



City of Grand Forks
Staff Report
Committee of the Whole – March 23, 2026
City Council – April 6, 2026

APPROVED & ACCEPTED
by City Council

04/06/2026

Maureen Storstad
Maureen Storstad
City Auditor

Agenda Item: Plans and Specifications for City Project Nos. 9079 (District No. 625) – Sanitary Sewer, 9080 (District No. 368) – Watermain, 9081 (District No. 626) – Storm Sewer, and 9082 (District No. 627) – Stormwater Pond for Birkholz 8th Addition

Submitted by: Engineering Department, Edward Liberman, PE (Assistant City Engineer)

Staff Recommended Action: **Approve Revised Engineer’s Report for Project No. 9081 (District No. 626) – Storm Sewer. Approve Plans and Specifications and direct Engineering Department to advertise for construction bids for City Project Nos. 9079 (District No. 625) – Sanitary Sewer, 9080 (District No. 368) – Watermain, 9081 (District No. 626) – Storm Sewer, and 9082 (District No. 627) – Stormwater Pond for Birkholz 8th Addition.**

Committee Recommended Action: Motion by Berg, second by Fridolfs to move staff recommendation to City Council with a recommendation to approve. Motion carried unanimously.

Council Action: Motion by Berg, second by Sande to approve on consent agenda. Motion carried unanimously.

BACKGROUND:

City projects 9079-9082 consist of constructing sanitary sewer, watermain, storm sewer, and a stormwater pond to serve properties in the Birkholz 8th Addition development. The primary benefiting area consists of approximately 28 acres of land bounded by 17th Ave S. on the north and S. 42nd St. on the west. These public improvements were initiated at the request of the property developer, Oxford Seventeen, LLC. The Developer is proposing this public infrastructure be designed and constructed through special assessment, to be accepted by the City for operation and maintenance.

Design and construction services associated with these projects are being accomplished under task order agreement with CPS, Ltd. City staff has reviewed the Preliminary Design documents, and final design and bid documents are being prepared for advertising.

All costs for this project will be special assessed to the benefiting properties except for a City cost share associated with the construction of the stormwater pond. Per current City CIP Cost Sharing Policy, the City cost share for stormwater ponds is calculated from the acres of drainage basin that the pond serves. Based on a drainage basin of slightly more than 20 acres, the City cost share would be 10%. This equates to a cost share of approximately \$76K which will be paid from Fund 5400 (Stormwater Fund).

According to City of Grand Forks Code §18-0908(1)(B), before the contract for any City-constructed facility in any new subdivision will be awarded, the developer must provide the City cash or a negotiable security in the amount of 50% of the costs expected to be special assessed to their properties. This financing arrangement reduces the financial risk to the City for fronting project costs. The developer has indicated that a Letter of Credit will be provided to meet this requirement.

Consideration at previous Committee of the Whole and City Council meetings includes:

- Annexation and plat approval by City Council.
- Jan 19, 2026 – City Council created Special Assessment Districts, approved Engineer’s Reports, approved awarding of a task order to CPS, Ltd. For engineering services, and directed Engineering Dept. to prepare plans and specifications.

ANALYSIS AND FINDINGS OF FACT:

- A timetable of administrative project milestone dates is attached with this Staff Report. The bid award date is scheduled for May 4, 2026. Construction is planned to take place in 2026.
- Estimated total construction cost for projects is \$2.05M
- Cost of the Task Order for engineering design and construction services is \$352,500.
- In accordance with City CIP Cost Sharing Policy, total City cost share is estimated to be \$76K for a City 10% share for new construction of a stormwater pond. To be paid from Fund 5400 (Stormwater Fund).
- Total estimated assessment amount for these projects is \$2.72M
- Based on the type of public infrastructure improvements, these projects are non-protestable per State law [Ref: ND Century Code Ch. 40-22].

SUPPORT MATERIALS:

- Project Location Map (1 pg)
- Developer’s Letter of Request, dated Dec 15, 2025 (1 pg)
- Revised Engineer’s Report, Project # 9081 (1 pg)
- Special Assessment District Maps (4 pgs)
- Project Timetable (1 pg)

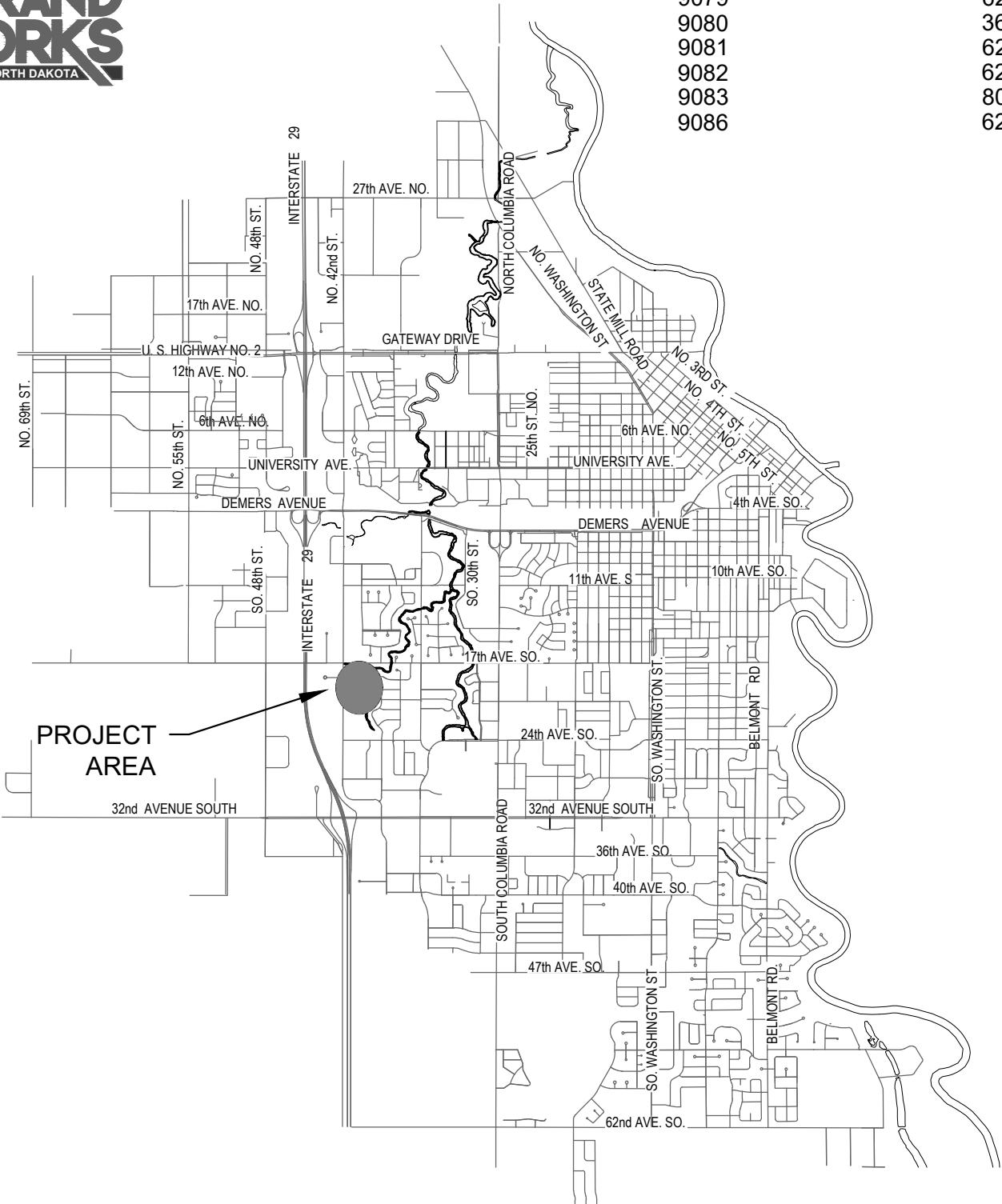
PROJECT LOCATION MAP

GRAND FORKS, NORTH DAKOTA

Sanitary Sewer, Watermain, Storm Sewer, Stormwater Pond,
Paving & Streetlights, & Box Culvert for Birkholz 8th Addition



PROJECT #	DISTRICT #
9079	625
9080	368
9081	626
9082	627
9083	802
9086	628



December 15th, 2025

Mr. Allen Grasser, PE; City Engineer
City of Grand Forks
255 North 4th Street
PO Box 5200
Grand Forks, ND 58206-5200

RE: Request to Special Assess Paving & Street Lighting
Birkholz Eighth Addition

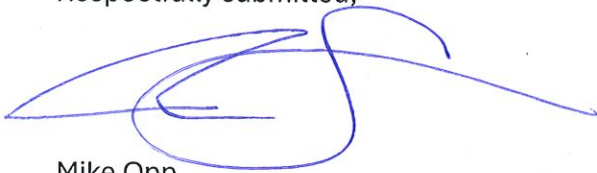
Dear Mr. Grasser,

Please accept this letter as my official request to have the sanitary sewer, watermain, storm sewer, Stormwater pond, paving and streetlights for Birkholz Eighth Addition special assessed to benefiting properties. We will provide a letter of credit for the projects. We request this project bid as soon as possible to allow the paving and previously submitted wet utilities completed by November 2026.

We understand that the City is currently drafting the Developer Agreement. Please let us know how we can start the process to get the agreement underway.

Please get in touch with me if you have any questions or would like additional information.

Respectfully submitted,



Mike Opp
Oxford Seventeen, LLC
President

ENGINEER'S REPORT [Revised]

The following report is submitted to the City Council of Grand Forks regarding the proposed Project No. 9081 benefiting District No. 626.

1. Purpose and general nature:

Improvement of the municipal system serving the district by constructing new storm sewer to serve the properties at Birkholz 8th Addition. This project will benefit adjacent property owners by draining storm runoff from private property and right-of-way and directing drainage to a regional storm pond where the runoff will be treated for quantity and quality considerations IAW the City MS4 permit. It is expected the installation of storm sewer service will increase the value of properties served by this system.

2. Location:


Described as follows: Along Armstrong Ct. in the Birkholz Development.

3. Feasibility and cost:

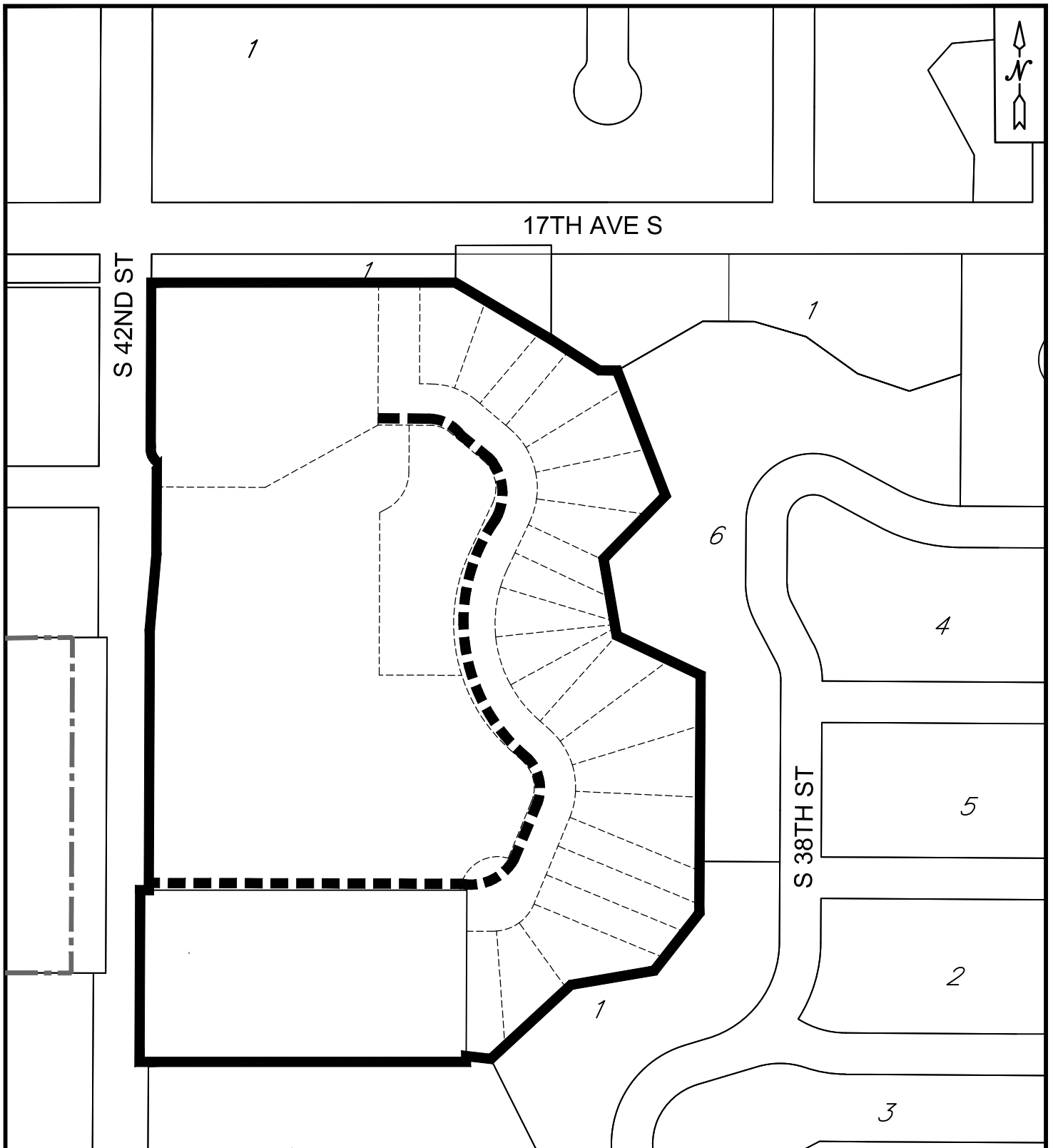
In the opinion of the undersigned, the improvement is feasible, and the probable cost thereof is estimated to be approximately \$436,527 including construction, engineering, financing, contingencies, and other incidental costs.

4. A map of the district is attached.

3/19/26
Date


Allen R. Grasser, PE – City Engineer

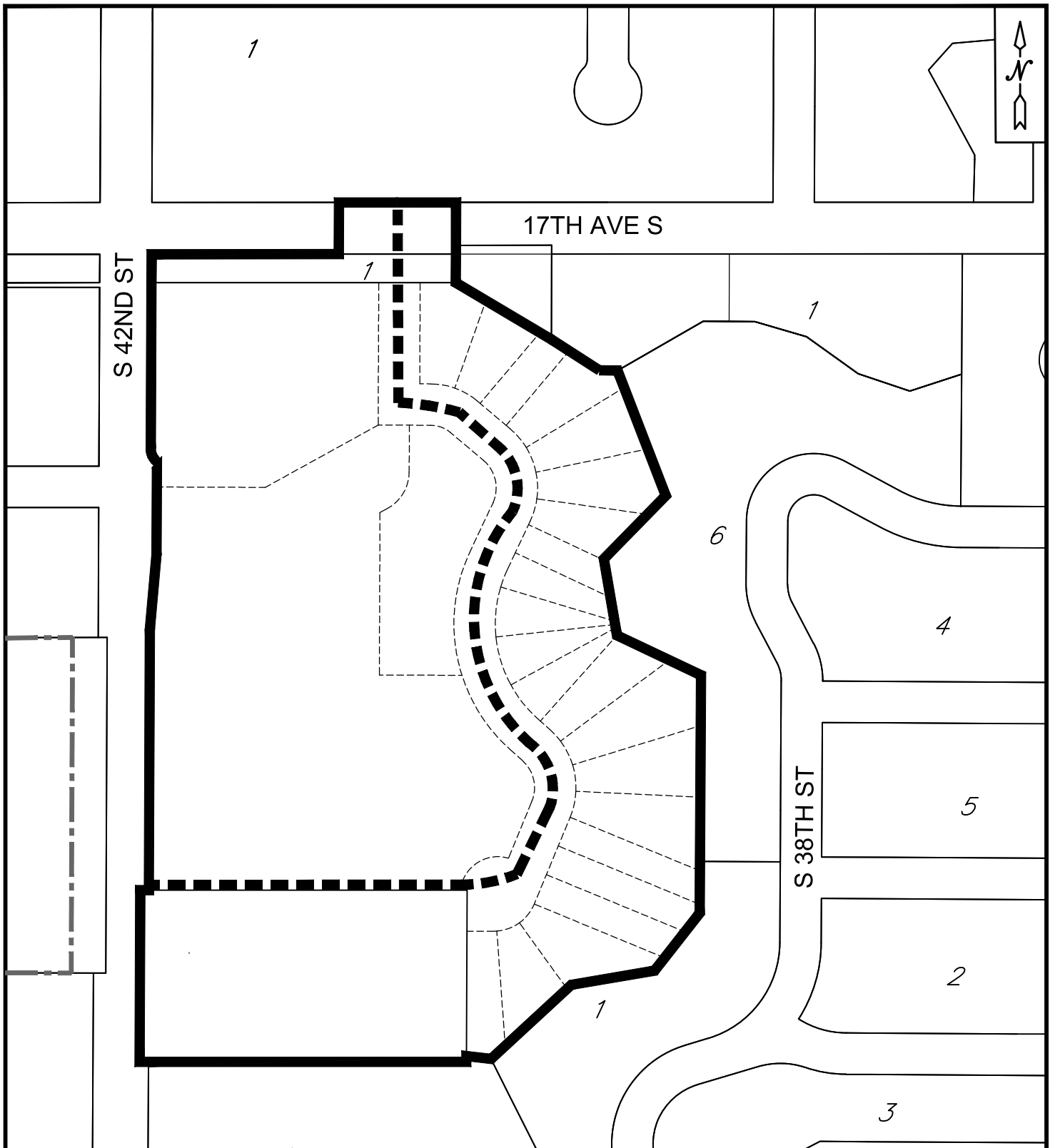
Construction Cost	\$329,400
Consultant Cost	\$43,700
Land Acquisition	\$ -
Less City Share*	(\$ -)
<hr/>	
Assessed Construction Cost	\$373,100
Project Related Expenses	
City Engineering (3%)	\$11,193
Advertising, Legal & Miscellaneous (2%)	\$7,462
Administration (8%)	\$29,848
Interim Financing (4%)	\$14,924
<hr/>	
Total Assessment Amount	\$436,527



BIRKHOLZ'S 8TH ADDITION - SANITARY SEWER

LEGEND

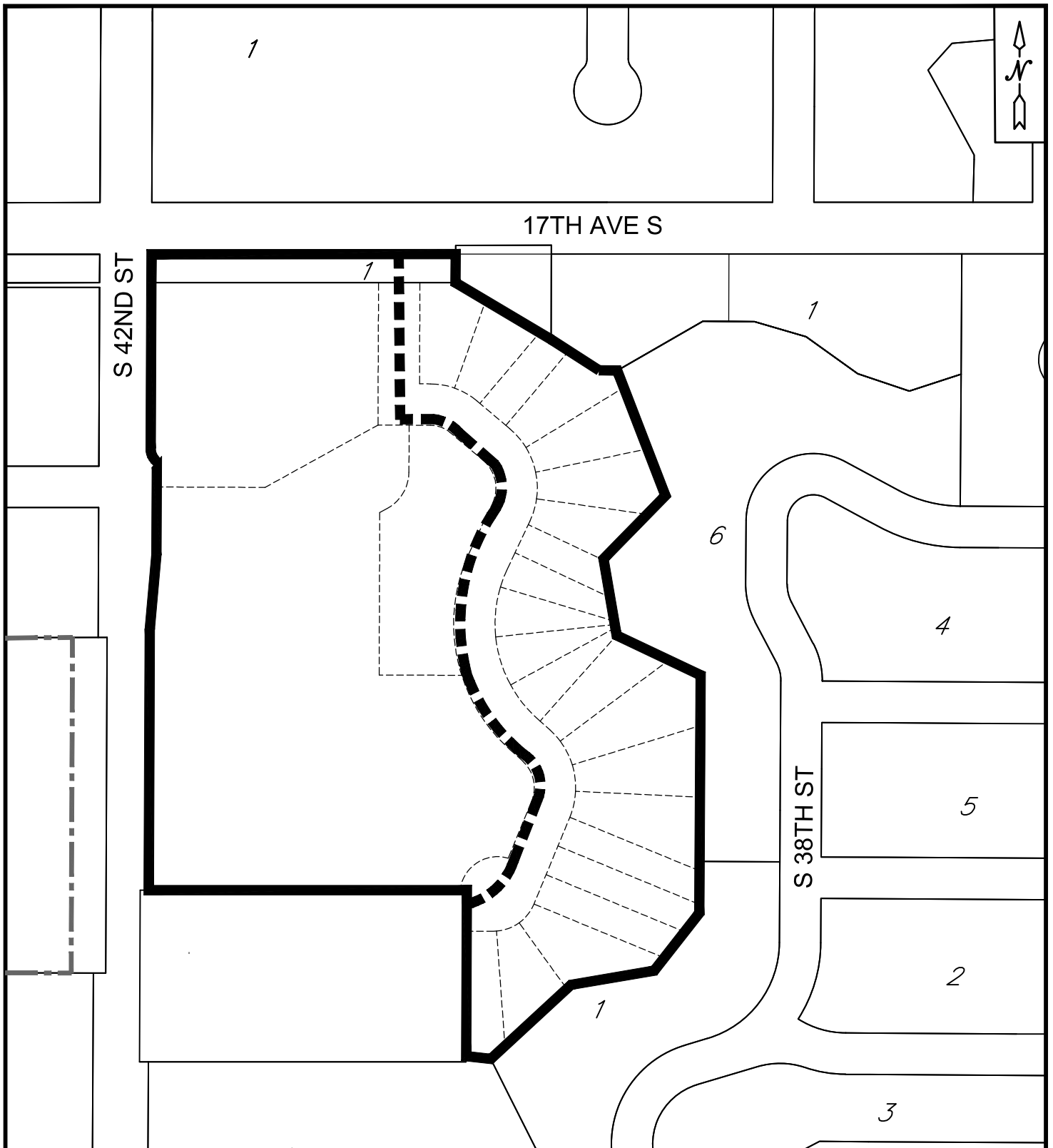
<p>PROJECT # 9079</p> <p>DISTRICT # 625</p>	<p>----- PROPOSED LOT LINES</p> <p>■ ■ ■ ■ PROJECT LIMITS</p> <p>— · — · — CITY LIMITS</p>	<p>▬ ASSESSMENT DISTRICT BOUNDARY</p> <p>▨ FUTURE ASSESSMENT DISTRICT</p>
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BIRKHOLZ'S 8TH ADDITION - WATERMAIN

LEGEND

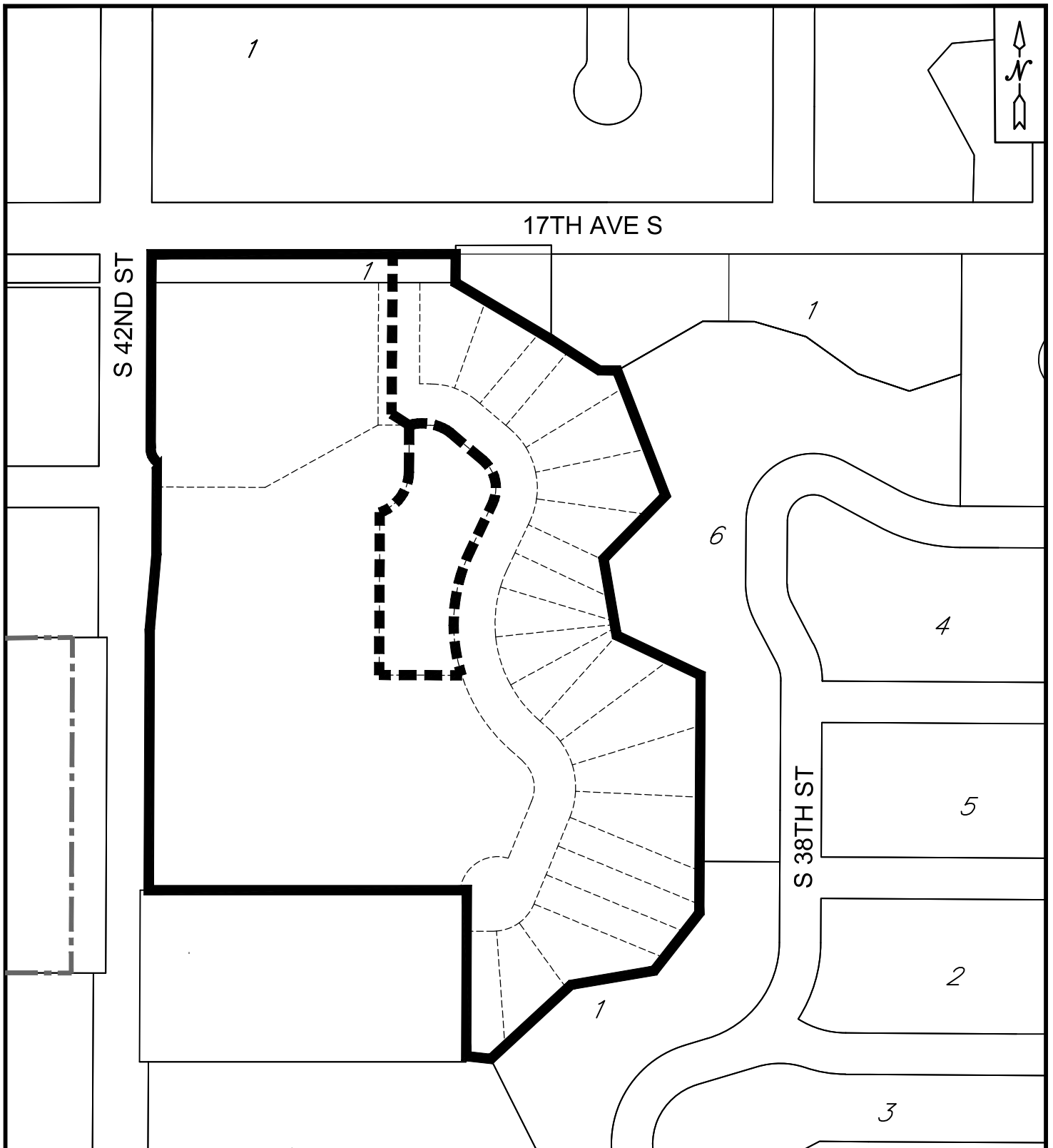
- | | | |
|----------------|-----------------------------|-----------------------------------|
| PROJECT # 9080 | ----- PROPOSED LOT
LINES | ▬ ASSESSMENT DISTRICT
BOUNDARY |
| DISTRICT # 368 | ▬▬▬▬ PROJECT LIMITS | ▨ FUTURE ASSESSMENT
DISTRICT |
| | — · — · — CITY LIMITS | |



BIRKHOLZ'S 8TH ADDITION - STORM SEWER

LEGEND

- | | | |
|---|--|--|
| <p>PROJECT # 9081</p> <p>DISTRICT # 626</p> | <p>----- PROPOSED LOT
LINES</p> <p>■ ■ ■ ■ PROJECT LIMITS</p> <p>— · — · — CITY LIMITS</p> | <p>———— ASSESSMENT DISTRICT
BOUNDARY</p> <p>▨ FUTURE ASSESSMENT
DISTRICT</p> |
|---|--|--|



BIRKHOLZ'S 8TH ADDITION - STORMWATER POND

LEGEND

<p>PROJECT # 9082</p> <p>DISTRICT # 627</p>	<p>----- PROPOSED LOT LINES</p> <p>■ ■ ■ ■ PROJECT LIMITS</p> <p>— · — · — CITY LIMITS</p>	<p>▬ ASSESSMENT DISTRICT BOUNDARY</p> <p>▨ FUTURE ASSESSMENT DISTRICT</p>
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TIMETABLE FOR SPECIAL ASSESSMENT PROJECTS

Project Name: Sanitary Sewer, Watermain, Storm Sewer, and Stormwater Pond for Birkholz 8th Addition

Project Number: 9079, 9080, 9081, 9082

District No.: 625, 368, 626, 627

- Water
- Sanitary Sewer
- Storm Sewer & Pond
- Paving and Street Lights

This timetable prepared by EJL
Revised by:

Date: 01/07/2026
Date:

Action	Date of Action			Approved
	Other	Committee	Council	
Approval of Engineers Report including estimate. Resolution creating assessment district. Direct engineering to prepare plans & specifications and advertise for construction bids.		1/12/26	1/20/26	
*Special Assessment Commission to meet to determine preliminary distribution of benefits.	TBD			
*Notices sent to property owners.	Week of 2/9/26			
Approval of plans & specs.		3/23/26	4/6/26	We are here
**Advertisement for bids prepared.	4/2/26			
*Advertisement for bids published.	4/8/26			
Discuss Project. (Optional)		4/13/26		
***Bids received, opened & tabulated.	4/23/26			
Recommend award of contract.		4/27/26	5/4/26	

*Responsibility of Finance & Administrative Services Office

**Responsibility of Engineering Department.

***Responsibility of Finance & Administrative Service Office & Engineering Department.