

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 4, 2025 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of January 21, 2025.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 28, 2025.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. Consider approving the Exempt Gambling Permit application for the Northern Lights Figure Skating Club to hold a raffle and bingo on April 17, 2025 at the Eagle Club located at 227 10th St NW East Grand Forks, MN 56721 and waive the 30 day waiting period.
4. Consider adopting Resolution No. 25-02-13 approving the following Board and Commission appointments as presented by the appropriate elected officials.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

NONE

COMMUNICATIONS: NONE

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.

OLD BUSINESS: NONE

NEW BUSINESS:

5. Consider approving the update to the Parks and Recreation Commission bylaws changing the meetings from monthly to quarterly.
6. Consider adopting Resolution No. 25-02-14 supporting and approving the 2025 BUILD Grant application towards planning activities for the East Grand Forks-Grand Forks Bridge crossing project and authorize the City Administrator to submit the application.
7. Consider adopting Resolution No. 25-02-15 awarding the 2025 Annual Sewer Cleaning to Johnson Jet-Line Inc for a total of \$103,952.92 for Project Areas 1 and 2 and rejecting the alternate option.
8. Consider adopting Resolution No. 25-02-16 ordering improvement and preparation of plans and specifications for the 2025 City Project No. 3 for the Lift Station 13 Rehabilitation.
9. Consider approving the Opinion of Council which will be filed with the Federal Transit Administration (FTA) along with the application for the City of East Grand Forks for federal transportation assistance.
10. Consider adopting Resolution No. 25-02-17 authorizing the filing of applications with the Federal Transit Administration for federal transportation assistance.

CLAIMS:

11. Consider adopting Resolution No. 25-02-18 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the goods referenced in check number 43899 for a total of \$80.00 whereas Council member Riopelle is personally interested financially in the contract.
12. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

THE STRATEGIC PLANNING SESSION WILL FOLLOW THE COUNCIL MEETING IN THE TRAINING ROOM IN CITY HALL.

Upcoming Meetings

- Work Session – Tuesday, February 11, 2025 – Training Room – 5:00 PM
- Council Meeting – Tuesday, February 18, 2025 – Council Chambers – 5:00 PM
- Work Session – Tuesday, February 25, 2025 – Training Room – 5:00 PM
- Council Meeting – Tuesday, March 4, 2025 – Council Chambers – 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.

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 21, 2025 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, January 21, 2025 was called to order by Council President Larson at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Maggie Brockling, Economic Development Director; Steve Emery, City Engineer; Ron Galstad, City Attorney; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

Council President Larson stated the open form was an opportunity for members of the public to address the City Council on items not on the current agenda and items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. He asked if anyone would like to address the City Council, please come up to the podium to do so. No one came forward.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Organizational Meeting” for the East Grand Forks, Minnesota City Council of January 7, 2025.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 7, 2025.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 14, 2025.

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

Voting Aye: Riopelle, Helms, Casmey, Larson, Peterson, Schumacher, and Pokrzywinski.

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

- 4. Consider adopting Resolution No. 25-01-10 approving the following Board and Commission appointments and reappointments as presented by the appropriate elected officials.
- 5. Consider approving the updates to the bylaws of the East Grand Forks Fire Relief Association.
- 6. Consider adopting Resolution No. 25-01-11 approving the designated council appointments to the boards and commissions for 2025-2026.
- 7. Consider approving the Special Event Application for the Vintage Snowmobile Show to be held on Saturday, February 1st from 7:30am to 4pm and allow them to block off some parking spaces in the parking lot by restaurant row.

A MOTION WAS MADE BY COUNCIL MEMBER CASMEY, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS FOUR (4) THROUGH SEVEN (7).

*Voting Aye: Riopelle, Helms, Casmey, Larson, Peterson, Schumacher, and Pokrzywinski.
Voting Nay: None.*

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 8. Regular meeting minutes of the Water, Light, Power, and Building Commission for January 2, 2025.

COMMUNICATIONS: NONE

OLD BUSINESS:

- 9. Consider adopting Ordinance 44, 4th Series amending City Code Chapter 33 Entitled "Finance and Taxation" by adding sections 33.15 to 33.24 Sales And Use Tax Local Improvement Projects, and by adopting by reference City Code Chapter 1 and Section 10.99 which, among other things, contain penalty provisions (2nd Reading).

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT ORDINANCE 44, 4TH SERIES AMENDING CITY CODE CHAPTER 33 ENTITLED "FINANCE AND TAXATION" BY ADDING SECTIONS 33.15 TO 33.24 SALES AND USE TAX LOCAL IMPROVEMENT PROJECTS, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS (2ND READING).

*Voting Aye: Riopelle, Helms, Casmey, Larson, Peterson, Schumacher, and Pokrzywinski.
Voting Nay: None.*

NEW BUSINESS:

10. Consider approving the summary for Ordinance 44 4th Series to be published in place of the complete ordinance.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO APPROVE THE SUMMARY FOR ORDINANCE 44 4TH SERIES TO BE PUBLISHED IN PLACE OF THE COMPLETE ORDINANCE.

Voting Aye: Riopelle, Helms, Casmey, Larson, Peterson, Schumacher, and Pokrzywinski.

Voting Nay: None.

11. Consider adopting Resolution No. 25-01-12 approving the formation and appointments to the Recreation Facility Improvement Project Steering Committee.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER SCHUMACHER, TO ADOPT RESOLUTION NO. 25-01-12 APPROVING THE FORMATION AND APPOINTMENTS TO THE RECREATION FACILITY IMPROVEMENT PROJECT STEERING COMMITTEE.

Mayor Olstad asked for the Council President Larson to give an outline of why this committee was being formed and what the benefits were. Council President Larson said the formation of this steering committee was an important milestone for this project, the committee members included a Council Member, the Mayor, the City Administrator, and the Parks and Recreation Superintendent. He stated the committee would be working with the design team and contractors on the park and rec facility projects to help identify the scope of work, help with budgets, incorporate public input, and the work efficiently. He added this group would be reporting back to the Council, they would keep everyone informed, the Council would only be the ones to approve everything such as bid letting or contracts, and the Council would be overseeing the financials and actions of the committee. He added this small group would make things more efficient. Mayor Olstad said the four people that would be appointed to this committee would include himself, Council member Peterson, Mr. Huttunen, and Mr. King. There were no other questions.

Voting Aye: Riopelle, Helms, Casmey, Larson, Peterson, Schumacher, and Pokrzywinski.

Voting Nay: None.

12. Consider approving the lease agreement between the City of East Grand Forks and the Metropolitan Planning Organization for the lease of office space in the East Grand Forks City Hall.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE LEASE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE METROPOLITAN PLANNING ORGANIZATION FOR THE LEASE OF OFFICE SPACE IN THE EAST GRAND FORKS CITY HALL.

Voting Aye: Riopelle, Helms, Casmey, Larson, Peterson, Schumacher, and Pokrzywinski.

Voting Nay: None.

CLAIMS:

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

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

Voting Aye: Riopelle, Helms, Casmey, Larson, Peterson, Schumacher, and Pokrzywinski.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Olstad stated he was looking to move forward with the sales tax project, hoped everyone had a good week, and was glad it was getting warmer.

Council Member Pokrzywinski asked when it was getting warmer because it was still pretty cold.

Chief Hedlund introduced an intern, Justine Vonasek, who was a UND student working in the Police Department for the semester. He told everyone she was the granddaughter of former council member Ron Vonasek and she had already made a couple trips to Crookston on her shifts.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE JANUARY 21, 2025 REGULAR COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:10 P.M.

Voting Aye: Riopelle, Helms, Casmey, Larson, Peterson, Schumacher, and Pokrzywinski.

Voting Nay: None.

Megan Nelson, City Clerk

**UNAPPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 28, 2025 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, January 28, 2025 was called to order by Council President Larson at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council members Tami Schumacher, Dale Helms, Donald Casmey, and Karen Peterson.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Maggie Brockling, Economic Development Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Consider Approval for the Parks and Recreation Commission Bylaw Update – Jeremy King

Mr. King stated he was requesting a bylaw update, over the last 8 months the commission discussed changing the monthly meetings to quarterly meetings, and this change would make better use of the commissioners time while allowing time to address important topics. He said the months chosen to hold meetings coincide with the start or end of the summer or winter activities. He added the commission approved the change but approval from Council was also needed for a bylaw change. There were no questions.

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

2. Consider Awarding the Annual Sewer Cleaning Project – Jason Stordahl

Mr. Stordahl introduced Mr. Dillon Nelson who is the lead wastewater/stormwater operator and his responsibilities include storm sewer system, the sanitary system, and the flood control that involves those systems. He added Mr. Nelson oversaw maintenance and operations of those systems. He reminded the Council annual sewer cleaning was started in 2011 by cleaning about a fifth of the city lines each year but it was more like a fourth of the city when including the problem areas. He explained the proposal included project 1 which was the south end of town west of Bygland Road and project 2 was the areas that were cleaned every year due to various issues. He said they had requested proposals, three were received back and had been included in the packet, and the proposal request included an alternate, but they would like to reject that part of the proposal. He added almost all the lines had already been televised in the last few

years. He recommended rejecting the alternative and awarding the two project areas to Johnson Jet-Line for a total of \$103,952.92 and there were enough funds in the sewer fund to cover the cost.

Council member Helms asked if they had worked with this company before. Mr. Stordahl said they had worked with them many times and they had done good work. Council President Larson asked for more detail about the problem areas that were cleaned every year and what could be done so it wasn't a yearly cost. Mr. Nelson told the Council that a lot of those areas were rear easements, tree roots caused issues, the city lines were open because of regular maintenance, but the roots from private services grew into the city's line which caused issues. He explained how they would cut roots in the line to keep things open but some of the sanitary lines had liners in them, so they needed other equipment to trim roots. He stated that restaurants tried to keep up with their own preventative maintenance, but grease still got by, so they needed to keep up cleaning those lines. Council President Larson asked about the industrial park area. Mr. Nelson said gravel got into the lines and there were also grease separators in that area as well, so they had the same issues in that area. Mr. Stordahl told the Council they were looking into possible remedies for the problem areas that included pipe relining along with starting a grease program that allowed inspections to make sure businesses were doing what was needed. He added they would include something that would allow them to take action if needed. There were no further questions.

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

3. Request to Authorize Plans & Specifications for 2025 City Project No. 3 for Lift Station No. 13 Rehabilitation – Jason Stordahl

Mr. Stordahl informed the Council the lift had been constructed after the 1997 flood for the temporary housing area, it was located by the intersection 23rd Street NW and 3rd Avenue NW, and was located in a resident's yard. He explained the piping and fittings were deteriorating and needed to be replaced. He stated they were proposing to install a flow meter and add a building to shelter all the components because the box they were currently in was a stand along electrical box that snow got into which caused problems. He added how this was a unique situation because of the location of the lift station so if the plans and specifications were prepared, they would contact the homeowner to discuss the project, the building placement, and try to match the aesthetics of the building to the home. There were no questions.

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

Council member Helms gave his deepest sympathy to Mayor Olstad and he was sorry for his loss. Council President Larson said the whole council shared that message and prayers were with the Olstad family.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER CASMEY, TO ADJOURN THE JANUARY 28, 2025 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:11 P.M.

Voting Aye: Helms, Casmey, Larson, Peterson, Schumacher, and Riopelle.

Voting Nay: None.

Absent: Pokrzywinski.

Megan Nelson, City Clerk

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Northern Lights Figure Skating Club Previous Gambling Permit Number: X- 94318-25-007

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1674893

Mailing Address: PO Box 132

City: East Grand Forks State: MN Zip: 56721 County: Polk

Name of Chief Executive Officer (CEO): Deon Wawrzyniak, President

CEO Daytime Phone: 701-739-0059 CEO Email: nlfscpresident@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Eagles Club - Fraternal Order of Eagles

Physical Address (do not use P.O. box): 227 10th Street NW

Check one:

City: East Grand Forks Zip: 56721 County: Polk

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 04/17/2025

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>East Grand Forks</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Deon Wawrzyniak* Date: 1/21/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Deon Wawrzyniak, President

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

RESOLUTION NO. 25 – 02 - 13

A RESOLUTION DESIGNATING THE MAYOR’S APPOINTMENT TO THE EAST GRAND FORKS BOARD AND COMMISSIONS FOR 2025

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

WHEREAS, the Mayor appoints citizens to fill vacancies on various Boards and Commissions of the City of East Grand Forks each year; and

WHEREAS, These Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Mayor Mark Olstad to the respective Board and/or Commission for the designated term:

CHARTER COMMISSION – Commissioners shall be appointed by the Mayor, by approval of the majority of the City Council for 4 year terms. Vacancies shall be filled in the same manner.

<u>Members</u>	<u>Expires</u>
Jason King (Appointment)	12/31/28
Jeramie Risky (Appointment)	12/31/28

PLANNING COMMISSION – Members shall be appointed by the Mayor, with the approval of a majority of the City Council, for four year terms. Vacancies will be filled in the same manner. Ordinance #181, Section 2.

<u>Members</u>	<u>Expires</u>
Zach Finney (Appointment)	12/31/28

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: February 4, 2025

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 4^h day of February, 2025.

Mayor

Request for Council Action

Date: January 28, 2025

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Jeremy King, Parks & Recreation

RE: Parks and Recreation Commission Bylaw Update

Background:

The Parks and Recreation Commission has proposed amending the bylaws to shift our meetings from once a month to a quarterly format.

By shifting to quarterly meetings, we feel we can make better use of commissioner's time while providing enough opportunities to address important topics. The designated months have been selected to coincide with the beginning and end of our summer and winter programming.

Bylaws changed to read:

Regular Meetings: The regular meetings of the Commission shall occur ~~monthly~~ quarterly on the 3rd Wednesday of the designated months, at 4:30 p.m. The designated months shall be January, April, August, and November. Meetings of the Commission shall be subject to the Open Meeting Law.

Any changes to the bylaws must be approved by the City Council prior to taking effect.

Budget Impact:

None

Recommendation:

Approve updated bylaws

Enclosure:

Updated Bylaws

By-Laws of the Parks and Recreation Commission of the City of East Grand Forks, MN

ARTICLE I – NAME

Section 1. The name of this advisory Commission shall be the East Grand Forks Parks and Recreation Commission; hereinafter referred to as the Commission.

ARTICLE II – PURPOSE AND DUTIES

- Section 1. The purpose and duties of the Commission is to advise and make recommendation to the city council regarding:
1. To obtain and reflect citizen input and comments regarding Parks & Recreation facilities and programs
 2. To develop and recommend a strategic plan to address the Park & Recreation needs of the City including facilities, programs, future park locations, and ongoing capital improvements and maintenance needs
 3. To review and recommend user fees and Parks & Recreation policy for facility use and recreation programming
 4. To provide feedback and comment regarding special parks and recreation projects or events
 5. To make recommendations regarding the establishment of a park foundation or other means of soliciting and receiving park directed gifts and donations
 6. To make recommendations to City Council in ways the City can increase awareness and utilization of park facilities and programs
 7. To assist the Mayor and City Council with other park and recreation related activities and functions as directed

ARTICLE III – MEMBERSHIP & APPOINTMENT

Section 1. Appointment: The Commission shall consist of seven (7) members, one from each of the Cities five wards, and two (2) City Council Members. The Commission shall be appointed by the Mayor of East Grand Forks, with approval by the City Council.

Section 2. Terms:

1. The terms of the members of the Commission shall be for three years, with staggered expiration dates.
2. No member shall serve more than two full terms, except that persons appointed to fill an unexpired term shall be eligible to serve for two full terms in addition to serving the unexpired term.
3. All terms are to begin January 1, except as otherwise provided in the filling of vacancies.
4. An appointed member shall continue to serve until his or her successor is appointed.
5. The first Commission members shall be appointed for one, two, and three years as designed by the City Council.

Section 3. Resignation or Removal:

1. Commission members may be removed from their appointment by the Mayor, with City Council consent, for cause after a hearing
2. A member who seeks to resign from the Commission shall submit a written resignation to the chair of the Commission, the staff liaison, or the office of the Mayor. If possible, the resignation should allow for a thirty-day notice so a new member can be appointed.
3. If a member misses three (3) consecutive Commission meetings without a valid excuse, such attendance record shall be considered cause for removal from the Commission.

ARTICLE IV – OFFICERS

Section 1. Officers: The officers of the Commission shall be a Chair, Vice Chair, and a Secretary. The Chair and Vice Chair shall be members of the Commission and shall be elected annually. The Commission shall appoint the Secretary, who need not be a member of the Commission.

Section 2. Chair: The Chair shall preside at all meetings of the Commission. He/She shall appoint all committees, represent the Commission at ceremonial functions, and approve each final meeting agenda. At each meeting the Chair shall submit such recommendations and information as he or she may consider proper concerning the business and affairs of the Commission.

Section 3. Vice-Chair: The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Commission shall select a new Chair.

Section 4. Secretary: The Secretary shall keep minutes of all meetings of the Commission and shall maintain all records of the Commission. The Secretary shall also have such additional duties and responsibilities as the Commission may from time to time and by resolution prescribe. The Secretary need not be a member of the Commission.

Section 5. Additional Duties:

1. The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission.
2. An individual Commission member may not act in an official capacity except through the action of the Commission.

Section 6. Ex-Officio Commission Members: The Commission may duly elect additional ex-officio members by motion of the Commission, passed by a majority vote. Ex-officio members are non-voting positions.

1. Standing ex-officio members of the Commission include:
 - i. Altru Health partnership representative
 - ii. EGF Arts & Crafts Council representative

- iii. EGF Blue Line Club representative
- iv. EGF Home Run Club representative
- v. EGF Soccer Club representative
- vi. Grand Cities Lacrosse Club representative
- vii. ISD 595 Activities Director
- viii. ISD 595 Community Education Director
- ix. Northern Lights Figure Skating Club representative
- x. Parks & Recreation Superintendent
- xi. Save our Pool representative
- xii. Sacred Heart Schools Activities Director

ARTICLE V – MEETINGS

- Section 1. Annual Organizational Meeting. The annual organizational meeting of the Commission shall be held in January at a time specified by the Commission. The purpose of this meeting shall be to elect the Commission Chair and Vice-Chair, as well as conduct such other business which comes before it.
- Section 2. Regular Meetings: The regular meetings of the Commission shall occur ~~monthly~~ quarterly on the 3rd Wednesday of the designated months, at 4:30 p.m. The designated months shall be January, April, August, and November. Meetings of the Commission shall be subject to the Open Meeting Law.
- Section 3. Meeting Location: Meetings of the Commission shall be held at a place designated by the Commission.
- Section 4. Quorum & Voting: Four members shall constitute a quorum for the purpose of conducting the business and exercising powers of the Commission and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Commission upon a vote of a majority of the members present.
- Section 5. Agenda: Any Commission member may place an item on the agenda by oral or written request to the staff liaison at least five (5) days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda. The staff liaison shall submit the meeting agenda to all Commission members not less than three (3) days before the meeting.
- Section 6. Order of Business: At the regular meetings of the Commission, the following shall be the order of business:
- 1. Roll Call
 - 2. Approval of the minutes of previous meeting
 - 3. Committee Reports
 - 4. Old business
 - 5. New business
 - 6. Adjournment

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 7. Rules of Order: The meetings of the Commission shall be governed by the most recent edition of Robert's Rules of Order.

Section 8. Appeal to Council: Any person aggrieved by an action or decision of the Commission may appeal the action or decision to the City Council by filing a notice of appeal, in writing, with the City Clerk within ten days of the action or decision. The Council shall then consider the action or decision and a determination by the council thereon shall be final. The appealed action or decision shall remain effective pending appeal unless it is suspended by order of the Council.

ARTICLE VI – AMENDMENTS

Amendments to Bylaws. The bylaws of the Commission shall be amended only with the approval of at least four (4) members of the Commission at a regular or a special meeting; provided, however, that such proposed amendments shall be submitted in writing to all Commission members at least two (2) weeks prior to the meeting at which they shall be voted upon, and notice of the date, time, and place of the meeting shall be contained therein. Before such amendments may become effective, such changes must be approved by the City Council.

Approval:

- These By-Laws approved by Parks & Recreation Commission at organizational meeting on Monday, April 23, 2018
- Approved by City Council of East Grand Forks on Tuesday, May 16, 2018

Request for Council Action

Date: February 4, 2025

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members: Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Reid Huttunen, City Administrator

RE: Approve Resolution of Support for FY2025 BUILD Discretionary Grant application

Background:

City staff has submitted the FY2025 BUILD Discretionary Grant program. On Thursday, January 24th, the USDOT announced a change to the grant programs name and amendments to the programs funding priorities. Formerly known as RAISE, the program is now known as BUILD, which stands for Better Utilizing Investments to Leverage Development. It also aligns the funding opportunity Merit Criteria for scoring with the new executive orders in place.

Updates have been made to the application to align with the updated Notice of Funding Opportunity.

We're seeking approval of an updated resolution of support, recognizing the name and updated priorities of the USDOT FY2025 BUILD Discretionary Grant program.

Recommendation:

Approve Resolution NO. 25 – 02 -14 supporting FY2025 BUILD planning grant application for the East Grand Forks- Grand Forks River Crossing Study

Enclosures:

RESOLUTION NO. 25 – 02 - 14

**RESOLUTION OF SUPPORT FOR FY 2025 BUILD PLANNING GRANT
APPLICATION FOR EAST GRAND FORKS-GRAND FORKS RIVER CROSSING
PROJECT**

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

WHEREAS, the Better Utilizing Investments to Leverage Development “BUILD” Transportation Grants Program provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance; and

WHEREAS, the United States Department of Transportation released an updated Notice of Funding Opportunity “NOFO” on January 24, 2025 renaming the Discretionary Grant Program from RAISE to BUILD; and

WHEREAS, the United States Department of Transportation is soliciting applications for a portion of the \$1.5 billion in grant funding available for the FY 2025 BUILD Grants Program as appropriated through the National Infrastructure Investments, of which a portion is set-aside for planning grants; and

WHEREAS, the FY 2025 BUILD Grants Program directs funds be divided not more than 50 percent for rural areas and 50 percent for urbanized areas and requires measures to ensure an equitable geographic distribution of grant funds and an appropriate balance in addressing the needs of urban and rural areas; and

WHEREAS, activities eligible for funding under RAISE planning grants are related to the planning, preparation, or design, including but not limited to environmental analysis, equity analysis, community engagement, feasibility studies, benefit-cost analysis, and other pre-construction activities of eligible surface transportation capital projects that will not result in construction with BUILD FY 2025 funding; and

WHEREAS, the maximum award for this round of FY 2025 BUILD Grants Program is \$25 million; and

WHEREAS, the project is identified as a rural project and is eligible to request up to 100 percent in federal funds through the BUILD planning grant;

WHEREAS, the City of East Grand Forks, MN as the lead applicant, has the support and partnership of the City of Grand Forks, ND (GF), and the counties of Polk (MN) and Grand Forks (ND) to seek funds for planning activities including but not limited to environmental analysis, equity analysis, community engagement, feasibility studies, benefit-cost analysis, preliminary engineering, and final design engineering, for a future bridge spanning the Red River; and

WHEREAS, the proposed planning activities will result in planning and design of a preferred alternative that supports USDOT's strategic goals of improving mobility, safety, sustainability, and economic competitiveness; and

NOW THEREFORE BE IT RESOLVED, that the City Council of East Grand Forks supports and approves the FY 2025 BUILD Grant application towards planning activities for East Grand Forks-Grand Forks Bridge Crossing Project, and authorizes the City Administrator to submit the application.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: February 4, 2025

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 4th day of February, 2025.

Mayor

Request for Council Action

Date: 1/22/2025

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Jason Stordahl-Public Works Director

RE: Annual Sewer Cleaning

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, west of Bygland Road and trouble areas. 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:

	Project No. 1 & 2	Project No. 1 & 2 + Add Alternate
Johnson Jet-Line, Inc.	\$ 103,952.92	\$ 111,917.92
Pipe Detectives, Inc.	\$ 105,606.00	\$ 111,447.00
Jet-Way Multiple Services, Inc.	\$ 184,878.50	\$190,188.50

Recommendation: Reject the “add alternate” and award the City’s annual sewer cleaning (project areas 1 & 2) to Johnson Jet-Line, Inc. for \$ 103,952.92.

RESOLUTION NO. 25 – 02 - 15

RESOLUTION ACCEPTING QUOTE AND AWARDED PROJECT FOR 2025 ANNUAL CITY SEWER CLEANING

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

WHEREAS, a preventative maintenance program was established in 2011 with a fifth of the sanitary sewer lines being cleaned each year; and

WHEREAS, for 2025 the areas scheduled to be cleaned include the south end of the city west of Bygland Road and trouble areas; and

WHEREAS, quotes were requested from four companies for cleaning Project Area 1, Project Area 2, and an alternate for televising the lines and three quotes were received back; and

WHEREAS, staff is recommending to reject the alternate and move forward with just the cleaning of the sanitary lines for 2025; and

WHEREAS, it appears that Johnson Jet-Line, Inc has the lowest quote for Projects 1 and 2 with a price of \$103,952.92; and

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Johnson Jet-Line Inc in the name of the City of East Grand Forks for the 2025 Annual Sewer Sewer Cleaning for Project Area 1 and Project Area 2 and rejecting the alternate option.
2. This project will be paid out of the following funds:
Sanitary Sewer Enterprise Fund

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: February 4, 2025

Attest:

City Administrator/Clerk-Treasurer

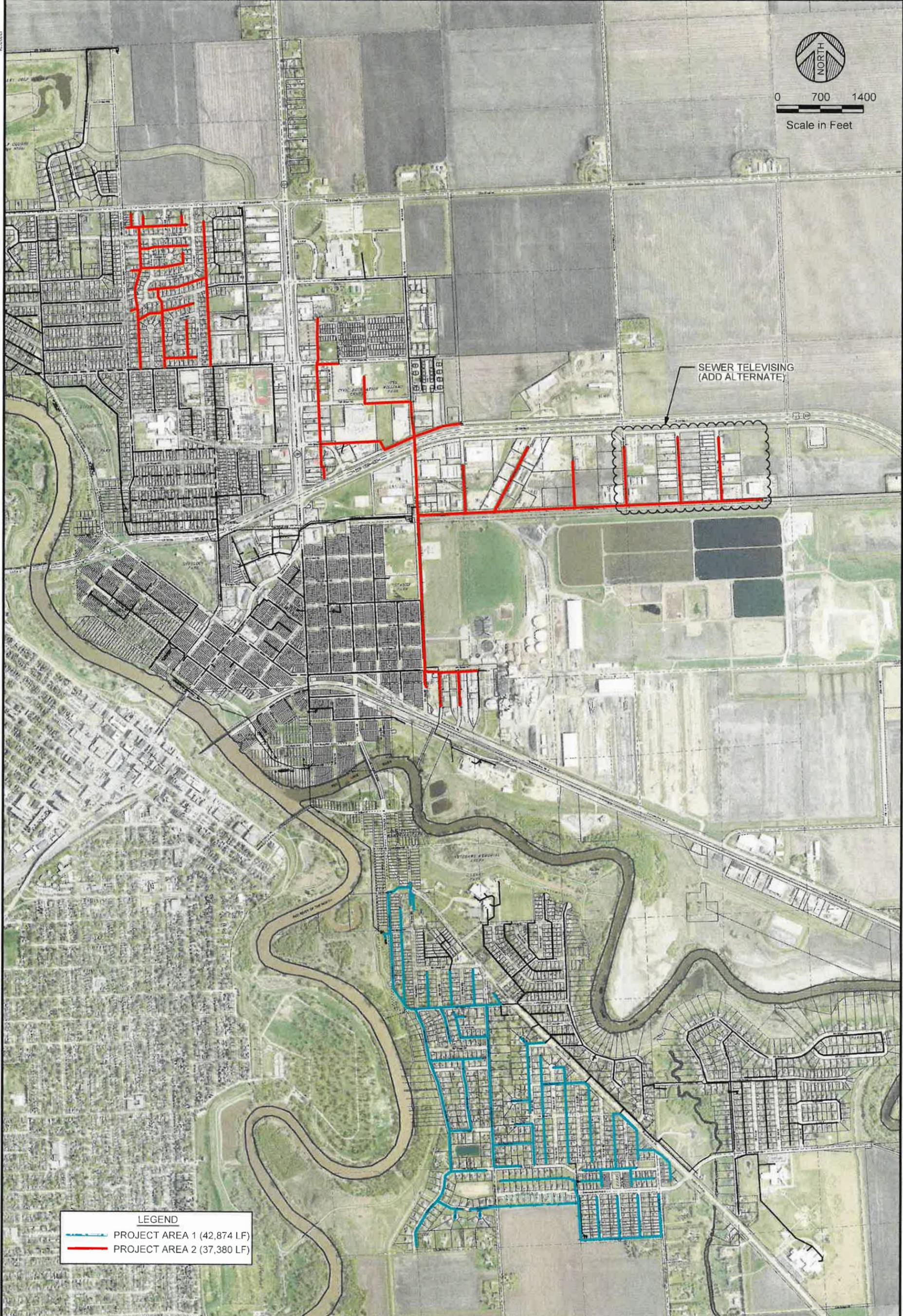
President of Council

I hereby approve the foregoing resolution this 4th of February, 2025.

Mayor



0 700 1400
 Scale in Feet



LEGEND
 — PROJECT AREA 1 (42,874 LF)
 — PROJECT AREA 2 (37,380 LF)

SHEET C110 OF 110	CITY OF EAST GRAND FORKS, MINNESOTA 2025 SEWER CLEANING & TELEVISION EAST GRAND FORKS, MINNESOTA PROJECT AREA MAP		DATE: 12/23/2024 SCALE: AS SHOWN DRAWN BY: HAD CHECKED BY: GRE	DATE: <input type="checkbox"/> REVISION: <input type="checkbox"/> DESCRIPTION: <input type="checkbox"/> BY: <input type="checkbox"/>	I HEREBY CERTIFY THAT THE PLAN, SPECIFICATIONS OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. STEVEN J. EMERY DATE: 12/23/2024 REG. NO: 41394



BID TABULATION
2025 SANITARY SEWER CLEANING
EAST GRAND FORKS, MN

1/23/2025

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	\$ 4,900.00	\$ 4,900.00	\$ 2,999.00	\$ 2,999.00		\$ -
2	Traffic Control	LS	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00		\$ -
3	Sewer Cleaning (8"-21" Pipe)	LF	42,874	\$ 0.98	\$ 42,016.52	\$ 1.00	\$ 42,874.00		\$ -
4	Clean Lift Station	EA	12	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00		\$ -
5	Removal of Roots	EA	10	\$ 100.00	\$ 1,000.00	\$ 200.00	\$ 2,000.00		\$ -
6	Removal of Protruding Taps	EA	5	\$ 100.00	\$ 500.00	\$ 250.00	\$ 1,250.00		\$ -
7	Bypass Pumping	EA	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00		\$ -
TOTAL BID - PROJECT AREA NO. 1					\$ 54,418.52		\$ 55,125.00		\$ -

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	\$ 4,900.00	\$ 4,900.00	\$ 2,999.00	\$ 2,999.00		\$ -
2	Traffic Control	LS	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00		\$ -
3	Sewer Cleaning (8"-21" Pipe)	LF	37,380	\$ 0.98	\$ 36,632.40	\$ 1.00	\$ 37,380.00		\$ -
4	Sewer Televising	LF	1,000	\$ 2.50	\$ 2,500.00	\$ 1.10	\$ 1,100.00		\$ -
5	Sewer Lead Televising	LF	1,000	\$ 5.00	\$ 5,000.00	\$ 8.00	\$ 8,000.00		\$ -
6	Removal of Roots	EA	5	\$ 100.00	\$ 500.00	\$ 200.00	\$ 1,000.00		\$ -
7	Bypass Pumping	EA	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00		\$ -
TOTAL BID - PROJECT AREA NO. 2					\$ 49,534.40		\$ 50,481.00		\$ -

ADD ALTERNATE				Johnson Jet Line, Inc		Pipe Detectives		Veit & Company, Inc	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Sewer Televising	LF	5,310	\$ 1.50	\$ 7,965.00	\$ 1.10	\$ 5,841.00		\$ -
TOTAL BID - PROJECT AREA NO. 1 + PROJECT AREA NO. 2					\$ 103,952.92		\$ 105,606.00		\$ -



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

January 6, 2025

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
2025 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. January 23, 2025** in the Administration Office, East Grand Forks City Hall located at 600 Demers Ave.

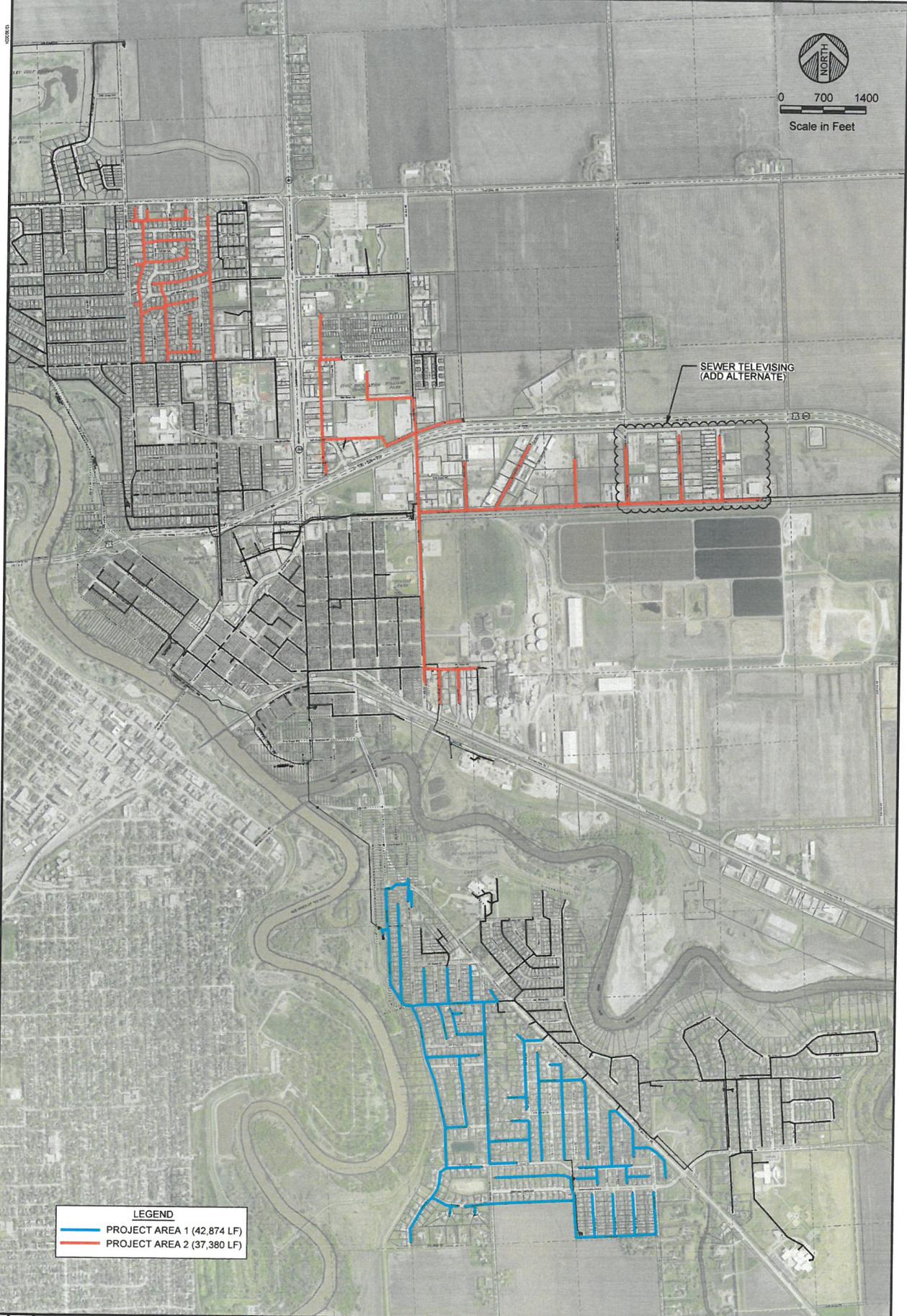
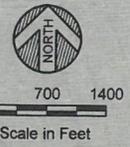
Included for your use in preparing your bid are the following items:

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



LEGEND
 PROJECT AREA 1 (42,874 LF)
 PROJECT AREA 2 (37,380 LF)

DATE: 12/23/2024
 SCALE: AS SHOWN
 DRAWN BY: RAB
 CHECKED BY: SRE
 JOB NUMBER: 2024-1001

CITY OF EAST GRAND FORKS, MINNESOTA
2025 SEWER CLEANING & TELEVISION
EAST GRAND FORKS, MINNESOTA
PROJECT AREA MAP

DATE	REV	REVISION DESCRIPTION
12/23/2024	1	ISSUED FOR PERMIT
AS SHOWN	2	AS SHOWN
	3	
	4	

BY: STEVEN R. EMERY
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: 12/23/2024 LIC. NO. 41304

WIDSETH
 ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

SECTION 33 0130.11

SEWER CLEANING AND CCTV INSPECTION

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 21 inch in diameter. The work shall include hydraulic jetter nozzle or robotic root cutting and cleaning and grinding of protruding service connections if required. 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. CCTV Inspection – The intent of this work is to obtain competitive unit prices for all labor, tools, materials and equipment necessary to inspect and document the condition of the existing sanitary sewer system via closed circuit television (CCTV) within the project Area.
- C. 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. CCTV Inspection – After cleaning and removal of debris, the pipe sections between manholes or other structures shall be inspected by means of CCTV equipment. Each pipeline segment shall have its own designated video file and printed segment report. All CCTV inspections and resulting video, audio, and written reports shall be compiled, coded, and formatted in compliance with the National Association of Sewer Service Companies' (NASSCO) Pipeline Assessment and Certification Program (PACP®).
- C. 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.
- D. 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.

- E. 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 REFERENCES

- A. National Association of Sewer Service Companies (NASSCO), *Jetter Code of Practice*.
- B. National Association of Sewer Service Companies (NASSCO), *Manhole Assessment & Certification* program.
- C. National Association of Sewer Service Companies (NASSCO) prepared, *Pipe Line Assessment and Certification Program (PACP), TV inspection form and sewer condition codes*.

1.04 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
- B. CCTV Technician PACP Certification – The Contractor shall provide PACP certification documentation for all technicians on the project.

1.05 PROJECT SCHEDULE

- A. All work shall be completed between: **June 2, 2025 – September 30, 2025.**

1.06 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. **Sewer Televising:** By the Linear Foot of sewer televising measured from center of manhole to center of manhole- Shall be compensation in full for all labor, tools, materials, and equipment necessary to televise the sanitary sewer system and provide all necessary documentation and deliverables.
- D. **Sewer Lead Televising:** By the Linear Foot of sewer televising measured from center of Sewer Main to termination point within individual sewer service as directed by City Staff. - Shall be compensation in full for all labor, tools, materials, and equipment

necessary to televise the sanitary sewer service and provide all necessary documentation and deliverables.

- E. **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.
- F. **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.
- G. **Removal of Roots (If required):** By the Each. Shall be compensation in full for all labor, tools, materials, and equipment necessary to remove roots utilizing Hydraulic Jetter nozzle or robotic cutter, including proper disposal. Chain style cutters will not be allowed.
- H. **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

- I. **Cleaning Equipment –** Line cleaning for this work shall be accomplished using equipment suitable to the task. Equipment shall include an assortment of hydraulic nozzles and or robotic root saws and other ancillary equipment necessary to accomplish the cleaning portion of the work. Use of chain style cleaners will not be allowed.

2.02 CCTV EQUIPMENT

- A. **Type of Equipment -** The CCTV cameras used for inspection shall be specifically designed and constructed for such inspection. The cameras shall be operative in one hundred percent (100%) humidity conditions and capable of withstanding exposure to concentrations of pollutants typically found in municipal sewage.
- B. **Camera View -** The view seen by the camera shall be transmitted to a monitor of greater than or equal to (\geq) fifteen inches (15") diagonal dimension.
- C. **Camera Movement -** Camera systems shall be able to navigate minor objects, roots, and debris. The system used to move the camera through the pipe shall not obstruct the camera's view or interfere with proper documentation of the sewer conditions. The camera shall be capable of traversing the sewer line for a distance of at least one thousand feet (1,000'). The camera shall have sufficient clearance to allow for the assembly to pass through sewer lines of nominal diameter six inches (6") and larger.
- D. **Camera Accessories -** The Contractor shall provide ancillary wheels, crawlers, tracks, or other adjustment plates, skids, arms, axles, etc. as may be necessary or dictated by flow conditions, pipe diameter, etc. These accessories shall be utilized to stabilize the camera in the pipeline, provide adequate propulsion in the pipeline for the camera,

and/or to raise the camera above flow to provide a quality picture during CCTV inspection.

- E. Camera Features – Cameras shall record all images in color. Cameras shall have pan, tilt and zoom capabilities, and shall have a minimum of three hundred sixty degrees by one hundred eighty degrees (360° x 180°) rotation capability and or digital side scanning camera (panoramic). Illumination sensitivity shall be three (3) lux or less and provide a minimum of 460 lines of resolution. The focal distance shall be adjustable through range from one inch (1”) to infinity. There shall be no geometric distortion of the image.
- F. Supplemental Lighting and Lighting Adjustments - Cameras shall also be provided with ancillary or supplemental lighting packs or units to provide sufficient light and illumination in larger diameter conduits or conduits where additional lighting may be necessary (e.g. HDPE pipe). Lighting intensity shall be adjustable to minimize glare. Lighting and picture quality shall be adjustable to provide a clear picture of the entire periphery of the pipeline for all conditions encountered.
- G. Measurement of Distance - The distances traveled by the camera shall be measurable to one tenth of a foot (.1') by an onboard measuring device and shall provide video display readout of said distances in units of one tenth of a foot (.1'). The cable footage counter shall be accurate to plus or minus (+/-) one foot (1') per one hundred feet (100').

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 utilizing hydraulic jetter nozzle or a robotic cutter 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.

3.02 CCTV INSPECTION

- A. Standards – Video inspection shall be completed per the Pipeline Assessment Certification Program (PACP®) as promulgated by the National Association of Sewer Service Companies (NASSCO).
- B. Certified Technicians – Video inspection shall be completed by technicians who have been certified by NASSCO as PACP compliant and trained. The technician's PACP certification number shall be included in all line segment reports as furnished as part of this project.
- C. Certified Software – All video inspection and subsequent reports shall be compiled using the latest version of a PACP compliant software package as certified by NASSCO.
- D. Video of Line Segments – Each line segment shall be video inspected one at a time. Each segment will have its own video file (with distinct file name) and corresponding line segment report. This shall apply to lines videoed from the upstream manhole moving to the downstream end and to lines being accessed from the downstream manhole or structure during “reverse setups”.
- E. Discovery of Undocumented Structures – When intermediate and undocumented manholes are found, the Contractor shall conclude the video inspection upon reaching the undocumented structure. A video file and printed line segment report shall be generated per usual procedures for this line segment. *It should be noted that the video text overlay that was created at the start of this survey will now be incorrect. This information and display cannot be changed within the video file once a line segment report has begun. The electronic file's name shall be changed to reflect the proper and accurate line segment information.* The report will indicate the location of the intermediate structure (by its footage upstream/downstream from the point of origin of the survey), its type and corresponding PACP code. A new line segment report will then begin at the intermediate and previously undocumented structure (now named, labeled, and documented) and proceed to the next structure indicated on the project maps, or to the next intermediate and undocumented structure, if any.
- F. Locating and Exposing Manholes and Structures – The Owner will locate and expose all manholes or other structures indicated on the project maps prior to the beginning of the project.
- G. Clean Camera Lens – The camera lens shall be kept clear of condensation, back splash, and/or other debris during CCTV inspection. In the event that the lens becomes clouded or fouled to the extent that the quality of the video is reduced, the Contractor shall stop

the recording, clean the lens thoroughly (or replace the camera unit if necessary), and then resume the video of the line segment.

- H. Corresponding Data – Each video clip or file and each digital photograph or file shall correspond to inspection data in the database, and each set of inspection data listed in the database shall be properly linked to the appropriate video file or photo(s).
- I. Video Inspection Parameters – The following information shall constitute the parameters for video inspection for this project:
 - 1. Video Format – The Contractor shall make a continuous color digital recording in Motion Picture Experts Group (MPEG) 1 format.
 - 2. Minimum Resolution – Video files shall have a minimum resolution of six hundred forty by four hundred eighty (640 x 480) pixels and an interlaced frame rate at a minimum of twenty-nine point nine (29.9) frames per second.
 - 3. Rate of Inspection – Video inspection will not exceed a traverse rate of thirty feet (30') per minute.
 - 4. Video Text Overlay – Each pipe segment video shall begin with a video text overlay (displayed for a minimum of five (5) seconds) and completed in accordance with PACP's CCTV inspection form headers and instructions as follows:
 - a) Line 1: Surveyed By
 - b) Line 2: City
 - c) Line 3: Street
 - d) Line 4: Weather
 - e) Line 5: Direction of Survey
 - f) Line 6: Use of sewer
 - g) Line 7: Pipe Material
 - h) Line 8: Pipe Diameter/Height
 - i) Line 9: Start Manhole Number (Utilize City Manhole Numbers)
 - j) Line 10: End Manhole Number (Utilize City Manhole Numbers)
 - k) Line 11: Inspection Time/Date
 - 5. Text Shown During Video – During the CCTV inspection, the video text overlay shall show the following text at all times:
 - a) Start Manhole number
 - b) End manhole number
 - 6. Evaluation of Defects and Observations – During the CCTV inspection, the camera shall stop at all defects, observations, and connections to ensure a clear view of the pipe condition and shall rotate the camera head to evaluate the defect, observation, or connection.
 - 7. Text Overlay of Observation – All defects and observations shall include a video text overlay of the appropriate PACP code/description.

8. Naming of Video Files – The naming of the video file shall consist of the following: “UPSTREAM MANHOLE - DOWNSTREAM MANHOLE” as shown in the following example (plus the appropriate file extension. The naming of all video files shall be consistent throughout the project:

123-124.mpg

J. Additional Inspection Procedures – Other inspection procedures shall include:

1. Pan of Manholes – All manholes shall be panned. This video footage shall occur at the beginning of each pipe segment survey inspection from the bottom of the manhole panning up to the manhole shaft. In the instance when the manhole is the terminating manhole of a survey, then the pan shall occur at the end of the pipe segment survey.
2. Reverse Setups – Obstructions may be encountered during the course of the CCTV inspection that prevents the travel of the camera. In instances when obstructions are not passable, the Contractor shall withdraw the equipment and begin a CCTV inspection from the opposite end of the sewer line, i.e. a reverse setup. If the video inspection is performed from this reverse setup vantage point, then a new video file shall be created and the name and corresponding header shall contain the word “REVERSE” in the upstream manhole name/label. This video file will be in numerical and chronological order immediately following the original video file. If the line only has one adjoining manhole and a reverse setup is not possible, the televising of the line shall be considered complete, the video inspection shall be abandoned, and the Contractor shall be paid for the footage successfully videoed.
3. Excessive Depth of Flow or Sags– If, in the course of the video line inspection, pipe flow is in excess of the acceptable PACP standards, the Contractor shall take one of the following actions before completing the video inspection:
 - a) Perform the video inspection during times of low flow conditions. If these conditions only exist outside the stated work periods of this project, the Contractor shall seek the Owners approval before working during these times, OR
 - b) Insert a pipe plug or other flow reducing or eliminating device at the upstream manhole or connection. This device shall remain in place until the inspection of the now isolated pipe segment can be completed. If bypass pumping is required, the Contractor shall provide all necessary equipment, manpower, and expertise. The Contractor will take special care not to surcharge manholes, lateral services, or other pipes or connections upstream of the pipe plug during this period.
 - c) Work the cleaning nozzle or tool in tandem with the camera. In this instance, the nozzle will “wick” or draw down the water level in the pipe or sag to allow the camera to pass and make a proper inspection of the footage involved in the sag. Care should be taken by the camera operator and jetter operator to maintain a proper interval

between the cleaning tool and the camera. This proper interval will prevent a "back splash" of water or debris on the trailing camera that might otherwise degrade the quality of the video.

3.03 QUALITY CONTROL

- A. NASSCO Specifications – All video inspection performed, and reports subsequently generated, under this contract shall be per the specifications and requirements of NASSCO's PACP® program.
- B. Review by the Contractor - The video recordings, photographs, and data shall be reviewed by the Contractor for focus, lighting, clarity of view, and technical quality.
- C. Blocked or Distorted Video - Videos recorded while a camera has flipped over in the process of traveling or the viewing of laterals, obstructions, or defects are blocked by cables, skids, or other equipment will not be accepted. Shape, focus, proper lighting, and clear, distortion-free viewing during the camera operations shall be maintained. Failure to maintain these conditions will result in the rejection of the video by the Owner.
- D. Non-Compliance to Specifications - Any work related to this cleaning and inspection project where recording quality, inspection, and/or reporting are not in accordance with these Technical Specifications shall be brought into compliance at the Contractor's expense.

PART FOUR DELIVERABLES

4.01 ACCEPTANCE

- A. Defective Work – Within sixty (60) days of the final delivery of written and video reports, the Owner will notify the Contractor of any defective work. Defective work (if any) will be corrected by the Contractor within sixty (60) days of receipt of this written notification. These corrections will be made to the satisfaction of the Owner.

4.02 DELIVERABLES

- A. Video Files - As part of the final submittal on this project, the Contractor shall submit two copies all video recordings and database information (in approved PACP format), on external hard drives (as dictated by the size and quantity of the files submitted). The submittal shall include the power cord and USB connection cable. The external hard drive shall become the property of the Owner.
- B. Written Reports – As part of the final submittal on this project, the Contractor shall provide two copies of a bound written report in the approved PACP format. This report shall include a cover page with the name of the project, scope of the project, and date of submission; an index page with listing of line segment reports; a complete set of line segment reports.

- C. Uploading Information to City GIS Database: Contractor will be given necessary access and will be required to upload televising reports to the City's Diamond GIS Software / Database.
- D. Incidental Costs – All reports, hard drives, printing, copying, software, and other costs associated with developing and rendering these deliverables to the Owner shall be considered incidental to the project.

END OF SECTION

QUOTE FORM

2025 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"-21" Pipe)	LF	42,874		
4	Clean Lift Station	EA	12		
5	Removal of Roots	EA	10		
6	Removal of Protruding Taps	EA	5		
7	Bypass Pumping	EA	1		
TOTAL BID - PROJECT AREA NO. 1					\$54,418.52

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See attached quote

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1-21-25



Price Quote for City of East Grand Forks, Mn

Quote Date: January 21, 2025

CUSTOMER: City of East Grand Forks, MN

PROJECT: 2025 Sanitary Sewer Cleaning/Televising - Project Area 1

PLEASE MARK DESIRED LEVEL AND DURATION OF SERVICE

<input type="checkbox"/> Mobilization -	Lump Sum	= \$4,900.00
<input type="checkbox"/> Traffic Control -	Lump Sum	= \$1.00
<input type="checkbox"/> Jetting/Vacuum -	8" – 21" Pipe approx. 42,874 ft. @ \$0.98/ft.	= \$42,016.52
<input type="checkbox"/> Clean Lift Station -	12 lift stations @\$500/each	= \$6,000.00
<input type="checkbox"/> Removal of Roots -	10 Root balls @ \$100.00/each	= \$1,000.00
<input type="checkbox"/> Removal Protruding Taps -	5 taps @ \$100/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: 2025 2025 thru 2029 2025 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 Televis 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 \$425/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 21" charged additional \$0.05/ft. per pipe size increase (added to unit prices for pipe under 21" 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 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..

QUOTE FORM

2025 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"-21" Pipe)	LF	37,380		
4	Sewer Televising	LF	1,000		
5	Sewer Lead Televising	LF	1,000		
6	Removal of Roots	EA	5		
7	Bypass Pumping	EA	1		
TOTAL BID - PROJECT AREA NO. 2					\$49,534.40

see attached quote

 - president

1-21-25



Price Quote for City of East Grand Forks, Mn

Quote Date: January 21, 2025

CUSTOMER: City of East Grand Forks, MN

PROJECT: 2025 Sanitary Sewer Cleaning/Televising - Project Area 2

PLEASE MARK DESIRED LEVEL AND DURATION OF SERVICE

<input type="checkbox"/> Mobilization -	Lump Sum	= \$4,900.00
<input type="checkbox"/> Traffic Control -	Lump Sum	= \$1.00
<input type="checkbox"/> Jetting/Vacuum -	8" – 21" Pipe approx. 37,380 ft. @ \$0.98/ft.	= \$36,632.40
<input type="checkbox"/> Televise (mainline) -	8" – 21" Pipe approx. 1,000 ft. @ \$2.50/ft.	= \$2,500.00
<input type="checkbox"/> Televise (Leads) -	4" to 8" Pipe approx. 1,000 ft. @ \$5.00/ft.	= \$5,000.00
<input type="checkbox"/> Removal of Roots -	5 Root balls @ \$100.00/each	= \$500.00
<input type="checkbox"/> Bypass Pumping -	Lump Sum Each	= \$1.00
<input type="checkbox"/> Emergency Calls -	See details below	= \$TBD <i>(no charge on multi-year plan)</i>

Duration: 2025 2025 thru 2029 2025 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.

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- 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.

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- (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..

QUOTE FORM

**2025 SANITARY SEWER CLEANING / TELEVISIONING
EAST GRAND FORKS, MN**

ADD ALTERNATE					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Sewer Televising	LF	5,310	\$1.50	\$7,965.00
TOTAL BID - ADD ALTERNATE					\$111,917.92

The City of East Grand Forks reserves the right of award either Project Area 1, Project Area 1 & 2 or Project Area 1, 2 & Add Alternate

Proposal for:
2025 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 Fax: (701) 252-1809



Bid Date: 1/23/2025
 Time: 10:00AM

Quote Number: 25-0065

Project No. MN

Item	Description	Quantity	Unit	Unit Price	Total Price
AREA NO 1 Area No 1					
01	Mobilization	1.00	LS	2,999.00	2,999.00
02	Traffic Control	1.00	LS	1.00	1.00
03	Sewer Cleaning (8"-21" Pipe)	42,874.00	LF	1.00	42,874.00
04	Clean Lift Station	12.00	EA	500.00	6,000.00
05	Remove Roots	10.00	EA	200.00	2,000.00
06	Removal Of Protruding Taps	5.00	LF	250.00	1,250.00
07	Bypass Pumping	1.00	EA	1.00	1.00
				Total:	55,125.00
AREA NO 2 Area No 2					
01	Mobilization	1.00	LS	2,999.00	2,999.00
02	Traffic Control	1.00	LS	1.00	1.00
03	Sewer Cleaning (8"-21" Pipe)	37,380.00	LF	1.00	37,380.00
04	Sewer Televising	1,000.00	LF	1.10	1,100.00
05	Sewer Lead Televising	1,000.00	LF	8.00	8,000.00
06	Remove Roots	5.00	EA	200.00	1,000.00
07	Bypass Pumping	1.00	EA	1.00	1.00
				Total:	50,481.00
ALT 2 East Grand Forks					
01	Sewer Televising	5,310.00	LF	1.10	5,841.00
				Total:	5,841.00
Total For Area No 1					55,125.00
Total For Area No 2					50,481.00
Total For East Grand Forks					5,841.00
Total:					111,447.00

√ = Locked Bid-Item
 ! = Zero Total Price

1/22/2025 3:22 pm
 Run by: Madison Hagan
 Estimator: Colleen Lund



Proposal for:
2025 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 Fax: (701) 252-1809



Bid Date: 1/23/2025
Time: 10:00AM

Quote Number: 25-0065

Project No. MN

Item	Description	Quantity	Unit	Unit Price	Total Price
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NOTE: THIS PROPOSAL IS SUBJECT TO REVISION, BASED ON FINAL APPROVED PLANS AND SPECIFICATIONS.

Cleaning 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 \$400/hr. The City 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 City.

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.

NO RETAINAGE WILL BE WITHHELD, unless bid exceeds \$10,000. Retainage not to exceed 5% and released upon their final approval unless job specifications state differently.

Quote good for 30 days.

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.

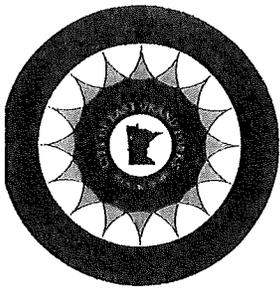
Name and Title

Date

SUBMITTED BY: PIPE DETECTIVES
KSM SZCZKOWSKI - JP

√ = Locked Bid-Item
! = Zero Total Price

1/22/2025 3:22 pm
Run by: Madison Hagan
Estimator: Colleen Lund



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

Rec'd 1/9/25

January 6, 2025

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
2025 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. January 23, 2025** 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

SECTION 33 0130.11

SEWER CLEANING AND CCTV INSPECTION

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 21 inch in diameter. The work shall include hydraulic jetter nozzle or robotic root cutting and cleaning and grinding of protruding service connections if required. 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. CCTV Inspection – The intent of this work is to obtain competitive unit prices for all labor, tools, materials and equipment necessary to inspect and document the condition of the existing sanitary sewer system via closed circuit television (CCTV) within the project Area.
- C. 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. CCTV Inspection – After cleaning and removal of debris, the pipe sections between manholes or other structures shall be inspected by means of CCTV equipment. Each pipeline segment shall have its own designated video file and printed segment report. All CCTV inspections and resulting video, audio, and written reports shall be compiled, coded, and formatted in compliance with the National Association of Sewer Service Companies' (NASSCO) Pipeline Assessment and Certification Program (PACP®).
- C. Lift Station Cleaning: Upon completion of sewer cleaning the following Lift Stations shall 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.
- D. 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.

- E. 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 REFERENCES

- A. National Association of Sewer Service Companies (NASSCO), *Jetter Code of Practice*.
- B. National Association of Sewer Service Companies (NASSCO), *Manhole Assessment & Certification program*.
- C. National Association of Sewer Service Companies (NASSCO) prepared, *Pipe Line Assessment and Certification Program (PACP), TV inspection form and sewer condition codes*.

1.04 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
- B. CCTV Technician PACP Certification – The Contractor shall provide PACP certification documentation for all technicians on the project.

1.05 PROJECT SCHEDULE

- A. All work shall be completed between: June 2, 2025 – September 30, 2025.

1.06 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. **Sewer Televising:** By the Linear Foot of sewer televising measured from center of manhole to center of manhole- Shall be compensation in full for all labor, tools, materials, and equipment necessary to televise the sanitary sewer system and provide all necessary documentation and deliverables.
- D. **Sewer Lead Televising:** By the Linear Foot of sewer televising measured from center of Sewer Main to termination point within individual sewer service as directed by City Staff. - Shall be compensation in full for all labor, tools, materials, and equipment

necessary to televise the sanitary sewer service and provide all necessary documentation and deliverables.

- E. **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.
- F. **Remove Protruding Taps (If required):** By the Each. Shall be compensation in full for all labor, tools, materials, and equipment necessary to remove protruding taps including removal and proper disposal of removed piping.
- G. **Removal of Roots (If required):** By the Each. Shall be compensation in full for all labor, tools, materials, and equipment necessary to remove roots utilizing Hydraulic Jetter nozzle or robotic cutter, including proper disposal. Chain style cutters will not be allowed.
- H. **Bypass Pumping (If required):** By the Each. Shall be compensation in 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

- I. **Cleaning Equipment –** Line cleaning for this work shall be accomplished using equipment suitable to the task. Equipment shall include an assortment of hydraulic nozzles and or robotic root saws and other ancillary equipment necessary to accomplish the cleaning portion of the work. Use of chain style cleaners will not be allowed.

2.02 CCTV EQUIPMENT

- A. **Type of Equipment -** The CCTV cameras used for inspection shall be specifically designed and constructed for such inspection. The cameras shall be operative in one hundred percent (100%) humidity conditions and capable of withstanding exposure to concentrations of pollutants typically found in municipal sewage.
- B. **Camera View -** The view seen by the camera shall be transmitted to a monitor of greater than or equal to (\geq) fifteen inches (15") diagonal dimension.
- C. **Camera Movement -** Camera systems shall be able to navigate minor objects, roots, and debris. The system used to move the camera through the pipe shall not obstruct the camera's view or interfere with proper documentation of the sewer conditions. The camera shall be capable of traversing the sewer line for a distance of at least one thousand feet (1,000'). The camera shall have sufficient clearance to allow for the assembly to pass through sewer lines of nominal diameter six inches (6") and larger.
- D. **Camera Accessories -** The Contractor shall provide ancillary wheels, crawlers, tracks, or other adjustment plates, skids, arms, axles, etc. as may be necessary or dictated by flow conditions, pipe diameter, etc. These accessories shall be utilized to stabilize the camera in the pipeline, provide adequate propulsion in the pipeline for the camera,

and/or to raise the camera above flow to provide a quality picture during CCTV inspection.

- E. Camera Features – Cameras shall record all images in color. Cameras shall have pan, tilt and zoom capabilities, and shall have a minimum of three hundred sixty degrees by one hundred eighty degrees (360° x 180°) rotation capability and or digital side scanning camera (panoramic). Illumination sensitivity shall be three (3) lux or less and provide a minimum of 460 lines of resolution. The focal distance shall be adjustable through range from one inch (1”) to infinity. There shall be no geometric distortion of the image.
- F. Supplemental Lighting and Lighting Adjustments - Cameras shall also be provided with ancillary or supplemental lighting packs or units to provide sufficient light and illumination in larger diameter conduits or conduits where additional lighting may be necessary (e.g. HDPE pipe). Lighting intensity shall be adjustable to minimize glare. Lighting and picture quality shall be adjustable to provide a clear picture of the entire periphery of the pipeline for all conditions encountered.
- G. Measurement of Distance - The distances traveled by the camera shall be measurable to one tenth of a foot (.1') by an onboard measuring device and shall provide video display readout of said distances in units of one tenth of a foot (.1'). The cable footage counter shall be accurate to plus or minus (+/-) one foot (1') per one hundred feet (100').

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 utilizing hydraulic jetter nozzle or a robotic cutter 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.

3.02 CCTV INSPECTION

- A. Standards – Video inspection shall be completed per the Pipeline Assessment Certification Program (PACP®) as promulgated by the National Association of Sewer Service Companies (NASSCO).
- B. Certified Technicians – Video inspection shall be completed by technicians who have been certified by NASSCO as PACP compliant and trained. The technician's PACP certification number shall be included in all line segment reports as furnished as part of this project.
- C. Certified Software – All video inspection and subsequent reports shall be compiled using the latest version of a PACP compliant software package as certified by NASSCO.
- D. Video of Line Segments – Each line segment shall be video inspected one at a time. Each segment will have its own video file (with distinct file name) and corresponding line segment report. This shall apply to lines videoed from the upstream manhole moving to the downstream end and to lines being accessed from the downstream manhole or structure during "reverse setups".
- E. Discovery of Undocumented Structures – When intermediate and undocumented manholes are found, the Contractor shall conclude the video inspection upon reaching the undocumented structure. A video file and printed line segment report shall be generated per usual procedures for this line segment. *It should be noted that the video text overlay that was created at the start of this survey will now be incorrect. This information and display cannot be changed within the video file once a line segment report has begun. The electronic file's name shall be changed to reflect the proper and accurate line segment information.* The report will indicate the location of the intermediate structure (by its footage upstream/downstream from the point of origin of the survey), its type and corresponding PACP code. A new line segment report will then begin at the intermediate and previously undocumented structure (now named, labeled, and documented) and proceed to the next structure indicated on the project maps, or to the next intermediate and undocumented structure, if any.
- F. Locating and Exposing Manholes and Structures – The Owner will locate and expose all manholes or other structures indicated on the project maps prior to the beginning of the project.
- G. Clean Camera Lens – The camera lens shall be kept clear of condensation, back splash, and/or other debris during CCTV inspection. In the event that the lens becomes clouded or fouled to the extent that the quality of the video is reduced, the Contractor shall stop

the recording, clean the lens thoroughly (or replace the camera unit if necessary), and then resume the video of the line segment.

- H. Corresponding Data – Each video clip or file and each digital photograph or file shall correspond to inspection data in the database, and each set of inspection data listed in the database shall be properly linked to the appropriate video file or photo(s).
- I. Video Inspection Parameters – The following information shall constitute the parameters for video inspection for this project:
 - 1. Video Format – The Contractor shall make a continuous color digital recording in Motion Picture Experts Group (MPEG) 1 format.
 - 2. Minimum Resolution – Video files shall have a minimum resolution of six hundred forty by four hundred eighty (640 x 480) pixels and an interlaced frame rate at a minimum of twenty-nine point nine (29.9) frames per second.
 - 3. Rate of Inspection – Video inspection will not exceed a traverse rate of thirty feet (30') per minute.
 - 4. Video Text Overlay – Each pipe segment video shall begin with a video text overlay (displayed for a minimum of five (5) seconds) and completed in accordance with PACP's CCTV inspection form headers and instructions as follows:
 - a) Line 1: Surveyed By
 - b) Line 2: City
 - c) Line 3: Street
 - d) Line 4: Weather
 - e) Line 5: Direction of Survey
 - f) Line 6: Use of sewer
 - g) Line 7: Pipe Material
 - h) Line 8: Pipe Diameter/Height
 - i) Line 9: Start Manhole Number (Utilize City Manhole Numbers)
 - j) Line 10: End Manhole Number (Utilize City Manhole Numbers)
 - k) Line 11: Inspection Time/Date
 - 5. Text Shown During Video – During the CCTV inspection, the video text overlay shall show the following text at all times:
 - a) Start Manhole number
 - b) End manhole number
 - 6. Evaluation of Defects and Observations – During the CCTV inspection, the camera shall stop at all defects, observations, and connections to ensure a clear view of the pipe condition and shall rotate the camera head to evaluate the defect, observation, or connection.
 - 7. Text Overlay of Observation – All defects and observations shall include a video text overlay of the appropriate PACP code/description.

8. Naming of Video Files – The naming of the video file shall consist of the following: “UPSTREAM MANHOLE - DOWNSTREAM MANHOLE” as shown in the following example (plus the appropriate file extension. The naming of all video files shall be consistent throughout the project:

123-124.mpg

J. Additional Inspection Procedures – Other inspection procedures shall include:

1. Pan of Manholes – All manholes shall be panned. This video footage shall occur at the beginning of each pipe segment survey inspection from the bottom of the manhole panning up to the manhole shaft. In the instance when the manhole is the terminating manhole of a survey, then the pan shall occur at the end of the pipe segment survey.
2. Reverse Setups – Obstructions may be encountered during the course of the CCTV inspection that prevents the travel of the camera. In instances when obstructions are not passable, the Contractor shall withdraw the equipment and begin a CCTV inspection from the opposite end of the sewer line, i.e. a reverse setup. If the video inspection is performed from this reverse setup vantage point, then a new video file shall be created and the name and corresponding header shall contain the word “REVERSE” in the upstream manhole name/label. This video file will be in numerical and chronological order immediately following the original video file. If the line only has one adjoining manhole and a reverse setup is not possible, the televising of the line shall be considered complete, the video inspection shall be abandoned, and the Contractor shall be paid for the footage successfully videoed.
3. Excessive Depth of Flow or Sags– If, in the course of the video line inspection, pipe flow is in excess of the acceptable PACP standards, the Contractor shall take one of the following actions before completing the video inspection:
 - a) Perform the video inspection during times of low flow conditions. If these conditions only exist outside the stated work periods of this project, the Contractor shall seek the Owners approval before working during these times, OR
 - b) Insert a pipe plug or other flow reducing or eliminating device at the upstream manhole or connection. This device shall remain in place until the inspection of the now isolated pipe segment can be completed. If bypass pumping is required, the Contractor shall provide all necessary equipment, manpower, and expertise. The Contractor will take special care not to surcharge manholes, lateral services, or other pipes or connections upstream of the pipe plug during this period.
 - c) Work the cleaning nozzle or tool in tandem with the camera. In this instance, the nozzle will “wick” or draw down the water level in the pipe or sag to allow the camera to pass and make a proper inspection of the footage involved in the sag. Care should be taken by the camera operator and jetter operator to maintain a proper interval

between the cleaning tool and the camera. This proper interval will prevent a "back splash" of water or debris on the trailing camera that might otherwise degrade the quality of the video.

3.03 QUALITY CONTROL

- A. NASSCO Specifications – All video inspection performed, and reports subsequently generated, under this contract shall be per the specifications and requirements of NASSCO's PACP® program.
- B. Review by the Contractor - The video recordings, photographs, and data shall be reviewed by the Contractor for focus, lighting, clarity of view, and technical quality.
- C. Blocked or Distorted Video - Videos recorded while a camera has flipped over in the process of traveling or the viewing of laterals, obstructions, or defects are blocked by cables, skids, or other equipment will not be accepted. Shape, focus, proper lighting, and clear, distortion-free viewing during the camera operations shall be maintained. Failure to maintain these conditions will result in the rejection of the video by the Owner.
- D. Non-Compliance to Specifications - Any work related to this cleaning and inspection project where recording quality, inspection, and/or reporting are not in accordance with these Technical Specifications shall be brought into compliance at the Contractor's expense.

PART FOUR DELIVERABLES

4.01 ACCEPTANCE

- A. Defective Work – Within sixty (60) days of the final delivery of written and video reports, the Owner will notify the Contractor of any defective work. Defective work (if any) will be corrected by the Contractor within sixty (60) days of receipt of this written notification. These corrections will be made to the satisfaction of the Owner.

4.02 DELIVERABLES

- A. Video Files - As part of the final submittal on this project, the Contractor shall submit two copies all video recordings and database information (in approved PACP format), on external hard drives (as dictated by the size and quantity of the files submitted). The submittal shall include the power cord and USB connection cable. The external hard drive shall become the property of the Owner.
- B. Written Reports – As part of the final submittal on this project, the Contractor shall provide two copies of a bound written report in the approved PACP format. This report shall include a cover page with the name of the project, scope of the project, and date of submission; an index page with listing of line segment reports; a complete set of line segment reports.

QUOTE FORM

2025 SANITARY SEWER CLEANING / TELEVISIONING
EAST GRAND FORKS, MN

PROJECT AREA NO. 1					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$ 2700	\$ 2700
2	Traffic Control	LS	1	600	600
3	Sewer Cleaning (8"-21" Pipe)	LF	42,874	① ② ③	74,252
4	Clean Lift Station	EA	12	1220	14,640
5	Removal of Roots	EA	10	610	6,100
6	Removal of Protruding Taps	EA	5	610	3,050
7	Bypass Pumping	EA	1	2000	2,000
TOTAL BID - PROJECT AREA NO. 1					\$103,342

① 8" PIPE 23,774' @ \$1.25/FT
 ② ≥12" PIPE 4,287' @ \$1.75/FT
 ③ EASEMENT 14,813' @ \$2.50/FT

- C. Uploading Information to City GIS Database: Contractor will be given necessary access and will be required to upload televising reports to the City's Diamond GIS Software / Database.
- D. Incidental Costs – All reports, hard drives, printing, copying, software, and other costs associated with developing and rendering these deliverables to the Owner shall be considered incidental to the project.

END OF SECTION

QUOTE FORM

2025 SANITARY SEWER CLEANING / TELEVISIONING
EAST GRAND FORKS, MN

PROJECT AREA NO. 2		UNIT	QUANTITY	UNIT PRICE	TOTAL
ITEM NO.	DESCRIPTION				
1	Mobilization	LS	1	\$ 3300	\$ 3300
2	Traffic Control	LS	1	600	600
3	Sewer Cleaning (8"-21" Pipe)	LF	37,380	① ② ③	71,106.50
4	Sewer Televising	LF	1,000	1/FT	1,000
5	Sewer Lead Televising	LF	1,000	\$60/LAUNCH	480
6	Removal of Roots	EA	5	610	3,050
7	Bypass Pumping	EA	1	2000	2,000
TOTAL BID - PROJECT AREA NO. 2					\$ 81,536

① 8" PIPE 7476' @ \$1.25/FT

② ≥ 12" PIPE 17,331' @ \$1.75/FT

③ EASEMENT 12,573' @ \$2.50/FT

QUOTE FORM

2025 SANITARY SEWER CLEANING / TELEVISION
EAST GRAND FORKS, MN

ADD ALTERNATE					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Sewer Televising	LF	5,310	\$1/FT	\$5,310
TOTAL BID - ADD ALTERNATE					

The City of East Grand Forks reserves the right of award either Project Area 1, Project Area 1 & 2 or Project Area 1, 2 & Add Alternate

Request for Council Action

Date: 1/21/25

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Jason Stordah-Public Works Director

RE: Authorization to Prepare Plans & Specifications
2025 City Project No. 3
Lift Station No. 13 Rehabilitation
East Grand Forks, Mn

Background:

Lift Station 13 was constructed after the flood as part of the temporary housing on the north end of the City off of 3rd Ave & 23rd St NW. The lift station is approximately 26 years old and the piping and fittings in the wet well are deteriorating and in need of replacement. A flowmeter will be installed to monitor wastewater flows from the lift station along with an electrical control building installed to get the lift station controls and such inside and out of the weather along with other miscellaneous items.

Estimated Project Costs:

Construction:	\$101,375.00
Plans / Specifications (12%):	\$12,165.00
Staking / Inspection (7%):	\$7,096.25
Construction Contingencies (15%):	<u>\$15,206.25</u>
Total Project Cost	\$135,842.50

Funding:

Wastewater Enterprise Fund

Recommendation:

Authorize Widseth to prepare plans and specifications.

Enclosures:

Engineers Estimate of Costs

RESOLUTION NO. 25 – 02 - 16

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2025 CITY PROJECT NO. 3 – LIFT STATION NO. 13 REHABILITATION

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

WHEREAS, the City Council desires plans and specifications for 2025 City Project No. 3 for the rehabilitation of Lift Station No. 13;

NOW THEREFORE, BE IT RESOLVED the Council of East Grand Forks directs the City Engineer to prepare plans and specifications for the 2025 City Project No. 3 per the guidelines of the existing engineering services agreement with Widseth Smith Nolting Engineering.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: February 4, 2025

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 4th day of February, 2025.

Mayor

**ENGINEERS ESTIMATE
LIFT STATION 13 REHABILITATION
EAST GRAND FORKS, MN**



1/22/2025

ITEM NO.	ITEM DESCRIPTION	PROJECT QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1	LS	\$ 10,000.00	\$ 10,000.00
2	Remove Existing Control Panel / Concrete Pad	1	LS	\$ 1,500.00	\$ 1,500.00
3	Remove & Replace 4" DI Piping / Fittings (Wet Well to Exterior)	1	LS	\$ 7,500.00	\$ 7,500.00
4	8'x8' Control Building w/ Thickened Edge Slab	1	LS	\$ 30,000.00	\$ 30,000.00
5	4" Flow-Meter & Manhole	1	LS	\$ 20,000.00	\$ 20,000.00
6	Misc Mechanical / Electrical	1	LS	\$ 20,000.00	\$ 20,000.00
7	Electrical Control Panel	1	LS	\$ 10,000.00	\$ 10,000.00
8	Common Topsoil Borrow	15	CY	\$ 25.00	\$ 375.00
9	Turf Establishment	200	SY	\$ 10.00	\$ 2,000.00
Subtotal Construction					\$101,375.00
Engineering - Plans/Specifications					\$12,165.00
Engineering - Construction Administration, Surveying & Inspection					\$7,096.25
Contingencies (15%)					\$15,206.25
Total Project Cost					\$135,842.50

Note: Temporary Bypass Pumping & Traffic Control by City of East Grand Forks

Request for Council Action

Date: 2/04/2025

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Nancy Ellis, Community Development Director/City Transit Manager

RE: Approval of Opinion of Counsel and FTA Authorizing Resolution

STAFF RECOMMENDATION:

FTA has recently released enhancements in TrAMS, the FTA's grants management system of record, specific to the organization and labeling of recipient documents. With the improvements, it was determined that some of our recipient documents were old/expired and need to be updated. The two updated documents that need approval are the Opinion of Counsel and the Authorizing Resolution. I am asking the City Council to approve these two documents so that we can continue to receive FTA grants and funding.

BACKGROUND INFORMATION:

One of the prerequisites to be a recipient of FTA funding is demonstrating legal capacity to carry out the project(s) included in federal assistance awards. This is generally based on the review of the recipient organization's documentation and certification that it has the legal capacity to carry out FTA-funded programs and projects. Specifically, the recipient must be eligible and authorized under state or local law to request, receive, and spend FTA funds to administer FTA-assisted projects.

- **Opinion of Counsel:** Each recipient must be legally empowered to carry out the activities specified in the award.
- **Authorizing Resolution:** Each recipient organization must have a resolution or equivalent, from the recipient's Board of Directors or equivalent Authorizing Official, to be responsible for applying for assistance and legally committing the applicant or recipient to compliance with terms of an award.

Both of East Grand Forks recipient documents need to be updated as the last submitted Opinion of Council was in 1986, and the last Authorizing Resolution was in 2007.



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

Mayor Mark Olstad
Reid Huttunen, City Administrator
600 Demers Ave NW
East Grand Forks MN 56271

Dear Mayor Olstad and Mr. Huttunen:

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with the application of the City of East Grand Forks Minnesota, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code; whereas, the applicant is a designated recipient as defined in 49 U.S.C. 5307(a)(2), and other federal statutes authorizing activities administered by the Federal Transit Administration.

Citations to laws, regulations, etc. establishing the legal authority of the City of East Grand Forks to carry out transportation projects for which federal assistance is sought is set forth below:

1. The City of East Grand Forks, Minnesota, is authorized under Home Rule Charter Section 1.02 and Chapter 410 of the Minnesota Statutes, and Sections 471.345, and 174.21 through 174.27, inclusive of Minnesota Statutes Annotated, to provide and assist transportation by providing funding of capital and operations to the area's transit service. This assistance may be provided directly by the City of East Grand Forks, Minnesota, or by lease or operating agreements with other parties.
2. The authority of the City of East Grand Forks to provide funds for the local share of the project is established through the adoption of the City of East Grand Forks' annual budget.
3. I have reviewed the pertinent federal, state, and local laws, and I have concluded that there is no legal impediment to your filing an application for the project for which the City of East Grand Forks Minnesota seeks assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action which might in any way adversely affect the proposed project or the capability of the City of East Grand Forks Minnesota to carry out the project.

Sincerely,

Ron Galstad
East Grand Forks MN City Attorney

RESOLUTION NO. 25 – 02 - 17

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53; TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.

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

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

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

1. That the East Grand Forks Transit Manager *or his/her designee* is authorized to execute and file an application for federal assistance on behalf of the City of East Grand Forks Minnesota with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, whereas, the applicant is a designated recipient as defined in 49 U.S.C. 5307(a)(2), or other federal statutes authorizing a project administered by the Federal Transit Administration.
2. That the East Grand Forks Transit Manager *or his/her designee* is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
3. That the East Grand Fork Transit Manager *or his/her designee* is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the City of East Grand Forks Minnesota.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: February 4, 2025

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 4th day of February, 2025.

Mayor

RESOLUTION NO. 25 – 02 - 18

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

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased from Border States Trophy the goods referenced in check number 43899 for a total of \$80.00.

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

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

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$80.00 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.

Voting Aye:

Voting Nay:

Abstain:

The President declared the resolution passed.

Passed: February 4, 2025

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 4th day of February, 2025.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

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

I, Tim Riopelle, being duly sworn states the following:

1. I am 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 43899 for a total of \$80.00.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on February 4, 2025.

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

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

Dated: _____

(Signature of Official)

Accounts Payable
Check Register Totals Only



City of East Grand Forks

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

User: rkringlen
Printed: 1/31/2025 - 9:28 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43832	02/04/2025	ABR001	Daniel & Bethany Abrahamson	5,647.44	0
43833	02/04/2025	ACT006	Active911, Inc	6.04	0
43834	02/04/2025	ADV001	Advanced Business Methods Inc	1,842.77	0
43835	02/04/2025	AE2S01	Advanced Engineering & Environmen	1,870.50	0
43836	02/04/2025	ALL008	ALLDATA	1,500.00	0
43837	02/04/2025	ALL011	Allstream	73.32	0
43838	02/04/2025	RCA001	Ryan & Ciera Amundson	4,163.26	0
43839	02/04/2025	ATV001	Auto Value Grand Forks	166.40	0
43840	02/04/2025	BAK001	Baker & Taylor Co	104.74	0
43841	02/04/2025	BAR001	Emily Barth	1,800.00	0
43842	02/04/2025	BAT001	Batteries + Bulbs	29.95	0
43843	02/04/2025	NSB001	Nick & Samantha Bergan	5,346.62	0
43844	02/04/2025	BER001	Bert's Truck Equipment	103.08	0
43845	02/04/2025	BIG001	Big Jim's East Side Tire	883.59	0
43846	02/04/2025	BNS001	BNSF Railway Company	1,797.72	0
43847	02/04/2025	GFF001	Timothy Brooks	9,180.00	0
43848	02/04/2025	IAC001	Int'l Assoc of Chiefs of Police Inc.	875.00	0
43849	02/04/2025	CTN001	Cintas Corporation No. 2	327.85	0
43850	02/04/2025	GFC002	City of Grand Forks	42,413.00	0
43851	02/04/2025	COL002	Cole Papers Inc	952.86	0
43852	02/04/2025	CON007	ConfiTrek	2,112.00	0
43853	02/04/2025	COU008	Countrywide Sanitation Company	48,315.36	0
43854	02/04/2025	DOY001	Patrick & Betsy Doyle	5,076.37	0
43855	02/04/2025	EAG001	Eagle Electric	3,548.11	0
43856	02/04/2025	EQU001	Equinox Open Library Initiative	8,240.00	0
43857	02/04/2025	FIN003	Finest Auto Trim Inc.	224.50	0
43858	02/04/2025	FOR001	Forks Freightliner	195.08	0
43859	02/04/2025	GGF001	GGF Convention & Visitors Bureau	4,447.10	0
43860	02/04/2025	HUB001	Hubert and Duane Gonsorowski	183.83	0
43861	02/04/2025	GTI001	Goodpoint Technology Inc	2,520.00	0
43862	02/04/2025	GFH001	Grand Forks Heating A/C & Sheetmet	366.50	0
43863	02/04/2025	GTS003	Grand Trailer Sales	799.99	0
43864	02/04/2025	GRE001	Great Plains Heating AC & Plumbing	145.00	0
43865	02/04/2025	HAN007	Matt Hangsleben	4,965.23	0
43866	02/04/2025	RUS003	Russell Hons	90.00	0
43867	02/04/2025	HUT001	Reid & Kelsey Huttunen	4,707.50	0
43868	02/04/2025	WHO001	I030 LLC	1,450.00	0
43869	02/04/2025	ING003	Ingram Library Services	859.56	0
43870	02/04/2025	INT013	Interstate Billing Service	599.15	0
43871	02/04/2025	JOH026	Johnson Controls	398.45	0
43872	02/04/2025	KEI001	Keith's Security World	200.00	0
43873	02/04/2025	KEN004	Wayne & Kathy Kendle	5,542.24	0
43874	02/04/2025	LEA002	League of MN Cities	325,814.16	0
43875	02/04/2025	AAL001	Austin & Alisha Littlejohn	4,144.48	0
43876	02/04/2025	HAR081	Local Ace	4.44	0
43877	02/04/2025	HAR087	Local Ace	139.89	0
43878	02/04/2025	HAR088	Local Ace	107.96	0
43879	02/04/2025	LUK005	Michael & Laura Lukkason	4,725.72	0
43880	02/04/2025	RKL001	Robert & Kayla Lukkason	5,354.45	0
43881	02/04/2025	LUM001	Lumber Mart	37.68	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
43882	02/04/2025	LUN008	Andrew Lundbohm	687.00	0
43883	02/04/2025	CAM005	Casey & Alicia Mack	4,289.75	0
43884	02/04/2025	MEN001	Menards	89.88	0
43885	02/04/2025	MPO001	Metropolitan Planning Organization	5,431.00	0
43886	02/04/2025	MID003	Midcontinent Communications	2,786.64	0
43887	02/04/2025	MID014	Midwest Overhead Crane	1,367.00	0
43888	02/04/2025	MND020	Minnesota DEED - BCD Repayments	788.44	0
43889	02/04/2025	MNM002	MN Municipal Utilities Assoc	4,336.00	0
43890	02/04/2025	MOT004	Motor Vehicle Deputy Registrar 146	16.25	0
43891	02/04/2025	NOR024	Northland Yard Service	870.00	0
43892	02/04/2025	ORE001	O'Reilly Automotive, Inc.	408.12	0
43893	02/04/2025	OPS002	Brian & Tara Opsahl	8,506.08	0
43894	02/04/2025	FAR008	Parkland USA Corporation	232.84	0
43895	02/04/2025	POM001	Pomp's Tire Service, Inc	423.84	0
43896	02/04/2025	POW003	Powerplan OIB	165.47	0
43897	02/04/2025	PSD001	PS Garage Doors	158.00	0
43898	02/04/2025	QUI001	Quill Corporation	250.27	0
43899	02/04/2025	BOR002	Timothy Riopelle	80.00	0
43900	02/04/2025	RIV005	Riverview Healthcare	60.00	0
43901	02/04/2025	SHO004	Showcases	120.69	0
43902	02/04/2025	MIK001	SJA Thunder Corp	142.16	0
43903	02/04/2025	SKJ001	Austin Skjei	4,676.84	0
43904	02/04/2025	SLM001	South Lake Minnctonka Police Depart	299.00	0
43905	02/04/2025	SCR001	St. Cloud Refrigeration, Inc.	360.00	0
43906	02/04/2025	STR007	Structural Materials	1,212.50	0
43907	02/04/2025	SUN009	Sun Electric Inc.	134,878.50	0
43908	02/04/2025	TER002	Terry's Tree Service	3,000.00	0
43909	02/04/2025	THU002	Thur-O-Clean	5,001.16	0
43910	02/04/2025	RED015	Denise Tollcfson	89.80	0
43911	02/04/2025	VAL002	Valley Truck Parts and Services Inc.	13,005.16	0
43912	02/04/2025	VES001	Vestis Services LLC	310.87	0
43913	02/04/2025	VIL001	Vilandre Heating & A/C	1,900.00	0
43914	02/04/2025	WAR005	Ward Apparatus LLC	36.70	0
43915	02/04/2025	WAT001	Water and Light Department	1,332.92	0
43916	02/04/2025	WID001	Widseth Smith Nolting & Associates	121,216.00	0
43917	02/04/2025	WOI001	Jared Woinarowicz	5,252.17	0
43918	02/04/2025	XCE001	Xcel Energy	24,028.40	0
				<hr/>	
				Check Total:	<hr/>
					862,208.34
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