committee meeting, including position priorities, search process, and timeline for advertisement, interviews, and desired start date for the new employee. The recommended updated Job Description and current job description are also attached.

The EDA Board will meet on Tuesday, March 26th and will review the committee recommendations and has been invited to join the City Council Work Session for a joint discussion.

Recommendation:

Discussion topic. No recommendation at this time. Staff will take discussion and make any necessary updates to the description and search process. Tentative timeline will be for EDA to approve the updated job description in early April, and City Council to consider approving authority to advertise the position at its April 16 City Council meeting.

Enclosure:

March 18 EDA Committee notes
Proposed EDA Director Job Description
Current EDA Director Job Description



City of East Grand Forks

600 DeMers Ave · East Grand Forks, MN 56721
Administration Phone: 218-773-2483; www.egf.mn

Reid Huttunen, City Administrator
Direct Office Line: 218-399-3388 · Email: RHuttunen@egf.mn

March 18, 2024

EDA Director Search Committee

- EDA Board Members: Josh Grinde, Justin Hecht, & Brian Larson,
- Chamber CEO: Barry Wilfahrt
- City Administrator: Reid Huttunen

Review of current Job Description and suggested edits/updates.

- Committee reviewed the current job description and proposed updates or changes to the job description to align with the desired essential functions, qualifications, and knowledge/skills for the position.
- Mr. Huttunen will make the recommended updates and will submit to David Drown & Associates (DDA), Human Resources Management Consultant for review of the position description and recommendation of a salary range on the City's 2024 pay plan.
- DDA will also conduct a summary review of the Market comparison for Economic Development Director positions in comparable City's in MN and use that data in recommending a salary range.

Top priorities for the EDA search as identified by the committee:

1. Ability to build relationships with businesses and community partners to retain businesses and help businesses grow.
2. Knowledge of EDA programs and available funding opportunities.
3. Experience and ability to write grant applications and funding requests.
4. Promote and market city programs through EDA webpage and social media.

EDA Search Process:

- In 2014, the EDA hired Springsted (now BakerTily) to conduct an executive search. The search cost \$16,335.99 and resulted in 19 applications for the position, of those 10 met the criteria for an interview.
- The committee discussed the search process. General feeling from the discussion is that we should develop an updated position and community profile, and the City HR Department manage the advertisement and recruitment. The hired search firm would cost about \$20,000 to conduct and does not guarantee applicants or successful results. If the initial job posting closes and receives no qualified applicants, we could reconsider a national search firm be hired at that time.

Timeline:

- Week of April 8: EDA review and final approval of Job Description/Position profile
- April 16: City Council approval of Job Description/Position profile
- April/May – Post advertisement for position (4 weeks)
- June/July: interview candidates in two rounds:
 - o Round 1) Civil Service
 - o Round 2) EDA Board/Committee
- Early August: New Economic Development Director begins role. The plan is for two weeks overlap with Mr. Gorte before his retirement (August 23, 2024).

Classification: Economic Development Director

Reports to: City Administrator

Grade:

Supervises: All Department Personnel

Department: Economic Development Authority

Location: East Grand Forks City Hall

FLSA Classification: Exempt

Adopted: _____, 2024

Position Summary

Performs complex administrative leadership directing Economic Development programs that identify community needs to create, retain, and grow a vibrant business and economic community. Develops and implements plans and programs that create community, support and accommodate economic growth, and foster tax base growth in East Grand Forks. Has frequent interaction with business owners, developers, elected officials, administrators, and City department heads. Work is performed under the direction of the EDA Board of Directors with supervision from the City Administrator.

Essential Duties and Responsibilities

Professional Duties

- Manage the overall operations of the Economic Development Authority (EDA).
- Plans and implements Economic Development programs and policies, manages funds and properties controlled by the EDA.
- Collaborates and provides support to grow a variety of economic development programs including, but not limited to, business growth & retention, childcare, workforce development, and housing development.
- Meet with public officials, developers, businesses, and the public regarding development plans and Economic Development funding opportunities.
- Foster relationships with developers and contractors to support expansion of available housing inventory.
- Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects, and makes applications for them.
- Works with City businesses that already exist to strengthen them and assess their needs.
- Manages available property and markets the City's Industrial Park.
- Establishes and maintains special tax districts.
- Manages commercial development loan funds; reviews applications, makes funding recommendations to the EDA, and prepares loan documents.
- Holds meetings, represents, and builds relationships with community partners to strengthen the EDA, including East Grand Forks business community, GF/EGF Chamber, Grand Forks Region Economic Development Corporation, Downtown Development Association, etc.
- Prepares, maintains, and submits necessary reports and forms to the State, City elected bodies, and the EDA Board
- Prepares financial reports and annual budgets for the EDA.
-

Ancillary Duties

- Participates in a variety of meetings and trainings.
- Other duties as assigned or apparent.

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

Qualifications

Education:

- Bachelor's degree with coursework in Business Administration, Community/Economic Development, Public Administration, or other areas of study closely related is required.
- Two to three years of experience working in economic development or related field is desired.
- Or equivalent combination of education and experience

Requirements:

- Valid MN driver's license required.
- Applicable position, department, organization, and professional training will be provided and must be completed upon hire and on an ongoing basis.

Knowledge, Skills, and Abilities

- Ability to work in a professional and confidential office environment.
- Knowledge of the principles and practices of public administration.
- Knowledge of economic development principles, programs, and practices.
- Knowledge of relevant laws, ordinances, and program requirements.
- Ability to establish and maintain effective working relationships with government officials, business owners, developers, community groups, and the general public.
- Ability to cooperate and communicate effectively with other city departments, community groups and agencies and the general public.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Ability to analyze service problems and participate effectively in solving them.
- Ability to update and maintain EDA webpage, social media, and web-based forms.
- Ability to operate standard office equipment and related hardware and software and to learn specialized software, systems, databases or equipment related to department need.
- Ability to generate and present applicable records, reports, and files.
- Ability to direct and support the work of subordinates.

Physical Demands and Working Conditions

- This work requires the frequent exertion of up to 20 pounds of force; and constant exertion of up to 10 pounds of force to move objects; work regularly requires sitting, speaking or hearing, use of 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; vocal communication is required for expressing or exchanging ideas by means of the spoken word; visual acuity is required for depth perception, color perception, peripheral vision, for visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining accuracy, neatness and thoroughness at work, and observing general surroundings and activities; 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; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Equipment Utilized

- General office equipment.
- Computer word processing and spreadsheets.

Executive Director

Dept/Div: Economic Development Authority
Points: 625 Grade: 22

FLSA Status: Exempt

General Definition of Work

Performs complex administrative and professional work directing the housing and economic development programs of the city; does related work as required. Work is performed under the general direction of the Board of Commissioners.

Essential Functions/Typical Tasks

Managing the overall operations of the Authority. Planning and implementing economic development programs and policies. Managing funds and properties controlled by the Authority.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans and implements economic development programs; manages and markets the city's industrial park.
- Establishes and maintains special tax districts; prepares necessary forms and reports for the State.
- Manages commercial development loan funds; reviews applications and makes loans.
- Manages the operations of the city's housing programs; operates the city's housing projects.
- Maintains compliance with all policies and regulations relating to the city's housing projects.
- Prepares financial reports and annual budgets for economic development and housing programs.
- Represents the community on outside boards and commissions relating to economic development.
- Prepares reports and information for the Board of Commissioners.
- Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of public administration; thorough knowledge of economic development principles and practices; thorough knowledge of public housing finance practices and regulations; ability to communicate difficult subjects clearly; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet with tenants and subordinates to discuss problems and complaints; ability to direct the work of subordinates; ability to establish and maintain effective working relationships with elected officials, business owners, tenants, subordinates and the general public.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university, with major course work in business management or related field, and considerable experience in management.

Physical Requirements

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, grasping, and repetitive motions; vocal communication is required to express or exchange ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, for visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, vibration, hazards, oils and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements

Possession of drivers license valid in the state of Minnesota.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Request for Council Action

Date: March 21, 2024

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Dale Helms, Brian Larson, Ben Pokrzywinski and Karen Peterson

Cc: File

From: Steve Emery, P.E.

RE: File Assessment Roll – 2023 AJ No. 1 – Street & Pedestrian Improvements

Background:

With the above referenced project being completed, a Final Assessment Hearing needs to be completed.

This project was finalized and closed out with Opp Construction and therefore all project costs are known and have been included in the attached “Final Assessment Roll”

Recommendation:

Approve proposed Assessment Roll and Set Date for Final Assessment Hearing

Enclosures:

Final Assessment Roll
Project Map

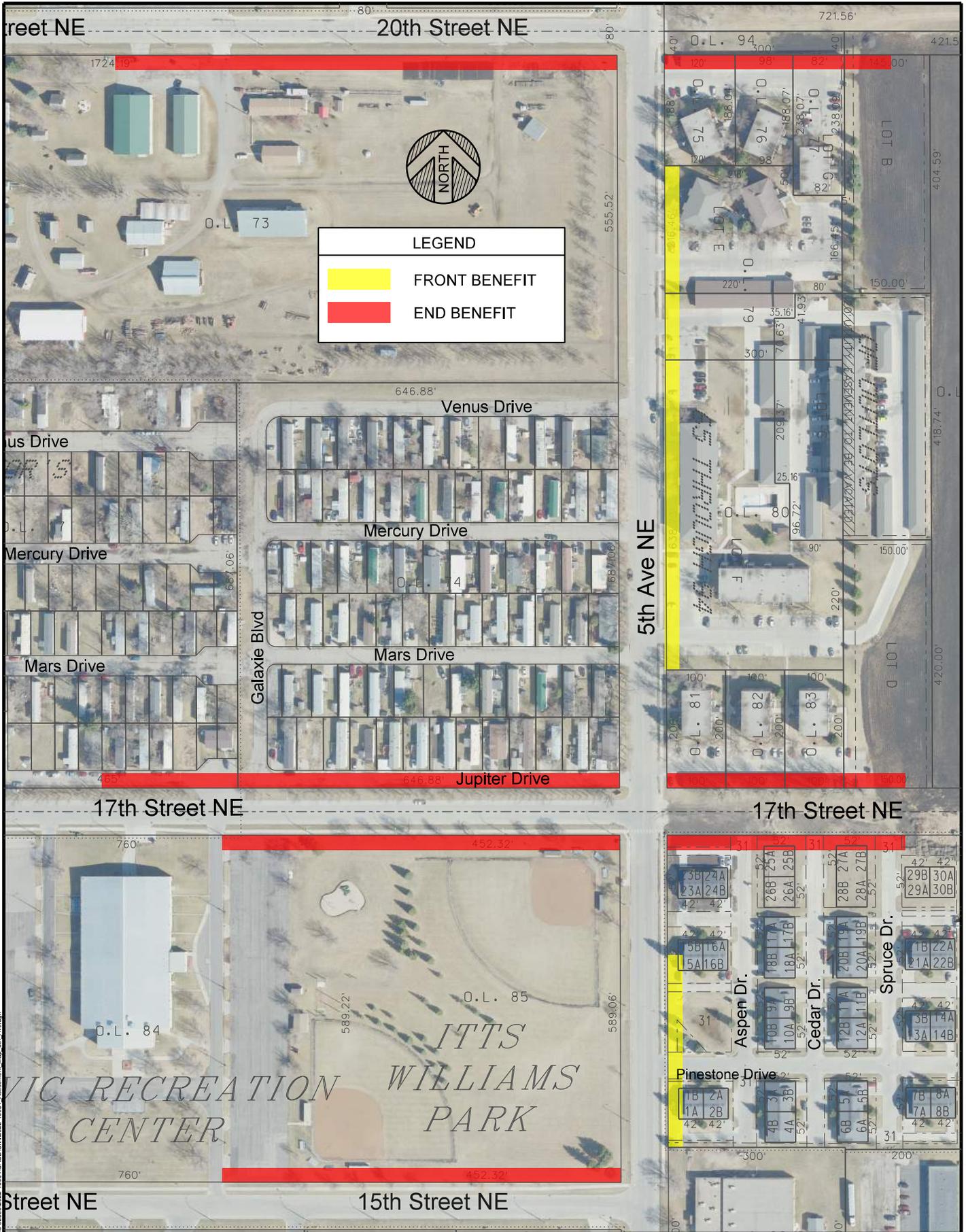
Final Assessment Roll
2023 ASSESSEMENT JOB NO. 1
STREET & PEDESTRIAN IMPROVEMENTS
5th Ave NE (15th ST NE to 20th ST NE)
EAST GRAND FORKS, MINNESOTA

STREET IMPROVEMENTS	
Construction Cost	\$727,822.80
Addendum No. 1	\$3,600.00
Plans and Specifications	\$39,435.72
Staking & Inspection	\$45,880.68
Administration (3%)	\$21,834.68
TOTAL PROJECT COST	\$838,573.88
TOTAL ASSESSED COST (30%)	\$251,572.17
Front Footages	
AUDITORS PLAT OF OUTLOTS 65 THRU 94	0
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94	855.19
PINESTONE ADDITION	329.00
Total Assessable Front Footage	1,184.19
End Footages	
AUDITORS PLAT OF OUTLOTS 65 THRU 94	3454.14
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94	204.23
PINESTONE ADDITION	361.43
Total Assessable End Footage	4019.80
Assessment Rate	
FRONT BENEFIT	\$99.66714
END BENEFIT	\$33.22238

FINAL ASSESSMENT ROLL

**2023 ASSESSMENT JOB NO. 1
STREET & PEDESTRIAN IMPROVEMENTS
5th Ave NE (15th ST NE to 20th ST NE)
EAST GRAND FORKS, MINNESOTA**

PARCEL No.	OWNER	DESCRIPTION	STREET IMPROVEMENTS				TOTAL ASSESSMENT BEFORE INTEREST
			FRONT FOOTAGE	\$ FRONT BENEFIT \$99.66714	END FOOTAGE	\$ END BENEFIT \$33.22238	
AUDITORS PLAT OF OUTLOTS 65 THRU 94							
83.02277.00	PACIFICA MINNESOTA LLC	OUTLOT 17			214.84	\$7,137.50	\$7,137.50
83.02846.00	HERITAGE FOUNDATION	OUTLOT 73			862.10	\$28,641.02	\$28,641.02
83.02847.00	PACIFICA MINNESOTA LLC	OUTLOT 74			646.88	\$21,490.89	\$21,490.89
83.02848.00	GREEN ACRES	OUTLOT 75			120.00	\$3,986.69	\$3,986.69
83.02849.00	GREEN ACRES	OUTLOT 76			98.00	\$3,255.79	\$3,255.79
83.02854.00	GREEN ACRES	OUTLOT 81			100.00	\$3,322.24	\$3,322.24
83.02855.00	GREEN ACRES	OUTLOT 82			100.00	\$3,322.24	\$3,322.24
83.02856.00	GREEN ACRES	OUTLOT 83			100.00	\$3,322.24	\$3,322.24
83.02857.00	EAST GRAND FORKS CITY	OUTLOT 84 & 85			1,212.32	\$40,276.16	\$40,276.16
SUBTOTAL AUDITORS PLAT OF OUTLOTS 65 THRU 94			0.00	\$0.00	3454.14	\$114,754.76	\$114,754.76
REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94							
83.04463.00	GREEN ACRES II LLP	LOT B BLOCK 1			55.80	\$1,853.81	\$1,853.81
83.04465.00	GREEN ACRES II LLP	LOT D BLOCK 1			61.43	\$2,040.85	\$2,040.85
83.04466.00	GREEN ACRES II LLP	LOT E BLOCK 1	216.46	\$21,573.95		\$0.00	\$21,573.95
83.04467.00	GREEN ACRES II LLP	LOT F BLOCK 1	638.73	\$63,660.40		\$0.00	\$63,660.40
83.04468.00	GREEN ACRES II LLP	LOT G BLOCK 1			87.00	\$2,890.35	\$2,890.35
SUBTOTAL REPLAT OF OUTLOTS 77,78,79,80 AND 94 OF AUDITORS PLAT OF OUTLOTS 65 THRU 94			855.19	\$85,234.35	204.23	\$6,785.01	\$92,019.35
PINESTONE ADDITION							
83.04303.00	PIERCE INVESTMENT LLC	LOT 01A - LOT 30A BLOCK 1	329.00	\$32,790.49	361.43	\$12,007.57	\$44,798.06
SUBTOTAL PINESTONE ADDITION			329.00	\$32,790.49	361.43	\$12,007.57	\$44,798.06
GRAND TOTAL			1,184.19	\$118,024.84	4,019.80	\$133,547.33	\$ 251,572.17



8/8/2022 J:\City of East Grand Forks\2022-10054\CADD\CADD\2022-10054_Assessment_Map_5th_Ave.dgn
 © 2020 WIDSETH SMITH NOLTING

WIDSETH
 ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

DATE: 09/08/22
 SCALE: NO SCALE
 DRAWN BY: RAB
 CHECKED BY: SRE
 JOB NUMBER: 16 2022-10054

CITY OF EAST GRAND FORKS
 5TH AVE NE
 EAST GRAND FORKS, MINNESOTA
 ASSESSMENT MAP

SHEET NO.
C1.0
 SHEET OF

Request for Council Action

Date: 3/21/2024

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Jason Stordahl-Public Works Director

RE: Annual Sewer Cleaning-2024

The City Council elected in 2011 to put in place a preventative maintenance program by which the City would clean 1/5th of the sanitary sewer each year on an ongoing basis. This year we are scheduled to clean the south end of town, east of Bygland Road and trouble areas, and televise approximately 1,000 feet of sewer. The City has sufficient funds in our Sewage Enterprise Fund to pay for the project.

We sent out a “request for proposal” to four contractors, and received the following three proposals:

Johnson Jet-Line, Inc.	\$69,832.15
Pipe Detectives, Inc.	\$72,242.20
Veit & Company, Inc.	\$130,058.80

Recommendation: Award the City’s annual sewer cleaning and televising to Johnson Jet-Line, Inc. for \$69,832.15.

Proposal Tabulation
2024 Sanitary Sewer Cleaning & Televising
City of East Grand Forks



3/19/2024

PROJECT AREA NO. 1				Johnson Jet Line, Inc		Pipe Detectives		Veit & Company, Inc	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$ 2,450.00	\$ 2,450.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00
2	Traffic Control	LS	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1,500.00	\$ 1,500.00
3	Sewer Cleaning (8"-12" Pipe)	LF	38,432	\$ 0.85	\$ 32,667.20	\$ 0.80	\$ 30,745.60	\$ 1.20	\$ 46,118.40
4	Clean Lift Station	EA	12	\$ 350.00	\$ 4,200.00	\$ 350.00	\$ 4,200.00	\$ 2,000.00	\$ 24,000.00
5	Removal Protruding Taps	EA	10	\$ 100.00	\$ 1,000.00	\$ 200.00	\$ 2,000.00	\$ 400.00	\$ 4,000.00
6	Removal of Roots	EA	10	\$ 50.00	\$ 500.00	\$ 200.00	\$ 2,000.00	\$ 400.00	\$ 4,000.00
7	Bypass Pumping	EA	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 2,500.00	\$ 2,500.00
TOTAL PROPOSAL - PROJECT AREA NO. 1					\$ 40,819.20		\$ 42,447.60		\$ 85,118.40

PROJECT AREA NO. 2				Johnson Jet Line, Inc		Pipe Detectives		Veit & Company, Inc	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$ 2,450.00	\$ 2,450.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00
2	Traffic Control	LS	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1,500.00	\$ 1,500.00
3	Sewer Cleaning (8"-15" Pipe)	LF	30,367	\$ 0.85	\$ 25,811.95	\$ 0.80	\$ 24,293.60	\$ 1.20	\$ 36,440.40
4	Removal Protruding Taps	EA	5	\$ 100.00	\$ 500.00	\$ 200.00	\$ 1,000.00	\$ 400.00	\$ 2,000.00
5	Removal of Roots	EA	5	\$ 50.00	\$ 250.00	\$ 200.00	\$ 1,000.00	\$ 400.00	\$ 2,000.00
TOTAL PROPOSAL - PROJECT AREA NO. 2					\$ 29,012.95		\$ 29,794.60		\$ 44,940.40

TOTAL PROPOSAL - PROJECT AREA NO. 1 + PROJECT AREA NO. 2					\$ 69,832.15		\$ 72,242.20		\$ 130,058.80
---	--	--	--	--	---------------------	--	---------------------	--	----------------------



City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

February 29, 2024

Chase Johnson
Johnson Jet-Line
16275 State Hwy 27 W
Kensington, MN 56343

Lance Edwards
Jet-Way Multiple Services, Inc
PO Box 131
Harwood, ND 58042

Colleen Lund
Pipe Detectives
18695 270th St.
Elbow Lake, Mn 56531

Ricky Fredrickson
Veit & Company
15429 Comet Road NW
Bemidji, Mn 56601

RE: Request for Quotes
2024 Sanitary Sewer Televising / Cleaning
East Grand Forks, MN

Dear Contractors:

The City of East Grand Forks Public Works Department is requesting Quotes for the above referenced project. Quotes will be received until 10:00 A.M. March 19, 2024 in the Administration Office, East Grand Forks City Hall located at 600 Demers Ave.

Included for your use in preparing your bid are the following items:

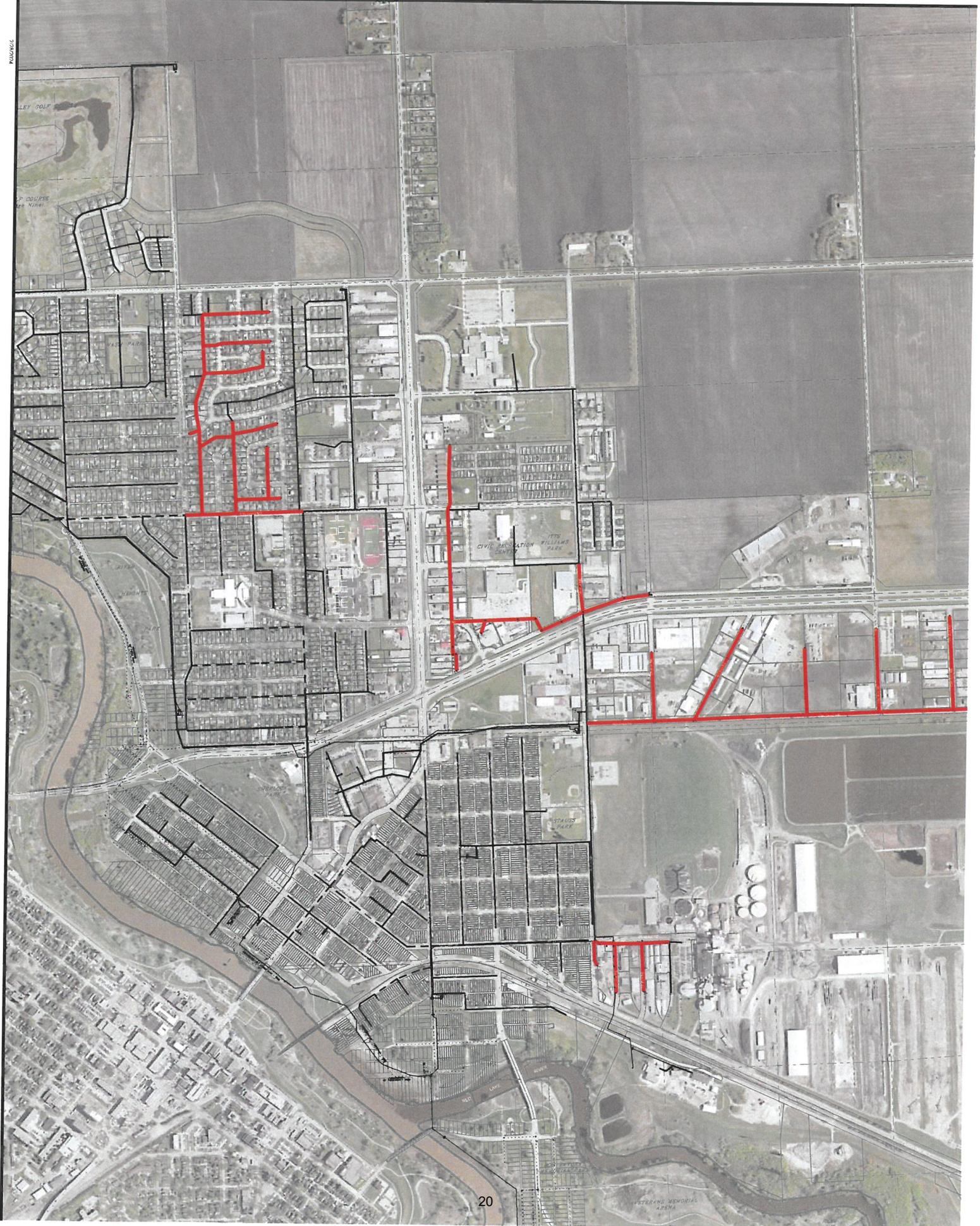
1. Project Area Map
2. Specifications: **Section 33 0130.11 – Sewer Cleaning and CCTV Inspection**
3. Bid Forms

If you have any questions, please feel free to give me a call at 218-791-8190 or I can be reached by e-mail at dnelson@egf.mn

Respectfully,
City of East Grand Forks Public Works Department

Dillon Nelson, Stormwater / Wastewater Operator

K:\KING



SECTION 33 0130.11

SEWER CLEANING

PART 1 GENERAL

1.01 SUMMARY

- A. Sewer Cleaning – The intent of this work is to obtain competitive unit prices for all labor, tools, materials, and equipment necessary to clean and inspect via closed circuit television (CCTV) existing sanitary sewer ranging in size from 8 to 15 inch in diameter. The work shall include hydraulic root cutting and cleaning, grinding protruding break in service connections. This/these cleaning processes are intended as preparatory steps and a precursor to a thorough closed circuit television (CCTV) inspection of the lines and facilities included in this project area.
- B. Lift Station Cleaning – The intent of this work is to obtain competitive unit prices for all labor, tools, materials and equipment necessary to clean lift stations upon completion of sewer cleaning.

1.02 SCOPE OF WORK

- A. Sewer Cleaning – The intent of sewer line cleaning is to remove foreign materials and debris from the mainline sewers. This cleaning is also intended to restore the sewer to a minimum of ninety-five percent (95%) of its original carrying capacity.
- B. Lift Station Cleaning: Upon completion of sewer cleaning the following Lift Stations shall be cleaned by vacuuming out the wet well and or vacuuming out the debris acquired and accumulated in the bar screens.
 - a. Lift Station No. 1, 4 & 5 Cleaning shall include Wet Well and Bar Screen Area
 - b. Lift Station No. 2, 3, 6, 7, 8, 10, 13, 14 & 16: Wet Well Cleaning Only.
- C. Schedule of Work Hours – The Contractor shall work during the hours of 7:00 AM to 9:00 PM Monday through Friday. If there is a need for after-hours work or Saturday work, prior consent shall be obtained from the Owner.
- D. Traffic Control – The Contractor shall be solely responsible for all signage, flagging, cones, personnel and any other item or personnel required for traffic control. All traffic control signs, barricades, cones, etc. shall comply with the latest edition of the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD) All costs for traffic control shall be incidental to the project.

1.03 SUBMITTALS

- A. Safety Plan –The Contractor shall provide a safety plan and identify designated safety supervisory personnel to the Owner. The plan shall include confined space entry provisions and training, listing of personal protective equipment, and a traffic control plan

1.04 PROJECT SCHEDULE

- A. All work shall be completed between June 2, 2024 – September 27, 2024.

1.05 MEASUREMENT AND PAYMENT

- A. **Traffic Control:** By the Lump Sum – Shall be compensation in full for all labor, tools, materials, and equipment necessary to furnish, install and maintain traffic control.
- B. **Sewer Cleaning:** By the Linear Foot of sewer cleaning measured from center of manhole to center of manhole – Shall be compensation in full for all labor tools, materials, and equipment necessary to clean sanitary sewer system in conformance with specifications and disposal of sanitary debris.
- C. **Clean Lift Station:** By the Each. Shall be compensation in full for all labor, tools, materials, and equipment necessary to clean lift stations and properly dispose of all debris.
- D. **Remove Protruding Taps (If Required):** By the Each. Shall be compensation if full for all labor, tools, materials, and equipment necessary to remove protruding taps including removal and proper disposal of removed piping.
- E. **Removal of Roots (If Required):** By the Each. Shall be compensation in full for all labor, tools, materials, and equipment necessary to remove roots including proper disposal.
- F. **Bypass Pumping (If Required):** By the Each. Shall be compensation if full for all labor tools, materials and equipment necessary to bypass Sanitary Sewer flow around work if required.

PART 2 EQUIPMENT

2.01 SEWER CLEANING EQUIPMENT

- A. Cleaning Equipment – Line cleaning for this work shall be accomplished using equipment suitable to the task.
- B. High Velocity Cleaning Equipment – Where high velocity equipment is used, the equipment shall include an assortment of nozzles, milling or other heads, root saws, and other ancillary equipment necessary to accomplish the cleaning portion of the work.
- C. Mechanical Cleaning Equipment – Mechanical means for line cleaning may be used with the prior consent of the Owner.

PART 3 EXECUTION

3.01 SEWER CLEANING

- A. Operating Flows and Pressures –The Contractor shall take particular care to avoid causing blockages, debris dams, or overcharging of pipe with excess water flow that may cause backups into residences or business entities connected to the sewer lines.

The Contractor shall also be cognizant of the type, material, and condition of the pipe conduits being cleaned and use such wall force as necessary to clean the pipe. The Contractor shall take care not to cause further damage to existing sewer lines or sewer manholes during the cleaning process. Any damage to existing sewer lines or manholes caused by the Contractor's actions shall be brought to the immediate attention of the Owner.

- B. Capabilities - Cleaning equipment shall be capable of removing dirt, grease, sediment, rocks, sand, bricks, pieces of broken pipe, and other materials and obstructions from the sewer lines and manholes.
- C. Protection of Public and Private Property – During sewer cleaning operations, precautions shall be taken to prevent damage to public or private property. Any cleanup and associated costs caused by the Contractor's actions shall be the Contractor's responsibility to remedy.
- D. Water Supply for Jetting and Cleaning – Water required for jetting and cleaning shall be furnished by the East Grand Forks Water and Light Department by providing a connection to a municipal fire hydrant furnished with a meter and backflow preventer adjacent to the project area.
- E. Pipe Cleaning – High velocity pipe cleaning shall begin at the downstream manhole of a pipe segment and proceed upstream to the next inline manhole. The jetter hose and affixed tool (nozzle, root saw, etc.), shall proceed against the flow (i.e. upstream) to the next structure in line (i.e. the upstream manhole) if possible. The Contractor shall dewater and remove all sludge, dirt, sand, rocks, grease, and other solid or semisolid material and debris resulting from the cleaning operations from the downstream manhole of the sewer segment being cleaned. Passing material from sewer segment to sewer segment (without the debris being ultimately removed from the pipeline) shall not be permitted.
- F. Removal of Roots – Roots shall be removed from the sewer line:
 - 1. All roots shall be removed (with the exception of "fine roots" as defined in PACP) to within one inch (1") of the pipe wall.
 - 2. Roots shall only be removed by mechanical devices proceeding from the downstream manhole or access point to the root mass. No "reverse cutting" from the upstream manhole or access point will be permitted.
 - 3. All lines that require root cutting will be inspected after root cutting is completed. Televising may be stopped and root cutting executed while the video recording is paused.
 - 4. Care shall be taken during root removal to prevent damage to the host pipe. If, in the Contractor's opinion, removing roots by mechanical means would cause damage to the pipe, create further blockages, cause a loss of or damage to the Contractor's equipment, require a pipe dig up, etc., the Contractor shall notify the Owner immediately.

G. Removal of Mineral or Attached Deposits – Mineral or other attached deposits (MOAD) shall be removed:

1. All MOAD shall be removed to within ninety-five percent (95%) or the pipe diameter.
2. MOAD shall only be removed by mechanical devices proceeding from the downstream manhole or access point to the MOAD. No “reverse cutting” from the upstream manhole or access point will be permitted.
3. All lines that require MOAD cutting will be inspected after removal of MOAD is completed.
4. Removal of hardened deposits such as concrete, mortar, or other cementitious type material found attached in the pipeline is beyond the scope of this project. Such material shall be documented and coded during the CCTV inspection as “Other Deposits” using the PACP modifier “DAZ”.
5. Care shall be taken during removal of MOAD to prevent damage to the host pipe. If, in the Contractor’s opinion, removing deposits by mechanical means would cause damage to the pipe, create further blockages, cause a loss of or damage to the Contractor’s equipment, require a pipe dig up, etc., the Contractor shall notify the Owner immediately.

H. Removal of Protruding Taps – Protruding service taps shall be removed from the sewer:

1. All Taps shall be removed to within one half inch (0.5”) of the pipe wall.
2. Protruding taps will only be removed by the mechanical device proceeding from the downstream manhole or access point to the tap. No “reverse cutting” from the upstream manhole or access point will be permitted.
3. It should be noted that removing protruding taps constructed of polyvinyl chloride (PVC) may result in cracking or other damage to the lateral pipe upstream of the mainline connection. If cracking or other damage should occur, the contractor will not be responsible for repairing this damage, replacing or relaying the lateral, etc.
4. All lines that require tap cutting will be inspected after tap cutting is completed. Televising may be stopped and tap cutting executed while the video recording is paused.
5. If it is determined that a protruding tap should be removed by mechanical devices referenced above, said tap will be removed and shall be incidental to the project.

6. Care shall be taken during removal of protruding taps to prevent damage to the host pipe. If, in the Contractor's opinion, removing protruding taps by mechanical means would cause damage to the main pipeline or connecting service lateral, create further blockages, cause a loss of or damage to the Contractor's equipment, require a pipe dig up, etc., the Contractor shall notify the Owner immediately.
- I. Disposal of Sanitary Debris: Contractor shall dispose of all Sanitary Debris (Slurry) generated during cleaning operations at the Grand Forks Wastewater Treatment Facility. If the Debris has been dewatered and consists of mainly solids then those materials shall be disposed of at the Grand Forks Landfill. Contractor will be required to obtain a waste hauler permit from the City of Grand Forks with a Permit Fee of \$100.00.
- J. General Cleanup of Work Area – The Contractor shall keep the work area(s) clear of trash, debris, and other work related refuse that may result from its normal day-to-day operations. This shall include returning worksites to their original condition prior to cleaning or CCTV processes, normal wear and tear excepted.
- K. Other Responsibilities of the Contractor – The following circumstances shall constitute “other responsibilities” of the Contractor, including:
 1. Contractor Related Overflow – In the event the Contractor causes, observes, or otherwise discovers an overflow, surcharged manhole, interruption of sewer service, or backup, the Contractor shall immediately notify the Owner.
 2. Damage to or Disruption of Other Utilities – In the course of normal cleaning or CCTV operations, should other utilities be damaged or otherwise disrupted (e.g. gas lines, water lines, cable TV, communications cable), the Contractor shall immediately notify the Owner and the Engineer; and
 3. Accessing Private Property – The Contractor shall not enter private property without the permission of the property owner. The Owner shall secure access to private property or easements prior to the start of the project.

BID FORM

2024 SANITARY SEWER CLEANING / TELEVISIONING
EAST GRAND FORKS, MN

PROJECT AREA NO. 1					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Mobilization	LS	1		
2	Traffic Control	LS	1		
3	Sewer Cleaning (8"-12" Pipe)	LF	38,432		
4	Clean Lift Station	EA	12		
5	Removal Protruding Taps	EA	10		
6	Removal of Roots	EA	10		
7	Bypass Pumping	EA	1		
TOTAL BID - PROJECT AREA NO. 1					

see attached quote

 - president



Price Quote for City of East Grand Forks, Mn

Quote Date: March 11, 2024

CUSTOMER: City of East Grand Forks, MN

PROJECT: 2024 Sanitary Sewer Cleaning/Televising - Project Area 1

PLEASE MARK DESIRED LEVEL AND DURATION OF SERVICE

<input type="checkbox"/> Mobilization -	Lump Sum	= \$2,450.00
<input type="checkbox"/> Traffic Control -	Lump Sum	= \$1.00
<input type="checkbox"/> Jetting/Vacuum -	8" – 12" Pipe approx. 38,432 ft. @ \$0.85/ft.	= \$32,667.20
<input type="checkbox"/> Televise (if necessary) -	8" – 12" Pipe approx. @ \$2.00/ft.	= \$TBD
<input type="checkbox"/> Clean Lift Station -	12 lift stations @\$350/each	= \$4,200.00
<input type="checkbox"/> Removal Protruding Taps -	10 taps @ \$100/each	= \$1,000.00
<input type="checkbox"/> Removal of Roots -	10 Root balls @ \$50.00/each	= \$500.00
<input type="checkbox"/> Bypass Pumping -	1 Bypass Pumping @ \$1.00/each	= \$1.00
<input type="checkbox"/> Emergency Calls -	See details below	= \$TBD <i>(no charge on multi-year plan)</i>

Duration: 2024 2024 thru 2028 2024 thru _____ (specify)

Deliverables & Specifications: In connection with its work on the Project, JLL will satisfy performance standards and produce deliverables as follows:

- NASSCO PACP, LACP, & MACP Certified camera operator;
- Clean and Televise in accordance with NASSCO standards;
- Cleaning and Televising reports (color with still pictures);
- Televising video (your choice of DVD, VHS, or USB flash drive format); and
- GPS mapping of Sanitary mainlines only and emergency call service at no additional cost under multi-year maintenance program.

THIS PRICE QUOTE COVERS ONLY THE SERVICES AND SPECIFICATIONS LISTED ABOVE, AND IS GOOD FOR 30 CALENDAR DAYS FROM THE QUOTE DATE.

Additional Fees & Modifications: The fees and/or services listed below are not included in the above Price Quotes. Consequently, if you add these fees and/or services to the Project your total costs will increase. In the alternative, you can request to modify your service plan in order to manage expenses (e.g., reduce pipe footage in response to increased price-per-foot).

- Add additional lines at same segment price per foot quoted above;
- Root cutting, tap cutting, deposit reaming, and lift station cleaning charged additional \$350/hr. with 1 hour minimum;
- LETS (lateral evaluation television system) camera to launch from mainline into the service lateral up to 150 feet;
- Pipe sizes over 12" charged additional \$0.05/ft. per pipe size increase (added to unit prices for pipe under 12" quoted above);
- After 3 full jetting passes, "heavy cleaning" will be charged (up to 3 more passes) at same unit price per foot quoted above (until complete or directed by Customer).
- Downtime: If JLL provides any of the services listed in the "Customer Obligations" section, below, you will be charged a rate of \$500/hr. (per crew) until regular contract work can be resumed.
- Emergency Rates: If you are on a multi-year maintenance program, then emergency calls are charged at contracted mobilization and unit rates as specified in this Price Quote. If you are not on a multi-year maintenance program and if work needs to be done within 36-hours of a request, you will be charged a flat rate of \$500 plus \$500/hr. (per crew) from the time the crew is deployed from its then current location until the requested emergency work is completed.
- If the cost of fuel exceeds \$3.50/gallon, a fuel surcharge will be added to the fee for Mobilization.

Customer Obligations: Customer (and your designated contractor(s), where applicable) is obligated to perform as outlined below. Failure to satisfy these obligations will increase the total cost of the Project, and in some cases may prevent JLL from performing contracted services. If JLL performs any of these obligations on your behalf, we are entitled to reimbursement for all costs incurred, as well as fees charged at the hourly rate as specified in the prior section under "Downtime."

- Provide solid access, locate, and expose manholes in specified Project work areas;
- Provide water, dump site, and sewer bypass pumping, if necessary; and
- Provide/secure bonds, if needed.

Cell. 320.290.5764 Office. 320.965.2374 Fax. 320.965.2309

7505 County Road 103 SW | Kensington, MN 56343

www.JohnsonJet-Line.com

GENERAL TERMS & CONDITIONS

1. Fees & Payment Terms.

- (a) Regular Contracted Services: Services performed under a multi-year plan will be billed according to the terms listed in this Price Quote, and invoiced within 30-days of performance. You agree to issue payment within 45-days of the invoice date.
- (b) Emergency Service: Unless otherwise agreed, you will be invoiced immediately upon completion of any emergency services, and you agree to pay the invoiced amount within 10-days of the emergency service invoice date.
- (c) JJJ will be entitled to payment for any services actually performed that are not included in this Price Quote, and reimbursement for any actual expense/cost paid on your behalf, pursuant to the terms provided above.
- (d) You acknowledge and agree that payment constitutes your expressed approval and acceptance of all work and services as performed by JJJ.
- (e) Overdue Invoices & Attorney’s Fees: If any invoiced amount is not received by JJJ by the applicable due date, then without limiting JJJ’s rights or remedies, (i) those charges may accrue late interest at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, and/or (ii) JJJ may condition the performance of any remaining services under this Price Quote on payment terms shorter than those specified in Section 1(a) and 1(b), above. Customer further agrees to reimburse JJJ for any reasonable legal, collection, and/or attorney’s fees incurred to effect settlement and payment of any past due amounts.

2. Duration, Renewal & Termination.

- (a) This Project will commence upon execution of this Price Quote by both parties and last for the duration specified above. JJJ, in consultation with you, will determine the schedule for performing services for the duration of the Project, including the date of final service. JJJ will notify you when the date of final service has been determined.
- (c) This Project Agreement will not renew automatically. The parties must enter a new agreement at the conclusion of this Project if they desire to continue service. Scope, pricing, and all other aspects of service will be negotiated at that time.
- (d) The term of this Project may be extended or terminated prior to the date of final service upon the mutual agreement of the parties. If terminated prior to the date of final service, JJJ shall be entitled to compensation for any services performed and expenses incurred up to the date of termination.

3. Independent Contractor. The relationship between JJJ and Customer is that of independent contractor. JJJ is not an employee of the Contractor. It is JJJ’s responsibility to withhold all federal, state, or local income taxes, social security taxes, unemployment, and other payroll taxes required by law for services rendered under this Project Agreement.

4. Confidentiality. Any information, documents, materials, machines, processes, or other aspects of JJJ’s work on the Project is considered to be proprietary and confidential, and you agree not to disclose or use it for your own benefit or for the benefit of any third-party without first receiving written consent from JJJ.

5. Acceptance & Effectiveness. By signing below, you accept the terms and conditions of this document in its entirety. Any addendums or additions shall be made in writing and signed by both parties. If the parties subsequently enter into any contract, agreement, etc., then it will be considered to constitute acceptance of this Price Quote irrespective of any provision therein to the contrary. Furthermore, this Price Quote shall be incorporated by reference and made a fully enforceable part of that contract, agreement, etc. Unless otherwise agreed to by the parties, any and all inconsistencies between this document and a subsequently entered contract, agreement, etc. will be resolved in favor of this document.

6. Failure to Exercise or Enforce. Except as provided under Section 1(d), above, the failure of either party to enforce or exercise their rights shall not be construed to be a waiver of such right and/or the right to insist upon strict compliance with the obligations or the terms herein.

7. Severability. The terms of this Price Quote are severable, and if any term or provision is declared by a court of competent jurisdiction to be illegal, the remainder of the provisions shall continue to be valid and fully enforceable.

8. Choice of Law, Forum Selection & Costs; NASSCO Guidelines. This Agreement shall be construed and interpreted according to the substantive law of Minnesota, excluding the law of conflicts. Any action brought to enforce the terms and conditions provided herein, or for the breach thereof, shall be brought and tried in Minnesota. To the extent permitted by law, the losing party in any lawsuit, arbitration proceeding, etc. between Customer and JJ-L (and properly adjoined third-parties) shall pay the reasonable legal fees and costs of the prevailing party. The guidelines published by the National Association of Sewer Service Companies (NASSCO) ([available here](#)), as updated from time to time, shall be the primary authority for defining industry terms, establishing standards of performance, and for addressing all other industry-specific questions or matters.

9. Force Majeure. The parties shall not be held responsible or liable for any loss, damage, or delay in the performance of the Project due to strikes, walkouts, acts of God, governmental restrictions, enemy action, civil commotion, public health crises or stay-at-home or shelter-in-place orders, unavoidable casualty, or other causes similar or dissimilar that are beyond their control.

This Price Quote is JJJ’s best attempt to summarize the scope and estimate the cost of your project. By signing below, you represent that you have read the Price Quote in its entirety (including the “General Terms & Conditions” listed above), that you understand all its terms, that we have accurately described the services to be performed, and that you agree to pay the rates quoted for those services. You promise to honor the terms and to perform in the manner specified throughout this document, and you acknowledge that both of us intend for this document to govern the relationship between us as it relates to the Project. ACCORDINGLY, we both promise to take all necessary steps to incorporate this Price Quote, in its entirety, into any contract, agreement, etc. that we may enter in the future in connection with this Project (irrespective of any provisions to the contrary).

Please sign below and submit by fax (320-965-2309) or e-mail (chase@johnsonjet-line.com) within 30 days of the date at the top of page one.

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

I AM AUTHORIZED TO EXECUTE THIS DOCUMENT AND TO ACT ON BEHALF OF THE CUSTOMER NAMED HEREIN..

BID FORM

2024 SANITARY SEWER CLEANING / TELEVISIONING
EAST GRAND FORKS, MN

PROJECT AREA NO. 2					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Mobilization	LS	1		
2	Traffic Control	LS	1		
3	Sewer Cleaning (8"-15" Pipe)	LF	30,367		
4	Removal Protruding Taps	EA	5		
5	Removal of Roots	EA	5		
TOTAL BID - PROJECT AREA NO. 2					

See attached quote

 - president



Price Quote for City of East Grand Forks, Mn

Quote Date: March 11, 2024

CUSTOMER: City of East Grand Forks, MN

PROJECT: 2024 Sanitary Sewer Cleaning/Televising - Project Area 2

PLEASE MARK DESIRED LEVEL AND DURATION OF SERVICE

<input type="checkbox"/> Mobilization -	Lump Sum	= \$2,450.00
<input type="checkbox"/> Traffic Control -	Lump Sum	= \$1.00
<input type="checkbox"/> Jetting/Vacuum -	8" – 15" Pipe approx. 30,367 ft. @ \$0.85/ft.	= \$25,811.95
<input type="checkbox"/> Televise (if necessary) -	8" – 15" Pipe approx. @ \$2.00/ft.	= \$TBD
<input type="checkbox"/> Removal Protruding Taps -	10 taps @ \$100/each	= \$1,000.00
<input type="checkbox"/> Removal of Roots -	10 Root balls @ \$50.00/each	= \$500.00
<input type="checkbox"/> Emergency Calls -	See details below	= \$TBD <i>(no charge on multi-year plan)</i>

Duration: 2024 2024 thru 2028 2024 thru _____ (specify)

Deliverables & Specifications: In connection with its work on the Project, JJL will satisfy performance standards and produce deliverables as follows:

- NASSCO PACP, LACP, & MACP Certified camera operator;
- Clean and Televise in accordance with NASSCO standards;
- Cleaning and Televising reports (color with still pictures);
- Televising video (your choice of DVD, VHS, or USB flash drive format); and
- GPS mapping of Sanitary mainlines only and emergency call service at no additional cost under multi-year maintenance program.

THIS PRICE QUOTE COVERS ONLY THE SERVICES AND SPECIFICATIONS LISTED ABOVE, AND IS GOOD FOR 30 CALENDAR DAYS FROM THE QUOTE DATE.

Additional Fees & Modifications: The fees and/or services listed below are not included in the above Price Quotes. Consequently, if you add these fees and/or services to the Project your total costs will increase. In the alternative, you can request to modify your service plan in order to manage expenses (e.g., reduce pipe footage in response to increased price-per-foot).

- Add additional lines at same segment price per foot quoted above;
- Root cutting, tap cutting, deposit reaming, and lift station cleaning charged additional \$350/hr. with 1 hour minimum;
- LETS (lateral evaluation television system) camera to launch from mainline into the service lateral up to 150 feet;
- Pipe sizes over 15" charged additional \$0.05/ft. per pipe size increase (added to unit prices for pipe under 15" quoted above);
- After 3 full jetting passes, "heavy cleaning" will be charged (up to 3 more passes) at same unit price per foot quoted above (until complete or directed by Customer).
- Downtime: If JJL provides any of the services listed in the "Customer Obligations" section, below, you will be charged a rate of \$500/hr. (per crew) until regular contract work can be resumed.
- Emergency Rates: If you are on a multi-year maintenance program, then emergency calls are charged at contracted mobilization and unit rates as specified in this Price Quote. If you are not on a multi-year maintenance program and if work needs to be done within 36-hours of a request, you will be charged a flat rate of \$500 plus \$500/hr. (per crew) from the time the crew is deployed from its then current location until the requested emergency work is completed.
- If the cost of fuel exceeds \$3.50/gallon, a fuel surcharge will be added to the fee for Mobilization.

Customer Obligations: Customer (and your designated contractor(s), where applicable) is obligated to perform as outlined below. Failure to satisfy these obligations will increase the total cost of the Project, and in some cases may prevent JJL from performing contracted services. If JJL performs any of these obligations on your behalf, we are entitled to reimbursement for all costs incurred, as well as fees charged at the hourly rate as specified in the prior section under "Downtime."

- Provide solid access, locate, and expose manholes in specified Project work areas;
- Provide water, dump site, and sewer bypass pumping, if necessary; and
- Provide/secure bonds, if needed.

Cell. 320.290.5764 Office. 320.965.2374 Fax. 320.965.2309
7505 County Road 103 SW | Kensington, MN 56343
www.JohnsonJet-Line.com

GENERAL TERMS & CONDITIONS

1. Fees & Payment Terms.

- (a) Regular Contracted Services: Services performed under a multi-year plan will be billed according to the terms listed in this Price Quote, and invoiced within 30-days of performance. You agree to issue payment within 45-days of the invoice date.
- (b) Emergency Service: Unless otherwise agreed, you will be invoiced immediately upon completion of any emergency services, and you agree to pay the invoiced amount within 10-days of the emergency service invoice date.
- (c) JLL will be entitled to payment for any services actually performed that are not included in this Price Quote, and reimbursement for any actual expense/cost paid on your behalf, pursuant to the terms provided above.
- (d) You acknowledge and agree that payment constitutes your expressed approval and acceptance of all work and services as performed by JLL.
- (e) Overdue Invoices & Attorney’s Fees: If any invoiced amount is not received by JLL by the applicable due date, then without limiting JLL’s rights or remedies, (i) those charges may accrue late interest at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, and/or (ii) JLL may condition the performance of any remaining services under this Price Quote on payment terms shorter than those specified in Section 1(a) and 1(b), above. Customer further agrees to reimburse JLL for any reasonable legal, collection, and/or attorney’s fees incurred to effect settlement and payment of any past due amounts.

2. Duration, Renewal & Termination.

- (a) This Project will commence upon execution of this Price Quote by both parties and last for the duration specified above. JLL, in consultation with you, will determine the schedule for performing services for the duration of the Project, including the date of final service. JLL will notify you when the date of final service has been determined.
- (c) This Project Agreement will not renew automatically. The parties must enter a new agreement at the conclusion of this Project if they desire to continue service. Scope, pricing, and all other aspects of service will be negotiated at that time.
- (d) The term of this Project may be extended or terminated prior to the date of final service upon the mutual agreement of the parties. If terminated prior to the date of final service, JLL shall be entitled to compensation for any services performed and expenses incurred up to the date of termination.

3. Independent Contractor. The relationship between JLL and Customer is that of independent contractor. JLL is not an employee of the Contractor. It is JLL’s responsibility to withhold all federal, state, or local income taxes, social security taxes, unemployment, and other payroll taxes required by law for services rendered under this Project Agreement.

4. Confidentiality. Any information, documents, materials, machines, processes, or other aspects of JLL’s work on the Project is considered to be proprietary and confidential, and you agree not to disclose or use it for your own benefit or for the benefit of any third-party without first receiving written consent from JLL.

5. Acceptance & Effectiveness. By signing below, you accept the terms and conditions of this document in its entirety. Any addendums or additions shall be made in writing and signed by both parties. If the parties subsequently enter into any contract, agreement, etc., then it will be considered to constitute acceptance of this Price Quote irrespective of any provision therein to the contrary. Furthermore, this Price Quote shall be incorporated by reference and made a fully enforceable part of that contract, agreement, etc. Unless otherwise agreed to by the parties, any and all inconsistencies between this document and a subsequently entered contract, agreement, etc. will be resolved in favor of this document.

6. Failure to Exercise or Enforce. Except as provided under Section 1(d), above, the failure of either party to enforce or exercise their rights shall not be construed to be a waiver of such right and/or the right to insist upon strict compliance with the obligations or the terms herein.

7. Severability. The terms of this Price Quote are severable, and if any term or provision is declared by a court of competent jurisdiction to be illegal, the remainder of the provisions shall continue to be valid and fully enforceable.

8. Choice of Law, Forum Selection & Costs; NASSCO Guidelines. This Agreement shall be construed and interpreted according to the substantive law of Minnesota, excluding the law of conflicts. Any action brought to enforce the terms and conditions provided herein, or for the breach thereof, shall be brought and tried in Minnesota. To the extent permitted by law, the losing party in any lawsuit, arbitration proceeding, etc. between Customer and JJ-L (and properly adjoined third-parties) shall pay the reasonable legal fees and costs of the prevailing party. The guidelines published by the National Association of Sewer Service Companies (NASSCO) ([available here](#)), as updated from time to time, shall be the primary authority for defining industry terms, establishing standards of performance, and for addressing all other industry-specific questions or matters.

9. Force Majeure. The parties shall not be held responsible or liable for any loss, damage, or delay in the performance of the Project due to strikes, walkouts, acts of God, governmental restrictions, enemy action, civil commotion, public health crises or stay-at-home or shelter-in-place orders, unavoidable casualty, or other causes similar or dissimilar that are beyond their control.

This Price Quote is JLL’s best attempt to summarize the scope and estimate the cost of your project. By signing below, you represent that you have read the Price Quote in its entirety (including the “General Terms & Conditions” listed above), that you understand all its terms, that we have accurately described the services to be performed, and that you agree to pay the rates quoted for those services. You promise to honor the terms and to perform in the manner specified throughout this document, and you acknowledge that both of us intend for this document to govern the relationship between us as it relates to the Project. ACCORDINGLY, we both promise to take all necessary steps to incorporate this Price Quote, in its entirety, into any contract, agreement, etc. that we may enter in the future in connection with this Project (irrespective of any provisions to the contrary).

Please sign below and submit by fax (320-965-2309) or e-mail (chase@johnsonjet-line.com) within 30 days of the date at the top of page one.

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

I AM AUTHORIZED TO EXECUTE THIS DOCUMENT AND TO ACT ON BEHALF OF THE CUSTOMER NAMED HEREIN..

Proposal for:
2024 Sanitary Sewer Cleaning/TV -East Grand Forks ND
 from
Pipe Detectives Inc
 2505 17th St SE, PO Box 1197, Jamestown, ND 58401
 (701) 952-5544 colleen.lund@pipedetectivesinc.com



Bid Date: 3/19/2024
 Time: 10:00AM

Quote Number: 24-0091

Item	Description	Quantity	Unit	Unit Price	Total Price
01	Mobilization	1.00	LS	3,500.00	3,500.00
02	Traffic Control	1.00	LS	1.00	1.00
03	8-15 Pipe Clean Only	30,367.00	LF	0.80	24,293.60
04	Remove Protruding Taps	5.00	EA	200.00	1,000.00
05	Remove Roots	5.00	EA	200.00	1,000.00
06	Waste Permit Fee	1.00	EA	100.00	100.00
				Total:	<u><u>29,894.60</u></u>
ALT 2	East Grand Forks				
01	Mobilization	1.00	LS	3,500.00	3,500.00
02	Traffic Control	1.00	LS	1.00	1.00
03	8-15 Pipe Clean Only	38,432.00	LF	0.80	30,745.60
04	Clean Lift Station	12.00	EA	350.00	4,200.00
05	Remove Taps	10.00	EA	200.00	2,000.00
06	Removal Of Roots	10.00	EA	200.00	2,000.00
07	Bypass Pumping	1.00	EA	1.00	1.00
				Total:	<u><u>42,447.60</u></u>
				Total:	<u><u>72,342.20</u></u>

Proposal for:
2024 Sanitary Sewer Cleaning/TV -East Grand Forks ND
 from
Pipe Detectives Inc
 2505 17th St SE, PO Box 1197, Jamestown, ND 58401
 (701) 952-5544 colleen.lund@pipedetectivesinc.com



Bid Date: 3/19/2024
 Time: 10:00AM

Quote Number: 24-0091

Item	Description	Quantity	Unit	Unit Price	Total Price
------	-------------	----------	------	------------	-------------

NOTE: THIS PROPOSAL IS SUBJECT TO REVISION, BASED ON FINAL APPROVED PLANS AND SPECIFICATIONS.

Televising includes general pipe maintenance (cleaning up to 3 pulls with Jet/Vac). Any excessive deposits, roots and debris requiring heavy cleaning (4+ pulls) will be "billed at a rate of \$350/hr. The General Contractor is responsible for any required permits and/or notifications to assure manhole accessibility.

In addition; any dewatering or damming, traffic control (other than localized cones and strobe lighting) and maintaining clean, continuous water supply for operations is borne by the General Contractor.

Prevailing wage are not included in this bid. See the following pages for additional notes. If Bond is required add an additional 1% of total bid.

RETAINAGE NOT TO EXCEED 5% and released upon their final approval.
 ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES.

Any alteration or deviation from above specifications and attached conditions involving extra cost will be executed only upon written orders, and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workers compensation insurance.

The signature below indicates agreement to and acceptance of the Pricing, Terms, and Conditions listed in this Agreement and Pipe Detectives is authorized to proceed.

 Name and Title

 Date

Pipe Detectives Inc

Job Conditions - Attachment 'A'

2024 Sanitary Sewer Cleaning/TV -East Grand Forks ND

Quotes are valid for 30 Days

Section 1 Client Obligations

Client will make available to PD all known information regarding existing and proposed requirements, in advance of work, which may affect work, including but not limited to: specifications, contracts, recommendations, plans, map of manholes.

Client will identify a representative(s) and contact information who will be responsible for questions, as they relate to the project, regarding any preliminary work and for the duration of the field work.

Section 2 Ownership of Intellectual Property

All documents and digital media prepared by PD for Client, upon job completion, will become and remain the property of Client

PD will retain all pertinent records concerning services performed for a period of two (2) years after the job is complete.

Section 3 Disputes

In the event that a dispute arises, PD and Client agree to resolve any dispute through informal process.

Section 4 Insurance

See attached certificate of insurance that outlines our insurance limits (if applicable).

Section 5 Job Conditions/Equipment Retrieval

PD assumes no responsibility for pipe conditions for any causes what-so-ever. If the conditions are such that services cannot be performed adequately as determined by PD, the Client agrees to take actions to rectify those conditions to allow customary cleaning and/or televising and associated records. Standby and additional service fees may apply as necessary.

In rare circumstances camera or cleaning equipment may become entrapped in pipe. In this event, Client is responsible for the expense incurred while retrieving the equipment unless equipment is entrapped due to the negligence of PD.

Section 6 Performance

The Parties understand that specific observations may not necessarily represent all pipe conditions within the project. Both PD and the Client agree that there may be circumstances not included within the "Request" or the "Bid" that can affect the anticipated results of the project. PD will communicate any conditions, as necessary, that would impact the schedule or the bid amount, and that may require services in addition to the original request or bid. The Client agrees that these factors will be considered and properly dispositioned during the project.

Section 7 VARIATIONS IN QUANTITY

If the quantity of a unit-priced item in this contract is an estimated quantity and the actual quantity of the unit-priced item varies more than 15 percent above or below the estimated, an equitable adjustment in the contract price shall be made upon demand of either party.

The adjustment shall be based upon any increase or decrease.

Section 8 Termination of Agreement

This agreement may be terminated by the Client upon ten (10) days written notice identifying the "failure to perform". PD shall have ten (10) days to remedy any claim, after which the contract shall expire. Upon contract expiration, PD will be compensated for services rendered plus any reasonable termination expenses.

If an agreement is terminated or suspended (prior to completion) for more than three (3) months, PD reserves the right to re-quote the cost of services at current pricing and included applicable expenses incurred due to delay.

Section 9 Traffic Control

Basic traffic control provided with contract consists of equipment flashers with external strobe lights (if available on equipment) along with cones. Any additional traffic control needed shall be the responsibility of the Client.

Section 10 OTHER

All bid items are tied.

Standby refers to the period during which equipment is assigned to a job and available for work, but is not put into operation for reasons determined by the Owner/Client. In the event a Standby request is made the following schedule shall apply:

Jetter Operations: \$300/Unit-hr

Camera Operations: \$240/Unit-hr

General Labor not associated with equipment operations: \$57/Emp-hr.

In the event overnight is required resulting from a Standby request, the Owner/Client shall reimburse Pipe Detectives Inc for any Per diem and lodging expenses occurring as a result of the same.

Client will have all manholes accessible prior to contractor start date.

3/19/2024 9:58AM

Estimator: Colleen Lund

For Job: 2024 Sanitary Sewer Cleaning/TV -East Grand Forks ND

Pipe Detectives Inc
Job Conditions - Attachment 'A'

2024 Sanitary Sewer Cleaning/TV -East Grand Forks ND

Client will provide sand-free water & dumpsite for Vactor and/or pumper. We require ability to connect to 2 1/2" hydrant fitting with standard fire hose threads.

Payment Terms are Net 30 days.

In the event of any inconsistency or conflict between this Agreement and other Contract documents, however referenced or identified, the terms, conditions and provisions of this Agreement shall govern and control.

Quotes are valid for 30 Days

3/19/2024 9:58AM

Estimator: Colleen Lund

For Job: 2024 Sanitary Sewer Cleaning/TV -East Grand Forks ND



City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

February 29, 2024

Chase Johnson
Johnson Jet-Line
16275 State Hwy 27 W
Kensington, MN 56343

Lance Edwards
Jet-Way Multiple Services, Inc
PO Box 131
Harwood, ND 58042

Colleen Lund
Pipe Detectives
18695 270th St.
Elbow Lake, Mn 56531

Ricky Fredrickson
Veit & Company
15429 Comet Road NW
Bemidji, Mn 56601

RE: Request for Quotes
2024 Sanitary Sewer Televising / Cleaning
East Grand Forks, MN

Dear Contractors:

The City of East Grand Forks Public Works Department is requesting Quotes for the above referenced project. Quotes will be received until 10:00 A.M. March 19, 2024 in the Administration Office, East Grand Forks City Hall located at 600 Demers Ave.

Included for your use in preparing your bid are the following items:

1. Project Area Map
2. Specifications: **Section 33 0130.11 – Sewer Cleaning and CCTV Inspection**
3. Bid Forms

If you have any questions, please feel free to give me a call at 218-791-8190 or I can be reached by e-mail at dnelson@egf.mn

Respectfully,
City of East Grand Forks Public Works Department

Dillon Nelson, Stormwater / Wastewater Operator

BID FORM

**2024 SANITARY SEWER CLEANING / TELEVISIONING
EAST GRAND FORKS, MN**

PROJECT AREA NO. 1					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Mobilization	LS	1	3000.00	3000.00
2	Traffic Control	LS	1	1500.00	1500.00
3	Sewer Cleaning (8"-12" Pipe)	LF	38,432	1.20	46118.40
4	Clean Lift Station	EA	12	2000.00	24000.00
5	Removal Protruding Taps	EA	10	400.00	4000.00
6	Removal of Roots	EA	10	400.00	4000.00
7	Bypass Pumping	EA	1	2500.00	2500.00
TOTAL BID - PROJECT AREA NO. 1					85118.40

BID FORM

**2024 SANITARY SEWER CLEANING / TELEVISIONING
EAST GRAND FORKS, MN**

PROJECT AREA NO. 2					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Mobilization	LS	1	3000.00	3000.00
2	Traffic Control	LS	1	1500.00	1500.00
3	Sewer Cleaning (8"-15" Pipe)	LF	30,367	1.20	36440.40
4	Removal Protruding Taps	EA	5	400.00	2000.00
5	Removal of Roots	EA	5	400.00	2000.00
TOTAL BID - PROJECT AREA NO. 2					44940.40

Request for Council Action

Date: 3/22/24

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Jason Stordahl

RE: Change to Spring Clean-Up Dates

The dates of Spring Clean-Up week will be changing from May 6th – 10th and instead will be taking place the week of May 13th – 17th. The electronic and hazardous waste event **will not** be changing and will still be taking place on Saturday, May 11th from 9am to 3pm.

Request for Council Action

Date: March 26, 2024

To: East Grand Forks City Council Mayor Steve Gander, Council members Clarence Vetter, Ben Pokrzywinski, Tim Riopelle, Dale Helms, Mark Olstad, Brian Larson, and Karen Peterson.

Cc: File

From: Nancy Ellis, Community Development Director

RE: Review and approve the bid for the City Hall roof replacement

RECOMMENDATION:

Information on the bid tabulation, base and alternate bid, and review of bid with reference check on the bidder is not completed at the time this RCA needs to be submitted. Information and documentation will be provided at the Work Session.

BACKGROUND INFORMATION:

A few years ago, the City of East Grand Forks received an assessment from RSI on the condition of roof/building envelopes of several City facilities. From this assessment, it was determined that many of these roofs needed to be redone or re-roofed. They have been scheduled in our Capital Improvement Plans and the City Hall roof is up for re-roofing in 2024.

I received approval to hire a consultant to prepare the design specifications and drawings for the project, prepare bid packages and contract agreements, contact the bid process, and provide construction administration and quality assurance observation (QAO). Roof Spec, Inc was hired to complete the above-mentioned tasks.

The council approved bidding process is complete for the City Hall roof. We had 4 contractors bid on the project and all four had complete bid packages. I will provide the tabulated results as well as a letter of recommendation from our project manager at the Tuesday meeting.

SUPPORT MATERIALS TO BE HANDED OUT AT THE MEETING:

- Bid Tabulation
- Letter of recommendation
- Addendum #1

Request for Council Action

Date: March 26, 2024

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Vice-President Tim Riopelle; Council members Clarence Vetter, Dale Helms, Brian Larson, Karen Peterson, and Ben Pokrzywinski.

Cc: File

From: Jeremy King, Parks & Recreation

RE: Request to advertise for Parks & Recreation Specialist

Background:

The Parks Department has received a resignation from the full-time Parks and Recreation Specialist.

Seeking approval of an advertisement and opening a Civil Service hiring process for this open position.

This position is important to the continued success of the department providing administrative support by performing various office tasks, providing customer service, marketing programming and events, promoting, and distributing parks and recreation information, and overseeing various recreation and cultural activities.

Budget Impact:

The position is listed at a Grade 10, Step 1 on the City full time pay scale. Wages start at \$21.48 per hour.

The position was budgeted at a Grade 10, Step 5 for the 2024 budget.

Recommendation:

Authorize staff to start the hiring process, and advertise for the hire of Parks & Recreation Specialist.

Enclosure:

Job Description for position of Parks & Recreation Specialist.

Parks and Recreation Specialist

Department: Parks and Recreation
Grade: 10

FLSA Status: Non-Exempt

General Definition of Work

Performs semi-skilled work performing various tasks in the implementation and maintenance of Parks & Recreation programs and activities to provide the City of East Grand Forks the opportunity to relax, exercise, socialize, and share common interests through organized activities. Provides administrative support work for Parks & Recreation Department performing various office duties to include providing customer service, marketing activities and events, promoting, and distributing parks and recreation information, and assisting with various recreation and cultural activities. Related duties as apparent or assigned. Work is performed under the direction of the Park and Recreation Superintendent.

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

Serves as Parks & Recreation office support staff providing exceptional customer service. Greets visitors; answers telephone; provides information; forwards calls and directs visitors to appropriate party; assists the public with the completion of standardized records or documents.

Receives and responds to public inquiries, concerns, and service requests and forwards to appropriate party for disposition.

Assists recreation department in implementation and coordination of community recreation programs and cultural events

Monitors and oversees programs and activities which will provide recreation opportunities in a variety of activities, by working with community partners and/or youth and adult associations

Assists with the supervision of seasonal and part-time recreation activity employees and volunteers

Assists in the preparation and management of Parks & Recreation Department special events and athletic tournaments.

Prepares and executes marketing strategies for department which promotes interest and provides information regarding recreation activities through the local media, City Parks & Recreation website and social media platforms.

Assists in the writing of applicable grants and solicitation of donations to support Parks & Recreation activities.

Adheres to revenue and expense budgets, goals, and guidelines for areas within position responsibility.

Under the direction of Parks & Recreation Superintendent, prepares purchase orders and invoices for payment, as well as preparing and sending invoices for payment by renters and businesses.

Assists in the preparation of Cemetery deeds, lot sales and meeting packets; collects and receipts monies collected.

Operates a variety of standard office equipment, keeps inventory control of office supplies, and performs light maintenance on photocopy equipment.

Performs other related duties as assigned to ensure the success of the Parks & Recreation Department.

Knowledge, Skills and Abilities

General knowledge of the philosophies, principles, and practices of professional recreation work; ability to assess recreational needs of the community and to develop and implement appropriate programs; General knowledge of standard office practices and procedures; ability to operate standard office equipment and related hardware and software; general knowledge of business English, spelling and math; general knowledge of city and department programs and policies; ability to communicate effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to learn specialized software, systems or equipment related to business needs; ability to generate timely and accurate records, reports and files; ability to plan,

Parks and Recreation Specialist

coordinate, assign and review the activities of assigned volunteers and personnel; ability to establish and maintain effective working relationships with associates, activity participants and the general public.

Education and Experience

High School Diploma and two years of experience in an office support staff setting or a combination of work experience and education equaling two (2) years; which demonstrates possession of the knowledge and abilities listed in the functions of this position is accepted. Acceptable experience may include paid or volunteer positions with similar duties. Experience with recreational and youth activities is a plus.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force, and/or up to 10 pounds of force frequently, and/or negligible amount of force to lift, carry, push, pull or otherwise move objects in the performance of the job. Work regularly requires sitting, speaking or hearing, using hands to handle or feel and repetitive motions, frequently requires standing, walking and reaching with hands and arms and occasionally requires climbing or balancing, 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 and observing general surroundings and activities; work has occasional exposure to environmental conditions; Tasks conducted in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota

Ability to obtain a commercial driver's license (CDL) with a school bus endorsement within one (1) year.

CPR/First Aid/AED Certification within one (1) year.

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