

MINUTES/PUBLIC SERVICE COMMITTEE
Monday, April 14, 1997 - 7:00 p.m.

Members present: Hagness, Beyer, Klave, Hafner.

1. Request from Jerome Gunderson, Red River High School, for waiver of building permit fee for construction of building permit fee for construction of building for class project.

It was noted that they have done this in the past. Moved by Hafner and Beyer to approve request. Motion carried.

2. Matter of reduction in sampling frequency in RDO Foods Company industrial waste permit.

A communication from Mike Shea, Env. Coordinator, had been included in the packet reporting that RDO Foods Co. has not had a violation of its permit conditions since January 1, 1997; that the improvements to their wastewater treatment plant were on line in the fall of 1996 and completely operational in February of this year; that according to EPA to reduce the sampling frequency the City will need to public notice the change and solicit public comment for a 30-day period (month of May), will answer comments, if any, and implement permit changes July 1, 1997. Mr. Shea and Carl Johnson, RDO Foods, were present. Moved by Beyer and Hafner to receive and file. Motion carried.

Mr. Swanson, city attorney, reported that there were two separate pieces of litigation involving RDO Foods; that litigation where RDO Foods sued the City of Grand Forks has been dismissed by the Court; the second action where the City sued RDO Foods should be resolved this week.

Mr. Johnson stated he appreciates City's help, esp. Mike Shea, and everything working really well.

4. Matter of performance objectives for positions in city departments.

Dan Gordon, Human Resources, reported that on January 1, 1997 the city council approved the wage study, that it was implemented with the condition that there will be step increases, but not guaranteed increases, and has to be tied to a level of satisfactory performance for every employee in the city. He stated they wanted to get away from subjectivity as much as possible and make sure it's as objective as possible; and department heads took essential functions from newly written job descriptions for evaluation, or established or

reworded some of those essential functions to make them as objective as possible. He stated that this is working document and after appraisal, make changes as needed.

Klave reported present.

Beyer stated that she was under impression that step increase was for going beyond essential functions of the job; Mr. Gordon stated that what he has challenged departments with is to place

MINUTES/PUBLIC SERVICE COMMITTEE
April 14, 1997 - Page 2

bar where want it this year, and for next evaluation raise those measurements to another level; some positions can't do that. Committee questioned what incentive is for employees at the top of their grade to do better; Mr. Gordon stated have veteran workforce, that by 1998 approx. 70% at top of range, and that would be more of a merit type plan. He noted that incentives would be future promotional opportunities, and if low performance there is potential disciplinary issue and documentation to support that. Beyer stated that the main gist of the wage study was to get equity/parity across the board, and see how performance measures come into play. Hagness noted that in 1998 it will cost \$290,000 to implement pay increases without any wage increases; Mr. Gordon stated that would be max cost - if everyone were to get increase.

Mr. Gordon requested committee to support process and that these will be tool for next evaluation period to either approve or disapprove step increases. He also noted that each department did their own performance objectives. Beyer asked if they were consistent across the city; Mr. Gordon stated there were three different type of ratings: either yes/no; a three tiered rating - unsatisfactory, meets expectations or above expectations; and a quintile scoring system (which mayor chose for department heads). Moved by Beyer and Hafner to approve the performance objectives. Motion carried.

3. Matter of easement for electric transmission line on 24th Ave.S. between S. 38th and S. 42nd Streets.

Al Grasser, asst. city engineer, reported that they need to move some poles and need easements for relocation of poles, that this is part of assessment of storm sewer project. Moved by Beyer and Klave to approve the easements in the amount of

\$1.00 for relocation of the line. Motion carried.

5. Certificates of substantial completion for water treatment plant improvements.

- a) Hanson Electric, Proj. 4202, 4045 bldg. and 4056
- b) Lunseth Plbg. for Projs. 4202, 4045 bldg. and 4056
- c) Innes Construction for Proj. 4202 and 4045 bldg.

Keith Johnson, asst. city engineer, reported that these three contracts have been completed, and consulting engineer, Advanced Engineering, has certified that they are complete. Moved by Beyer and Klave to approve. Motion carried.

6. Consideration of bids, Proj. 4591, upgrade lift station #29.

Tom Hanson, WFW, reported that when they opened bids there were two anomalies which they will need to consider: 1) Innes Const. wrote on the outside of their bid envelope - deduct Schedule B General \$5,000, they were already low but nothing to indicate that, and their recommendation is to award with a \$5,000 **MINUTES/PUBLIC SERVICE COMMITTEE**

April 14, 1997 - Page 3

deduct; 2) that in John's Refrigeration's bid the unit price pieces total \$54,000 but bidder wrote that \$54,900 is the correct number. He stated that in the bidding documents they prepared state, "Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum".

Moved by Beyer and Hafner to award Schedule B, General, to Innes Construction for \$69,737.00. Motion carried.

Beyer asked to be excused from voting on award to John's Refrigeration, Inc. and it was so moved by Hafner and Klave. Carried.

Moved by Klave and Hafner to award bid for Schedule B, Electrical, to John's Refrigeration in the amount of \$54,000. Motion carried; Beyer abstaining.

11. Plans and specifications for Lift Station No. 7.

Mr. Hanson reported this lift station is in front of H.E. Everson, City is using access across H.E. Everson's property to get to the site, they will basically create a road and build site up above flood plain and provide structures that will resist uplift and forces involved when analyze concrete structure that is there now that could fail. Moved by Beyer and Hafner to approve plans and specifications. Motion

carried.

7. Change order for Project 4225.3, frontage roads on South Washington Street.

Mr. Grasser presented change order for concrete instead of asphalt, and with additions, deletions and various change order comes to \$403,982.50. He reported that this is still broken out as a non-participating cost, but that there's hint that State might participate in that cost. Moved by Beyer and Klave to approve the change orders in the amount of \$403,982.50. Motion carried.

8. Matter of utilities (sanitary sewer, watermain, storm sewer and paving) for Prairie View 1st Addition.

Mr. Grasser reported that Mr. Crary is asking City to install utilities in Prairie View Addition, hasn't received letter of credit, but received note indicating that Crary probably will try to address his upfront money through a letter of credit.

There was considerable discussion re. pump station at est. cost of \$2 million to serve that area, and funding. Mr. Grasser stated that is problem they have, that Prairie View is outside service area for existing pump station, and to serve that area would need to install new lift station, est. cost \$2 Mil., and would have to install approx. 4 mi. of forcemain. Mr. Grasser stated that the current City policy is to pay for lift stations.

MINUTES/PUBLIC SERVICE COMMITTEE

April 14, 1997 - Page 4

After further discussion it was moved by Hafner and Beyer to table for two weeks and to invite Mr. Crary to the meeting. Motion carried. (committee only)

10. Consideration of bids for Proj. Nos. 4625 and 4626:

Mr. Grasser distributed copies of tabulation of bids received for the Longview Addition for Sanitary Sewer Proj. 4625 and Watermain Proj. No. 4626, which were bid as combined bid, and recommended award to the low bidder. Mr. Swanson questioned whether this would be affected if the annexation is protested out; and that he understands there will be protests from Simplot, UND and Johnson.

Moved by Beyer and Klave to accept the low bid of Robert Gibb & Sons in the amounts of \$102,513.00 and \$94,120.00,

respectively, for a total bid \$196,633.00, contingent upon annexation. Carried.

Moved by Beyer and Klave to return the bid of Schipper Construction unopened as bid did not acknowledge receipt of addendum #2. Motion carried.

12. Consideration of bids for Proj. No. 4440, southend drainway.

Mark Lambrecht, CPS, consulting engineer, reported that three bids weren't opened; that because of funding for this project from the State Revolving Loan Fund, they have a special caveat that in the outside envelope there has to be a form that they supply with the bid to indicate how they contacted minority and women's business enterprises, and that was not included in bids of Schipper Construction nor Construction Engineers, Ltd., and that ICS, Inc. did not acknowledge receipt of addenda. Mr. Lambrecht reported that they had spoken to both Construction Engrs. and to ICS, and they both offered without being asked, that if opened their bids wouldn't have affected outcome of the bid opening.

Moved by Beyer and Klave to return the bids of Schipper Construction, Construction Engineers, Ltd. and ICS, Inc. unopened. Motion carried.

Mr. Lambrecht reviewed tabulation of the five bids that were opened, that two bids had minor corrections that did not affect the outcome. He reported that the low bid was submitted by Riley Brothers Construction, Inc. of Morris MN in the amount of \$2,099,050.40; that engineer's est. was \$2 million; and that Zavoral & Sons, Inc., EGF, was within 15,000 of the low bid.

Mr. Lambrecht reported that Riley Brothers bid on two parts of the Aurora job and were within second or third bidder on underground utilities and site grading for the Aurora; that Mortenson has had contact with them. He reported they are expanding their territory to bid jobs in wider radius because not lot of work in

MINUTES/PUBLIC SERVICE COMMITTEE

April 14, 1997 - Page 5

their locality, they employ 145 people, grossed \$23 Million in 1996, they did site improvements for ProGold at Wahpeton; they will do their own grading and underground utilities and installation of box culverts; listed equipment they have; that they will use Swingen for poured concrete work, purchase

gravel from companies in EGF or Northwood, pipe from Concrete Sectional and Valley Contracting for paving. He stated it was their recommendation, based on evaluations, to award to Riley Brothers Construction, Inc. contingent upon approval by State Dept. of Health because they are providing funding. He reported that work will start about June 1, with an October 15 completion date; that this is Phase I which runs from river to west of Chestnut Street and this is outlet to the river, major structures are between river and Chestnut Street.

It was noted that there are three phases to the project, this phase alone wouldn't be great benefit, benefit comes from extension. Mr. Grasser stated that this is most expensive phase as it has outfall structures and box culverts. Mr. Lambrecht stated they have R/W for this phase but not on future phases, land acquisition is an issue, and are hopeful that after flood, etc. there may be federal funding to help as mitigation to protect from future flooding.

Moved by Beyer and Hafner to accept the low bid of Riley Brothers Construction, Inc. in the amount of \$2,099,050.40, contingent upon approval from the State Dept. of Health. Motion carried.

9. Matter of creating special assessment district:

a) Proj. No. 4463, storm sewer on S. 42nd Street

Mr. Grasser distributed copy of engineer's report for the project and assessment district map, est. cost of \$1,116,000, for storm sewer on South 42nd Street from DeMers to 17th Avenue South, and includes some work going through Ray Richard's Golf Course. Mr. Lambrecht stated they are working with the City on this and presented map showing benefitting area, that project includes outlets from the Aurora site and along Interstate. He noted that there would have to be some minor regrading along English Coulee and 17th Avenue S. and drainage area through Ray Richard's will be widened and deepened; with 6' diameter culvert beneath 42nd Street to take the existing finger of drainage that comes from the west.

Moved by Beyer and Klave that we adopt a resolution creating the assessment district, approving the engineer's report, including estimate of cost, an assessment district map, and further that we pass a resolution instructing the city engineer to prepare detailed plans and specifications, and that we declare intent to sell bonds to finance these improvements. Motion carried.

Meeting adjourned at 8:10 p.m..

Alice Fontaine, City Clerk

Dated: 4/16/97