



City of Grand Forks
Staff Report

Committee of the Whole – January 13, 2020
City Council – January 21, 2020

APPROVED & ACCEPTED
by City Council

01/21/2020

Maureen Storstad
Maureen Storstad
City Auditor

Agenda Item: Letter of Intent to provide Refuse and Recycling Services in Community Partnership with the Grand Forks Air Force Base

Submitted by: Todd Feland, City Administrator
LeahRae Amundson, Public Works Operations Director

Staff Recommended Action: Approve Letter of Intent to provide Refuse and Recycling Services in Community Partnership with the Grand Forks Air Force Base, subject to the City Attorney's Office final review and approval.

Committee Recommended Action: Moved to Council with the recommendation to approve

Council Action: Motion by Sande, second by Dachtler to approve. Motion carried unanimously.

BACKGROUND:

Beginning in 2014, the City of Grand Forks administrator team under the leadership of Mayor Michael R. Brown participated in initial scoping meetings with the Grand Forks Air Force Base (GFAFB) 319th Air Base Wing under the leadership of then Commander Paul E. Bauman, Colonel United States Air Force (USAF).

As a result of a successful formal USAF planning process including a series of scoping meetings hosted at City and GFAFB facilities, involving leadership and operations staff, and final presentation to the Secretary of the USAF, a formal request was made and granted for the GFAFB to become part of the Air Force Community Partnership Initiative. This successful partnership continues to provide support and recognition for the GFAFB and City as unified partners in the GFAFB retention efforts.

The USAF describes the Air Force Community Partnership Initiative as “a process to leverage military installation and local government capabilities and resources to reduce operating and service costs, or reduce risks, in support of the Air Force mission...The Air Force Community Partnership Initiative provides leadership resources to installation and community leaders as they develop, prioritize, and implement partnership initiatives.”

ANALYSIS AND FINDINGS OF FACT:

- **Base Retention and Investment Committee (BRIC) Strategic Plan Goals**
 - Support & enhance the value of Grand Forks AFB, its infrastructure, and current missions.
 - Secure new missions & capabilities for Grand Forks AFB
 - Engage the public and private sectors to leverage the assets and infrastructure of Grand Forks AFB for economic diversification opportunities to strengthen the Grand Forks Region and State economies.
 - Support Grand Sky, UND and the emerging UAS industry in North Dakota
- BRIC Strategic Working Groups include the following areas:
 - Base Retention/Promotion
 - Quality of Life
 - Public/Public/Private Partnerships (P4)
 - Economic Development
- Community partnerships are a key part of the strategic relationship between the City and GFafb.
- The City has various service partnership agreements with the GFafb to include a drinking water supply agreement and various public safety mutual aid and user agreements.
- City Public Works Operations Staff has under the direction of City Administrator, Todd Feland, worked with GFafb leadership and operations personnel to review the current level of services provided at the GFafb operations area. The GFafb is in the final process of completing their business case analysis for provision of services by the City of Grand Forks starting in July of 2020 at the conclusion of their current 6 month extension with ProMark Services, Inc. of West Fargo, ND. The Letter of Intent is the next step in this partnership process.
- GFafb contractor, ProMark Services Inc. of West Fargo, ND in turn sub-contracts refuse and recycling services to Waste Management, Inc. with the City of Grand Forks Landfill charges billed through ProMark to the GFafb as a pass-through charge.
- The City is under an agreement (2014) and currently a 1 year extension through December, 2020 for recycling services with Waste Management, Inc. It is the intent of the City to include the GFafb recycling services as part of the City's recycling program July 2020 through December 2020, and for inclusion in the City's recycling program in FY2021-24.
- The City intends to provide refuse containers, collection and disposal services as well as provision and/or contract oversight of recycling containers, collection, and processing services for the GFafb operations area under a 4 year agreement term 2020-2024.
- City staff will return to City Council at a future date with a proposed Intergovernmental Services Agreement and plan to incorporate the GFafb services in the City's Sanitation Department master planning, CIP, and annual budget processes.

SUPPORT MATERIALS:

- Letter of Intent for Refuse and Recycling Services



January 21, 2020

FROM: City of Grand Forks
255 North 4th Street
Grand Forks, ND 58203

TO: Grand Forks Air Force Base
Grand Forks, ND 58204

SUBJECT: Letter of Intent – Community Partnership for Refuse and Recycling Services

Please allow this letter to serve as notification that the City of Grand Forks, North Dakota (City) welcomes the opportunity to partner with the Grand Forks Air Force Base (GFAFB) to provide for Refuse and Recycling Services.

The City believes it will be mutually beneficial to provide for Refuse and Recycling Services for the GFAFB. The City intends to enter into an Intergovernmental Support Agreement (IGSA) with the GFAFB in support of the Air Force mission. The City certifies that any contract awarded by the City to provide services to the Air Force pursuant to an IGSA will be made based on City of Grand Forks procurement policies and procedures.

The City understands that this letter is nonbinding and constitutes an indication of our interest only. This letter creates no liability or obligation of any nature with respect to any contemplated transaction or any other matter or action described or referred to herein.

Signed

Michael R. Brown, Mayor
City of Grand Forks