

FARGO CITY COMMISSION AGENDA
Monday, September 10, 2018 - 5:00 p.m.

City Commission meetings are broadcast live on TV Fargo Channel 56 and online at www.FargoND.gov/streaming. They are rebroadcast Mondays at 5:00 p.m., Thursdays at 7:00 p.m. and Saturdays at 8:00 a.m. They are also included in the video archive at www.FargoND.gov/citycommission.

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approve Order of Agenda.
- D. Minutes (Regular Meeting, August 27, 2018).

CONSENT AGENDA – APPROVE THE FOLLOWING:

- 1. Waive requirement to receive and file an Ordinance one week prior to 1st reading and 1st reading of the following Ordinances:
 - a. Amending Section 35-0102, of Article 35-01 of Chapter 35 of the Fargo Municipal Code Relating to the Sale of Tobacco Products.
 - b. Amending Section 35-0201, of Article 35-02 of Chapter 35 of the Fargo Municipal Code Relating to the Sale of Tobacco Products.
- 2. 2nd reading and final adoption of the following Ordinances; 1st reading 8/27/18:
 - a. Rezoning Certain Parcels of Land Lying in Champions Gate at Prairie Farms Addition.
 - b. Amending Section 25-1513, of Article 25-15 of Chapter 25 of the Fargo Municipal Code Relating to Alcoholic Beverages.
 - c. Amending Section 01-0305, of Article 01-03 of Chapter 01 of the Fargo Municipal Code Relating to Classification of Ordinance Violations.
- 3. Applications for Games of Chance:
 - a. Lend-a-Hand Up for a raffle on 9/23/18; Public Spirited Resolution.
 - b. Bobbi Jo Garcia Benefit for a raffle and raffle board on 9/30/18; Public Spirited Resolution.
- 4. Application filed by Coneflower Farmhouse LLC for a five-year tax exemption for improvements made to a building at 13 8th Street South.
- 5. Amendment to Purchase of Service Agreement with the ND Department of Human Services, Behavioral Health Division for substance abuse prevention.
- 6. Proposed 2019 Public Safety Compensation Study.
- 7. Set September 24, 2018 at 5:15 p.m. as the date and time for a hearing on a dangerous building at 1101 7th Street North.

- Page 28.
8. Grant Agreement with the ND Department of Corrections and Rehabilitation and the ND Association of Counties (CFDA #16.540) for federal grant funds from the Office of Juvenile Justice and Delinquency Prevention.
 9. Amendment to the Bank of North Dakota application for a loan under the Infrastructure Revolving Loan Fund Program.
 10. Revision to the 2018 CIP and select Mid American Signal as the vendor for Project No. TR-18-A1.
 11. Change Order No. 2 for an increase of \$1,373.35 for Project No. FM-15-K1.
 12. Amendment No. 3 with SRF Consulting Group for an increase of \$37,440.19 for Project No. QN-17-A1.
 13. Designated Bus Stop Policy.
 14. RFP to replace or rehabilitate transit bus shelters, pending approval by the State of ND Transit Division.
 15. Transfer of City Paratransit Unit Nos. 1189 and 1217 to Handi-Wheels Transportation, Inc. effective immediately.
 16. Declaration of Easement (Utility) and utility permit at 64th Avenue South and I-29.
 17. Contracts and bonds for Project Nos. HD-18-A1 and SN-18-C2.
 18. Bills.
 19. Change Order No. 7 for a time extension to 9/14/18 for Improvement District No. BN-17-B1.
 20. Utility relocation and authorize payment to Midco in the amount of \$9,500.00 for Improvement District No. DN-18-A1.
 21. Task Order Amendment No. 2 with Apex Engineering for an increase of \$3,774.00 for Improvement District No. NN-17-A0.
 22. Change Order No. 4 for an increase of \$75,736.60 for Improvement District No. BR-17-F1.
 23. Bid award for Improvement District No. DN-18-A1.
 24. Create Improvement District No. UN-18-C.
 25. Contract and bond for Improvement District No. BN-18-F2.

REGULAR AGENDA:

26. Commissioner Gehrig would like to discuss Public Meetings held in the City Commission Chambers.
 - a. Draft Policy relating to meetings held in the City Commission Chambers.
27. State Water Commission requests for Cost Reimbursement for FM Diversion Flood Project Costs:
 - a. Costs totaling \$125,211.00

- b. Costs totaling \$268,273.00

28. Public Hearings - 5:15 pm:

- a. Zoning Change from AG, Agricultural to P/I, Public and Institutional on a portion of the South Half of Section 19, Township 140 North, Range 48 West of the 5th Principal Meridian, Cass County, North Dakota and Lot 1, Block 2, Royal Oaks Addition (3400 and 3500 North Broadway and 610 37th Avenue North); approval recommended by the Planning Commission on 8/7/18:
 - 1. 1st reading of rezoning Ordinance.
- b. CONTINUE to 10/8/18 - Application filed by Enclave Development LLC for a payment in lieu of tax exemption (PILOT) for a project located at 312 11th Street North, which the applicant will use in the operation of 60-75 housing units and amenity space; continued from the 8/27/18 Regular Meeting.
- c. Application filed by Dakota Beach Capital LLC for a payment in lieu of tax exemption (PILOT) for a project located at 914 and 918 15th Street North which the applicant will use in the operation of the development, management and leasing of a 16-unit apartment near the NDSU campus.

29. Receive and file the following Ordinances:

- a. Amending Section 8-1425, of Article 8-14 of Chapter 8 of the Fargo Municipal Code Relating to Bicycles.
- b. Amending Section 01-0305, of Article 01-03 of Chapter 01 of the Fargo Municipal Code Relating to General Provisions.
- c. Enacting Article 3-23 of Chapter 3 of the Fargo Municipal Code Relating to Collection of Utilities and Services.

30. Communication from City Attorney Erik Johnson regarding the Dangerous Building Proceedings at 427 15th Avenue South.

31. Public Hearing - 6:00 p.m.:

- a. Public comment on the 2018, payable 2019, tax levy and the 2019 preliminary budget.
 - 1. Adopt the 2019 City of Fargo budget and proposed tax levies.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Commission Office at 701.241.1310. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo website at www.FargoND.gov/citycommission.



A handwritten note consisting of the letters "1a-b" enclosed in a hand-drawn circle.

Office of the City Attorney

City Attorney
Erik R. JohnsonAssistant City Attorney
Nancy J. Morris

September 4, 2018

Board of City Commissioners
City Hall
200 North Third Street
Fargo, ND 58102

Dear Commissioners,

I am enclosing for your consideration two ordinance amendments relating to the licensing of e-cigarettes, electronic smoking devices, and related products. Section 35-0102 of the Fargo Municipal Code grants licenses to sell tobacco products by adoption of the state license pursuant to Chapter 57-36. The amendment provides that e-cigarette sales and the like as defined in Chapter 10-1001 and 35-0101 shall also be required to secure a state license to operate within the city of Fargo, and that such authority to operate within the city of Fargo may be suspended or revoked for a violation of the ordinances. Section 35-0201, as amended, prohibits the sale or disposition of e-cigarettes, and related products as defined without the authority granted in the aforementioned section. Thus, the amendments bring vape stores under the licensing authority of the City. A violation of the license provisions, including the illegal sale of product to minors, may result in suspension or revocation of the authority to sell the regulated products and substances in Fargo. The revised ordinances place all licensed tobacco, electronic cigarette, e-cigarette, and electronic smoking devices on a level playing field with respect to sales to minors.

Suggested Motion: I move to waive receipt and filing of the enclosed ordinances one week prior to first reading and that this be the first reading, by title, of ordinance amendments to Fargo Municipal Code section 35-0102 and 35-0201 relating to licensing and sale of tobacco, e-cigarettes, electronic cigarettes or electronic smoking devices.

Regards,

A handwritten signature in black ink that reads "Nancy J. Morris".

Nancy J. Morris

Enclosures



OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 35-0102, OF ARTICLE 35-01 OF CHAPTER 35 OF THE FARGO MUNICIPAL CODE RELATING TO THE SALE OF TOBACCO PRODUCTS

WHEREAS, the electorate of the city of Fargo has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Code; and,

WHEREAS, Section 40-05.1-06 of the North Dakota Century Code provides that the City shall have the right to implement home rule powers by ordinance; and,

WHEREAS, Section 40-05.1-05 of the North Dakota Century Code provides that said home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and,

WHEREAS, the Board of City Commissioners deems it necessary and appropriate to implement such authority by the adoption of this ordinance;

NOW, THEREFORE,

Be It Ordained by the Board of City Commissioners of the City of Fargo:

Section 1. Amendment.

Section 35-0102 of Article 35-01 of Chapter 35 of the Fargo Municipal Code is hereby amended to read as follows:

35-0102. Authority to sell tobacco, e-cigarettes, electronic cigarettes or electronic smoking devices.--The city of Fargo does hereby grant the authority to sell at retail tobacco, or other tobacco products, e-cigarettes, electronic cigarettes or electronic smoking devices as defined in chapters 10-1001 and 35-0101, within the city to persons who have a state license as required under chapter 57-36 of the North Dakota Century Code. The authority to sell granted by this Article may be suspended or revoked as provided in this chapter. No mobile vendor, person or business may sell or deliver tobacco products from a mobile vendor vehicle or a push cart, as defined in chapter 18-0308(J), from a motor vehicle or trailer, or from any other moveable facility.

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

Section 2. Penalty.

A person who willfully violates this ordinance is guilty of an infraction. Every person, firm or corporation violating an ordinance which is punishable as an infraction shall be punished by a fine not to exceed \$1,000; the court to have power to suspend said sentence and to revoke the suspension thereof.

Section 3. Effective Date.

This ordinance shall be in full force and effect from and after its passage, approval and publication.

Timothy J. Mahoney, Mayor

Attest:

Steven Sprague, City Auditor

First Reading:
Second Reading:
Final Passage:
Publication:

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OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 35-0201, OF ARTICLE 35-02 OF CHAPTER 35 OF THE FARGO MUNICIPAL CODE RELATING TO THE SALE OF TOBACCO PRODUCTS

WHEREAS, the electorate of the city of Fargo has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Code; and,

WHEREAS, Section 40-05.1-06 of the North Dakota Century Code provides that the City shall have the right to implement home rule powers by ordinance; and,

WHEREAS, Section 40-05.1-05 of the North Dakota Century Code provides that said home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and,

WHEREAS, the Board of City Commissioners deems it necessary and appropriate to implement such authority by the adoption of this ordinance;

NOW, THEREFORE,

Be It Ordained by the Board of City Commissioners of the City of Fargo:

Section 1. Amendment.

Section 35-0201 of Article 35-02 of Chapter 35 of the Fargo Municipal Code is hereby amended to read as follows:

35-0201. Sale without authority prohibited.--No person shall, directly or indirectly or by means of device, offer or dispose of, or give away, or cause to be offered or exposed for sale, exchanged, bartered, disposed of, or given away, tobacco or other tobacco products, e-cigarettes, electronic cigarettes or electronic smoking devices as defined in chapters 10-1001 and 35-0101, at any price in the city without the authority granted to that person by the city of Fargo under § 35-0102 of the Fargo Municipal Code.

Section 2. Penalty.

A person who willfully violates this ordinance is guilty of an infraction. Every person, firm or corporation violating an ordinance which is punishable as an infraction shall be punished by a fine not to exceed \$1,000; the court to have power to suspend said sentence and to revoke the suspension thereof.

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

Section 3. Effective Date.

1 This ordinance shall be in full force and effect from and after its passage, approval and
2 publication.

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Timothy J. Mahoney, Mayor

6 Attest:

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Steven Sprague, City Auditor

9 First Reading:
10 Second Reading:
11 Final Passage:
12 Publication:
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OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA



ORDINANCE NO. _____

1 AN ORDINANCE REZONING A CERTAIN PARCEL OF LAND
2 LYING IN CHAMPIONS GATE AT PRAIRIE FARMS ADDITION
3 TO THE CITY OF FARGO, CASS COUNTY, NORTH DAKOTA

4 WHEREAS, the Fargo Planning Commission and the Board of City Commissioners of the
5 City of Fargo have held hearings pursuant to published notice to consider the rezoning of certain
6 parcels of land lying in the proposed Champions Gate at Prairie Farms Addition to the City of
7 Fargo, Cass County, North Dakota; and,

8 WHEREAS, the Fargo Planning Commission recommended approval of the rezoning
9 request on June 5, 2018; and,

10 WHEREAS, the rezoning changes were approved by the City Commission on August 27,
11 2018,

12 NOW, THEREFORE,

13 Be It Ordained by the Board of City Commissioners of the City of Fargo:

14 Section 1. The following described property:

15 All of Champions Gate at Prairie Farms Addition to the City of Fargo, Cass County,
16 North Dakota;

17 is hereby rezoned from "SR-1", Single-Dwelling Residential, District to "SR-3", Multi-Dwelling
18 Residential, District;

19 Section 2. The City Auditor is hereby directed to amend the zoning map now on file in his
20 office so as to conform with and carry out the provisions of this ordinance.
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OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

Section 3. This ordinance shall be in full force and effect from and after its passage and approval.

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(SEAL)

Attest:

Steven Sprague, City Auditor

Timothy J. Mahoney, Mayor

First Reading:
Second Reading:
Final Passage:

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

26

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 25-1513, OF ARTICLE 25-
15 OF CHAPTER 25 OF THE FARGO MUNICIPAL CODE RELATING
TO ALCOHOLIC BEVERAGES

WHEREAS, the electorate of the city of Fargo has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Code; and,

WHEREAS, Section 40-05.1-06 of the North Dakota Century Code provides that the City shall have the right to implement home rule powers by ordinance; and,

WHEREAS, Section 40-05.1-05 of the North Dakota Century Code provides that said home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and,

WHEREAS, the Board of City Commissioners deems it necessary and appropriate to implement such authority by the adoption of this ordinance;

NOW, THEREFORE,

Be It Ordained by the Board of City Commissioners of the City of Fargo:

Section 1. Amendment.

Section 25-1513 of Article 25-15 of Chapter 25 of the Fargo Municipal Code is hereby amended to read as follows:

- A. It shall be unlawful for any person to sell or consume any alcoholic beverage ~~in any automobile, or~~ upon any street, alley or public highway, including any public sidewalk or boulevard, or on any private property without consent of the owner or occupant within the city of Fargo, except as permitted by subsection (J) of section 25-1509 of this chapter. It shall further be unlawful for any person to possess any bottle or receptacle containing any alcoholic beverage which has been opened or the contents of which have been partially consumed while such person is upon any street, alley or public highway, including any public sidewalk or boulevard, or upon property owned, operated or leased by the city of Fargo or by the state of North Dakota or any political subdivision or agency thereof, within the city of Fargo, except under a valid alcoholic beverages license issued under this article, and further except as permitted by 25-1509.1(C).

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OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

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~~F.~~ No driver of any taxicab operating or driving the same in the city of Fargo shall at any time possess, carry or have in such taxicab any alcoholic beverages except that such driver may accept for delivery to a customer from a dealer regularly licensed under the provisions of this article any package or packages thereof when such packages are wrapped and addressed and otherwise comply with subsection (E) above. Any police or other peace officer of the city shall have the right to enter and search any taxicab operating in the city under a license from said city or elsewhere at any time he may have reason to believe or suspect that the driver of such vehicle is violating the provisions hereof.

~~G.F.~~ No owner, operator, officer or employee or driver of any taxicab in the city of Fargo shall accept from any person, except a dealer regularly licensed under the provisions of this article, any order for the delivery of any alcoholic beverage.

Section 2. Penalty.

A person who violates this ordinance shall be deemed to have committed a non-criminal offense and shall pay a fee of \$100.00 as provided in Section 01-0305(C) of the Fargo Municipal Code, as the same may be amended from time to time.

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

Section 3. Effective Date.

This ordinance shall be in full force and effect from and after its passage, approval and publication.

Timothy J. Mahoney, Mayor

Attest:

Steven Sprague, City Auditor

First Reading:
Second Reading:
Final Passage:
Publication:

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OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

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ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 01-0305, OF ARTICLE 01-03 OF CHAPTER 01 OF THE FARGO MUNICIPAL CODE RELATING TO CLASSIFICATION OF ORDINANCE VIOLATIONS

WHEREAS, the electorate of the city of Fargo has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Code; and,

WHEREAS, Section 40-05.1-06 of the North Dakota Century Code provides that the City shall have the right to implement home rule powers by ordinance; and,

WHEREAS, Section 40-05.1-05 of the North Dakota Century Code provides that said home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and,

WHEREAS, the Board of City Commissioners deems it necessary and appropriate to implement such authority by the adoption of this ordinance;

NOW, THEREFORE,

Be It Ordained by the Board of City Commissioners of the City of Fargo:

Section 1. Amendment.

Section 01-0305 of Article 01-03 of Chapter 01 of the Fargo Municipal Code is hereby amended to read as follows:

A. Violations of the following ordinances are Class B misdemeanors, subject to punishment as provided in this article:

1. Section 1-0306(D) (failure to appear or post bond on a non-criminal, non-traffic offense), section 8-0305(A)(2) (fictitious registration), section 8-0305(A)(3) (lending registration plates), section 8-0308 (reproducing operator's or driver's license or permit), section 8-0309 (driving under suspension), section 8-0310 (driving under the influence), section 8-0314 (reckless driving), section 8-0320 (driving without liability insurance - \$150.00 minimum fine), section 8-0803 (accidents involving damage to vehicle), section 8-0804 (duty to give information and render aid), section 8-0805 (duty upon striking fixture or other property), section 8-0809 (false

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

reports), section 10-0101 (minor using alcohol), 10-0104 (curfew), section 10-0201 (indecent exposure), section 10-0301 (disorderly conduct), section 10-0304 (carrying weapons), section 10-0317 (resisting police officer), section 10-0319 (incendiary devices), section 10-0320 (registration in schools), section 10-0321 (criminal mischief), section 10-0322 (harassment), section 10-0323 (simple assault), section 10-0324 (aiding and abetting), section 10-0601 (shoplifting), section 10-0602 (theft), section 10-0702 (order to disperse), section 10-0703 (tenant/owner cooperation required), sections 10-1202 (marijuana) and 10-1204 (marijuana paraphernalia), section 12-0117(C) and 12-0117(G) (potentially dangerous and dangerous dogs), section 13-0511 (removal of wastes), section 13-0513 (fee/permit for hauling waste), section 13-0529 (misuse of compost sites), article 13-13 (drug lab cleanup), chapter 17 (sewers and sewerage), article 18-09 (excavation code), 1 – 7 section 25-1509(A) (selling alcoholic beverage to minor), ~~section 25-1513(A) (selling/consuming alcohol in vehicle/public), section 25-1513(B) (possessing/consuming alcohol in public building)~~, section 25-1513(C) (minor misrepresenting age), and section 25-1513(D) (delivery of alcoholic beverage to minor), section 25-3302 (body art), section 25-3306 (body art unlawful practices); article 25-36 (tanning facilities).

* * * *

Section 2. Amendment.

Section 01-0305 of Article 01-03 of Chapter 01 of the Fargo Municipal Code is hereby amended to read as follows:

* * *

C. Violations of the following ordinances are noncriminal offenses and shall require payment of a fee as follows:

1. For a violation of the following ordinances, a fee of \$5.00.
Section 8-1411 (bicyclist to obey traffic control devices), section 8-1412 (riders/passengers restricted), section 8-1413 (riding on roadway/bike paths-- restrictions), section 8-1414 (operate bicycle too fast for conditions), section 8-1416 (carrying packages-restrictions), section 8-

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

1418 (riding bicycle on sidewalks-- restrictions), section 8-1419 (equipment on bicycles).

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2. For a violation of the following ordinances, a fee of \$20.00.
Section 8-0105 (driving wrong way on one-way street), section 8-0106 (obey temporary traffic sign/barrier), section 8-0113 (unlawful use of skates/coasters), section 8-0303(B) (parent/guardian allow unlicensed/under 16 to drive), section 8-0303(C) (owner allowing unlicensed/under 16 to drive), section 8-0304 (registration card to be carried in the driver's compartment-- inspection of card), section 8-0305(a)(1), section 8-0305(A)(4) (current registration required), section 8-0305(B) (current license required), section 8-0306 (violation of restricted license), section 8-0316 (permit unauthorized person to drive), section 8-0318 (operating motor vehicle on bicycle trail), section 8-0403 (disobey traffic control device (barricade)), section 8-0405 (traffic control signals), section 8-0406 (pedestrian-control signal), section 8-0407 (flashing signals), section 8-0411 (alter traffic or railroad sign), section 8-0412 (display unauthorized signs, signals or marking), section 8-0506 (impeding traffic), article 8-06 (regulating turning movements), section 8-0707 (pedestrian crossing street where prohibited), section 8-0709(A) (pedestrian walking in roadway), section 8-0710 (pedestrian soliciting rides or business), section 8-0712 (pedestrian obstructing traffic), section 8-0901 (fail to display flag/light rear of load), section 8-0902 (improper tires), section 8-0903 (improper horn), section 8-0904 (brakes required), section 8-0905 (mirrors required), section 8-0906 (obstructed vehicle windshield/windows), section 8-0907 (windshield wipers required), 8-0908 (mufflers/exhaust system required), section 8-0909 (leaking or loose load), section 8-0910 (lights/lamps fail to conform to state law), section 8-0911 (fail to display lighted lamps), section 8-0913 (illegal spotlights), section 8-0914 (improper towing connection), section 8-0915 (reflectors/taillight required on trailer), section 8-0916 (flashing lights prohibited), section 8-0917 (illegal light on vehicle), section 8-0919(A) (riding on exterior of vehicle), section 8-0919(B) (more passengers than capacity), section 8-0919 (C) (allow body to protrude from moving vehicle), section 8-0928 (modified suspension system), section 8-0929 (driving of vehicle in unsafe condition unlawful), section 8-1003 (A) thru (J) and (L) thru (S) (stopping, standing, parking prohibited in specific places), section 8-1010 (motor vehicle left unattended-- brakes to be set,

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

1 engine stopped, and keys removed), section 8-1011 (drive or park on
2 private property), section 8-1013 (improper parking/obstructing traffic),
3 section 8-1111 (vehicle required to stop at railroad crossing), section 8-
4 1201 (following too closely), sections 8-1202 thru 8-1218(D) (general
5 rules of the road), section 8-1301(A) (following fire apparatus), section 8-
6 1301(B) (driving vehicle within block of fire apparatus), section 8-
7 1301(C) (driving over fire hose), section 8-1301(D) (driving
8 through/around barricade), section 8-1302 (driving through parade/funeral
9 procession), section 8-1304 (failure to obtain parade permit), section 8-
10 1305 (driving vehicle on sidewalk), section 8-1306 (improper backing),
11 section 8-1307 (opening and closing vehicle doors), 8-1308 (helmet
12 required-- operator/passenger), section 8-1309 (number of riders on
13 motorcycle limited), section 8-1310 (clinging to a vehicle or allowing
14 same), section 8-1311 (improper start of parked vehicle), section 8-1313
15 (unlawful riding on vehicle), section 8-1315 (unlawful towing), section 8-
16 1316(A) (operating motor vehicle with view obstructed by
17 load/passengers), section 8-1316(B) (passenger obstructing driver's view),
18 section 8-1317 (coasting vehicle on downgrade prohibited), section 8-
19 1318 (littering), section 8-1319 (unlawful operation of motor vehicle
20 private property), section 8-1320(A) (operating snowmobile under 16 or
21 allowing when prohibited), section 8-1320(B) (operating snowmobile in
22 restricted area), section 8-1321 (use of seat belts required), section 8-
23 1804(driving through school patrols), section 8-1902 (cruising prohibited),
article 8-20 (motorized scooters).

3. For a violation of the following ordinance, a fee of \$25.00.
Section 8-0931 (child restraint devices required), section 10-0103(B)
(tobacco possession by minors prohibited).
4. For a violation of the following ordinances, a fee of \$30.00.
Section 8-0301 (failure to have vehicle under control), section 8-03013
(careless driving), section 8-0501 (speed-care required).
5. For a violation of the following ordinances a fee of \$40.00.
Section 8-1018 (taking on or discharging passengers), section 8-1403 (D)
(failure to register/display license on bike), section 8-1415 (right-of-way
emerging from alley or driveway), section 8-1417 (parking restriction),
section 8-1420 (bicycles- age restrictions).

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

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6. For a violation of the following ordinances, a fee of \$50.00.
Section 8-0116 (failure to yield to emergency vehicle), section 8-0311 (open container), section 8-0317 (B)(2) (exhibition driving), section 8-0702 (fail yield right-of-way pedestrian), section 8-0801 (immediate notice of accident), section 8-1108 (A) (disobey signal of approaching train), section 8-1108 (B) (driving thru/around railroad crossing gate), section 8-1110 (disobey railroad stop sign), section 8-1218 (F) (unlawful passing of school bus), section 8-1218 (G) (unlawful proceeding past bus in oncoming lane), 8-1219 (use of motor vehicle), section 10-0311 (C) (panhandling within the city of Fargo).
7. For a violation of the following ordinances, a fee of \$60.00.
Section 8-0505 (special speed limitation on bridges), section 8-0409 (traffic engineer to establish ad design public carrier stops and stands).
8. For a violation of the following ordinances, a fee of \$100.00.
Section 8-0321 (use of a wireless communication device prohibited, section 8-1003(K) (parking in areas reserved handicap), section 8-0322 (Distracted Driving), section 10-0326 (urinating in public)-, section 25-1513(A) (selling/consuming alcohol in public), section 25-1513(B) (possessing/consuming alcohol in public building).

* * * *

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

Section 3. Effective Date.

This ordinance shall be in full force and effect from and after its passage and approval.

Timothy J. Mahoney, Mayor

Attest:

Steven Sprague, City Auditor

First Reading:
Second Reading:
Final Passage:

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APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
 OFFICE OF ATTORNEY GENERAL
 SFN 9338 (08/2016)

300

#705
9/4/18

Application for: Local Permit * Charity Local Permit (one event per year)

Name of Non-profit Organization Lend-a-Hand-Up	Date(s) of Activity 9/23/18 to 9/23/18	For a raffle, provide drawing date(s): 9/23/18	
Person Responsible for the Gaming Operation and Disbursement of Net Income Laura Dravitz	Title	Business Phone Number	
Business Address	City	State	Zip Code
Mailing Address (if different) 3835 43rd Ave S	City moorhead	State MN	Zip Code 56560
Name of Site Where Game(s) will be Conducted El Zagal	Site Address 1429 3rd St N.		
City Fargo	State ND	Zip Code 58102	County Cass
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Raffle	Fargo Air museum kids day pass	\$300-	Raffle	GC Boilermom	\$100
Raffle	anytime fitness	\$40-	Raffle	Medora Muncie	\$94.50
Raffle	ymca	\$130-	Raffle	uncle mario's pizza GC	\$100
Raffle	college financial planner	\$500-	Raffle	GC applebees	\$40
Raffle	Corwin AutosHA	\$550-	Raffle	shaggy dog wash	\$40
Raffle	Oil changes	\$65-	Raffle	BrE meats GC	\$40
raffle	wood frag	\$100-	Raffle	GC Walmart	\$50
raffle	ND sign	\$50-	Raffle	Grilledet	\$100
Raffle	MN sign	\$50-			
Total:					(Limit \$12,000 per year) \$ 2349.50

Intended uses of gaming proceeds: Medical Benefit with local proceeds going to Jordan Dravitz for costs associated w/ a liver transplant

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ ____ . This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official	Date	Title	Business Phone Number
--	------	-------	-----------------------

36

\$25.00
✓ 11/16
9-6-18



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2016)

Application for: Local Permit * Charity Local Permit (one event per year)

Name of Non-profit Organization Bobbi Jo Garcia Benefit		Date(s) of Activity X to		For a raffle, provide drawing date(s): 9/30/18	
Person Responsible for the Gaming Operation and Disbursement of Net Income Ashley M. Schaffner		Title organizer		Business Phone Number (701) 367-8318	
Business Address 516 Countryside Tr Ct So.		City Fargo		State ND	Zip Code 58103
Mailing Address (if different) El Zagal Shrine		City Fargo		State ND	Zip Code 58102
Name of Site Where Game(s) will be Conducted Fargo		Site Address 1429 3rd St N			
City Fargo		State ND	Zip Code 58103	County Cass	

Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.
 Bingo Raffle Raffle Board Calendar Raffle Sports Pool Poker * Twenty-one * Paddlewheels *

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
raffle	50/50	\$ 300			
raffle board	Quilt	\$ 500			
Total:					(Limit \$12,000 per year) \$ 1,000

Intended uses of gaming proceeds: Medical Bills, Living expenses while off work

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ _____. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official Ashley M. Schaffner	Date 9/10/18	Title organizer	Business Phone Number 701-367-8318
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CITY OF
Fargo
ASSESSMENT DEPARTMENT

4

August 22, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

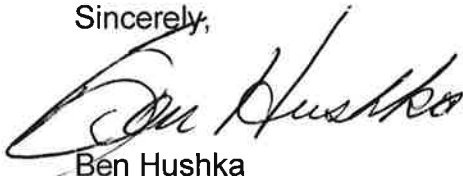
Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 13 8 St. S as submitted by Coneflower Farmhouse LLC. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2017, 2018, 2019, 2020, & 2021.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$1350 with the City of Fargo's share being \$230.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

Application For Property Tax Exemption For Improvements To Commercial And Residential Buildings

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Nicole Hensen *N. Hensen* *Comflower Farmhouse LLC* Phone No. 701-866-3764

2. Address of Property 13 8 St. S.

City Fargo State ND Zip Code 58103

3. Legal description of the property for which the exemption is being claimed _____
N 46' of Lots 11 & 12, Block 8 Original Townsite Addition

4. Parcel Number 01-2240-01221-000

5. Mailing Address of Property Owner PO Box 1246

City Fargo State ND Zip Code 58107-1246

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Various updates and remodeling

7. Building Permit No. n/a 8. Year built if residential property _____

9. Date of commencement of making the improvement See attached

10. Estimated market value of property before improvement \$ 454,200

11. Cost of making the improvement (all labor, material and overhead) \$ 94,749

12. Estimated market value of property after improvement \$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.

Applicant's Signature *Nicole Hensen* Date 8/21/2018

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK

Assessor's Signature *Don Hensler* Date 8/22/18

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved

Approval subject to the following conditions: _____

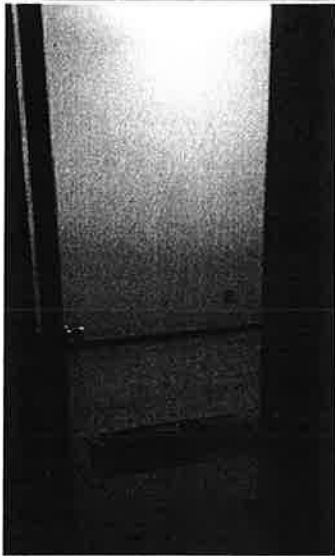
Chairman of Governing Body _____ Date _____

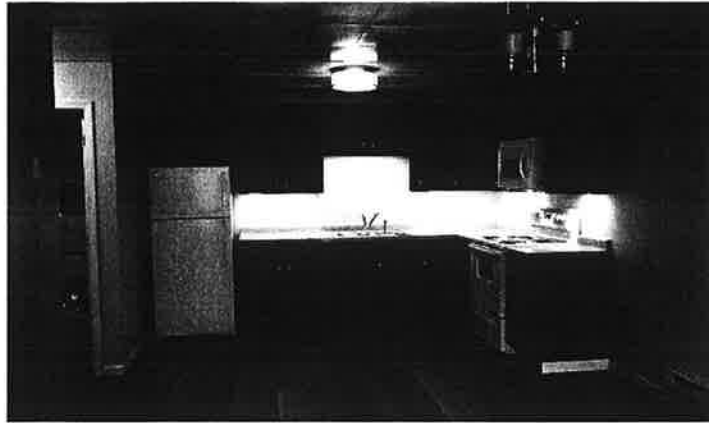
Nichole Hensen
Cone Flower Farmhouse
Parcel# 01-2240-01221-000

With purchase in October 2015 renovations started immediately on the first unit. With all five apartments in rather bleak condition I started renovating as they became vacant. Because of the run-down condition of the apartments it was necessary to remodel to attract better tenants and thus more rent. My goal was to keep renovations modest so that rent would be affordable yet be able to charge enough so that overall financial picture was sustainable.

2015	\$ 7,600	started on 13 ½ #1
2016	\$ 26,013	finished 13 ½ #1, completed 13 ½ #2, completed 15 ½ #2
2017	\$ 36,924	completed 13 ½ #3 and roof
2018	\$ 24,212	completed 15 ½ #1
Total	\$94,749	







**Coneflower Farmhouse, LLC
Transactions by Account**

4:02 PM
07/30/18
Accrual Basis

All Transactions

Type	Date	Name	Memo	Account	Amount
Check	11/15/2015	Lowe's	fee for measuring	Repairs and Maintenance	-75.00
Check	12/08/2015	Sam's Club	2 floor mats for entryways	Repairs and Maintenance	-42.61
Check	12/11/2015	Chris Bjur	13 1/2 #1; verify with CPA	Furniture and Fixtures	-600.00
Check	12/11/2015	D&M Industries	#2	Furniture and Fixtures	-287.49
Check	12/14/2015	Hirshfield's	paint	Repairs 13 1/2 Apt #1	-197.63
Credit Card Charge	12/15/2015	Lowe's	#1	Furniture and Fixtures	-2,808.84
Check	12/15/2015	Hirshfield's	paint	Repairs 13 1/2 Apt #1	-30.62
Check	12/17/2015	Sam's Club	#1	Furniture and Fixtures	-107.40
Check	12/17/2015	Lowe's	knobs for cabinets	Repairs 13 1/2 Apt #1	-34.34
Check	12/18/2015	Chris Bjur	13 1/2 #1; verify with CPA	Furniture and Fixtures	-1,000.00
Check	12/18/2015	Curt's Lock & Key Services, Inc.	#2	Furniture and Fixtures	-111.89
Check	12/22/2015	Chris Bjur	13 1/2 #1; verify with CPA	Furniture and Fixtures	-1,000.00
Check	12/22/2015	Lowe's	3 transition strips	Repairs 13 1/2 Apt #1	-19.32
Check	12/29/2015	Menards	#1	Furniture and Fixtures	-173.08
Check	12/31/2015	Chris Bjur	13 1/2 #1; verify with CPA	Furniture and Fixtures	-1,200.00
					<u>-7,688.22</u>
Check	01/02/2016	Menards	3 transition strips for flooring	Repairs 13 1/2 Apt #1	-32.22
Check	01/04/2016	Curt's Lock & Key Services, Inc.	rekeyed new deadbolt to match master	Repairs 13 1/2 Apt #2	-11.00
Check	01/04/2016	Hirshfield's	1 gal of white paint...more needed for d	Repairs 13 1/2 Apt #1	-35.46
Deposit	01/07/2016	Lowe's	return of 3 transition strips	Repairs 13 1/2 Apt #1	-19.32
Check	01/09/2016	Chris Bjur	13 1/2 #1	Construction	-500.00
Check	01/13/2016	Menards	kitchen faucet & bathroom faucet & 3 d	Furniture and Fixtures	-174.77
Check	01/15/2016	Chris Bjur	13 1/2 #1	Construction	-450.00
Check	01/30/2016	Chris Bjur	13 1/2 #1	Construction	-800.00
Bill	01/31/2016	Nardini Fire Equipment	yearly inspection of ABC extinguishers	Repairs and Maintenance	-35.50
Check	02/08/2016	Chris Bjur	13 1/2 #1	Construction	-897.00
Check	02/19/2016	Menards	light bulbs	Repairs and Maintenance	-10.72
Check	02/19/2016	Lowe's	extra pack of knobs to finish apartment	Repairs 13 1/2 Apt #1	-17.17
Check	02/19/2016	Lowe's	LED light bulbs for both east entry way;	Repairs and Maintenance	-46.50
Check	02/22/2016	Hirshfield's	1 gallon white paint, tape & caulking	Repairs 13 1/2 Apt #2	-50.13
Deposit	02/25/2016	Menards	light bulb return	Repairs and Maintenance	-10.72

**Coneflower Farmhouse, LLC
Transactions by Account**

4:02 PM
07/30/18
Accrual Basis

All Transactions									
Check	03/02/2016	Sam's Club	sink	Furniture and Fixtures					75.15
Check	03/02/2016	Sheyenne Appliance	gasket for oven door	Repairs 13 1/2 Apt #1					-44.10
Check	03/08/2016	Lowe's	7 boxes of flooring to go with the 17 left	Repairs 13 1/2 Apt #2					-344.15
Check	03/09/2016	Chris Bjur	I believe this is for ceiling tile	Construction					-300.00
Check	03/09/2016	Chris Bjur	replacing 3 fluorescent light fixtures	Repairs and Maintenance					-185.00
Check	03/10/2016	Curt's Lock & Key Services, Inc.	2 mail box keys for 13 1/2 #1	Repairs and Maintenance					-4.79
Check	03/10/2016	Curt's Lock & Key Services, Inc.	4 keys for 13 1/2 main door	Repairs and Maintenance					-9.59
Check	03/11/2016	Hirshfield's	paint that should do both 13 1/2 #2 ANI	Repairs and Maintenance					-558.96
Check	03/14/2016	Chris Bjur	13 1/2 #2 labor & parts	Construction					-1,000.00
Check	03/17/2016	Lowe's	4 blinds	Repairs 13 1/2 Apt #2					-283.80
Check	03/18/2016	Chris Bjur	13 1/2 #2 labor & parts	Construction					-1,400.00
Check	03/18/2016	Menards	microwave, kitchen faucet & 1-8' piece	Furniture and Fixtures					-299.91
Check	03/24/2016	Homemaker's Villa	\$392.38 for stove AND \$590.17 for fridge	Furniture and Fixtures					-982.55
Check	03/25/2016	Chris Bjur	labor & parts for 13 1/2 #2	Construction					-1,500.00
Check	03/29/2016	Lowe's	knobs for cabinets and #2 for the door	Repairs 13 1/2 Apt #2					-22.31
Check	03/30/2016	Chris Bjur	13 1/2 #2 labor & parts	Construction					-500.00
Check	03/30/2016	Fargo Glass and Paint Co	glass for 13 1/2 front door	Repairs and Maintenance					-47.02
Check	03/31/2016	Chris Bjur	13 1/2 #2 labor & parts	Construction					-1,400.00
Check	04/05/2016	Scheels Home & Hardware	shower rod and brackets	Repairs 13 1/2 Apt #2					-17.18
Check	04/05/2016	Lowe's	numbers for apartment doors	Repairs and Maintenance					-29.14
Check	04/06/2016	Fargo Glass and Paint Co	lock for 13 1/2 front door	Repairs and Maintenance					-260.00
Check	04/13/2016	Chris Bjur	13 1/2 #2 labor & parts	Construction					-1,000.00
Check	04/21/2016	Heaven's Best Carpet Cleaning	carpet cleaning for 13 1/2	Repairs and Maintenance					-121.40
Check	04/30/2016	Ace Hardware	door stops, light bulbs	Repairs 13 1/2 Apt #2					-44.83
Deposit	05/05/2016	Ace Hardware	return of light bulbs	Repairs 13 1/2 Apt #2					-32.00
Check	05/10/2016	Lowe's	35 boxes of flooring	Furniture and Fixtures					-1,775.52
Check	05/11/2016	Chris Bjur	replacing baseboard heater in bathroom	Construction					-1,500.00
Check	05/11/2016	After 5 Electric		Furniture and Fixtures					-80.00
Check	05/12/2016	Chris Bjur		Construction					-500.00
Check	05/18/2016	Chris Bjur		Construction					-1,500.00
Check	05/18/2016	Lowe's	3 blinds 36 1/4" x 75"	Repairs 15 1/2 Apt #2					-296.70
Check	05/19/2016	D&M Industries	door	Furniture and Fixtures					-287.49
Check	05/19/2016	Hirshfield's	1-5 gallon wall paint	Repairs 15 1/2 Apt #2					-90.71
Check	05/26/2016	Homemaker's Villa	new GE range	Furniture and Fixtures					-392.38

**Coneflower Farmhouse, LLC
Transactions by Account**

4:02 PM
07/30/18
Accrual Basis

All Transactions

Check	05/28/2016	Chris Bjur	Construction	-1,000.00	1000
Check	06/02/2016	Menards	Furniture and Fixtures	-200.94	200.94
Check	06/02/2016	Lowe's	Furniture and Fixtures	-85.06	85.06
Check	06/04/2016	Chris Bjur	Construction	-1,500.00	1500
Check	06/07/2016	Homemaker's Villa	Furniture and Fixtures	-590.18	590.18
Check	06/10/2016	Curt's Lock & Key Services, Inc.	Furniture and Fixtures	-116.68	116.68
Check	06/14/2016	Chris Bjur	Construction	-1,100.00	1100
Check	06/14/2016	Marshalls & HomeGoods	Repairs 15 1/2 Apt #2	-26.86	26.86
Check	06/16/2016	NorthStar Plumbing	Repairs 13 1/2 Apt #2	-497.00	497
Check	08/11/2016	Chris Bjur	installing glass in door at 13 1/2 & fixing Construction	-125.00	125
Check	08/15/2016	Chris Bjur	installing wainscoting in both hallway c Construction	-400.00	400
Check	08/22/2016	Heaven's Best Carpet Cleaning	cleaning of hallway carpet 15 1/2	-121.40	
Check	10/15/2016	Curt's Lock & Key Services, Inc.	Repairs and Maintenance	-115.48	115.48
Check	10/15/2016	Curt's Lock & Key Services, Inc.	Repairs 13 1/2 Apt #3	-115.48	115.48
Check	11/16/2016	D&M Industries	Repairs 15 1/2 Apt #1	-287.49	287.49
Check	11/16/2016	D&M Industries	Repairs 13 1/2 Apt #3	-287.50	287.5
Check	12/16/2016	Precision Plumbing Electrical Heating	Repairs and Maintenance	-138.00	
				<u>-26,682.26</u>	<u>26012.57</u>
Check	01/18/2017	Chris Bjur	install new door 13 1/2 #3 and 15 1/2 # Construction	-300.00	300
Check	01/21/2017	Siri Johnson	hallway vacuuming	-25.00	
Check	01/30/2017	Curt's Lock & Key Services, Inc.	Repairs and Maintenance	-8.22	
Check	01/30/2017	Curt's Lock & Key Services, Inc.	switch of deadbolts, rekeying, and keys Repairs 13 1/2 Apt #3	-8.23	
Check	02/14/2017	Nardini Fire Equipment	switch of deadbolts, rekeying, and keys Repairs 15 1/2 Apt #1	-12.50	
Check	02/20/2017	Menards	annual extinguisher inspection	-39.00	
Credit Card Charge	02/20/2017	Lowe's	escape ladder	-1,493.96	1493.96
Check	03/06/2017	Lowe's	flooring	-16.11	
Check	03/06/2017	Lowe's	replacement pans for stove	-34.34	34.34
Check	03/06/2017	Lowe's	knobs for kitchen cabinets	-164.78	164.78
Check	03/10/2017	Diamond Vogel Paint Center	Repairs 13 1/2 Apt #3	-261.26	
Check	03/10/2017	Chris Bjur	fixing after Casey & Ethan moved out	-1,600.00	1600
Check	03/10/2017	Chris Bjur	for first week of labor and ceiling pieces Repairs 13 1/2 Apt #3	-110.00	110
Credit Card Charge	03/14/2017	Lowe's	delivery of flooring	-392.38	
Check	03/14/2017	Homemaker's Villa	Repairs 13 1/2 Apt #3		392.38

**Coneflower Farmhouse, LLC
Transactions by Account**

4:02 PM
07/30/18
Accrual Basis

All Transactions

Credit Card Charge	03/14/2017	Lowe's	6 blinds	Repairs 13 1/2 Apt #3	-461.61	461.61
Check	03/15/2017	Diamond Vogel Paint Center		Repairs 13 1/2 Apt #3	-288.88	288.88
Check	03/16/2017	Chris Bjur		Repairs 13 1/2 Apt #3	-1,500.00	1500
Check	03/18/2017	Diamond Vogel Paint Center		Repairs 13 1/2 Apt #3	-96.28	96.28
Deposit	03/20/2017	Lowe's	return of replacement pans for stove	Repairs 13 1/2 Apt #1	-16.11	
Check	03/20/2017	Menards	microwave & bathroom mirrored cabine	Repairs 13 1/2 Apt #3	-277.35	277.35
Check	03/20/2017	Costco	kitchen sink & faucet	Repairs 13 1/2 Apt #3	-300.99	300.99
Check	03/23/2017	Chris Bjur		Repairs 13 1/2 Apt #3	-1,500.00	1500
Check	03/31/2017	Diamond Vogel Paint Center	actually a reimbursement to Justin	Repairs 13 1/2 Apt #3	-61.46	61.46
Check	03/31/2017	Chris Bjur		Repairs 13 1/2 Apt #3	-2,500.00	2500
Credit Card Credit	04/06/2017	Lowe's	return of 3 boxes flooring	Repairs 13 1/2 Apt #3	-144.58	-144.58
General Journal	04/07/2017		distribution via Nichole Hensen from Ni Roof Project		-24,400.00	24400
Check	04/10/2017	Chris Bjur		Repairs 13 1/2 Apt #3	-500.00	500
Check	04/11/2017	Diamond Vogel Paint Center		Repairs 13 1/2 Apt #3	-52.72	52.72
Check	04/19/2017	Sherwin Williams	painting of 13 1/2 hallway	Repairs and Maintenance	-148.30	148.3
Check	04/24/2017	Nichole Hensen	flooring to fix spot between bathroom a	Repairs 15 1/2 Apt #2	-50.73	50.73
General Journal	04/26/2017		a/c compressor repair via Nichole Hens HVAC Equipment/Repairs		-4,100.00	
Check	05/08/2017	Lowe's	knobs for closet door	Repairs 13 1/2 Apt #1	-6.73	6.73
Check	05/08/2017	Marshalls & HomeGoods	coat rack	Repairs 13 1/2 Apt #3	-53.74	53.74
Check	05/20/2017	Siri Johnson	WHY IS THIS SHOWING UP IN MARC	Repairs and Maintenance	-25.00	
Check	06/14/2017	Nardini Fire Equipment	replacing glass in 13 1/2 fire extinguish	Repairs and Maintenance	-83.00	
Check	07/06/2017	Nelson Window Company		Repairs 13 1/2 Apt #1	-137.27	137.27
Check	07/06/2017	Nelson Window Company		Repairs 13 1/2 Apt #2	-137.27	137.27
Check	08/24/2017	Hirshfield's	white trim paint	Repairs 13 1/2 Apt #1	-46.42	46.42
Check	08/29/2017	After 5 Electric	ballast and outlet	Repairs and Maintenance	-20.00	20
Check	08/29/2017	After 5 Electric	replace light and outlet in hallway	Repairs 15 1/2 Apt #2	-114.00	114
Check	08/29/2017	After 5 Electric		Repairs and Maintenance	-152.00	152
Check	10/19/2017	Josh Breitwieser	invoice#1169	Repairs 13 1/2 Apt #1	-65.00	
Check	10/22/2017	Menards	2-story escape ladder & drawer organiz	Small Tools and Equipment	-48.34	
Check	11/13/2017	Curt's Lock & Key Services, Inc.	install new lock & keys	Repairs 15 1/2 Apt #1	-42.18	42.18
Check	11/13/2017	Curt's Lock & Key Services, Inc.	service trip & labor	Repairs and Maintenance	-125.00	125
Check	12/14/2017	Curt's Lock & Key Services, Inc.	extra 15 1/2 keys for fire dept & post m	Repairs and Maintenance	-11.99	
					<u>-41,932.73</u>	<u>36923.81</u>

Coneflower Farmhouse, LLC Transactions by Account All Transactions

Check	01/06/2018	Menards	drain basket for right side	Repairs 13 1/2 Apt #1	-20.39	
Check	01/06/2018	Menards	sink/shower drain wrench & drain/tub re	Small Tools and Equipment	-24.31	
Check	01/15/2018	FM Water Systems	sink strainer/basket was leaking & he	rr Repairs 13 1/2 Apt #1	-56.25	
Check	01/15/2018	FM Water Systems	blue water line on water filter system	to Repairs and Maintenance	-56.25	
Check	01/21/2018	Menards	undercabinet lighting & bulbs for micro	Repairs 13 1/2 Apt #1	-76.15	
Check	01/21/2018	Menards	microwave, cabinet knobs	Repairs 15 1/2 Apt #1	-239.29	239.29
Check	01/22/2018	Joe Leggio	reimbursement for purchases	Small Tools and Equipment	-30.05	
Check	03/02/2018	Nardini Fire Equipment	yearly inspection of ABC extinguishers	Repairs and Maintenance	-45.50	
Credit Card Charç	03/05/2018	Lowe's	flooring	Repairs 15 1/2 Apt #1	-1,689.24	1689.24
Credit Card Charç	03/05/2018	Lowe's	kitchen cabinets	Repairs 15 1/2 Apt #1	-1,908.96	1908.96
Credit Card Charç	03/14/2018	Hirshfield's	paint	Repairs 15 1/2 Apt #1	-308.57	308.57
Credit Card Credit	04/07/2018	Lowe's	I'M NOT SURE WHAT THIS WAS	Repairs 15 1/2 Apt #1	-51.26	51.26
Credit Card Charç	04/09/2018	Menards	bathroom vanity & medicine cabinet	Repairs 15 1/2 Apt #1	-352.60	
Credit Card Charç	04/09/2018	Menards	bathroom vanity	Repairs 15 1/2 Apt #1	-537.49	537.49
Check	04/11/2018	Homemaker's Villa	new stove	Repairs 15 1/2 Apt #1	-392.38	392.38
Credit Card Credit	04/12/2018	Menards	RETURN of...bathroom vanity & medici	Repairs 15 1/2 Apt #1	-352.60	
Check	04/25/2018	Costco	bathroom vanity light & towel bars	Repairs 15 1/2 Apt #1	-85.98	85.98
Credit Card Charç	04/28/2018	Menards	light fixtures--I think they missed charg	Repairs 15 1/2 Apt #1	-177.12	177.12
Check	05/07/2018	Homemaker's Villa	new fridge	Repairs 15 1/2 Apt #1	-590.18	590.18
Check	06/04/2018	FM Water Systems	water heater	Repairs 15 1/2 Apt #1	-1,375.00	1375
Check	06/04/2018	FM Water Systems	water heater	Repairs 15 1/2 Apt #2	-1,375.00	1375
Check	06/04/2018	After 5 Electric	kitchen, bathroom, and hook up of laun	Repairs 15 1/2 Apt #1	-1,623.90	1623.9
Check	06/04/2018	FM Water Systems		Repairs 15 1/2 Apt #1	-2,478.00	2478
Check	06/11/2018	Kreutz Construction		Repairs 15 1/2 Apt #1	-11,379.61	11379.61
					<u>-25,226.08</u>	24211.98
				Grand Total	-101,529.29	94793.97



Public Health
Prevent. Promote. Protect.
Fargo Cass Public Health

5

FARGO CASS PUBLIC HEALTH
1240 25th Street South
Fargo, ND 58103-2367
Phone 701-241-1360
Fax 701-241-1366
FargoCassPublicHealth.com

M E M O R A N D U M

TO: BOARD OF CITY COMMISSIONERS

FROM: DESI FLEMING
DIRECTOR OF PUBLIC HEALTH

DATE: SEPTEMBER 4, 2018

RE: AMENDED CONTRACT WITH THE NORTH DAKOTA
DEPARTMENT OF HUMAN SERVICES FOR SUBSTANCE
ABUSE PREVENTION CONTRACT NO. #810-10846 CFDA NO.
N/A, \$95,000

This is a request to approve the attached Amendment to Purchase of Service Agreement with the North Dakota Department of Human Services, Behavioral Health Division for community outreach services.

The following budget adjustment is required for this contract:

2018 Revenue		
NDDHS Detox	101-0000-334-10-52	\$19,727
2018 Expense		
Temp/Seasonal	101-6013-451-14-00	\$18,325
FICA	101-6013-451-21-01	\$ 1,137
Medicare	101-6013-451-21-02	\$ 265

If you have questions, please contact Desi Fleming at 241-1380.

Suggested Motion: Move to approve the amended contract with the North Dakota Department of Human Service for substance abuse prevention.

DF/LA
Enclosure



AMENDMENT TO PURCHASE OF SERVICE AGREEMENT

On or about September 1, 2017, the state of North Dakota, acting through its North Dakota Department of Human Services, Behavioral Health Division (State) and City of Fargo (Vendor) entered into an Agreement to develop and implement a community outreach program to provide assistance to individuals needing intoxication or withdrawal management services based on best practices that are recovery oriented, trauma-informed, and person centered.


The parties agree that certain parts of that Agreement should be changed:

1. The Term of the Agreement is changed from September 1, 2017, through September 30, 2019, to September 1, 2017, through September 30, 2018.
2. The Compensation section is amended, effective July 1, 2018, to revise the language as follows:

State shall pay Vendor \$11,152 for the month of July 2018, \$11,152 for the month of August 2018, and \$11,151.80 for the month of September 2018. Total payment under this Agreement may not exceed \$95,000. Vendor shall submit its request for reimbursement to State monthly. Vendor shall submit its final payment request to State no later than 10 days after the expiration or termination of this Agreement.

All other terms and conditions remain as previously written.

CITY OF FARGO

By 
Director of Public
Its Health

By _____ DATE _____
Its Mayor, City of Fargo

Date 09/04/2018

STATE OF NORTH DAKOTA

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES

By _____ DATE _____
PAMELA SAGNESS, DIRECTOR
BEHAVIORAL HEALTH DIVISION

By _____ DATE _____
KYLE J. NELSON
CONTRACT OFFICER
Approved for form and content



September 10, 2018

To: Board of City Commissioners
Fr: City of Fargo Budget Team
Mayor Dr. Tim Mahoney
Bruce P. Grubb, City Administrator
Michael Redlinger, Assistant City Administrator
Kent Costin, Finance Director
Re: Approval of 2019 City of Fargo Budget Team Funding Recommendations for Personnel Requests

Recommendation: The Board of City Commissioners is asked to consider and approve the City of Fargo Budget Team’s 2019 funding recommendations for personnel requests evaluated and recommended by the Position Evaluation Committee.

Background: Annually, the City of Fargo’s Position Evaluation Committee (PEC) receives requests for new position classifications; existing position reclassifications; and special pay adjustments for extenuating market circumstances. A comprehensive job evaluation and rating process is performed by the Human Resources Department, and a proposed pay range is presented to the PEC for consideration at its annual meeting. Classification and reclassification requests are evaluated on technical merits, and study work performed by the Human Resources Department is reviewed by the PEC.

Following this technical review, the City’s Budget Team evaluates available revenue and the budget implications to fund the requested adjustments. Revenue for the upcoming budget year is determined, and funding priorities are assigned by the Budget Team to those requests approved by the PEC (see Attachment #1).

Financial Considerations: The City of Fargo’s Annual Budget provides for the following categories of employee compensation:

Competitive Wage Adjustment (<i>Budget Team</i>)
Classification of New Positions (<i>PEC</i>) FTEs Requested (<i>Budget Team</i>)
Position Reclassifications (<i>PEC</i>) Reorganizations (<i>Budget Team</i>)
Special Market Adjustments (<i>PEC</i>)

The Budget Team’s proposed funding recommendations for the Preliminary 2019 Budget are described in detail in Attachment #1 – “2018 City of Fargo Budget Team Recommendations for Classification/Reclassification Requests.” Consideration was given to positions deemed to be the most critical to classify/reclassify and departments pursuing service improvement reorganization plans. As noted previously, the Budget Team was not

able to fully fund all PEC recommendations, but will revisit approved new positions in future budgets. The PEC will also continue to consider position reclassifications in the future.

Proposed 2019 Public Safety Compensation Study: The City Commission recently received testimony from Fargo Fire Fighters, IAFF Local 642, regarding pay conditions within the Fire Department relative to firefighters in other accredited agencies in the region and elsewhere. Fire Chief Dirksen conducted research on firefighter pay and has met with the Local 642 representatives as well.

Given the intricacies of public safety compensation in the Fire and Police Departments, it is recommended that the Human Resources Department conduct a focused public safety compensation study in late 2018/early 2019. The goal of the study effort will be to collect comparative salary and compensation data for City Administration and the City Commission to consider for future public safety pay adjustments. It is important that public safety compensation be studied in a systematic manner and not create unintended wage compression or pay equity issues within the public safety departments. The City will complete this study in conjunction with the leadership of the Fire and Police Departments, and study recommendations will be prepared for City Commission consideration and implementation in July 2019 and in the Proposed 2020 Budget.

Prepared by: Michael Redlinger, Assistant City Administrator

Attachments: 2018 City of Fargo Budget Team Recommendations for Classification/Reclassification Requests
2018 City of Fargo Budget Team Recommendations for Market Adjustment Requests

City of Fargo
Budget Team Recommendations for Classification / Reclassification Requests

Department	Type of Request Reclass/ Title Change	Current Position	Proposed Position	Job Evaluation Ratings				Current Pay				Proposed Pay				Cost of Classification / Reclassification/Market	Budget Committee				
				Current Rating	Current Points	Proposed Rating	Proposed Points	Current Pay Grade	Current Minimum	Current Maximum	Proposed Grade	Proposed Minimum	Proposed Maximum	# of Incumbents	Annual Cost of Class/Reclass/Market						
Engineering	Reclass/ Title Change	Engineering Technician Supervisor	Project Manager	Current Rating		Proposed Rating		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum		\$	Effective 12-31-18 Title Change Approved - Reorganization Effective upon approval Reorganization budget neutral				
				Current Points		Proposed Points		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
				Proposed Points		Proposed Points		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
				Proposed Rating		Proposed Rating		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
				Proposed Points		Proposed Points		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
				Proposed Rating		Proposed Rating		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
				Proposed Points		Proposed Points		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
				Proposed Rating		Proposed Rating		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
				Proposed Points		Proposed Points		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
				Proposed Rating		Proposed Rating		Current Pay Grade		Proposed Grade		Current Minimum		Proposed Minimum							
Engineering	Reclass	Engineering Technician III	Survey Crew Chief	Current Rating	d23	q45	q14	13	557,283	774,506	14	\$61,859	\$80,454	3	\$	11,835 Reclassification Approved - Reorganization Effective upon approval Reorganization					
				Current Points	91	100	Proposed Points	100	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade		14	Proposed Minimum	61,859	Proposed Maximum	80,454
				Proposed Points	100	Proposed Points	100	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade	14		Proposed Minimum	61,859	Proposed Maximum	80,454	
				Proposed Rating	q46	q74	q52	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade	14		Proposed Minimum	61,859	Proposed Maximum	80,454	
				Proposed Points	100	Proposed Points	100	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade	14		Proposed Minimum	61,859	Proposed Maximum	80,454	
				Proposed Rating	q46	q74	q52	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade	14		Proposed Minimum	61,859	Proposed Maximum	80,454	
				Proposed Points	100	Proposed Points	100	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade	14		Proposed Minimum	61,859	Proposed Maximum	80,454	
				Proposed Rating	q46	q74	q52	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade	14		Proposed Minimum	61,859	Proposed Maximum	80,454	
				Proposed Points	100	Proposed Points	100	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade	14		Proposed Minimum	61,859	Proposed Maximum	80,454	
				Proposed Rating	q46	q74	q52	Current Pay Grade	13	Current Minimum	557,283	Current Maximum	774,506	Proposed Grade	14		Proposed Minimum	61,859	Proposed Maximum	80,454	
Engineering	Reclass	City Engineer	City Engineer	Current Rating	q78	p20	p24	23	\$118,102	\$153,525	24	\$126,069	\$163,904	1	\$	5,845 Reclassification Approved - Reorganization Effective upon approval Reorganization					
				Current Points	209	137	137	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
				Proposed Points	137	Proposed Points	137	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
				Proposed Rating	d41	p24	p24	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
				Proposed Points	137	Proposed Points	175	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
				Proposed Rating	d41	p24	p24	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
				Proposed Points	137	Proposed Points	175	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
				Proposed Rating	d41	p24	p24	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
				Proposed Points	137	Proposed Points	175	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
				Proposed Rating	d41	p24	p24	Current Pay Grade	23	Current Minimum	\$118,102	Current Maximum	\$153,525	Proposed Grade	24		Proposed Minimum	\$126,069	Proposed Maximum	\$163,904	
Engineering	Reclass	Division Engineer (reevaluated)	Assistant City Engineer	Current Rating	q67	d40	d40	22	\$110,594	\$148,790	23	\$118,102	\$153,525	1	\$	5,845 Reclassification Approved - Reorganization Effective upon approval Reorganization					
				Current Points	159	113	113	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	
				Proposed Points	113	Proposed Points	175	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	
				Proposed Rating	q68	d40	d40	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	
				Proposed Points	175	Proposed Points	175	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	
				Proposed Rating	q68	d40	d40	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	
				Proposed Points	175	Proposed Points	175	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	
				Proposed Rating	q68	d40	d40	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	
				Proposed Points	175	Proposed Points	175	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	
				Proposed Rating	q68	d40	d40	Current Pay Grade	22	Current Minimum	\$110,594	Current Maximum	\$148,790	Proposed Grade	23		Proposed Minimum	\$118,102	Proposed Maximum	\$153,525	

City of Fargo
Budget Team Recommendations for Classification / Reclassification Requests

Department	Type of Request	Current Position	Proposed Position	Job Evaluation Ratings				Current Pay				Proposed Pay			Cost of Classification / Reclassification / Market		Budget Committee Recommendation
				Current Rating	Current Points	Proposed Rating	Proposed Points	Current Pay Grade	Current Minimum	Current Maximum	Proposed Grade	Proposed Minimum	Proposed Maximum	# of Incumbents	Annual Cost of Class/Reclass/Market		
Human Resources	Reclass	Human Resource Assistant	Human Resource Associate	q43	75	q45	91	7	\$36,109	\$46,925	\$49,067	\$63,877	1	\$ 4,846	Reclassification not approved.		
				d8	24	d23	43										
				p9	31	p10	41										
				r13	48	r18	64										
				ea5	4	ea5	4										
				eb10	8	eb10	8										
				h2	5	h2	5										
				n5	8	n5	8										
					203		264										
Human Resources	Reclass	Human Resource Associate	Human Resource Associate	q45	91	q45	91	10	\$45,469	\$59,155	\$49,067	\$63,877	1	\$ 3,286	Reclassification not approved		
				d16	36	d23	43										
				p10	41	p10	41										
				r18	64	r18	64										
				ea5	4	ea5	4										
				eb10	8	eb10	8										
				h2	5	h2	5										
				n5	8	n5	8										
					257		264										
Human Resources	Reclass	Human Resource Generalist	Human Resource Manager	q54	99	q55	109	13	\$57,283	\$74,506	\$61,859	\$80,454	3	\$ 10,712	Reclassification approved Effective 12-31-18		
				d24	52	d31	63										
				p14	55	p14	55										
				r19	79	r19	79										
				ea5	4	ea5	4										
				eb10	8	eb10	8										
				h17	13	h17	13										
				n5	8	n5	8										
					318		339										
Inspections	Reclass	Inspections Administrator/ Building Official	Inspections Director/Building Official	q67	159	q69	197	18	\$84,178	\$109,429	\$110,594	\$143,790	1	\$ 9,219	Reclassification Approved Resignation Effective 7-1-18 Reorganization budget neutral		
				d39	113	d47	137										
				p15	74	p19	98										
				r19	79	r25	131										
				ea5	4	ea5	4										
				eb14	12	eb16	25										
				h17	13	h17	13										
				n5	8	n5	8										
					452		608										

City of Fargo
 Budget Team Recommendations for Classification / Reclassification Requests

Department	Type of Request	Current Position	Proposed Position	Job Evaluation Ratings				Current Pay			Proposed Pay			Cost of Classification / Reclassification / Market		Budget Committee	
				Current Rating	Proposed Rating	Proposed Points	Current Points	Current Pay Grade	Current Minimum	Current Maximum	Proposed Grade	Proposed Minimum	Proposed Maximum	# of Incumbents	Annual Cost of Class/Reclass/Market		
Transit Maintenance	Reorganization	Transit Fleet / Facilities Manager	Transit Fleet / Facilities Manager												1		Approved Transit Maintenance department reporting change from Public Works to Transit effective upon approval

\$ 1,079,521

City of Fargo
 Budget Team Recommendations for Classification / Reclassification Requests

Job Evaluation Ratings	Current Pay	Proposed Pay	Cost of Classification / Reclassification/Market	Budget Committee
RECLASSIFICATION REQUESTS:				
GENERAL FUND REQUESTED:			APPROVED:	
B & G	\$ 27,747	\$ 27,747	\$ 27,747	\$ 27,747
Communications	\$ 11,253	\$ 11,253	\$ 11,253	\$ 11,253
Engineering***	\$ 32,386	\$ 32,386	\$ 32,386	\$ 32,386
FARGOODOME	\$ 10,108	\$ 10,108	\$ 6,073	\$ 6,073
Fire	\$ 344,310	\$ 20,696	\$ 20,696	\$ 20,696
Human Resources	\$ 18,844	\$ 18,844	\$ 18,844	\$ 18,844
Inspections***	\$ 26,500	\$ 26,500	\$ 26,500	\$ 26,500
Library	\$ 6,136	\$ 6,136	\$ 6,136	\$ 6,136
Public Health	\$ 38,869	\$ 38,869	\$ 38,869	\$ 38,869
Public Works	\$ 24,606	\$ 24,606	\$ 24,606	\$ 14,231.00
Transit	\$ 34,882	\$ 34,882	\$ 34,882	\$ 11,752
Transit Maintenance	\$ (4,390)	\$ (4,390)	\$ (4,390)	\$ -
TOTAL:	\$ 571,252	\$ 571,252	\$ 169,494	\$ 169,494
ENTERPRISE REQUESTED:			APPROVED:	
Water***	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800
Wastewater***	\$ 8,694	\$ 8,694	\$ 8,694	\$ 8,694
TOTAL:	\$ 16,494	\$ 16,494	\$ 16,494	\$ 16,494
GENERAL & ENTERPRISE FUNDS COMBINED:			\$ 587,746	\$ 385,976

***Reflects cost of reclassification; however, reorganization budget neutral

CLASSIFICATION REQUESTS:

GENERAL FUND REQUESTS:

Communications	\$ 95,223
Engineering	\$ 76,523
Transit	\$ 274,560
Transit Maintenance	\$ 45,469
TOTAL:	\$ 491,775

**Funded FTE's denoted in the budget

\$ 1,079,521

2018
City of Fargo
Budget Team Recommendations for Market Adjustment Requests

Department	Current / Proposed Position	Current Pay Grade	Current Minimum	Current Maximum	Proposed Grade	Proposed Minimum	Proposed Maximum	Cost of Classification /		Budget Committee Recommendation
								# of Incumbents	Annual Cost of Class/ ReClass/ Market	
Communications & Public Affairs	Communications & Public Affairs Mgr/ Communications & Public Affairs Mgr	16	\$ 72,176.00	\$ 93,829.00	17	\$ 77,979.00	\$ 101,358.00	1	\$ 5,200.00	Approved Effective 12-31-18
Communications & Public Affairs	Programming & Videography Mgr/ Creative Services Manager	8	\$ 39,000.00	\$ 50,731.00	13	\$ 57,283.00	\$ 74,506.00	1	\$ 10,067.00	Approved Effective 12-31-18
Finance	Accounting Supervisor/ Accounting Supervisor	15	\$ 66,830.00	\$ 86,902.00	16	\$ 72,176.00	\$ 93,829.00	1	\$ 4,742.00	Approved Effective 12-31-18
Finance	Accounting Manager/ Accounting Manager	18	\$ 84,178.00	\$ 109,429.00	19	\$ 90,938.00	\$ 118,206.00	1	\$ 5,387.00	Approved Effective 12-31-18
Fire	Assistant Fire Chief/ Assistant Fire Chief	19	\$ 90,938.00	\$ 118,206.00	20	\$ 97,094.00	\$ 126,214.00	3	\$ 19,718.00	Market Adjustment not approved. Public Safety Compensation Study to be conducted in 2019.
Fire	Battalion Chief/ Battalion Chief	X17	\$ 77,925.00	\$ 101,338.00	X18	\$ 84,185.00	\$ 109,462.00	7	\$ 36,096.00	Market Adjustment not approved. Public Safety Compensation Study to be conducted in 2019.
Fire	Fire Inspector/Investigator/Deputy Fire Marshal	14	\$ 61,859.00	\$ 80,454.00	15	\$ 66,830.00	\$ 86,902.00	5	\$ 20,696.00	Deputy Fire Marshal - approved as a reclassification
Fire	Fire Captain/ Fire Captain	X14	\$ 61,909.00	\$ 80,400.00	X15	\$ 66,830.00	\$ 86,902.00	29	\$ 119,883.00	Market Adjustment not approved. Public Safety Compensation Study to be conducted in 2019.

*Approved as a reclassification. Pay grade adjustment also substantiated by market data

Department	Current / Proposed Position	Current					Proposed					Cost of Classification /			Budget Committee Recommendation
		Pay Grade	Minimum	Maximum	Grade	Minimum	Maximum	Minimum	Maximum	Grade	Minimum	Maximum	# of Incumbents	Annual Cost of Class/ Reclss/ Market	
Fire	Firefighter/ Firefighter	X11	\$ 49,155.00	\$ 63,860.00		P12	\$ 53,082.00	\$ 72,030.00		77	\$ 273,000.00			Firefighters will remain in grade 11 (X11). Approved to add step 12 and 13 for Firefighters. (Annual cost \$38,613). Public Safety Compensation Study to be conducted in 2019. Approved	
Municipal Court	Associate Deputy Clerk of Municipal Court/ Associate Deputy Clerk of Municipal Court	8	\$ 39,000.00	\$ 50,731.00		9	\$ 42,141.00	\$ 54,787.00		5	\$ 14,394.00			Effective 12-31-18	
Public Health	Environmental Health Practitioner I/ Environmental Health Practitioner I	12	\$ 53,082.00	\$ 68,994.00		13	\$ 57,283.00	\$ 74,506.00		5	\$ 17,221.00			Request not approved.	
Public Health	Environmental Health Practitioner II/ Environmental Health Practitioner II	13	\$ 57,283.00	\$ 74,506.00		14	\$ 61,859.00	\$ 80,454.00		2	\$ 8,257.00			Request not approved.	
Public Health	Community Health Educator/ Community Health Educator	12	\$ 53,082.00	\$ 68,994.00		13	\$ 57,283.00	\$ 74,506.00		4	\$ 19,884.00			Request not approved.	
Public Health	Director of Environmental Health/ Director of Environmental Health	17	\$ 77,979.00	\$ 101,338.00		18	\$ 84,178.00	\$ 109,429.00		1	\$ 7,176.00			Approved	
Public Health	Public Health Nurse/ Public Health Nurse	13	\$ 57,283.00	\$ 74,506.00		14	\$ 61,859.00	\$ 80,454.00		31	\$ 176,669.00			Effective 12-31-18	
Public Health	Emerg Prep Env Health Practitioner II / Emerg Prep Env Health Practitioner II	14	\$ 61,859.00	\$ 80,454.00		15	\$ 66,830.00	\$ 86,902.00		1	\$ 3,536.00			Request not approved.	
Water	Public Works Supervisor/ Utility Supervisor	14	\$ 61,859.00	\$ 80,454.00		15	\$ 66,830.00	\$ 86,902.00		2	\$ 7,800.00			Approved	
Wastewater	Public Works Supervisor/ Utility Supervisor	14	\$ 61,859.00	\$ 80,454.00		15	\$ 66,830.00	\$ 86,902.00		2	\$ 8,694.00			Effective 12-31-18	
												\$ 758,420.00			

*Approved as a reclassification. Pay grade adjustment also substantiated by market data

*Approved as a reclassification. Pay grade adjustment also substantiated by market data

Department	Current / Proposed Position	Cost of Classification /				Annual Cost of Class/ Reclass/ Market	Budget Committee Recommendation	
		Current Pay Grade	Current Minimum	Current Maximum	Proposed Grade			Proposed Minimum
RECLASSIFICATION REQUESTS:								
		GENERAL FUND REQUESTED:						
		Communications				\$ 15,267	\$ 5,200	
		Finance				\$ 10,129	\$ 10,129	
		Fire				\$ 469,393	\$ 38,813	
		Municipal Court				\$ 14,394	\$ 14,394	
		Public Health				\$ 232,743	\$ -	
		TOTAL:				\$ 741,926	\$ 68,336	
		*Market Adjustments approved as reclassifications are not included in this total						
		ENTERPRISE REQUESTED:						
		Water				\$ 7,800	\$ -	
		Wastewater				\$ 8,694	\$ -	
		TOTAL:				\$ 16,494	\$ -	
		*Market Adjustments approved as reclassifications are not included in this total						
		GENERAL & ENTERPRISE FUNDS COMBINED:				\$ 758,420	\$ 68,336	




7

Fargo Inspections

City of Fargo
200 Third Street North
701-241-1561
fax 701-241-1526

Memorandum

DATE: September 6, 2018
TO: Mayor Mahoney and Board of City Commissioners
FROM: Bruce Taralson, Inspections Administrator 
SUBJECT: Dangerous Building Notice and Order at 1101 7 Street N., Fargo, ND 58102

This is to notify you that the property owner of 1101 7 Street N., Fargo, ND 58102, the property that is subject of the attached Notice, has failed to comply with my order to either obtain a permit to repair or remove the heavily damaged structure at that location within the time allowed for that removal. In accordance with Fargo Municipal Code Article 21-0405, it will now be necessary for you to set a date for a hearing of this order at which time the property owner will be able to appear and show cause why the building should not be removed and the costs of that removal assessed against this property.

The recommendation is **to make a motion, in accordance with FMC Article 21-0405, to set September 24, 2018 as the time and date for the hearing regarding the dangerous building order for the structure at 1101 7 Street N., Fargo, ND 58102.**



NOTICE OF DANGEROUS BUILDING

TO: MARILYNN L KOHLER 1101 7th St N, Fargo ND 58102

YOU ARE HEREBY Given Notice of the following:

1. That this Notice is being given to you pursuant to Fargo Municipal Code, Article 21-04 concerning Dangerous Buildings.
2. That the building with which this Notice is concerned is commonly known as 1101 7th St N, Fargo, North Dakota, and is located on that tract of land in the city of Fargo, more particularly described as follows:
 Chapins Addition, West 108.7 Ft of lot 1 and 12, Flemings Subdivision
 (Hereinafter referred to as "the building")
3. That an inspection was made of the building on July 31, 2018 by Bill Thompson, Building Inspector and Rental Housing Inspector, of the City of Fargo.
4. That the building inspector for the city of Fargo has found the building, consisting of a multistory, wood-framed structure to be a Dangerous Building within the standards set forth in the Fargo Municipal Code, Article 21-04, Dangerous Buildings and IPMC Code 108.1.5 concerning Dangerous Structures.
5. That the owner of the building must demolish the building within 30 (thirty) days from the date of this notice.
6. That the building is unsafe and is a dangerous building in the following respects: There is currently has no water or electricity, foundation and siding are in need of repair, the interior is full of rubbish with signs of rodent infestation, the floors are covered in feces and unsanitary.

Source: Fargo Municipal Code, Article 21-0403 concerning Dangerous Buildings.

7. The building is unsafe and constitutes a public nuisance pursuant to Fargo Municipal Code, Article 21-04 concerning Dangerous Buildings and Section 116 of the International Building Code as adopted by Article 21-0101 of the Fargo Municipal Code.
8. You are further given Notice that unless the building is demolished within the time period set forth herein, the City of Fargo will take such steps as are necessary to cause said building to be demolished pursuant to Fargo Municipal Code, Article 21-04 concerning Dangerous Buildings and the International Building Code and the owner will be assessed such costs as are provided for therein.

Dated this 1st day of August, 2018.

A handwritten signature in black ink that reads "Christine Rose".

Christine Rose
 Deputy Inspections Administrator

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 T:\Inspections\Properties\North Side\1100-1110\1101 7 St NDangerous Building Notice-8-1-18.doc



FARGO POLICE DEPARTMENT

222 Fourth Street North, Fargo, North Dakota 58102

David E. Todd, Chief of Police



August 27th, 2018

Board of City Commissioners
City Hall
Fargo, ND 58102

RE: Acceptance of Juvenile Justice State Advisory Group Grant (CFDA #16.540).

Dear Commissioners:

The North Dakota Juvenile Justice State Advisory group has awarded the Fargo Police Department a \$32,471 grant. \$15,500 was awarded for diversion curriculum training and development through the National Curriculum and Training Institute and \$16,971.00 was awarded for facilitating youth activities.

Funds will be used for the following:

- Airfare, lodging and per diem to send six officers to the National Curriculum and Training Institute for training to develop juvenile diversion curriculum.
- Educational material and booklets for juveniles.
- Youth fitness, basketball and boxing classes.

There is no match requirement for this grant.

Recommended Motion:

Accept and sign the grant agreement and certification form; adjust the police department's budget line items as follows:

- Account # 101-5045-411-59-50 – project code PD45 in the amount of \$15,500
- Account # 101-5045-411-38-99– project code PD45 in the amount of \$16,971

Please contact me if you have any questions regarding the grant funding or the police department's budget adjustment request.

Sincerely,

David Todd
Chief of Police

Cc: Kent Costin, Finance Director

ADMINISTRATION
Phone: 701-241-1427
Fax: 701-297-7789

INVESTIGATIONS
Phone: 701-241-1405
Fax 701-241-1407

RECORDS
Phone: 701-241-1420
Fax: 701-241-8272

NON EMERGENCY
Phone: 701-235-4493

GRANT AGREEMENT

This Agreement is made by and between the North Dakota Department of Corrections and Rehabilitation and its Division of Juvenile Services (DJS), the North Dakota Association of Counties (NDACo) and the Fargo Police Department (GRANTEE).

WHEREAS, DJS has determined the services referred to in the paragraph below entitled "Scope of Services" form an appropriate basis for the expenditure of Federal grant funds (CFDA number 16.540) from the Office of Juvenile Justice and Delinquency Prevention (OJJDP); and

WHEREAS, NDACo has agreed to assist DJS in obtaining, coordinating, and administrating these services; and

WHEREAS, the GRANTEE proposes to provide these services;

NOW, THEREFORE, the parties agree as follows:

AGREEMENT

I. TERM OF THE AGREEMENT

The term of this agreement shall be from October 1, 2018 through September 30, 2020.

II. SCOPE OF SERVICES

The GRANTEE shall utilize funds for diversion curriculum training and development, and youth activity supplies and scholarships, as more fully detailed in Attachment A.

III. COMPENSATION

DJS, through NDACo, agrees to grant and pay to the GRANTEE a sum not to exceed the amount of \$32,471 for the services referenced in the Scope of Services, during the term of this agreement.

The GRANTEE agrees to account for any and all grant funds that may be in possession of the GRANTEE throughout the term of this grant and to return any unexpended grant funds within 30 days after final closing of the grant.

IV. GRANTEE ASSURANCES

The GRANTEE agrees to comply with the grant conditions and assurances established by OJJDP for sub-grant recipients of federal funds as detailed in the Office of Justice Programs Financial Guide and associated Federal Circulars.

The GRANTEE agrees to comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789d); the Victims of Crime Act (42 USC § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 USC § 5672(b)); the Civil Rights Act of 1964 (42 USC § 2000d); the Rehabilitation Act of 1973 (29 USC § 794); the Americans with Disabilities Act of 1990 (42 USC §§ 12131-34); the Education Amendments of 1972 (20 USC §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 USC §§ 6101-07); 28 CFR Part 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 CFR Part 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment

Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 CFR Part 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations).

To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, GRANTEE agrees to take reasonable steps to ensure the persons with Limited English Proficiency (LEP) have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. GRANTEE is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding LEP obligations can be found at <http://www.lep.gov>.

The GRANTEE agrees to designate a civil rights contact person who has lead responsibility in insuring that all applicable civil rights requirements, assurances, and conditions are met and who shall act as a liaison in all civil rights matters with the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs and the Office for Civil Rights, Office of Justice Programs.

The GRANTEE will inform the public and subgrantees of affected persons' rights to file a complaint of discrimination with the Office for Civil Rights, Office of Justice Programs for investigation. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the North Dakota Department of Corrections and Rehabilitation, Division of Juvenile Services (DJS).

The GRANTEE will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs and DJS, if required to submit one; otherwise it will provide a certification to the Office of Civil Rights, Office of Justice Programs and DJS that it has a current EEOP on file, if required to maintain one. If the award amount is less than \$25,000, or GRANTEE has less than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations can be found at <http://www.ojp.usdoj.gov/ocr/>.

The GRANTEE shall not retaliate against individuals for taking action or participating in action to secure rights protected by the above referenced laws.

V. AUTHORITY TO CONTRACT

The GRANTEE shall not have the authority to contract on behalf of or incur obligations on behalf of NDACo or DJS without written approval of NDACo and DJS. If such subcontract is approved, it shall acknowledge the binding nature of this agreement, and incorporate this agreement, together with its attachments as appropriate.

VI. INDEPENDENT ENTITY

The GRANTEE shall perform as an independent entity under this agreement. The GRANTEE, its employees, agents or representatives are not employees of NDACo or DJS. No part of this agreement shall be construed to represent the creation of an employer/employee relationship.

VII. AUDIT RESPONSIBILITY

The GRANTEE agrees to keep such financial records as are required for sub-grants of OJJDP grant awards, as detailed in the Office of Justice Programs, Financial Guide and associated Federal Circulars. These records shall be made available to NDACo, DJS, or their agents, upon request at any time during normal business hours. The GRANTEE agrees to include these funds in the annual audit of its organization, and further agrees to allow NDACo, DJS, or their agents, to conduct an audit at the expense of NDACo, DJS, or their agents.

VIII. RETENTION/PRIVACY OF RECORDS

The GRANTEE agrees to retain the financial records identified in paragraph VII above, for a period of three years or until an audit is completed and closed, whichever occurs later. The GRANTEE further agrees to assure the privacy and confidentiality of client records in conformance with all applicable State and federal laws and regulations. The GRANTEE understands that except for the records that are confidential or that have been identified as exempt, this Agreement, and any records generated pursuant to this Agreement may be subject to disclosure under applicable state and federal law.

IX. TERMINATION OF AGREEMENT

If through good cause, the GRANTEE shall fail to fulfill in a timely and proper manner its obligations under this agreement, NDACo or DJS shall thereupon have the right to terminate this agreement by giving written notice 30 days prior to termination to the GRANTEE of such termination. Notwithstanding a termination pursuant to this paragraph, the GRANTEE shall not be relieved of liability to NDACo or DJS, and NDACo or DJS may withhold any payment otherwise due to the GRANTEE.

DJS and NDACo may terminate this Agreement upon delivery of written notice to the GRANTEE, or on any later date stated on the notice under any of the following conditions:

- a. If funding from federal, state, or other sources is not obtained and continued at levels sufficient for the services specified in the Agreement. The Agreement may be modified by the consent of the parties in writing to accommodate any reduction in funds;
- b. If federal or state laws or rules are modified or interpreted in a way that the funding or services are no longer allowable or appropriate or are no longer eligible for funding or payment authorized by this Agreement;
- c. If any license, permit or certificate required by rule or law, or by the terms of the Agreement between the parties, is for any reason denied, revoked, suspended or not renewed.

X. INTERACTING AND MODIFICATION

This agreement constitutes the entire agreement between the GRANTEE, NDACo and DJS. No alteration or amendment shall be effective unless it is reduced to writing, signed by the parties and attached hereto.

XI. APPLICABLE LAW

This agreement shall be governed by and construed in accordance with the laws of the state of North Dakota.

XII. **CAPTIONS**

The captions or headings in this agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions of this agreement.

XIII. **EXECUTION AND COUNTERPARTS**

This agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

XIV. **NOTICES**

All notices, certificates or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties:

Division of Juvenile Services 3100 Railroad Avenue Bismarck, ND 58501	North Dakota Assoc. of Counties 1661 Capitol Way Bismarck, ND 58502	Fargo Police Department 222 4 th Street North Fargo, ND 58102
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XV. **ASSIGNMENT**

This agreement shall not be assigned or transferred without the expressed written consent of the parties.

XVI. **SUCCESSORS IN INTEREST**

The provisions of the agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective successors and permitted assigns.

XVI. **FORCE MAJEURE**

The GRANTEE shall not be held responsible for delay or default caused by fire, riot, acts of God and war and other events that are beyond the GRANTEE's reasonable control, provided notice is given to NDACo and DJS of any such delay or default.

XVII. **SEVERABILITY**

The parties agree that if any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.

GRANTEE

By: _____

Title: MAYOR - CITY OF FARGO

Date: _____

NORTH DAKOTA
ASSOCIATION OF
COUNTIES

By: _____

Title: _____

Date: _____

STATE OF NORTH
DAKOTA, BY AND
THROUGH ITS
DEPARTMENT OF
CORRECTIONS AND
REHABILITATION AND
THE DIVISION OF
JUVENILE SERVICES

By: _____

Title: _____

Date: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION FOR LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CITY OF FARGO - POLICE DEPARTMENT

Name of Grantee

Signature of Authorized Official

Date

TIM MAHONEY - MAYOR

Printed Name and Title of Authorized Official



North Dakota
Division of Juvenile Services
and the
North Dakota
Juvenile Justice State Advisory Group

APPLICATION FOR
SUBGRANT

JUVENILE JUSTICE AND
DELINQUENCY
PREVENTION

CFDA # 16.540 TITLE II

PROJECT TITLE

Fargo Police Department DMC Plan, 2018

PROJECT DURATION

Start Date: 10/1/2018
Completion Date: 9/30/2020

APPLICANT AGENCY

Authorized Official: George Vinson
Title: Lieutenant
Agency Name: Fargo Police Department
Address 1: 222 4th Street North
Address 2:
City: Fargo Zip + 4: 58102 -
Telephone: (701) 476 - 4092 Fax: () -
Email: gvinson@fargond.gov
Federal Employer Tax Id #: 45 - 6002069
DUNS# 176384915

DESCRIPTION OF SERVICES TO BE PROVIDED WITH FUNDING BEING REQUESTED (attach additional sheets as needed)

1. Community Trust Officer (CTO) Program Enhancements, positive, engaged, youth activities
 - Kids Fitness classes led by Mariah Prusia
 - Basketball events led by Tyrone Monte Gordon
 - Boxing classes led by Jessie Barbo
 - Youth Activity/Mentorship - Scholarships (for kids in need) and equipment purchases

2. FPD Diversion Curriculum training and development through National Curriculum and Training Institute

Explain how the services to be provided correlate with the local DMC capstone project:

1. By providing at-risk youth with positive activities, our police officers will be able to engage with youth, minority youth included in positive ways. This will enable the officers to establish a good relationship as positive role models for youth. Meanwhile, the youth learn happy and healthy ways to engage in physical activity in a setting with adult leaders. By establishing these relationships in this manner, youth will be less likely to engage in criminal activity and also have a more informed view on police officers as people. Further the officers will gain a more informed view of the challenges and barriers faced by minority youth in our community by creating these opportunities to interact with youth outside of the traditional crime response activities. Because of this, relationships will be enhanced between police and youth. Breaking down bias and stereotypes will promote trust and understanding for everyone involved. In addition, these activities will also structure time for youth during time periods associated most closely with unruly or delinquent behavior as noted in the DMC assessment conducted in Cass County by the N.D. Juvenile Justice State Advisory Group.

2. Sending police staff to a Evidence-Based Curricula and Facilitator training will enable police staff to develop activities/classes to facilitate for youth who have committed a low level offense and are referred to the Georgetown DMC Capstone-created diversion program. These classes can be completed in lieu of the youth entering the criminal justice system where studies show the youth has a less likely chance of staying out of the justice system in the future. These diversion programs will provide a means of holding youth accountable for wrongdoing and for accepting responsibility without creating connections to the higher risk youth attending program via the traditional juvenile justice system. Additionally, as the police department creates the curriculum, juvenile court staff remains involved as a partner, but they are no longer backing the entire diversion program financially by themselves. This allows juvenile court the time and money needed to focus on youth committing more serious offenses. This education also enables law enforcement to create programs, based on need, long after the period of this grant.

Both of these two initiatives directly support our DMC Capstone Project. The first will be implemented with the goal of keeping youth out of criminal activity and strengthening relationships between area youth and the Fargo police officers. The second provides an evidence-based system thereby improving Capstone implemented Diversion Program, to serve youth who have committed low level offenses. DMC training received by the Fargo Georgetown team placed a strong emphasis on the role of early diversion in reducing disparities and both of these activities – CTO Program Enhancements and evidenced-based FPD Diversion curriculum training – are as a direct result of the Fargo Capstone Project.

Provide data that links the population to be served with Disproportionate Minority Contact:

Our current CTO Program Summer camp is serving 42 community youth. All of them are minority youth with a near 50/50 gender mixture. We intend to focus on these efforts with potential grant funding.

Will the funds be used to implement evidence-based programs? Yes

If yes, cite the source of the program model: National Curriculum and Training Institute, Inc. More information about NCTI is attached

PROJECT BUDGET SUMMARY

Instructions: Insert applicable budget category totals from the Project Budget Detail. **Round to the nearest dollar.**

Matching funds are not required but should be listed if there is a cash or in-kind match provided.

Each category amount listed below must equal Category Totals shown from the Project Budget Detail.

SECTION CATEGORY	FUNDING REQUEST	CASH MATCH	IN-KIND MATCH	BUDGET ITEM TOTALS
Section 100. Personnel	\$0	\$0	\$0	\$0
Section 200. Fringe Benefits	\$0	\$0	\$0	\$0
Section 300. Travel	\$6,500	\$0	\$0	\$6,500
Section 400. Equipment		\$0	\$0	\$0
Section 500. Supplies	\$3,600	\$0	\$0	\$3,600
Section 600. Contractual	\$16,971		\$0	\$16,971
Section 700. Other Direct Costs	\$5,400	\$0	\$0	\$5,400
Section 800. Indirect Costs	\$0	\$0	\$0	\$0
BUDGET SUMMARY TOTALS	\$32,471	\$0	\$0	\$32,471

List the source(s) of the cash or in-kind match. The match totals must tie to match summary totals above.

MATCHING SOURCE(S)	CASH MATCH	IN-KIND MATCH	MATCH TOTAL
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
MATCH TOTALS	\$0	\$0	\$0

PROJECT BUDGET

Detail the budget items of the grant request. Costs should be rounded to the nearest dollar.

SECTION 100. PERSONNEL

Position Title and Employee Name	Computation (show annual salary and % of time devoted to project)	Grant Request
Title:		
Name:		
Title:		
Name:		
Title:		
Name:		
Title:		
Name:		
CATEGORY TOTAL		\$0

Project duties of each position requested:

SECTION 200. FRINGE BENEFITS

For Project Personnel Only. Indicate for who the fringe costs are requested and the basis of determining the cost.

Type	Rate	Total
SOCIAL SECURITY:		
MEDICARE:		
HEALTH/LIFE INSURANCE:		
WORKER'S COMPENSATION:		
UNEMPLOYMENT:		
PUBLIC/PRIVATE RETIREMENT:		
OTHER (Specify):		
CATEGORY TOTAL		\$0

SECTION 300. TRAVEL

Itemize travel expenses of **project** personnel by purpose. Charges not to exceed established agency travel rates, and in no case can exceed State travel rates. See Certified Assurances regarding Travel.

Personnel Position	Location	Computation	Total Cost
Six (6) Officers	TBD	Airfare, Lodging, Per Diem	\$6,500
CATEGORY TOTAL			16,500

Detail the purpose of the travel expenses itemized above:

Sending six officers to NCTI training. This training will enable us to create Diversion curriculum. \$6,500 includes funding to pay for six officer's airfare, lodging, and per diem.

SECTION 400. EQUIPMENT

List non-expendable items that will be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the Supplies or Other Categories. Rented or leased equipment costs should be listed in the Contractual Category.

Type Of Equipment	Quantity	Unit Price	Total Cost
CATEGORY TOTAL			\$0

Explain the need for each equipment item requested in relation to project:

This equipment is needed to fund the CTO Program enhancements.

SECTION 500. SUPPLIES

List items by type (office supplies, postage, training materials, paper) and show basis for cost.

Type of Supplies	Computation	Total Cost
Booklets, educational materials	Quote from NCTI	\$3,600
CATEGORY TOTAL		\$3,600

Explain the need for and use of each major supply type requested in relationship to the project:

Many of the courses gleaned from the NCTI training for the Capstone Diversion Program will require educational materials and booklets for the at-risk youth. Since many live in poverty, this funding request will enable us to better serve the community at the suggestion of the training company.

SECTION 600. CONTRACTUAL

Identify the product or service to be contracted. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. Travel, lodging, and meals, if applicable, should be figured in addition to compensation. All expenses must be included in the contract.

Name Of Individual / Contracting Agency	Type Of Product or Service	Hours	Rate Per Hour	Total Cost
Mariah Prusia	Kids Fitness Classes			\$5,657
Tyrone Monte Gordon	Kids Basketball sessions			\$5,657
Jessie Barbo	Boxing Classes			\$5,657
CATEGORY TOTAL				\$16,971

Explain the purpose of each contractual service or product requested:

These are classes which youth will participate in. The classes each cost \$100.00 for 25 youth, per week. For 25 youth to be in all three it would be $(\$300 \times 52 \text{ weeks} = \$15,600 \text{ per year} \times 2 \text{ years} = \$31,200)$. We are requesting an additional \$1,800 for anticipated increase in registration costs in year two. The three individuals contracted here would teach positive and healthy behavior to youth while officers build relationships with them.

SECTION 700. OTHER DIRECT COSTS

Other Direct Costs may include items such as pro-rated audit, rent (include square footage, cost per sq. ft., monthly and total cost), and local phone charges, long distance phone charges, utilities, printing, copying, etc. All costs must be pro-rated for this project alone.

Type Of Other Direct Cost	Monthly Cost	Method Of Determining	Total Cost
NCTI Registration			\$5,400
			\$0
CATEGORY TOTAL			\$5,400

Explain the need for each type listed, and its relationship to project:

The NCTI Registration is \$900 per person. To send six officers, the total is \$5,400.

SECTION 800. INDIRECT COSTS

Indicate any indirect costs based on an appropriate indirect cost rate or allocation plan.

Type Of Other Direct Cost	Monthly Cost	Method Of Determining	Total Cost
CATEGORY TOTAL			\$0

Explain the calculation of the indirect costs:

OBJECTIVES, ACTIVITIES AND MEASUREMENTS

GOAL: REDUCE MINORITY YOUTH'S CONTACT WITH THE JUSTICE SYSTEM

OBJECTIVES

List objectives to meet the goal. Objectives need to be measurable, observable aspects of the program.

The objectives are to provide youth with the opportunity to participate in healthy, skill-building activities that promote responsible decision making and deter them from unhealthy or illegal activity. The number of juveniles who participate will be tracked.

We will send six officers to the one week training course. The culmulative 240 hours of training will enable the police department to more effectively serve a diverse community by implementing additional juvenile diversion programming.

ACTIVITIES

List the major activities to be conducted to accomplish the objectives along with the time frame for completion.

1.

Identify officers to attend training

Anticipated Completion Date: November 1st, 2018

2.

Purchase equipment to support programming

Anticipated Completion Date: December 31st, 2018

3.

Build programming model with community partners

Anticipated Completion Date: March 1st, 2019

FEDERAL PERFORMANCE MEASURES

Subgrantees are required to report on performance measures established by the Federal Office of Juvenile Justice and Delinquency Prevention. The following measures will need to be reported on as part of quarterly progress reports. Additional measures can be found at: https://ojjdpmt.ojp.gov/help/TitleIIDocs/FormulaDisproportionateMinorityContact%20PA%2021_508.pdf. List additional measures as applicable.

List additional measures, the source of data for each measure, and a timeline for collection of the data.

Title II Program Area: DISPROPORTIONATE MINORITY CONTACT

OUTPUT Performance Measures

Performance Measure:	Data Source and Timeline:
Number of Youth Served	Community Partners and Juvenile Court, September 30, 2020
Number of hours of training provided to staff	staff supervisors, July 1 st 2019
Number of programs implemented	FPD Juvenile Referral program, September 30, 2020

OUTCOME Performance Measures

Performance Measure:	Data Source and Timeline:
Number and Percent of Program Youth who Offend/Re-Offend	Juvenile Court and Police Records, September 30, 2020
Number and Percent of Program Youth who have Exhibited a Change in One of the Following Areas: Substance Abuse, School Attendance, Family Relationships, Antisocial Behavior	Juvenile Court and Police Records, September 30, 2020
Number and Percent of Program Youth Completing Program Requirements	Juvenile Court and Police Records, September 30, 2020

DEMOGRAPHICS

Type of Organization:

Applicant Agency

- Faith-based organization
- Juvenile Justice
- Non-profit community-based organization
- Other community-based organization
- Other government agency
- Police/other law enforcement
- School/Other Education
- Unit of Local Government

Implementing Agency

- Faith-based organization
- Juvenile Justice
- Non-profit community-based organization
- Other community-based organization
- Other government agency
- Police/other law enforcement
- School/Other Education
- Unit of Local Government

Geographical Area:

Detail the geographic area to be served:

City of Fargo

List the street address(es) where services are provided:

City of Fargo

Youth Served:

Provide an estimate of the number of juveniles to receive direct service. The total amounts under Race and Gender must equal the estimated total juveniles to be served.

Estimated Total Juveniles To Be Served	Age Range	Race					Gender		
		White	Black	Hispanic	Asian	Native American	Other	Male	Female
100	7-16	20	60	5	5	10		70	30

Will Services be provided to New Americans? Yes If yes, estimated number: 30

Primary Status of Juveniles to be served (check all that applies):

- | <u>Justice Related Criteria</u> | <u>Other</u> |
|---|---|
| <input checked="" type="checkbox"/> At-Risk Population (No Prior Offense) | <input checked="" type="checkbox"/> Mental Health |
| <input checked="" type="checkbox"/> First-Time Offenders | <input type="checkbox"/> Pregnant |
| <input type="checkbox"/> Repeat Offenders | <input checked="" type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Sex Offenders | <input checked="" type="checkbox"/> Truant/Dropout |
| <input type="checkbox"/> Status Offenders | |
| <input type="checkbox"/> Violent Offenders | |

CERTIFICATION FORM

Applicant Agency: CITY OF FARGO - POLICE DEPARTMENT

Audit Requirements:

All applicants must check one.

This organization expends \$500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) and has a single organization-wide audit.

Date of last audit: 6/7/2018 Date of next audit: JUNE 2019
Dates covered by last audit: 1/1/2017 - 12/31/2017 Dates covered by next audit: 1/1/2018 - 12/31/2018

Were there any findings from the last audit? Yes No If Yes, explain: _____

This organization expends less than \$500,000 in federal funds from all sources during its fiscal year.

Equal Employment Opportunity Plan:

Agencies that employ 50 or more persons and that receive \$25,000 or more in federal funds are required to have an Equal Employment Opportunity Plan (EEOP) that complies with 28 CFR Part 42, Subpart E.

All applicants must check one.

This organization certifies that it has formulated an EEOP in accordance with 28 CFR 42.301, et seq., Subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit.

Date and effective duration of EEOP: OCTOBER 2000 - CONTINUOUS

This organization certifies that it is not required to have an EEOP on file as it has less than 50 employees or receives less than \$25,000 in federal funds per year.

This organization certifies that it is not required to have an EEOP on file as it is an educational, medical, non-profit institution or Indian tribe that is exempt from the EEOP requirements.

Assurances:

The undersigned agrees, on behalf of the applicant agency, that:

1. Any grant awarded shall be subject to and administered in accordance with grant conditions established for the subgrant recipients of federal funds as detailed in the Office of Justice Programs Financial Guide and associated Federal Circulars;
2. Any grant awarded may: a) be terminated; b) be required to repay funds, or c) have fund payment discontinued if there is failure to comply with the provisions of the grant conditions;

Signature of Chief Executive Official of sponsoring organization, i.e. Agency – Director; City – Mayor; County – Chairman of the Board of County Commission; Native American Tribe – Tribal Council Member.

Printed Name: TIM MAHONEY

Signature: _____

Title: MAYOR - CITY OF FARGO

Date: _____

CITY OF FARGO EMPLOYMENT POLICY NUMBER 200-001

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Approval Date: 11/92

Issue Date: 11/92

Revision Date: 10/00

The City of Fargo provides Equal Employment Opportunity for all individuals without regard to race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation or any other status or condition protected by applicable federal and state laws, except where a Bona Fide Occupational Qualification (BFOQ) applies.

The City of Fargo will:

1. Recruit, hire, train and promote persons in all job titles without regard to race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation or condition protected by applicable federal and state laws except where a Bona Fide Occupational Qualification (BFOQ) applies.
2. Ensure that all personnel actions such as compensation, benefits, transfers, reduction in force (RIF), return from RIF, City-sponsored training, education, tuition assistance and social and recreation programs will be administered without regard to race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation or condition protected by applicable federal and state laws except where a Bona Fide Occupational Qualification (BFOQ) applies.

A suggestion, problem, or complaint with regard to equal employment should be directed to the U.S. Equal Employment Opportunity Commission, 1800 G Street NW, Washington, D.C., 20506, or any EEOC district office listed in the local telephone directory under U.S. Government.

Executive Order #11246 protects employees of any company with a contract or subcontract with the federal government from discrimination based on religion, color, sex, age, national origin, disability, veteran status or any other applicable federal and state laws.

The City of Fargo department of Human Resources is responsible for Equal Employment Opportunity program compliance and management.

(Continued)

Page 2
Policy 200-001

Any person who believes she or he has been discriminated against should contact the Office of Federal Contract Compliance Programs, U.S. Department of Labor, Washington, D.C., 20210, or the Personnel Office.

The complaint/grievance procedure for Equal Employment Opportunity is as follows:

A current employee of the City of Fargo or an individual who is seeking employment with the City of Fargo, wishing to make a complaint regarding an allegation of the City's failure to follow an EEO policy, may do so by submitting a written complaint to the Office of Human Resources.

Upon the filing of a written complaint, the Office of Human Resources will conduct a full investigation within thirty (30) days and respond with a written report of all findings and steps to be taken for resolutions.

If the differences cannot be resolved to the satisfaction of the aggrieved party, that party may file a written grievance with the Civil Service Commission within thirty (30) days. The Civil Service Commission will address the complaint at its next regularly scheduled monthly meeting.

If this matter cannot be resolved at the Civil Service level, the complaint will follow the City's normal grievance procedure which allows the individual to forward the complaint to the Board of City Commissioners for a final disposition.

No employee can be harassed, reduced in employment status, or benefits, or lose advancement opportunities as a result of having initiated a discrimination complaint.

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Type: BND Application Amendment

Date of Hearing: 8/31/2018

9

<u>Routing</u>	<u>Date</u>
City Commission	<u>9/10/2018</u>
PWPEC File	<u>X</u>
Project File	<u>Brenda Derrig</u>

The Committee reviewed the accompanying correspondence from City Engineer, Brenda Derrig, regarding modifications to the BND loan and amending the application to include the following projects:

- Water Main and Street Reconstruction Projects
BR-16-F1 BR-18-E1 BR-18-H1
- Pavement Preservation Projects
PR-18-A1 PR-18-C1 PR-18-E1 PR-18-F1 PR-17-F1 PR-19-A1
- Traffic and Signal Projects
TM-18-A1
- Alley Paving Projects
AN-17-F1 AN-17-G1
- Sidewalk Projects
SN-18-B2 SN-18-C2 SN-18-A1
- Miscellaneous Projects
UR-18-A1

Staff recommends amending the application to the Bank of North Dakota for a loan under the Infrastructure Revolving Loan Fund Program to include the approved projects as noted above.

On a motion by Steve Sprague, seconded by Kent Costin, the Committee voted to recommend amending the application to the Bank of North Dakota for a loan under the Infrastructure Revolving Loan Fund Program.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve amending the application to the Bank of North Dakota for a loan under the Infrastructure Revolving Loan Fund Program.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: N/A

Developer meets City policy for payment of delinquent specials Agreement for payment of specials required of developer Letter of Credit required (per policy approved 5-28-13)

Yes	No
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>

COMMITTEE

Tim Mahoney, Mayor
 Nicole Crutchfield, Director of Planning
 Steve Dirksen, Fire Chief
 Bruce Grubb, City Administrator
 Ben Dow, Director of Operations
 Steve Sprague, City Auditor
 Brenda Derrig, City Engineer
 Kent Costin, Finance Director

Present	Yes	No	Unanimous
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Williams
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:

 on behalf of
 Brenda E. Derrig, P.E.
 City Engineer



Memorandum

To: Members of PWPEC
From: Brenda Derrig, Division Engineer
Date: August 29, 2018
Re: Bank of North Dakota (BND) Application Amendment

HISTORY:

On June 30, 2017 modifications to the BND loan came into effect to include a revised definition of "essential infrastructure projects" which added the following:

- New or replacement of existing water treatment plants, wastewater treatment plants, sewer lines and water lines, storm water and transportation infrastructure, including curb and gutter construction

SB2178 also included the general terms of the loan program which are summarized below:

- Loan Amount \$15 million (max)
- Length 30-years
- Interest Rate 2% (max)

On June 19, 2017, the Commission approved an application to the Bank of North Dakota for an infrastructure loan involving four improvement projects from the water and wastewater treatment plant Capital Improvements Plans (CIPs). Unfortunately, the loan term was limited by the BND to 18-months because the projects would then become eligible to receive Clean Water State Revolving Fund (SRF) financing at that time. In visiting with the BND after the application was approved, they supported the City amending the application to include additional projects that could benefit from this program. Staff evaluated other infrastructure projects that might benefit from the BND infrastructure loan program and would not qualify for other financing programs.

TODAY:

Since street infrastructure is not eligible for either Drinking Water SRF or Clean Water SRF programs, staff identified a number of street reconstruction projects that would be good candidates for the BND loan program. Prior to the approval of reverting to the 2013 Infrastructure Funding Policy, staff considered adding the Broadway Reconstruction Projects to the amended list to alleviate the special assessment amounts assigned to the properties. After reinstatement of the 2013 policy, staff reevaluated other potential projects. Below are the projects staff recommends as good candidates.

- Water Main and Street Reconstruction Projects
BR-16-F1 BR-18-E1 BR-18-H1
- Pavement Preservation Projects
PR-18-A1 PR-18-C1 PR-18-E1 PR-18-F1 PR-17-F1 PR-19-A1
- Traffic and Signal Projects
TM-18-A1
- Alley Paving Projects
AN-17-F1 AN-17-G1
- Sidewalk Projects
SN-18-B2 SN-18-C2 SN-18-A1
- Miscellaneous Projects
UR-18-A1

This submittal totals \$18,398,335. Staff is asking for approval of the amended project list.

Suggested Motion:

Recommend the approved projects, as noted above, to the amended application to the Bank of North Dakota for a loan under the Infrastructure Revolving Loan Fund program.

Project Name	Construction Cost	Consultant Engineering Fees	Easement	Total City Cost (with Fees)	Outside Funding Sources (Xcel Energy)	City Funding Sources							
						TRACER 10130004158	Special Assessments	Street Bonds	Special Sales Tax (1/2 Cent and 1/4 Cent)	WASTE WATER UTILITY FUND (\$2.1)	MSW Reimburse (FUSD \$0.1)		
Maintenance and Street Reconstruction Projects													
BS-10-F1 128 Street from 7 Ave N to 12 Ave N, 11 Ave N from 18 St N to 29 St N, 29 St N from 11 Ave N to 12 Ave N	\$2,688,750	\$0	\$116,877	\$182,177	\$2,870,927	\$0	\$1,674,325	\$0	\$1,196,602	\$0	\$43,500	\$388,040	
BR-10-E1 11th Street from 7 Ave N to 12 Ave N	\$1,600,750	\$0	\$69,426	\$67,431	\$1,668,181	\$0	\$715,170	\$0	\$953,011	\$0	\$43,500	\$388,040	
BR-10-E1 12th Street from 7 Ave N to 12 Ave N	\$2,131,625	\$0	\$33,796	\$32,025	\$2,164,650	\$0	\$664,836	\$0	\$1,499,814	\$0	\$43,500	\$388,040	
BR-10-E1 12th Street from 10th Avenue to 11th Avenue	\$687,025	\$0	\$18,033	\$18,162	\$705,187	\$0	\$294,544	\$0	\$410,643	\$0	\$43,500	\$388,040	
BR-10-E1 12th Street from 10th Avenue to 11th Avenue	\$7,995,813	\$0	\$114,028	\$114,028	\$8,109,841	\$0	\$1,612,209	\$0	\$6,497,632	\$0	\$43,500	\$388,040	
BR-10-E1 Alphabet Crack Seal - Various Locations City Wide	\$82,810	\$0	\$3,257	\$3,257	\$86,067	\$0	\$0	\$0	\$86,067	\$0	\$0	\$0	
BR-10-E1 Concrete Repavement (12 St S from 2 Ave S to 12 Ave S)	\$1,188,359	\$0	\$45,828	\$11,955	\$1,244,187	\$0	\$535,951	\$0	\$708,236	\$0	\$0	\$0	
BR-10-E1 Pave & Overlay	\$992,000	\$0	\$13,223	\$13,223	\$1,005,223	\$0	\$508,041	\$0	\$497,182	\$0	\$0	\$0	
BR-10-E1 Concrete Repavement (12 St S from 12 Ave S to 17 Ave S)	\$1,628,188	\$0	\$81,871	\$81,871	\$1,710,059	\$0	\$1,100,176	\$0	\$609,883	\$0	\$0	\$0	
BR-10-E1 Concrete Repavement (12 St S from 12 Ave S to 17 Ave S)	\$412,242	\$0	\$13,015	\$13,015	\$425,257	\$0	\$331,146	\$0	\$94,111	\$0	\$0	\$0	
BR-10-E1 Traffic Machine Crossover	\$417,235	\$0	\$15,015	\$15,015	\$432,250	\$0	\$331,146	\$0	\$101,104	\$0	\$0	\$0	
BR-10-E1 Alley Paving Projects	\$395,550	\$0	\$6,760	\$6,760	\$402,310	\$0	\$397,490	\$0	\$5,820	\$0	\$0	\$0	
BR-10-E1 Alley from 3 Ave S to 4 Ave N between 10 St N and 11 St N	\$18,800	\$0	\$1,116	\$1,116	\$19,916	\$0	\$18,800	\$0	\$1,116	\$0	\$0	\$0	
BR-10-E1 Alley from 2 Ave N to 4 Ave N between Roberts St and Broadway	\$195,550	\$0	\$9,760	\$9,760	\$205,310	\$0	\$195,550	\$0	\$9,760	\$0	\$0	\$0	
BR-10-E1 Sidewalk Projects	\$970,690	\$1,580	\$41,727	\$37,533	\$1,009,803	\$0	\$496,880	\$0	\$512,923	\$0	\$0	\$0	
BR-10-E1 Sidewalks - 2018 New Sidewalks (including APPR)	\$340,750	\$0	\$10,720	\$10,720	\$351,470	\$0	\$340,750	\$0	\$7,720	\$0	\$0	\$0	
BR-10-E1 City Hall Sidewalk	\$34,450	\$0	\$1,953	\$1,953	\$36,403	\$0	\$34,450	\$0	\$1,953	\$0	\$0	\$0	
BR-10-E1 Sidewalks - 2018 Reconstruct Sidewalks (including APPR)	\$178,810	\$0	\$10,720	\$10,720	\$189,530	\$0	\$178,810	\$0	\$10,720	\$0	\$0	\$0	
BR-10-E1 Water Service Overlay	\$170,810	\$0	\$49,286	\$49,286	\$220,096	\$0	\$170,810	\$0	\$49,286	\$0	\$0	\$0	
Total	\$12,826,843	\$41,580	\$497,286	\$1,349,752	\$14,176,595	\$0	\$3,142,315	\$0	\$11,034,280	\$0	\$1,131,314	\$2,017,718	

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

10

Project No. TR-18-A1 Type: CIP Revision & Vendor Selection
Location: City Wide Date of Hearing: 8/31/2018

Routing Date
City Commission 9/10/2018
PWPEC File X
Project File Jeremy Gorden

The Committee reviewed a communication from Division Engineer, Jeremy Gorden, regarding a revision to the 2018 CIP to upgrade our existing Advanced Traffic Management System (ATMS) and approve vendor selection.

In May 2018 we advertised an RFP to upgrade our existing traffic signal system. We received four proposals and interviewed the firms prior to selecting Mid American Signal as the preferred vendor for the project. Mid American Signal's proposal includes a new central software 196 new traffic signal controllers, converting 20% of our intersection settings from our existing system into the new system, installing enhanced software at five intersections to run adaptive signal control near I-29 at 12th Ave N, training and a 3-year maintenance agreement for the software. The cost is \$833,000.

Staff is recommending combining 3 projects (Upgrade to IP-Based System, Traffic Signal Maintenance – LED Replacement, & Street Light Rehab Citywide) that are included in 2018 CIP into one "New ATMS Project – TR-18-A1"; to transfer Traffic Engineering budgeted funds into the project; to request an additional \$170,250 in Sales Tax funds to be added to the project; and to concur with the Vendor Selection Committee and select Mid American Signal as the vendor for the project. The additional sales tax funds request is based on the fact that we are presently \$400,000 under budget in that funding source for the year.

On a motion by Steve Sprague, seconded by Brenda Derrig, the Committee voted to approve the revisions of the 2018 CIP to combine and create Project #TR-18-A1 and concur with the Vendor Selection Committee and select Mid American Signal as the vendor for the project.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve the revision to the 2018 CIP and select Mid American Signal as the vendor for the project.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Traffic & Sales Tax Funds
Yes No
Developer meets City policy for payment of delinquent specials N/A
Agreement for payment of specials required of developer N/A
Letter of Credit required (per policy approved 5-28-13) N/A

COMMITTEE

Table with 5 columns: Name, Present, Yes, No, Unanimous. Rows include Tim Mahoney, Mayor; Nicole Crutchfield, Director of Planning; Steve Dirksen, Fire Chief; Bruce Grubb, City Administrator; Ben Dow, Director of Operations; Steve Sprague, City Auditor; Brenda Derrig, City Engineer; Kent Costin, Finance Director.

ATTEST:

Handwritten signature of Brenda E. Derrig, P.E. with note 'For Brenda Derrig' and typed name 'Brenda E. Derrig, P.E. Division Engineer'.

C: Kristi Olson

August 28, 2018

To: Members of PWPEC

From: Jeremy M. Gorden, PE, PTOE
 Division Engineer-Transportation

Subject: 2018 Capital Improvement Plan (CIP) Revision to Upgrade our Existing Advanced Traffic Management System (ATMS) and Approve Vendor Selection for New ATMS Project No. TR-18-A1 – New Advanced Traffic Management System (ATMS) Project

Background

In 1995 and 1996, the City selected Siemens to provide both traffic signal controllers and the central management software for our system. It has been a useful tool for us over the years but it has reached the end of its useful life. Last year we bid out a project to add 100 Ethernet switches to all of our intersection cabinets that would enable us to replace the current ATMS with a new, robust system. We have a great fiber optic network in place that ties our traffic signal system together that will enable this to occur. Between the City of Fargo and the NDDOT Fargo District, we have a combined 191 traffic signal controllers on our system. We plan to replace all of them with this project, as well as acquiring a new central software to manage them all.

Summary

In May 2018, upon PWPEC approval, we advertised an RFP to upgrade our existing traffic signal system. We received four proposals and interviewed all four firms in July/August, and have selected the proposal from Mid American Signal as the preferred vendor for the project. The selection committee consisted of Al Schumacher, Fargo Sign, Signal, and Lighting Operations Manager, Jake Rick, Fargo Traffic Engineering Tech Supervisor, Bob Walton, NDDOT Fargo District Engineer, Lyle Landstrom, NDDOT Fargo District Traffic Engineer, and myself. Mid American Signal's proposal includes a new central software, 196 new traffic signal controllers, converting 20% of our intersection settings from our existing system into the new system, installing enhanced software at five intersections to run adaptive signal control near I-29 at 12th Avenue N, training, and a 3-year maintenance agreement for the software. The cost is \$833,000

We want to upgrade the system for the following reasons:

- System reliability
- Remote access to all intersection controllers from worldwide web
- Leading edge traffic signal technology
- Manage the entire traffic network from a real time map view using Google, Bing, or ESRI

*Street Lighting
 Sidewalks*

*Design & Construction
 Traffic Engineering*

*Truck Regulatory
 Flood Plain Mgmt.*

*Mapping & GIS
 Utility Locations*

- Real-Time Signal Performance Analytics: View graphical signal performance analytic tools such as a split monitor, a cycle length plot, phase termination diagrams, coordination diagrams, etc., directly from the local signal controller. Run queries against signal performance metric events to dig into detailed operational questions.
- Outlook style time of day scheduler with day, month and timeline views
- Modify multiple intersection timings from single screen
- Detailed traffic controller information such as detector actuations, phase state, split changes, and reasons for termination are logged in a tenth of a second (0.10 second) resolution. This module conforms to the high-resolution data logging system as promoted by Purdue University.
- See which devices are online and follow graphically the network path from the devices back to all the servers

Funding for Project

Combine 3 Projects listed below that are included in 2018 CIP into one “New ATMS Project – TR-18-A1”

Upgrade to IP-Based System	172,000 Sales Tax Funds
Traffic Signal Maintenance – LED Replacement	160,000 Sales Tax Funds
Street Light Rehab Citywide	<u>153,750 Sales Tax Funds</u>
	485,750

Add the amounts listed below to the project from the 2018 Traffic Engineering Budget

Architecture Services	25,000
ITS Equipment Maintenance	12,000
General Supply	8,000
Traffic Signal Maintenance	27,000
Traffic Signal Control Equipment	65,000
Traffic Signal Controllers – Maintenance stock	<u>40,000 (Capital Outlay)</u>
	177,000
Increase Infrastructure Sales Tax for project	<u>170,250</u>
	833,000 Total

Recommended Motion

Approve consolidating the 3 projects in the 2018 CIP ‘Upgrade to IP-Based System’, ‘Traffic Signal Maintenance-LED Replacement’, and ‘Street Light Rehab Citywide’ into one ‘New Advanced Traffic Management System’ Project, Project No. TR-18-A; approve shifting of Traffic Engineering budgeted funds into this project, approve the request for an additional \$170,250 in Sales Tax Funds towards project, and concur with Vendor Selection Committee recommending contract to Mid American Signal for project.

JMG/klo
 Attachments

June 22, 2018

PROJECT

New Advanced Traffic Management
System (ATMS) Project

FOR



Project No. TR-18-A1

BY



Mid American Signal
2429 South Mill St.
Kansas City, KS 66103
(913) 229-5002

INTELLIGHT

NEVER STAND STILL

Intelight, Inc.
3450 S. Broadmont St. Suite 126
Tucson, AZ 85713
(520) 795-8808 (Phone)



SRF Consulting Group, Inc.
1 North Second Street
Case Plaza Suite 226
Fargo, ND 58102

June 20, 2018

Office of the City Auditor
200 3rd Street N.
Fargo, ND 58102

RESPONSE TO PROPOSAL: TRAFFIC SIGNAL MANAGEMENT SOFTWARE

Dear Jeremy Gordon,

Mid American Signal (MAS) and Intelight, Inc. (Intelight) are pleased to submit our response to the City of Fargo's proposal to upgrade the City's existing traffic signal communication system with a new Advanced Traffic Management System (ATMS) and new ATC compliant Intersection Controllers with associated local intersection software. We are proposing an advanced solution that modernizes the City's traffic signal operations and provides for easy expansion and increase in capabilities as the City and associated needs of NDDOT grows. This solution combines Intelight's MAXVIEW ATMS central management system and Intelight's X3 ATC compliant intersection controller with the local knowledge and experience of MAS to provide a modern, advanced traffic signal management system at the best price. MAXVIEW will provide an all-inclusive solution for each and every one of your NTCIP devices and does so without the need of additional modules or post deployment add ons. The X3 controller along with its associated MAXTIME local software provide a modern hardware and software platform to work hand in hand with MAXVIEW and additional functionality as future technology expands.

MAS and Intelight both take great pride in providing responsive and effective customer service. We work as a team to respond quickly to customer calls and inquiries and will perform as an extension to the City's staff to provide realistic delivery dates and timely responses to critical issues.

MAS agrees to conform to all terms and conditions set forth in the Request for Proposal including the released addendums, unless otherwise agreed to by the City. In addition, we have no conflicts of interest that prevent us from providing any services related to this contract. Intelight MaxView complies with qualifications outlined in Technical Requirements for the Central ATMS. Intelight X3 controllers comply with the qualification outlined in Technical Requirements for the Local Controller/CPU Module (Unit).

MAS is a corporation based out of Kansas City, KS and the contract will be executed by myself, Kevin Jones, out of this office (contact information below). Services will be provided from our Kansas City, KS office along with services provided by the Intelight offices.

We look forward to working with the City of Fargo on this project. Please contact me if you have any questions regarding this proposal, pricing, or our technical capabilities.

Sincerely,

Kevin Jones
Regional Sales Manager
Mid American Signal
2429 South Mill St. Kansas City, Kansas 66103
(913) 229-5002
Kevin.Jones@MidAmSignal.com

Table of Contents

Letter of Intent.....	i
A. Vendor Overview	1
B. Project Team.....	1
C. Relevant Experience.....	5
D. Project Schedule	7
E. Scope of Work.....	10
F. Cost Proposal.....	12

A. Vendor Overview

Mid American Signal, Inc., founded in 1980, serves the greater US Midwest region, representing the best manufacturers in the transportation industry. Our staff of sales, technical, and service professionals strives to make MAS the preferred partner in the management of traffic signals and intelligent transportation systems. The transportation industry needs are continuously evolves, as are product and service offerings. MAS strives to be a leader in innovative technology and service solutions.

Intelight leads the traffic signal operations and management industry by consistently delivering off-the-shelf innovative products that are both cutting-edge and user-friendly. They embrace open standards and take a modular approach to product development so their software and hardware can function seamlessly with other products. They leverage the latest technologies and design standards to create solutions that are consistently intuitive and easy-to-use across all devices.

SRF Consulting collaborates with clients and their stakeholders to offer a broad base of award-winning engineering, planning, and design services. Their award-winning projects range from designing roadways, trails, and bridges to planning statewide transportation systems to revitalizing neighborhoods and urban spaces.

B. Project Team

The MAS Team is comprised of staff from Mid American Signal, Intelight, and SRF Consulting. The details of the staff qualifications are listed in a following section but this high level description provides the basics of the structure and the roles and responsibilities of the team

Mid American Signal
2429 South Mill St.
Kansas City, Kansas 66103
(913) 229-3036

Project Manager (Mid American Signal): *Kevin Jones*

The primary point of contact for the contract and manager of the schedule and task list. He will lead the meetings and discussion needed to service the City and interface with 3rd parties on technical issues.

Deputy PM (Mid American Signal): *Bill Droessler*

The secondary point of contact for the contract, quick meetings and emergency issues. He will assist in the meetings and discussion needed to service the City and interface with 3rd parties on technical issues.

Signal Technician IMSA Level II (Mid American Signal): *Devin Armstrong*

The traffic signal technician for field work and field signal expertise

Principal in Charge (Mid American Signal): *Dan Wright*

The main signatory for the contract and available for discussion pertaining to contract obligation and compliancy. President of MAS

Intelight

3450 S. Broadmont St. Suite 126

Tucson, AZ 85713

(520) 795-8808

Deputy PM (Intelight): *Scott Carlson*

The primary technical manager for the ATMS integration and MAXVIEW operations. He will attend meeting as needed and will provide regular status updates.

Software Engineering Manager (Intelight): *Grant Gardner*

The secondary contact for technical system support for Intelight on the ATMS and Controller

System Support (Intelight): *Whitney Nottage*

The primary contact for Intelight's support and service department

Principal in Charge (Intelight): *Tom Stiles, PE, PTOE*

The main signatory for the ATMS MAXVIEW contract deliverable and modifications.

SRF Consulting

One Carlson Parkway North, Suite 150

Minneapolis, MN 55447

Project Manager (SRF): *Nicholas Erpelding, PE, PTOE*

The primary point of contact for SRF Consulting and database conversion portion of this project.

Deputy PM (SRF): *Philip Khulis, PE*

The secondary point of contact for SRF Consulting. His focus is on traffic signal operations and optimization.

Key Staff Resumes

Kevin Jones, (Mid American Signal – Kansas City, KS)

Kevin Jones is Mid American Signal's Regional Sales manager for MN, SD, and ND - and will serve as the **Project Manager** for this project. He has 8+ years of project management experience in multiple technical fields including large scale installation and go-forward implementation support. His primary focus is providing effective and timely support for his client base on day to day activities as well as providing high-level management deliverables for extended projects. He is currently providing implementation support for MnDOT's existing MaxView system along with X3 ATC compliant controller deployment in various municipalities across the Metro Region. Currently leading Connected Vehicle projects throughout the Minneapolis Metro area.

Bill Droessler, (Mid American Signal – Kansas City, KS)

Bill Droessler is Mid American Signal's Sales and Technical Support Manager - and will serve as the **Deputy Project Manager** for this project. Bill will assist with controller and system support and services during this project and for the future. Bill has 25 years of successful system integration experience. Bill is a certified IMSA Level II Traffic Signal Technician since 1995. He is a member of MOVITE, OTEA, ITS Heartland, and IMSA Central Section. Pertinent project experience includes: City of Norman OK, provided equipment and implementation of ATMS software and controllers, including Econolite ASC/3 controllers, in 2009. MARC (Mid America

Regional Council of Kansas City), provided equipment and technical support for 600 plus controller deployment project, including Econolite ASC/3 controllers, ongoing since 2005

Tom Stiles, P.E., PTOE, IMSA Level III (Intelight - Seattle, WA)

Tom Stiles is Intelight's Vice President of Business Development and will be the **Principal-in-Charge** for the lifetime of this project. Tom is based out of the Seattle, WA office. He will be responsible for managing engineering support and ensuring that resources are available and provided to address any needs, requirements, and concerns throughout the project's life. He will also coordinate training and technical support from Intelight. Tom is a licensed Professional Engineer in multiple states and also a Professional Traffic Operations Engineer. Mr. Stiles has significant experience converting, optimizing, generating traffic signal timing plans (with and without modeling software) and fine tuning signal timings throughout a majority of North America. His experience includes coordinating engineers, interns, and subcontractors for data collection, and preliminary fieldwork, developed proposed timings and cycle length changes.

Scott Carlson IMSA Level III (Intelight - St. Louis, MO)

Scott Carlson is Intelight's Midwestern Regional Manager based out of St. Louis, Missouri. Mr. Carlson has over 30 years of experience in traffic. He will be the **Intelight Deputy Project Manager** for this project, working closely with Mr. Clance to provide the agency with a local contact that can be on-site for support or meetings within short notice. Mr. Carlson started surveying with his father, a licensed land surveyor, at age 12, then later as an engineering aide on the survey crew for the City of Sioux City. He then advanced through the traffic engineering department, eventually ending up as sign and signal supervisor his last 11 years in government work. In the traffic department, he was responsible for signal design standards, and all traffic engineering and maintenance operations. While in Sioux City, Mr. Carlson worked extensively with an old JHK legacy system. Mr. Carlson is an IMSA Level III certified Signal Technician.

Grant Gardner (Intelight - Seattle, WA)

Grant Gardner is Intelight's Chief Technology Officer. Grant is based out of the Seattle, WA office. Grant has over nine years of successful software management experience in the technology industry. He will serve as the **Software Engineering Manager** for this project. Grant has extensive experience managing and driving large-scale software projects, with a strong track record of delivering high quality and on time releases to millions of customers. Previously at Microsoft, Grant was in charge of managing and delivering multiple complex software projects, including coordinating releases of the company's Windows Phone software product across multiple OEM partners. After Microsoft, Grant joined Intelight as the Development Manager of the MaxTime™ and MaxView® software programs. Building on his industry leading experience at Microsoft, Grant now manages the day-to-day software operations and process at Intelight and is responsible for driving and delivering the company's MaxTime™ and MaxView® software releases and roadmap.

Mr. Gardner will be supported by Intelight's software engineers Mark Richards, Alex Yuly, and Maxime de Baynast. Mr. de Baynast is the nation's leading NTCIP standards expert and serves as Intelight's NTCIP and Embedded (Web Browser) developer.

Whitney Nottage, P.E., PTOE (Intelight - Atlanta, GA)

Whitney Nottage is Intelight's **Manager of Support and Services** and will serve as the **Support Manager** for this project. She has 10 years of engineering experience and has been a specialist in traffic engineering and operations, and Intelligent Transportation Systems (ITS) outside plant design for approximately 8 years. Her primary focus is active arterial management, traffic operations, signal timings, signal repairs, and signal upgrade designs. Mrs. Nottage is well versed in local and regional rules and regulations pertaining to ITS and traffic

Nicholas Erpelding, PE, PTOE (SRF – Minneapolis, MN)

Nick has 17 years of experience in traffic and transportation engineering with a focus on traffic signal operations. His work includes coordinated signal timing optimization and implementation; Transit Signal Priority (TSP) benefit evaluation, design and implementation; and arterial roadway capacity analysis and microsimulation. Nick excels in signal timing plan development and field implementation, having implemented optimized timing for dozens of clients at hundreds of intersections across the Midwest. He works with signal controllers on a daily basis and is knowledgeable on multiple controller manufacturers' hardware and software, including Siemens/Eagle EPAC and Tactics, and Intelight MaxView and MaxTime. Nick's other traffic engineering experience includes traffic signal and pedestrian signal design; ITS planning and design; and roadway lighting design. He recently assisted the City of Fargo with the preparation of design plans for signal revisions and reconstruction of eight signals associated with the Floodwall reconstruction projects.

Philip Kulis, PE (SRF – Minneapolis, MN)

Phil has five years of traffic and transportation engineering experience. His work at SRF primarily focuses on traffic signal operations, signal optimization, and traffic operations analysis. Philip understands the intricacies of the signal controller, along with having experience developing custom logic statements, making left-turn phasing decisions for intersections with FYA, and testing unique controller operations to ensure what is proposed can be implemented in the field. He is well versed with developing Synchro models and developing and field-implementing signal timing plan

C. Relevant Experience

Below you can find reference information on 3 different agencies where our ATMS software and ATC controllers have been deployed. Additional detailed information on scope of these projects and background information are at the bottom of each reference.

Agency Name	Georgia Department of Transportation (GDOT)	
Agency Contact Name and Position	Alan Davis, PE, PTOE	State Signal Engineer
Agency Contact Phone and E-mail	404-635-2832	aladavis@dot.ga.gov
Contact Start and End Dates	September 2015	September 2020
Key Personnel from Proposer Involved in Project	Craig Gardner, Tom Stiles, Mike Clance, Whitney Nottage, John Privitt, Grant Gardner	
Approximate Value of Project	\$12,000,000	
Detailed Description of Project/Services	Intelight is supplying the Georgia Department of Transportation (GDOT) with a MaxView central traffic management system to support over 9,000 traffic signal controllers. The project is also upgrading the existing controller CPU's to an Intelight 1C CPU module with a turn-key deployment including full database conversions; CPU programming, testing, and installing; and MaxView system configuration. We are providing a complete solution that modernizes the State's traffic signal controller hardware and software along with the central system software.	

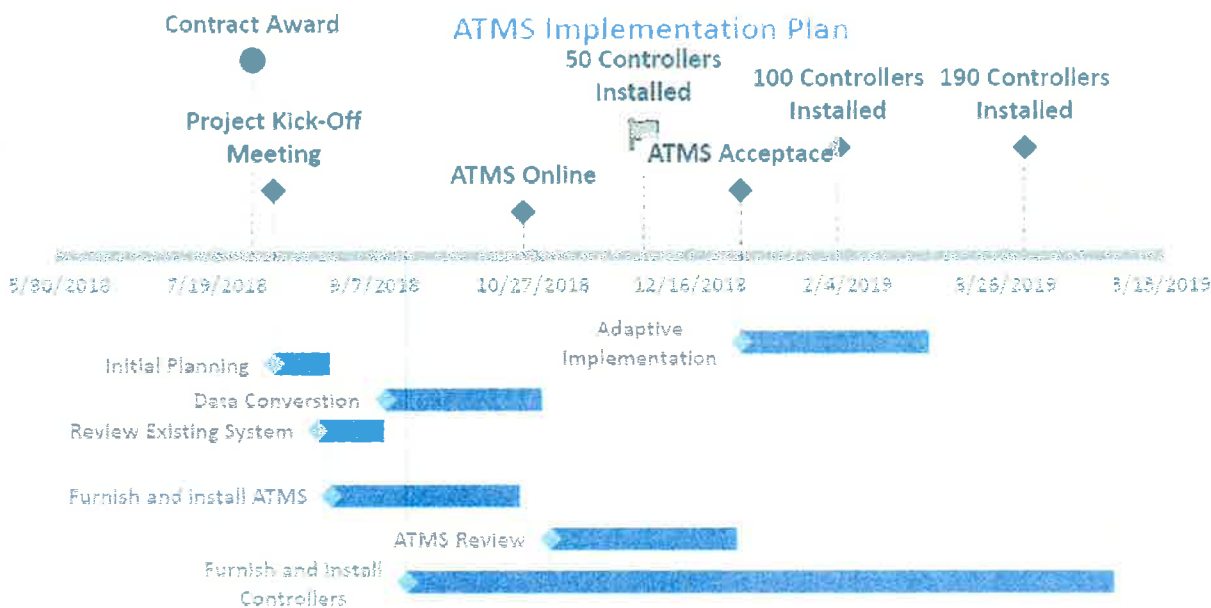
Agency Name	Utah Department of Transportation (UDOT)	
Agency Contact Name and Position	Mark Taylor, PE, PTOE	Director Traffic Signal Operations
Agency Contact Phone and E-mail	801-887-3714	mark.taylor@utah.gov
Contact Start and End Dates	July 2014	July 2024
Key Personnel from Proposer Involved in Project	Craig Gardner, Tom Stiles, Grant Gardner, John Privitt	
Approximate Value of Project	\$859,700	
Detailed Description of Project/Services	The Utah Department of Transportation (UDOT) selected Intelight to supply central system software, local controller software, and controller hardware through competitive Request for Proposal process. The MaxView central system is replacing the State's current i2 Central System and will communicate with a combination of Intelight MaxTime, ASC3, and Cobalt controllers. Under this contract the State is also replacing all existing Siemens and ASC2	

	<p>controllers with Intelight ATC controllers running MaxTime local controller software. The MaxView system has been installed and currently has over 1,600 traffic signals online with the remaining signals scheduled for full integration within the next 6 months. UDOT is using a local consultant company in addition to Intelight support to provide turn-key integration of each controller into the MaxView system.</p>
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Agency Name	City of Tucson, AZ	
Agency Contact Name and Position	Michael Hicks	ITS Manager
Agency Contact Phone and E-mail	520-837-6666	michael.hicks@tucsonaz.gov
Contact Start and End Dates	October 2014	October 2019
Key Personnel from Proposer Involved in Project	Craig Gardner, Grant Gardner, Doug Crawford	
Approximate Value of Project	\$750,000	
Detailed Description of Project/Services	<p>Intelight supplied the City of Tucson with a MaxView central traffic management system to support over 600 Econolite ASC/2 and ASC/3 traffic signal controllers. The MaxView system was installed to fully manage controllers from multiple manufacturers. This open solution allows the City to perform a more cost-effective upgrade over competing products of a proprietary nature. Per the agency's request, the MaxView system was easily installed by the customer. In fact, the customer required significantly less support than anticipated due to the simple packaging and ease of the MaxView system configuration. Intelight provided full upload/download support for the 3rd party controllers via NTCIP communications for no additional license or development fees. Through this project, Tucson has also begun evaluating Intelight signal controllers running MaxTime local intersection software.</p>	

D. Project Schedule

The work performed under this project will be done as a series of tasks as identified in the RFP document. Some of these tasks may be performed concurrently while others will be performed sequentially. The following sections provide details on these tasks and how they will be performed. Each section indicated below shall be accompanied by a detailed pre-work schedule and post-work deliverable outlining adherence to schedule and go-forward actions. Any dates listed below in the schedule is subject to change as the City's needs are identified during pre-planning. The overarching goals of this schedule is to adhere to the City's plan of having the Central ATMS operational within two (2) months of award and the entire project completed within (8) months.



- Initial Planning

The MAS team will organize standing meeting including a Project Kick-Off meeting to provide a high-level Project Schedule including key dates, deliverables, and milestones to ensure success at go-live.

- Review City's Existing Traffic Signal System

The MAS Team will review the City's existing traffic signal system controllers and communications, ensuring the existing controllers are working properly and are compatible with the proposed system. A high level report will be submitted to the City's Project Manager showing successful test results.

- **Furnish and Install Central Management Software**

The MAS Team will furnish and install the MAXVIEW ATMS central traffic management software onto servers provided by the City. This installation will be done only after coordinating with the City's IT staff. Upon completing the installation, the MAS Team will submit to the City Project Manager a report documenting the successful installation. This portion of the schedule is to be completed and operational within (2) months of project award.

- **Furnish and Install Intersection Controllers**

The MAS Team will furnish and assist with deployment of Intelight's ATC controllers and associated MAXTIME intersection software according to the City's deployment plan of these 190 controllers. The MAS team will work with the City Project Manager to track and document completed installation of these controllers in accordance to plans provided by the City. MAS plans on this being an ongoing task throughout the project and will work with the City to complete all installations within (8) months as stated.

- **Data Conversion and Migration**

SRF will work with the City of Fargo to establish a remote connection to the existing Tactics ATMS system.

For each of the intersections to be converted we will read the data from the Tactics database and code it into a MaxTime database. All conversions will be performed remotely..

We anticipate the following parameters will need to be transferred:

- Unit data
- Phase data and overlaps
- Detector data (vehicle and ped)
- Coord data (assume 3 or 4 plans per intersection)
- TOD data (assume weekday and weekend TOD schedules)
- Preempt data (assume 4 per intersection)

We assume that other parameters, including communications settings, will not need to be ported over:

For each intersection, we will perform quality control/quality assurance in conformance with SRF's Quality Management Plan.

We assume existing timing parameters are appropriate and MUTCD-compliant. However, as part of the migration work for each intersection, we will perform a cursory review of the existing database to check for any obvious data entry errors that may be present. If an obvious error is encountered, we will note the error found and the updated value used. (This check does not cover the engineering accuracy of existing database parameters. For example, we will not check whether a phase should have a Yellow Clearance interval of 3.5 seconds instead of 3.0 seconds.)

- **System Configuration, Integration and Testing**

The MAS team will then configure these devices to successfully communicate with the MAXVIEW ATMS software

This preliminary schedule includes agency time to procure hardware, if needed, and review major milestones as well as time spent troubleshooting or back checking work performed on typical

projects of this type. Testing, training, and project management may extend beyond the initial installation task. If selected, we will work with the City to develop a detailed schedule in that can track work and be referenced weekly in the progress reports and meetings.

For a more efficient schedule, we will begin developing sample intersection graphics, training materials, and the SATP shortly after the initial kick-off meeting. The agency will have time to review the documents and plans prior to beginning actual field integration.

MAXVIEW's main map is automatically configured as the user adds intersection graphics. Therefore, there is no need to create a separate main map with its own dynamic objects to represent intersection status. In turn, the time to configure intersection graphics (and the main map concurrently) is drastically reduced to less than 15 minutes per intersection (including intermittent troubleshooting and minor configuration fixes). Therefore, intersections can be configured in MAXVIEW as the field personnel are connecting the controllers to the new wireless routers. To account for problems which may arise early in the integration, we will start configuring graphics for a predetermined group of intersections in advance of connecting the controllers.

We will submit the training plan to the agency early in the project so we can conduct basic system training prior to installing the system. In our experience, on the job training is more effective when the information has been presented beforehand. Operator training will be completed prior to field integration so that operators can assist in integration and begin to manage the system immediately after the first controllers are integrated. Depending on the training facility, we can also combine the bench testing with the hands on training course to further compress the overall project schedule. Advanced training will be completed after the first 50 signals have been integrated and prior to Final Acceptance Testing. Performing detailed product training after a short time of on the job training and hands on experience is typically more effective than performing all training in the beginning of the project.

E. Scope of Work

To best serve the goals of the agency, Mid American Signal (MAS) proposes a team approach in which MAS serves as the Prime Contractor with Intelight, Inc. (Intelight) serving as a supplier and technical support for the ATMS and ATC Controllers. MAS will also partner with SRF Consulting to provide Data Conversions from the existing 191 intersections into the new ATMS. This team, henceforth referred to as the MAS Team, will work together and partner with the City to ensure this project is a success.

The project priorities of the MAS Team approach center around **flexibility** and **collaboration**. This approach is built on these underlying priorities as well as identifying potential opportunities to provide enhanced **data collection**, **operational functionality**, and **system efficiency** to the City's TCC.

The work under this contract focuses on our team's specialties, and is to be performed for a City that is integral to Fargo's economy and transportation network, along with incorporating the needs stated by North Dakota DOT. The MAS Team looks forward to working with the City and NDDOT on this project, and we are confident of success based on our work effort, our achievements on similar projects in the region and across the U.S., and the combined expertise of our assembled staff.

Our approach contains the following elements:

- **Project kick-off meeting** with the City to confirm goals and long-term system desires. Topics for discussion will include project schedule, current and future network topology, and integration with existing hardware/software in Fargo. Kevin Jones will act as lead for organizing this kick-off meeting and associated follow-up meetings and date management going forward.
- **Follow-up meetings** with the City and associated stakeholders to identify and prioritize intersections and coordinated systems for the project schedule and timeline. This meeting will also include a detailed discussion on the communication network and the City's IT facility and IT access.
- **Field investigation** will be conducted to test the current closed looped system and identify any issues for upgrading to MaxView.
- **Installation of central system software** (MAXVIEW ATMS) will be installed and tested to ensure communication and NTCIP database creation. If any database work is needed to convert signal parameters or update signal parameters, a meeting will be conducted to verify information for the new system. This parallel operation will facilitate a smooth transition from the current system to MAXVIEW and will help to minimize operational downtime.
- **Data Conversion** for each of the intersections to be converted, we will read the data from the Tactics database and code it into a MaxTime database. All conversions will be performed remotely.

- **Field Testing and Training** will be completed based on approved schedule. Once verified connection is made to MAXVIEW and initial setup is complete, the MAS team will work with the City to schedule and provide training to identified audiences.

The MAS Team proposes Intelight's **MAXVIEW ATMS central traffic management system** to provide a state of the art solution for current and future traffic technologies. MAXVIEW can also integrate with other NTCIP controllers and specifically with Intelight's **ATC Traffic Signal Controllers** using the **MAXTIME local controller software**. Instead of adapting older software to newer standards, Intelight has designed and developed both MAXVIEW and MAXTIME, directly from the current NTCIP, NEMA, MUTCD, and FHWA standards. In addition to being fully NTCIP compliant, the MAXVIEW system is the first true, thin-client system in the traffic industry. MAXVIEW is built on an open, well-proven framework, providing the newest technologies in one integrated solution, and has been designed and developed to be user-friendly and easily scalable. With MAXVIEW the City has the option in the future to install the Intelight's ATC controller in order to take advantage of both the Connected Vehicle (CV) capabilities and the Signal Performance Measures (SPM) using the high resolution signal data to provide quicker analysis and proactive responses to traffic issues.

The MAS Team will make an initial visit to Fargo for a project kick-off meeting, to perform site visits, and an existing operations survey of the proposed central system location. After the survey trip, we will work with the City to provide additional communications support to ensure controllers are tied into the proposed MAXVIEW system. At this time, we will also discuss any variances from the assumptions made in this proposal. The team will also meet with the City's IT staff to ensure the proposed system configuration is incorporated into the City's overall communications plan. We will also work with the City's IT staff to ensure the proper server equipment is available or is purchased and installed.

Once all the necessary equipment (server and required communications equipment, if any) have been procured, the central system installation and configuration will begin. If resources are available, key City staff members should be present during the installation and configuration process for system exposure and familiarity prior to the formal training upon system completion.

The MAS Team will work with the City to create a System Acceptance Test Plan (SATP) for the new system based on the requirements advertised. All members of the project team will have the opportunity to review and comment upon the SATP. Once the project team is in agreement, the SATP will be finalized and the system will be tested prior to field deployment.

Controller integration will occur after the central system has been installed and configured. Then, confirmation of system-to-controller communications, testing, and troubleshooting can be conducted as each controller is installed (mapped to the central system MaxView), reducing the number of repeat trips to each intersection. The City will be able to monitor and use the system as each controller is placed online.

Throughout the project, weekly status updates and monthly meetings will be conducted with the MAS Team and the City to ensure the project tasks are completed in an accurate and timely manner. These meetings may be on-site, or via web or teleconferencing and will address any concerns, installation issues, or value added solutions that may be discovered during the integration process.

The final system will be tested, evaluated, and operated for an acceptance period following the quality control and acceptance plan developed by the MAS Team in cooperation with City of Fargo.

The MAS Team's clients include many local public governments and state agencies. We have earned a reputation for technical excellence and timeliness and as we continue to gain feedback from our customers with high satisfaction, we continue to work on additional improvements. Through weekly internal project status meetings and regular customer meetings our team can make consistent evaluation of the project progress. With the experience of many projects for agencies, the MAS Team has learned how to balance complex set of demands and requirements. The tools that the MAS Team has to meet any schedule is to first have the adequate staff resources. We will partner with your staff to fully understand your needs and to allow you to make informed decisions on the project to gain a successful outcome. Building upon this partnership, the MAS Team understands that flexibility is essential in any project and we will adjust our schedule as the project proceeds to any changing needs of the client. Our goal is to meet the critical deadlines and deliver a successful project.

F. Cost Proposal

See attached documents for Mid American Signal's Cost Proposal. Please note *Optional Items 1-3* are not included in "Base Cost Proposal Total".

COST PROPOSAL FORM

Project No. TR-18-A1
 Type: New Central ATMS and new ATC Traffic Signal Controllers
 Location: Citywide

Cost Proposals will be based on Base Cost Proposal Total

<u>Quantity</u>	<u>Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Line Total</u>
1	LS	ATMS Central Software License (to include a minimum of 200 intersections <u>AND</u> 10 concurrent system users)	<u>\$240,000</u>	<u>\$240,000</u>
200	EA	NEMA ATC TS2 – Type 2 Shelf Mounted Traffic Controllers with Local software loaded <u>and</u> with A, B, C, and D Harness Connectors	<u>\$2,250</u>	<u>\$450,000</u>
200	EA	D harness DB37 adapter that is used by Siemens	<u>\$120</u>	<u>\$24,000</u>
190	EA	Conversion of Intersection Database from existing ATMS and loaded into new ATMS Central Software per intersection	<u>\$700</u>	<u>\$133,000</u>
		*Optional item 1		
40	EA	Price to convert 40 intersections, city staff would complete other 150	<u>\$975</u>	<u>\$39,000</u>
		*Optional item 2		
75	EA	Price to convert 75 intersections, City staff would complete other 115	<u>\$825</u>	<u>\$61,875</u>
		*Optional item 3		
100	EA	Price to convert 100 intersections, city staff would complete other 90	<u>\$760</u>	<u>\$76,000</u>
1	LS	The ability for intersection controller to run Adaptive Signal Control at 5 Intersections	<u>\$15,000</u>	<u>\$15,000</u>

2	Trips	On-Site Training – 2-days (16 Hrs) for ATMS Central Software, ATC Controller Hardware and Operational Software	<u>\$10,000</u>	<u>\$10,000</u>
1	LS	3-Year Maintenance Agreement for new ATMS (to begin at completion of Systems Acceptance Test)	<u>\$64,000</u>	<u>\$64,000</u>

Note: Freight shall be included in price of NEMA ATC TS-2 Type 2 noted above, and travel expenses for the on-site training shall be included in the Training item noted above.

City reserves right to purchase additional ATC Controllers and additional intersection licenses for the new ATMS at prices listed above for a period of 12 months after Systems Acceptance Test.

BASE COST PROPOSAL TOTAL \$936,000

Optional Features:

<u>Qty (1) Type (EA)</u>	MaxTime License for Connected Vehicle	<u>\$2,400</u>
<u>Qty (1) Type (EA)</u>	Connected Vehicle Roadside Unit Kit	<u>\$3,000</u>
<u>Qty (1) Type (EA)</u>	Connected Vehicle Onboard Unit Kit	<u>\$4,750</u>
<u>Qty (1) Type (EA)</u>	Local Controller GPS w/ Single Band Antenna	<u>\$450</u>
<u>Qty (1) Type (Trips)</u>	MaxAdaptive Training: 2 Days (16 Hours)	<u>\$10,000</u>

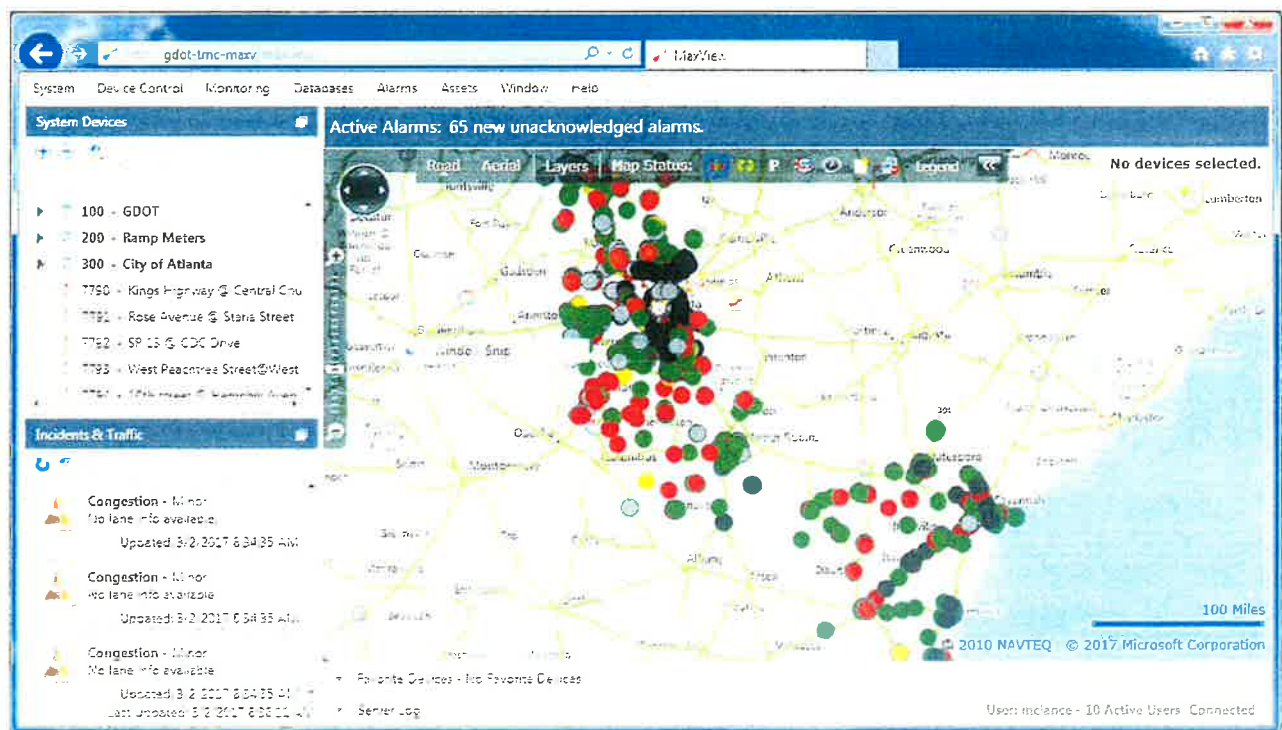
Firm: Mid American Signal

Approved: <u>Kevin Jones</u>	<u>Regional Sales Manager</u>	<u>6/20/18</u>
Name	Title	Date

Overview

Intelight's MaxView® Advanced Traffic Management System (ATMS) software is a modern client/server application built using modern frameworks and technologies. MaxView is designed from the ground up, utilizing modern Graphical User Interface (GUI) design standards. Intelight delivers a true web-based, thin-client platform with MaxView, while also delivering a rich client experience, including an incredibly responsive main map, multiple client windows and other rich client interactions. MaxView is not adapted from an older legacy system and as such is not constrained by legacy interaction models or design standards, but instead is reimagined to embrace the modern web and modern web technologies.

MaxView's strict adherence to the NTCIP protocol enables an agency to place any NTCIP-compliant controllers on the system immediately, reducing the need to manage the legacy and new central systems together during the integration process.



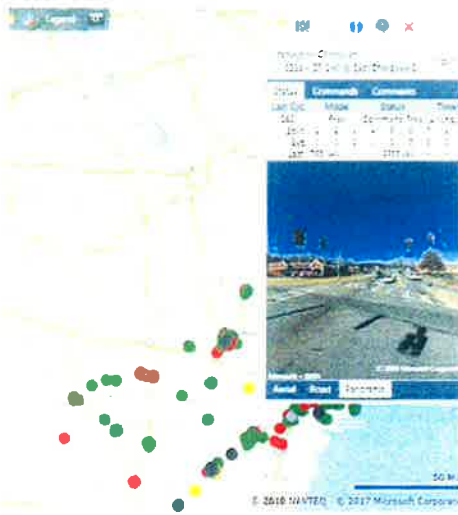
Highlights

- Manage your entire traffic network from a real-time map
- All servers and controllers in one tree
- See which devices are online and graphically follow the network path from the devices back to servers
- User and group level access management
- Simultaneously connect two or more system servers
- Switch between your sessions using a mouse click or keystroke
- MaxView includes online real-time data graphs and usage charts, with the ability to do trend analysis
- MaxView retains and displays a history of system events that can be used to monitor operations and/or troubleshoot

Unique Functionality

- Easy to configure maps; no external programs necessary
- Expanded status displays and event monitoring
- Outlook style time of day scheduler
- Day, month and timeline views
- Drag and drop scheduling
- Modify multiple intersection timings from single screen
- Real-time split monitoring in Coordination and Free
- Real-Time analysis tools and event monitoring

Embedded panorama and camera views

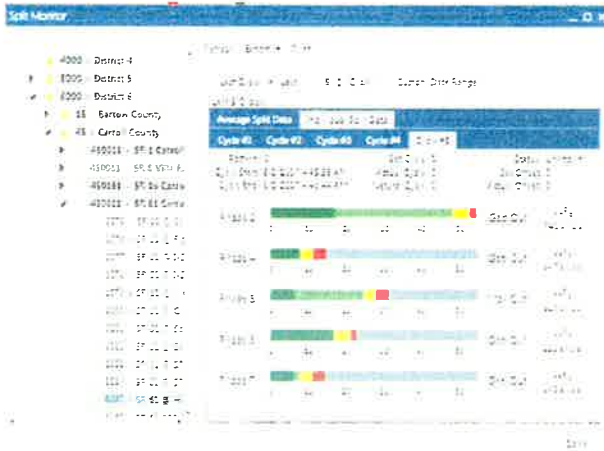


Support Advanced System Configurations

- Ability to embed hotlinks and shortcuts into the intersection displays and tabs
- Custom user configurations for maps based on user
- Dynamic status views by zoom level

Features and usability

- Time Space Diagram
- Split monitor
- VOS graphing
- Event monitoring
- Alarms and alerts



Split monitor



Detailed intersection status display

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 Fax XXX.XXX.XXXX 123 Address Blvd. City, ST XXXXX



Overview

The X-3 ATC Lite controller is part of Intelight's award-winning X-Series NEMA controller line. The X-3 ATC Lite meets and exceeds the current NEMA and NTCIP standards and includes an ATC-compliant engine board and Linux kernel, providing agencies with a cost-effective, robust, industry-leading, true open architecture hardware platform that is capable of running ATC compliant applications. The X-3 ATC Lite can help agencies organize and improve operations and reduce the amount of equipment in the signal cabinet. Contact Intelight today to see how the X-3 ATC Lite controller can help update your signal operations system to 21st century technology.

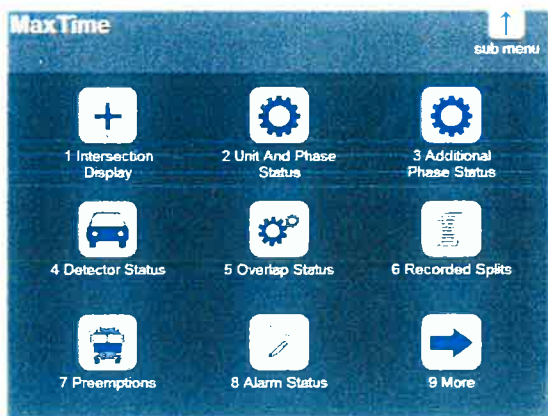


Highlights

- Compliant with NEMA TS-2 and ATC 5.2b and 6.2 (latest draft) standards
- Linux v3.2 operating system
- Perform remote software updates without restart
- Supports serial and/or Ethernet communications
- MaxTime local controller software
 - 40 phases, 16 rings, 32 overlaps, 16 preempts
 - Monitor and configure timings wirelessly from a laptop, tablet or smartphone without database editor or third party software
- Built-in master/closed loop functionality
- Peer-to-peer communications
- Transit priority and advanced preemption
- Fast, efficient coordination transition algorithm

Modern platform

- Supported standard specifications:
 - ATC 5201 (v6.24) (engine board and CPU only)
 - ATC 5401 (v2.17) API (FIO & FP interface)
 - NEMA TS2 with NTCIP (type 1 & type 2)
 - NTCIP – 1202 ASC, 1201, and base standards
 - NTCIP – 1210 master control
- Open architecture
 - Linux operating system
 - ATC API installed
 - On-board NTP server
- Faster processing and more controller memory
 - Motorola PowerPC 8248 32-bit (750 MIPS at 400 MHz) processor
 - 64MB flash/64MB DRAM
- Ethernet support
 - Four 10/100 Mbit Ethernet ports on front panel
 - One 10/100 Mbit Ethernet ports on CPU (side)
- Three-port USB hub (front panel) + CPU USB
- Six configurable serial ports (5 are SDLC capable)



Android front panel: MaxTime main menu

* Indicates extended/optional feature

Robust hardware

- Built with current industry standard technology
- Compliant with NEMA environmental requirements
 - Temp Range: -40°C to +80°C
 - TS-2 type 1 size: 8 ½"H x 8 ½"D x 14 ¾"L
 - TS-2 type 2 size: 10 ¾"H x 8 ½"D x 14 ¾"L
 - Variable power supply (95-250 VAC 50/60 Hz auto sensing)

Features and usability

- On-board web server - Monitor and manage traffic signal without the need for additional software



Sample MaxTime home screen as viewed from color front panel, tablet or smartphone (no app required)

- Eight programmable special function key sequences provide shortcuts to software menus
- USB support
 - Install traffic signal software from flash drive
 - Transfer timing databases via flash drive
 - Configure and monitor timings via Wi-Fi adapter from computer, tablet or smartphone without additional software or database editor
- Live software update
 - Schedule software updates
 - Download update package remotely
 - Perform firmware and operating system updates without placing controller in flash
- Advanced database management
 - Store hundreds of timing databases on controller
 - Change databases safely while controller maintains intersection operation
- On-board web server
 - True controller-hosted web server provides secure remote access without third party software or apps
 - Hosts NTCIP objects via HTTP protocol (capable of enhanced security and lower bandwidth)

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11

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Project No. FM-15-K1 Type: Change Order #2
Location: Rosewood Addition Date of Hearing: 8/31/2018

Routing Date
City Commission 9/10/2018
PWPEC File X
Project File Roger Kluck

The Committee reviewed the accompanying correspondence from Project Manager, Roger Kluck, for Change Order #2 in the amount of \$1,373.35 for removal of a buried foundation that was discovered during excavation.

Staff is recommending approval of Change Order #2 in the amount of \$1,373.35, bringing the total contract amount to \$3,627,567.25.

On a motion by Mark Williams, seconded by Steve Sprague, the Committee voted to recommend approval of Change Order #2 to Industrial Builders, Inc.

RECOMMENDED MOTION

Approve Change Order #2 in the amount of \$1,373.35 to Industrial Builders, Inc.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Flood Sales Tax

Developer meets City policy for payment of delinquent specials
Agreement for payment of specials required of developer
50% escrow deposit required

Yes No
N/A
N/A
N/A

COMMITTEE

Tim Mahoney, Mayor
Nicole Crutchfield, Director of Planning
Steve Dirksen, Fire Chief
Bruce Grubb, City Administrator
Ben Dow, Director of Operations
Steve Sprague, City Auditor
Brenda Derrig, City Engineer
Kent Costin, Finance Director

Table with 4 columns: Present, Yes, No, Unanimous. Rows for each committee member with checkboxes and a signature for Mark Williams.

ATTEST:

Brenda E. Derrig, P.E.
City Engineer

C: Kristi Olson

Memorandum

To: PWPEC
From: Roger E Kluck, PE, CFM Civil Engineer II, Storm Water
C: Jody Bertrand, Brenda Derrig
Date: 8/29/2018
Re: Project #FM-15-K1 Rosewood Area Flood Risk Management Change Order #2

Background:

Project FM-15-K1 bids were opened on May 30, 2018 and the project awarded by the City Commission to Industrial Builders on June 4, 2018. Construction began on June 25, 2018.

The project continues construction of flood control on the north side of Rose Coulee across the Rosewood neighborhood. During excavation for the new pump station, an old buried foundation was found. KLJ notified my office of the find and I reviewed the situation in the field. The Contractor was directed to proceed with removal of the foundation on a time and material basis. The computation of the work costs is attached. The change order amount is \$1,373.35 and is being paid for with Sales Tax Funds-Flood Control-460.

The requested change order item has been reviewed and is reasonable.

Recommended Motion:

To approve the Change Order #2 in the amount of \$1,373.35.

REK/klo



**CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT**

Project No FM-15-K1 **Change Order No** 2
Project Name Rosewood Area Flood Risk Management Project
Date Entered 8/29/2018 **For** Industrial Builders Inc

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE: Remove foundation
 Contractor found during excavation for new pump station a buried structure foundation that needed to be removed to make room for new lift station.



Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)
Miscellaneous	84	Demolition	EA	0.00	0.00	0.00	1.00	1.00	1,373.35	1,373.35
Miscellaneous Sub Total (\$)										
1,373.35										

Summary
Source Of Funding Sales Tax Funds - Flood Control - 460
Net Amount Change Order # 2 (\$) 1,373.35
Previous Change Orders (\$) 176,500.00
Original Contract Amount (\$) 3,449,693.90
Total Contract Amount (\$) 3,627,567.25

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME		Current Substantial Completion Date	Additional Days Substantial Completion	Current Final Completion Date	Additional Days Final Completion	New Substantial Completion Date	New Final Completion Date
		08/16/2019	0.00	08/16/2019	0.00	08/16/2019	

Description
APPROVED

For Contractor  Vice President Engineering
 Department Head 



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

Title

Mayor

Attest

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

(12)

Project No. QN-17-A1 Type: Amendment #3
 Location: Oak Grove Memorial Parks Pedestrian Lift Bridge Date of Hearing: 8/31/2018

<u>Routing</u>	<u>Date</u>
City Commission	9/10/2018
PWPEC File	X
Project File	Jeremy Gorden

The Committee reviewed the accompanying correspondence from Division Traffic Engineer, Jeremy Gorden, related to Amendment #3 in the amount of \$37,440.19 for additional services.

Staff is recommending approval.

On a motion by Mark Williams, seconded by Steve Sprague, the Committee voted to recommend approval of Amendment #3.

RECOMMENDED MOTION

Concur with PWPEC recommendation and approve Amendment #3 with SRF Consulting Group in the amount of \$37,440.19, with costs to be split 50/50 between the City of Fargo and the City of Moorhead.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: 50/50 Sales Tax & City of Moorhead

	<u>Yes</u> <u>No</u>
Developer meets City policy for payment of delinquent specials	<u>N/A</u>
Agreement for payment of specials required of developer	<u>N/A</u>
Letter of Credit required (per policy approved 5-28-13)	<u>N/A</u>

COMMITTEE

	<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
				<input checked="" type="checkbox"/>
Tim Mahoney, Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nicole Crutchfield, Director of Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Williams
Steve Dirksen, Fire Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bruce Grubb, City Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ben Dow, Director of Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Sprague, City Auditor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brenda Derrig, City Engineer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kent Costin, Finance Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:

C: Kristi Olson


 Brenda E. Derrig, PE
 City Engineer

Memorandum

To: PWPEC

From: Jeremy Gorden, P.E., PTOE
Division Engineer – Transportation

Date: August 29, 2018

Subject: Amendment #3 for Consulting Engineering Service Contract w/SRF Consulting Group
Oak Grove-Memorial Park Pedestrian Lift Bridge
City Improvement District No. QN-17-A1
NDDOT Project No. TAU-8-984(154)157, PCN 21690

I am requesting approval of the subject request (attached) from Jacob Nordick, SRF Consulting Group, for an additional \$37,440.19 in engineering fees for project QN-17-A0. This request covers additional services associated with both the design of, and construction management for, the Oak Grove-Memorial Park Pedestrian Lift Bridge. The additional services include:

1. Construction materials testing by Braun Intertec
2. Additional environmental and permit requirements
3. Additional design requirements
4. Additional construction management and administration requirements

The current contract value is \$314,803.00. If this \$37,440.19 amendment request is approved, the total contract value will be \$352,243.19. This cost is evenly split between the City of Fargo and the City of Moorhead – the increase for each is approximately \$18,720. The project was bid in November of 2017 and has been under construction (by Industrial Builders, Inc. of Fargo) since February 2018. It is scheduled to be complete in October 2018.

Recommended Motion

Approval of Amendment #3 to the SRF Consulting Group Contract in the amount of \$37,440.19.

JMG/klo
Attachment

*Street Lighting
Sidewalks*

*Design & Construction
Traffic Engineering*

*Truck Regulatory
Flood Plain Mgmt.*

*Mapping & GIS
Utility Locations*



August 29, 2018

Mr. Jeremy Gorden, PE, PTOE
Transportation Division Engineer
City of Fargo
200 3rd Street North
Fargo, ND 58102

Subject: Amendment 3 Oak Grove Park/Memorial Park Pedestrian Lift Bridge

Dear Mr. Gorden:

Amendment 3 covers additional design and environmental tasks that were required prior to and during the bid process. The Construction is near completion and the overall construction and construction staking budget is on track. However, the additional hours needed to complete the work as noted below has resulted in the overall project to be over budget. The additional hours and out of scope items needed to complete the following work to get the project bid:

- Obtain the permits for the project. Hours were included in a previous amendment, but the estimated hours scoped did account for all hours needed to secure all the permits. *\$2,440.89.*
- Addendums for the project to answer Contractor questions and provide design changes while project was being advertised. *\$5,205.20*
- Additional survey of the site to complete the necessary design changes. *\$1,524.60*
- Change Orders during construction. *\$7,098.35*
- Project Management hours to complete the permits, design changes coordination, and prepare for and attend additional meetings with City and Team. *\$8,831.15*

In addition to the above, we have noted an error in the scope and fee spreadsheet for Addendum 1. The error miscalculated the dollar amount of the hours in the spreadsheet. Then Project Manager Rick Lane, notified the city of the error on 6/15/2017 and requested an amendment to get the dollar value error corrected. This amendment never occurred, and the work was performed per the hours that were scoped. SRF is requesting that this error be included in this Amendment No. 3. *\$4,468.00*

Braun Intertec, the Geotech Engineer for the project, was never scoped for the construction material testing. This is a required service during construction that is needed per the specifications. SRF is requesting the amount that Braun has needed to complete the material testing in order to amend their agreement with SRF. *\$7,7872.00*

New tasks breakdown associated with Amendment 3 are enclosed.

Client First and Last Name
Client Organization

August 29, 2018
Page 2

BASIS OF PAYMENT/BUDGET

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost, and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on the additional hours needed during design and environmental, the error correction in the calculation of hours to dollars of Amendment 1, and the addition of construction material testing performed by Braun, we are requesting Amendment 3 of the contract in the amount of \$37,440.19.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact me if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Jacob Nordick, PE
Principal

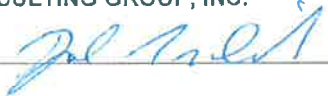
Enclosed

cc: Tom Trowbridge, PE – City of Moorhead



This Agreement represents the entire and integrated agreement between the Client and SRF and supersedes and replaces all prior and contemporaneous understandings, agreements, arrangements, negotiations, and representations, whether written or oral. This Agreement may not be altered, changed, or amended except as set forth in a written amendment to this Agreement.

SRF CONSULTING GROUP, INC.

Signature 

Jacob Nordick
Name

Principal
Title

8/29/2018
Date

CITY OF FARGO: MAYOR

Signature

Name

Title

Date

CITY OF FARGO: CITY AUDITOR

Signature

Name

Title

Date

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Permits		
Name	Hrs	Total
Rick Lane	4.50	\$909.00
Cindy Gray	3.30	\$648.95
Nicole Zappetillo	1.00	\$103.85
Scott Harmstead	9.00	\$1,324.62
Jamie Wark	97.00	\$9,119.94
Jon Morgenroth	3.00	\$412.53
Subtotal	117.80	\$12,518.89
Contract		\$2,704.00
Amendment 1		\$7,374.00
Difference		\$2,440.89

Addendums		
Name	Hrs	Total
Jon Morgenroth	12.00	\$1,650.12
Eric Laidley	30.50	\$3,555.08
Subtotal	42.50	\$5,205.20

Additional Survey		
Name	Hrs	Total
Derek Wang	14.00	\$1,524.60
Subtotal	14.00	\$1,524.60

Change Orders		
Name	Hrs	Total
Jon Morgenroth	5.00	\$687.55
Eric Laidley	55.00	\$6,410.80
Subtotal	60.00	\$7,098.35

After Final Design		
Name	Hrs	Total
Rick Lane	5.80	\$1,171.60
Jon Morgenroth	51.50	\$7,081.77
Jake Nordick	3.50	\$577.78
Subtotal	60.80	\$8,831.15
Env and Design Totals	115.80	\$25,100.19

Amendment 1 Spreadsheet Error		
Approved Amount	2/27/2017	\$23,166.00
Corrected Amount Request	6/15/2017	\$27,634.00
Difference		\$4,468.00

Braun Construction Materials Testing		
Testing Services to date		\$7,872.00

Total Amendment Request:	\$37,440.19
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SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

Work Tasks and Person-Hour Estimates



P160700

ATTACHEMENT A CORRECTED 6-12-17

Subconsultants:

- TASK NO. SUMMARY OF TASKS
- 1.0 Project Management and Coordination
- 2.0 Data Collection
- 3.0 Surveys and Mapping
- 4.0 Public Involvement
- 5.0 Water Resources Engineering
- 6.0 Documented Categorical Exclusion
- 7.0 Prepare Plans and Specifications (Site Work)
- 8.0 Special Provisions
- 9.0 Coordination and Review of Geotechnical Exploration Results
- 10.0 Prepare Preliminary Bridge Plans Oak Grove/Memorial Bridge
- 11.0 Prepare Final Bridge Plans Oak Grove/Memorial Bridge
- 12.0 Final Lighting Design and Electric Lift Mechanisms
- 13.0 Cost Estimates
- 14.0 Survey (Construction Staking)
- 15.0 In-Construction Inspection
- 16.0 Construction Records Documentation
- 17.0 Prepare Record Drawings
- 18.0 Project Final

Project Overview:

The City of Fargo and City of Moorhead have secured funds for the replacement of the existing pedestrian bridge over the Red River between Oak Grove Park in Fargo and Memorial Park in Moorhead. The proposed bridge will be a Lift Bridge to accommodate recurring flooding the limits the use of the existing bridge. The environmental documentation was originally completed in 2009 along with the environmental documentation and design of the Pedestrian Lift Bridge between Lindenwood Park in Fargo and Gooseberry Park in Moorhead. At that time the Oak Grove/Memorial Park Lift Bridge was partially design as well. Now the Cities have funding to move ahead with the Oak Grove/Memorial Park Lift Bridge it will be necessary to complete a new Environmental Document in the form of a Documented Categorical Exclusion since the original Environmental Document is more than five year old and since there will be design changes that may have an impact on especially in regards to the floodway/floodplain of the Red River. This scope covers the required environmental documentation, final design and construction administration for this project.

This amendment adds wetlands field delineation and report including jurisdictional determination with the corp and a new geotechnical evaluation for bank stabilization and settlement including additional soil borings. New task associated to this work are shown in bold text and highlighted



Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

PLSD700

TASK NO. TASK DESCRIPTION PRINCIPAL SR_ASSOC ASSOCIATE SR_PROF TECHNICAL CLERICAL TOTALS EST_FEE

1.0 Project Management and Coordination

Assumptions:

- Project will begin in Sept. 2016 and be completed following construction close out Dec 2017. Duration of 16 months.

Client Deliverables:

- None

1.1 General day-to-day project management and administration (16 months).

1.2 Work-planning schedule and coordination of tasks (16 months).

1.3 Prepare Monthly progress reports (16 months).

1.4 Coordination of two additional sub consultants

SRF Deliverables:

- Schedule updates and progress reports.

SUBTOTAL - TASK 1

2.0 Data Collection

Assumptions:

- Data from the original environmental document and design will be used to the greatest extent possible.

Client Deliverables:

- Existing Asbuilt Information and Red River Hydrologic Data.

2.1 Collect and review available data (digital and hard copy) from City of Fargo and others including survey and mapping files, utility data, as-built plans, environmental reports and other pertinent information applicable to the current project.

SRF Deliverables:

- None

SUBTOTAL - TASK 2

3.0 Surveys and Mapping

Assumptions:

- Existing survey data from 2009 will be used to the greatest extent possible survey will be limited to checking for changes in conditions and to verify past data.

Client Deliverables:

- City of Fargo survey control information.

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC	ASSOCIATE	SR_PROF	TECHNICAL	CLERICAL	TOTALS	EST_FEE
1.0	Project Management and Coordination	0	0	0	0	0	0	0	\$0
1.1	General day-to-day project management and administration (16 months).	0	0	0	0	0	0	0	\$0
1.2	Work-planning schedule and coordination of tasks (16 months).	0	0	0	0	0	0	0	\$0
1.3	Prepare Monthly progress reports (16 months).	0	0	0	0	0	0	0	\$0
1.4	Coordination of two additional sub consultants	2	2	2	0	0	0	5	\$924
SUBTOTAL - TASK 1		2	2	2	0	0	0	6	\$924
2.0	Data Collection	0	0	0	0	0	0	0	\$0
2.1	Collect and review available data (digital and hard copy) from City of Fargo and others including survey and mapping files, utility data, as-built plans, environmental reports and other pertinent information applicable to the current project.	0	0	0	0	0	0	0	\$0
SUBTOTAL - TASK 2		0	0	0	0	0	0	0	\$0



Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
										P160700
3.1	Perform a survey check of the area adjacent to the existing bridge structures to include but not be limited to all existing above ground features, elevations, drainage, all underground utilities based on a ND One Call, spot elevations, etc. The survey will be based on City of Fargo horizontal and vertical datum. The survey data will be compatible with ND DOT survey and microstation drafting standards.	0	0	0	0	0	0	0	0	\$0
3.2	Request utility information for the site through a ND and Gopher State One Call, request on-site markings if possible otherwise request electronic and/or paper copies for any utility of record. Also request any existing site plans with utility information from the NDNG.	0	0	0	0	0	0	0	0	\$0
3.3	Establish soil boring location and add to the project survey base mapping	0	0	0	0	2	4	0	6	\$624
	SRF Deliverables:									
	- Confirmation of as-built conditions and addition survey data related to proposed abutment elevation changes.	0	0	0	0	2	4	0	6	\$624
	SUBTOTAL - TASK 3	0	0	0	0	2	4	0	6	\$624
4.0	Public Involvement Assumptions:									
	- One general public meeting will be convened for the Documented CATEX.									
	Client Deliverables:									
	- Mailing list for general project area (Fargo and Moorhead).									
4.1	Arrange and conduct one public input meeting. A public open house format is proposed. Prepare notices, newspaper advertisements, handouts and display materials; gather and summarize comment cards generated at the meeting; and prepare a comprehensive written summary of the meeting.	0	0	0	0	0	0	0	0	\$0
4.2	Arrange and conduct two Study Review Committee (SRC) meetings to evaluate and address project issues. Prepare display materials needed for the meetings, prepare a comprehensive written summary of each meeting, and distribute summary to all participants. The SRC will include representation from the City of Fargo Public Works, Fargo Park District, City of Moorhead Public Works, City of Moorhead Park District.	0	0	0	0	0	0	0	0	\$0
4.3	Prepare for and attend 2 City Commission/Council meetings (one in Fargo and One in Moorhead) to present the final DCE.	0	0	0	0	0	0	0	0	\$0
4.4	Prepare for and attend up to 2 coordinating meetings with City Committees and/or agency representative.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- Public Participation Appendix for the DCE.									
	SUBTOTAL - TASK 4	0	0	0	0	0	0	0	0	\$0



Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

P160700

TASK/NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SRL_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
5.0	Water Resources Engineering Assumptions: - The abutment elevation and trail approached will be raised more than the current preliminary design to reduce the frequency of minor flooding requiring the lifting of the bridge. The amount of elevation change will be based on the Hydraulic analysis and associated impacts to the floodway/flood plain. - A 0.00' stage increase is required to avoid FEMA LOMR permitting. - Auxiliary culverts will not be used to mitigate impedance caused by the elevated approaches. Client Deliverables: - Update HEC-RAS model from the CORP of Engineers.	0	0	0	0	0	0	0	0	\$0
5.1	Obtain the latest HEC-RAS model for the reach of Red River to use in the bridge analysis.	0	0	0	0	0	0	0	0	\$0
5.2	Evaluate up to two alternatives for potential approach/abutment fill to determine impacts to the flood elevations.	0	0	0	0	0	0	0	0	\$0
5.3	Prepare a memorandum documenting the modeling effort and recommending a preferred alternative.	0	0	0	0	0	0	0	0	\$0
5.4	Prepare floodplain development permit application with the City of Fargo and the following agency permits: MN PCA Construction Permit, MN Section 10 & 404 Permit, ND Section 10 & 404 Permit, MN DNR Work Permit, ND Sovereign Lands Permit.	0	0	0	0	0	0	0	0	\$0
SRF Deliverables: - Hydraulic Report		0	0	0	0	0	0	0	0	\$0
SUBTOTAL - TASK 5		0	0	0	0	0	0	0	0	\$0
6.0	Documented Categorical Exclusion Assumptions: - Assumes preparation of a Documented CatEx (DCE) for environmental clearance. DCE is assumed to address a No Build alternative and one Build Alternative. The Lifespan and Replacement Study completed for FM COG in 2006 and the Project Concept Report completed for the Lindenwood/Gooseberry Park and Oak Grove/Memorial Park bridges will be used as the basis for development of the DCE, with the necessary updates for design features and cost.	0	0	0	0	0	0	0	0	\$0
Client Deliverables: - None		0	0	0	0	0	0	0	0	\$0
6.1	Solicitation of Views (SOV) Letters. Use the NDDOT mailing list as the starting point for an SOV mailing list. Supplement with the applicable local and Minnesota entities and agencies. Prepare text and maps for SOV letters and mail out to all recipients. Follow up, if necessary, to clarify concerns expressed by entities included in the SOV mailing and work with the City to determine the appropriate manner in which to address concerns raised.	0	0	0	0	0	0	0	0	\$0



Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
										P160700
6.2	Prepare draft DCE. Submit 10 copies of the DCE to City and NDDOT for review. Summarize comments received. Review comments and responses with appropriate staff. Revise DCE as necessary.	0	0	0	0	0	0	0	0	\$0
6.3	Identify permits needed and provide support to designers on permit applications. Hrs include: Fargo Flood Plain Development Permit, MN PCA Construction Permit, MN Section 10 & 404 Permit, ND Section 10 & 404 Permit, MN DNR Work Permit, ND Sovereign Lands Permit.	0	0	0	0	0	0	0	0	\$0
6.4	Prepare draft and final 4(f) evaluation. Assumes a programmatic 4(f) designation. Submit to NDDOT for review and revise if necessary. Assumes no 6(f) properties will be impacted.	0	0	0	0	0	0	0	0	\$0
6.5	Assemble final DCE documentation. Review with City and NDDOT.	0	0	0	0	0	0	0	0	\$0
6.6	Prepare final DCE. Submit 10 copies of the DCE to City and NDDOT.	0	0	0	0	0	0	0	0	\$0
6.7	Incorporate the findings of the wetland delineation, prepare the jurisdictional determination request, and mitigation plan	1	2	32	10	0	16	0	59	\$7,128
6.8	Incorporate findings of the additional archeological evaluation for stability and settlement	0	2	0	0	4	0	0	6	\$750
	SUBTOTAL - TASK 6	1	4	32	10	4	16	2	69	\$7,888

SRF Deliverables:

- Documented CATEX and Environmental Clearance.

7.0 Prepare Plans and Specifications (Site Work)

Assumptions:

- The Consultant will prepare a complete set of detailed final construction plans for the bridge/lift system, grading, drainages, asphalt paving, signing, striping, lighting, etc.
 - The plans will be prepared in accordance with NDDOT CADD standards and example plan format. Form, sequence and content of plans will comply with State's current design concepts and practices, and will be in English units of measurement. The plans will be prepared on 11" x 17" sheets. The final submittal of plan sheets will be on high-quality bond material, and electronic files will be provided to ND DOT for bidding purposes.
 - The final plans will include updates/enhancement suggested by the City Engineers and Park District staff based on operation of the Lindenwood/Gooseberry Park Lift Bridge
- Client Deliverables:
- None
- 7.1 Provide for review of draft 50% and 95% plans by City and NDDOT for constructability and staging issues and perform any suggested revisions. Submittal will include 10 copies of 11" x 17" plans, and Draft special provisions data will also be submitted.
- 7.2 Obtain City and NDDOT review and comments and perform revisions as necessary. Submit final (100%) plans. Submit one signed plan set and 10 copies of 11" x 17". Also submit one complete set of final special provisions, and final cost estimate.

SRF Consulting Group, Inc.

Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

Work Tasks and Person-Hour Estimates



TASK_NO.	TASK_DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST_FEE
	SRF Deliverables: - Final Plans and Bid Documents	0	0	0	0	0	0	0	0	\$0
	SUBTOTAL - TASK 7									
8.0	Special Provisions Assumptions: - Prepare Special Provisions data for those items, details, designs and procedures for which the Consultant is responsible. Specifications which apply to this project are contained in the latest edition of the North Dakota Department of Transportation "Standard Specifications for Construction" and all supplemental specifications thereto. Each provision for this project will contain a description, materials, construction requirements, method of measurement and basis of payment for each item. Deletions from, and additions to, standard specifications will also be provided. The Special Provisions data will be submitted to City and NDDOT in hard-copy form and in electronic format in Microsoft Word.	0	0	0	0	0	0	0	0	\$0
	Client Deliverables: - None	0	0	0	0	0	0	0	0	\$0
8.1	Prepare and submit 95% special provisions data and perform necessary revisions.	0	0	0	0	0	0	0	0	\$0
8.2	Prepare and submit 100% special provisions data and perform necessary revisions.	0	0	0	0	0	0	0	0	\$0
8.3	Assist with plan interpretation to the bidders as necessary in order to provide a comprehensive understanding of the project during the bid advertisement period.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables: - Special Provision for Bid Documents	0	0	0	0	0	0	0	0	\$0
	SUBTOTAL - TASK 8									
9.0	Coordination and Review of Geotechnical Exploration Results Assumptions: - The geotechnical exploration for this project was completed in 2009 by subcontractor Braun Intertec no additional geotechnical work is anticipated.	0	0	0	0	0	0	0	0	\$0
	Client Deliverables: - None	0	0	0	0	0	0	0	0	\$0
9.1	Review previous geotechnical recommendations for bridge design.	0	0	0	0	0	0	0	0	\$0

- Based on the change in the adjustment elevation an additional 0.5' to 0.8' East of the well be required at each abutment location. A Revised Geotechnical Report is required as well as review by our Structural Engineer.



P160700

Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
9.2	Review of the new Geotechnical Report as it relates to the bridge foundation design	1	4	0	0	2	0	0	7	\$1,018

SRF Deliverables:

- None

\$1,018

SUBTOTAL - TASK 9

10.0 Prepare Preliminary Bridge Plans Oak Grove/Memorial Bridge

Assumptions:

- The existing plans prepared in 2009 will be the basis for the preliminary bridge plans. These plans will be used to facilitate review of the proposed structure and the identification of abutment elevation changes and other operational related modification based on lessons learned from the operation of the Lindenwood/Gooseberry Park lift bridge.

Client Deliverables:

- Operational modification suggestions.

10.1	Kickoff meeting	0	0	0	0	0	0	0	0	\$0
10.2	Site visit to field measure all dimensions. (Assumes one visit for Fargo Staff).	0	0	0	0	0	0	0	0	\$0
10.3	Research feasible modification to the lifting mechanism for the bridge per local comments/suggestions.	0	0	0	0	0	0	0	0	\$0
10.4	Prepare preliminary bridge plans. The drawings shall identify all bridge geometry and proposed modifications at a concept level.	0	0	0	0	0	0	0	0	\$0
10.5	Submit to City of Fargo and NDDOT for review. Revise plans based on review comments.	0	0	0	0	0	0	0	0	\$0
10.6	Review Bridge Aesthetics (LA's).	0	0	0	0	0	0	0	0	\$0

SRF Deliverables:

- Preliminary Bridge Plans (concept level) incorporating suggested operational and elevation changes.

SUBTOTAL - TASK 10

11.0 Prepare Final Bridge Plans Oak Grove/Memorial Bridge

Assumptions:

- SRF will prepare the Final Bridge Plan following City and NDDOT concurrence on the revised Preliminary Bridge Plans. Assume cursory review by MnDOT state aid bridge staff.

Client Deliverables:

- Approval of Preliminary Concept Plan.

\$0

11.1 Prepare Final Bridge Plans which are assumed to include the following:

- General Plan and Elevation (1 sheet)
- Structural Notes (3 Sheets)
- Abutment Details (4 sheets)
- Steel Tower Details (4 sheets)
- Geotechnical (1 sheet)

\$0



Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROE	PROE.	TECHNICAL	CLERICAL	TOTALS	ESTI.FEE
										P160700
11.2	Prepare special provisions for the bridge. (3 sections assumed for architectural finish, stain and anti-graffiti coating).	0	0	0	0	0	0	0	0	\$0
11.3	Prepare a final bridge cost estimate.	0	0	0	0	0	0	0	0	\$0
11.4	Submit to City of Fargo, NDDOT, and MNDOT for review. Revise plans based on review comments.	0	0	0	0	0	0	0	0	\$0
11.5	Complete final calculations and QC checks for bridge and tower structure incorporating changes to standard design specifications and revised abutment geometry.	0	0	0	0	0	0	0	0	\$0
11.6	Finalize Bridge Aesthetics (LAs).	0	0	0	0	0	0	0	0	\$0
11.7	Incorporate revised assumptions from the new Geotechnical Report and revise the foundation design for the abutments.	2	2	0	0	0	0	0	4	\$3,450
	SRF Deliverables:									
	- Final bridge plans									
12.0	Final Lighting Design and Electric Lift Mechanisms									
	Assumptions:									
	- Review existing plans, electrical will be design similar to Lindenwood Gooseberry lift bridge.									
	- Coordinate electrical feeder with the utility and the city, assume a nearby transformer is available.									
	- No site visit required for MSP EE staff.									
	Client Deliverables:									
	- None									
12.1	Review of requirements and existing plans including data collection and verification of electrical requirements.	0	0	0	0	0	0	0	0	\$0
12.2	Utility coordination and service request.	0	0	0	0	0	0	0	0	\$0
12.3	Electric motor/lift cranes design.	0	0	0	0	0	0	0	0	\$0
12.4	Design of bridge lighting, motor controls, and feed points.	0	0	0	0	0	0	0	0	\$0
12.5	Prepare light sheets, control wiring, and electrical schematics.	0	0	0	0	0	0	0	0	\$0
12.6	Prepare Special Provision for electric motor/lift cranes and associate controls.	0	0	0	0	0	0	0	0	\$0
12.7	Electrical system and light cost estimate.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- Bridge lighting and motor controls plans									
	SUBTOTAL - TASK 12	0	0	0	0	0	0	0	0	\$0
13.0	Cost Estimates									
	Assumptions:									



P160700

Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
	- Costs will be split by State and local project numbers and funding sources. A Schedule of cost splits will also be completed to facilitate cooperative agreements on cost sharing responsibilities. An electronic copy in a Microsoft Excel spreadsheet format, along with a hard copy, will be submitted.									
	Client Deliverables:									
	- None									
13.1	50% plan cost estimates and local participation.	0	0	0	0	0	0	0	0	\$0
13.2	95% plan cost estimates and local participation.	0	0	0	0	0	0	0	0	\$0
13.3	100% completion cost estimates and local participation.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- Project Cos Estimate in NDDOT Format.									
	SUBTOTAL - TASK 13	0	0	0	0	0	0	0	0	\$0
14.0	Survey (Construction Staking)									
	Assumptions:									
	- SRF will provide all required construction layout and staking; and required check shot throughout total construction season from our Fargo office. Hours are based on 8 hours per week for a two person survey crew and a 12 week construction period. Direct cost which include survey vehicle mileage, lathe, and equipment costs are shown as a direct expense.									
	Client Deliverables:									
	- None									
14.1	Construction Survey	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- Construction Staking									
	SUBTOTAL - TASK 14	0	0	0	0	0	0	0	0	\$0
15.0	In-Construction Inspection									
	Assumptions:									
	- The hours shown includes 20 hours pre-week of on-site inspection for 12 weeks, plus 4 hours per week for PE supervision. Direct expenses will include mileage and is shown as a direct expense. The inspection hours also includes 8 hrs of bridge inspection per week from our Mpls office.									
	- Shop drawing review includes tower steel, bridge steel, metal siding and roofing, electric hoist system, cable pulleys, architectural stain and anti-graffiti coating.									
	Client Deliverables:									
	- None									
15.1	On-site part time inspection.	0	0	0	0	0	0	0	0	\$0



Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
15.2	Respond to contractor requests for information.	0	0	0	0	0	0	0	0	\$0
15.3	Review shop drawings.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- On-site inspection and Shop Drawing Review.									
	SUBTOTAL - TASK 15	0	0	0	0	0	0	0	0	\$0
16.0	Construction Records Documentation									
	Assumptions:									
	- SRF will complete all required paperwork per the NDDOT's Construction Records Manual, including but not limited to Progress Reports, Change Orders, Estimates, Daily Inspection Reports, Pay Quantity Reports, Laboratory Files, Contractor Payrolls, ECO, DBE and Labor Compliance. The cost of material testing will be billed directly to the City of Fargo.									
	Client Deliverables:									
	- None									
16.1	Construction Records Documentation.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- NDDOT approved project files.									
	SUBTOTAL - TASK 16	0	0	0	0	0	0	0	0	\$0
17.0	Prepare Record Drawings									
	Assumptions:									
	- SRF will prepare final record drawing in Microstation and provide the City of Fargo a final record drawing in a PDF format									
	Client Deliverables:									
	- None									
17.1	Prepare final record drawing for field notes and redlines.	0	0	0	0	0	0	0	0	\$0
	SRF Deliverables:									
	- Final Record Drawing									
	SUBTOTAL - TASK 17	0	0	0	0	0	0	0	0	\$0
18.0	Project Final Assumptions:									
	- Review all records, quantities and prepare the final estimate and documents for the "Final." Includes review meeting with District staff.									
	Client Deliverables:									
	- None									
18.1	Final inspection and punch list.	0	0	0	0	0	0	0	0	\$0

SRF Consulting Group, Inc.

Client: City of Fargo
 Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

Work Tasks and Person-Hour Estimates



P160700

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
	SRF Deliverables: - NDDOT Approved Final									
		0	0	0	0	0	0	0	0	\$0
	SUBTOTAL - TASK 18									
		6	12	34	30	8	26	2	118	
	TOTAL ESTIMATED PERSON-HOURS									
	AVERAGE HOURLY BILLING RATES	\$182	\$163	\$117	\$105	\$92	\$110	\$66		
	ESTIMATED LABOR AND OVERHEAD	\$1,092	\$1,956	\$3,978	\$3,150	\$736	\$2,860	\$132		\$13,904
	ESTIMATED DIRECT NON-SALARY EXPENSES									\$13,730
	TOTAL ESTIMATED FEE									\$27,634

ESTIMATE OF DIRECT NON-SALARY EXPENSES:

MILEAGE:	Personal Vehicles	0	Miles @	\$0.540	\$0
REPRODUCTION:	Copy Duplication	0	Copies @	\$0.10	\$0
	Color Copies	0	Copies @	\$0.35	\$0
	Bond Prints	0	Prints @	\$6.00	\$0
	W/Var Prints	0	Prints @	\$12.00	\$0
		0	Copies @	\$1.00	\$0
COURTHOUSE COPIES:					
PRINTING:					
SUPPLIES:	Mail, Express, Etc.				
COMMUNICATIONS:	Cell Phone Charges	0	Minutes @	\$0.30	\$0
SUBCONSULTANTS:					
	Beaver Creek Archaeology- Class 1 Cultural Resource Inventory				\$0
	Carlson McCain - Wetland Delineation and Report				\$3,090
	Braun Intersec - Amended Geotechnical Evaluation				\$10,640
	ESTIMATED DIRECT NON-SALARY EXPENSES				\$13,730



Work Tasks and Person-Hour Estimates

SRF Consulting Group, Inc.

Client: City of Fargo

Project: Oak Grove Park/Memorial Park Pedestrian Lift Bridge (Amendment 1)

P160700

EST. FEE

TOTALS

CLERICAL

TECHNICAL

PROF.

SR_PROF

ASSOCIATE

SR_ASSOC.

PRINCIPAL

SR_ASSOC.

ASSOCIATE

SR_PROF

PROF.

TECHNICAL

CLERICAL

TOTALS

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS
SUMMARY OF COSTS:									
1.0	Project Management and Coordination	\$ 364	\$ 326	\$ 234	\$ -	\$ -	\$ -	\$ -	\$ 924
2.0	Data Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.0	Surveys and Mapping	\$ -	\$ -	\$ -	\$ -	\$ 184	\$ 440	\$ -	\$ 624
4.0	Public Involvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5.0	Water Resources Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6.0	Document Categorical Exclusion	\$ 182	\$ 652	\$ 3,744	\$ 1,050	\$ 368	\$ 1,760	\$ 132	\$ 7,888
7.0	Prepare Plans and Specifications (Site Work)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8.0	Special Provisions	\$ 182	\$ 652	\$ -	\$ -	\$ 184	\$ -	\$ -	\$ 1,018
9.0	Coordination and Review of Geotechnical Exploration Results	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10.0	Prepare Preliminary Bridge Plans Oak Grove/Memorial Bridge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11.0	Prepare Final Bridge Plans Oak Grove/Memorial Bridge	\$ 364	\$ 326	\$ -	\$ 2,100	\$ -	\$ 660	\$ -	\$ 3,450
12.0	Final Lighting Design and Electric Lift Mechanisms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13.0	Cost Estimates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14.0	Survey (Construction Staking)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15.0	In-Construction Inspection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16.0	Construction Records Documentation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17.0	Prepare Record Drawings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18.0	Project Final	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									\$ 13,904

13

September 10, 2018

Board of City Commissioners
City of Fargo
200 North Third Street
Fargo, ND 58102

Dear Commissioners:

The current bus stop policy is for passengers to flag-down or wave at the bus on any corner, T intersection or shelter along the route. Flag stops also encourage frequent stops, which can reduce efficiency and negatively affect route timing and reliability. MATBUS Stop Signs clarify where buses stop, make it easier for drivers and passengers to understand, advertise the availability of public transportation, increase reliability and enable shorter travel times for customers. Without designated bus stops, improving on-time performance would require reducing bus service, which can negatively affect passengers, or adding more bus service, which can be costly.

The 2012-2016 Transit Development Plans (TDP) recommended the establishment of designated bus stops to improve on-time performance. Subsequently, MATBUS implemented RouteMatch software with automatic vehicle location and voice announcements. When implementing this software, sign locations were identified through review of boarding data and consultation with drivers, and signs were either added or moved along routes. All current bus stop sign locations are indicated on the live bus tracker and utilized in Google Transit for trip planning. Many passengers use this technology to determine where the bus will stop and at what time.

Staff is proposing the implementation of a designated bus stop only policy for the entire system effective October 1, 2018. This policy will also help us ensure compliance with federally required on-time performance targets and new reporting requirements.

Moorhead implemented designated bus stops only on Routes 1 and 2, the highest usage routes due to college student usage, over a decade ago. The policy was effective in improving timing and there was no measurable decrease in ridership due to the change.

Under Federal Transit Administration rules, MATBUS is required to provide reasonable accommodation to our policies, practices and procedures to avoid discrimination and ensure that our programs are accessible to individuals with disabilities. An example would be dropping a passenger off at the nearest paved sidewalk or driveway prior to or after the signed bus stop. The proposed bus stop only criteria takes reasonable accommodation for persons with disabilities into consideration.

The MAT Coordinating Board unanimously recommended approval of the proposed Designated Bus Stop Policy at their regularly scheduled meeting on July 18, 2018. The City of Moorhead approved at their City Council meeting on August 27, 2018. The proposed policy is attached.

Public Information

Notices were published in the Forum and the Extra newspapers regarding public information meetings at the Ground Transportation Center (GTC). The meetings were held on August 2, 2018, from 9am-10am, and 4pm-6pm. Comment cards and posters were set up at the GTC and left on-site from July 30 to August 15 in order to receive feedback on the proposed policy change. Comments received and responses to the comments are attached.

Financial Considerations

There are no financial impacts expected from this policy change. Ridership and on-time performance will be monitored by transit staff.

Signage of bus stops in Fargo has been completed. There may be signs identified that need to be moved closer to a paved accessible corner or driveway for stop clarification. Passengers can also request consideration of a new stop.

Requested motion is to approve the Designated Bus Stop Only Policy.

Attachments

- Proposed Designated Bus Stop Policy
- Form to Request a Bus Stop
- Handout to Passengers
- Comments and Feedback Received

Sincerely,



Matthew G. Peterson
Assistant Transit Director

/enc

DESIGNATED BUS STOP POLICY FARGO-MOORHEAD METRO AREA TRANSIT (MATBUS) EFFECTIVE SEPTEMBER 1, 2018

Designated Bus Stops Only

Passengers can board or deboard the fixed route bus only at designated locations posted with a MATBUS stop sign. It is the goal of MATBUS through this policy to:

1. Improve reliability and on-time performance
2. Heighten visibility of transit routes
3. Improve visibility and clarification of bus stop locations
4. Reduce incidents of missed passengers
5. Improve customer satisfaction by identifying all bus stop locations

Bus drivers will continue to stop at unauthorized boarding locations when a passenger is flagging them down, but will then politely explain the correct boarding location for future rides.

During the initial implementation period of six months, the bus driver will provide a handout to passengers boarding at invalid bus stops, with additional information on the policy.

Temporary Route Changes and Detours

During detour operations, the temporary route segment will--unless otherwise noted--operate under the "flag stop" policy, meaning passengers can board or deboard the bus at any corner or intersection along the route where the driver deems it is safe to do so.

For long-term detours, temporary MATBUS stop signs may be installed and designated as bus stops. Also, "Not in Service" stickers may be placed over existing MATBUS stop signs or the signs will be covered or removed.

Bus Stop Identification

MATBUS Stop Signs have been installed at locations along each route. Sign locations are marked on printed bus schedules and route maps online at www.matbus.com.

Stop locations are indicated on the live bus tracker available online and utilized in Google Transit for trip planning.

Designated Bus Stop Criteria

1. Bus stops will be placed at least two blocks apart unless there is demonstrated high demand requiring additional stops.
2. Traffic flow and existing traffic signal and sign placement will be considered in placement of the stop.
3. The bus stop location must be safe for passengers to board and deboard and not create a hazard for other traffic.
4. The bus stop cannot be in a right-hand turning lane, unless the bus route turns right at that location.
5. It is preferred that the bus stop be located at or near concrete at an accessible corner or driveway.
6. If the bus stop is on the far side of the intersection, it is preferred that the stop allow the bus to completely clear the intersection and allow passengers to board and deboard on concrete.
7. Mid-block stops will be considered on long blocks (a double block or more) and loops. The stop should be the point where a corner would normally exist and includes "T" intersections.
8. If the stop request is based on a passenger's disability, MATBUS staff will review the request to determine the best option, including the possibility of alternative transportation.
9. MATBUS staff will review bus stop boarding data yearly and will make determinations based on ridership to add or remove bus stops.

Designated Bus Stop Request Procedure

If passengers have a concern about a bus stop (or lack of a bus stop) in any particular location, they can fill out the Request a Bus Stop Form.

1. A form is available on the www.matbus.com website under the "Contact Us" page, titled "Request a Bus Stop."
2. This is a fillable form for individuals to enter the location of the requested stop, along with any pertinent information accompanying the request.
3. The requests may be sent to the transit@matbus.com email address, which is monitored by MATBUS administrative staff.
4. If a passenger does not have access to the www.matbus.com website, they may contact MATBUS staff either in person or via the main phone line at 701-232-7500. The contacted staff member will enter the request for the individual.
5. MATBUS administrative staff will review and respond to all requests within 10 business days of receipt. The requesting individual will be subsequently notified of the decision and any actions taken.

Reasonable Accommodation

Under Federal Transit Administration rules, MATBUS is required to provide reasonable accommodation to our policies, practices and procedures to avoid discrimination and ensure that our programs are accessible to individuals with disabilities. MATBUS drivers, dispatchers or supervisor staff may make reasonable accommodations. These requests are limited to short -term requests, which do not place the passenger(s) or MATBUS employees in an unsafe situation. An example would be dropping a passenger off at the nearest paved sidewalk or driveway prior to or after the signed bus stop. Additional requests for accommodations should be made through the contact us page or by calling our administration offices at 701.241.8140

Approved by Moorhead City Council Resolution # _____ on August 27, 2018

Approved by Fargo City Commission on August 27, 2018



Bus Stop Request Form

Name: _____

Date: _____

Phone: _____

Email: _____

➤ At which intersection would you like to request a designated bus stop?

Route(s)



Street:

➤ *Generally runs north and south*

Avenue:

➤ *Generally runs east and west*

City

Fargo West Fargo Moorhead Dilworth

Location of Stop:

- North West Corner
- North East Corner
- South West Corner
- South East Corner
- Midblock – Stop located in the middle of a long block
- FarSide – Stop located at least 50 feet past the intersection
- Nearside – Stop located at least 50 feet prior to the intersection

➤ If you are requesting this stop to accommodate a disability, please explain below.

MATBUS Administrative Use Only:

All requests must be reviewed and responded to within 10 business days of submission

- Is there a bus stop within 2 blocks of this request? Yes No
- Is this request in a safe location for loading and unloading passengers? Yes No
- Does the individual requesting this stop have a disability? Yes No

Request: Approved
Expected installation date:

Denied

Explanation for why the request was denied:

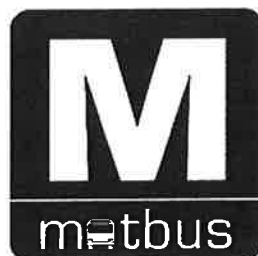
This is no longer a valid bus stop.

MATBUS has started a *Designated Stops Policy*, which means that buses will only stop to pick up or drop off passengers at locations where there is a MATBUS bus stop sign installed.

Please begin boarding and deboarding at an official bus stop from now on.

Specific bus stop locations can be found on the MATBUS website or on a printed map.

For more information, or to request a bus stop be added to the system, visit MATBUS.com. You may also get this information from dispatch at the Ground Transportation Center.



701.232.7500 - 502 NP Ave., Fargo

DESIGNATED BUS STOP COMMENTS AND FEEDBACK
COMMENT PERIOD JULY 30 - AUGUST 15, 2018

Requested bus stop locations in Fargo/West Fargo:

- 27th Ave S & 15th St S at the southeast corner
- 15th Ave S & University Dr S
- Hornbacher's on 32nd Ave S (north side midblock)
- 10th St N and 7th or 8th Ave N
- 25th St S & 13th Ave S
- 23rd Ave S & Veterans Blvd
- 17th Ave S & 9th St S
- 33rd St S & 30th Ave S at the northeast corner
- 32nd St S & 30th Ave S at the southwest corner
- 10th St N & 3rd Ave N at the northeast corner
- Industrial part of Fargo 7th Ave
- 27th St N & 12th Ave N
- 42nd St S & 23rd Ave S
- 11th Ave N on route 17 by Madison Park between 29th St & 32nd St
- 32nd Ave S & 28th St S by library on south/hospital side
- 27th St S & 13th Ave S by yellow sign
- In front of Essentia Hospital bus stop going east
- 14th St S & 32nd Ave S Midblock
- 15th St S & 25th Ave S at the southwest corner

Response: These requests will be reviewed under the established criteria and individual responses provided.

Requested bus stop locations in Moorhead/Dilworth:

None as of 8/16/2018

Feedback:

Informational meeting on 8/2/18

Several passengers stopped by during the informational meeting held at the Ground Transportation Center (GTC) and expressed support for designated bus stops.

Email: quicksilver2001@yahoo.com – 8/13/18

This is not a very good idea for most passengers. Some people have disabilities, and they don't like to walk very far. There should be more bus stops in West Fargo along 23rd Ave. There should be a bus stop at 32nd Ave S and University Dr, across from the Villa Maria on University Dr, going south, where the bus turns going west. There should be a bus stop sign on Route 17 midway between 29th St N and 32nd St N on 11th Ave N. Bus drivers don't keep very good time, but most all passengers prefer corner stop and waving to the driver to stop. As mentioned before, the designated bus stop idea DOES NOT FIT EVERYONE NEEDS AT ALL. WEST FARGO ON ROUTE 24 IS TERRIBLE, THERE ARE NOT ENOUGH BUS STOP SIGNS, MOORHEAD BUS STOPS ARE OK.

Response: These requests will be reviewed under established criteria, which takes into consideration the needs of people with disabilities, as well as alternative transportation available.

Supun Fernando – 8/6/18

There was a bus stop sign near to the Red River Zoo on 42nd St S, but overnight it was taken away without any prior notice. That made a lot of confusion among the passengers and the bus drivers. So I have email the MATBUS GTC through the complaint form online but never heard back until today (July 25). I would like to request two bus stop signs near Red River Zoo (southbound and northbound) since there is no bus stop from Bethany home to YMCA. Which is exactly 1.0 miles. Even myself walk 0.8 miles to come to the previous bus stop near Red River Zoo. Please kindly consider this matter.

Response: These requests will be reviewed under established criteria and individual responses provided.

Kyle Anderson

I think it's a good idea because people ask for this corner and the next and so on, especially on 15.

Response: Designated bus stops will reduce frequent stops by having passenger congregate at locations spaced based on identified criteria, which will result in improved on-time performance, especially on high demand routes such as Route 15.

Timi Yhumhyy

The bus stops on 23rd Ave & 42nd St were removed. The bus 24 can be 30 mins interval instead of 1 hours? The bus stops on 23rd Avenue and 42nd Street needs a bus stop sign.

Response: The requested stop will be reviewed against established criteria. Additional bus service requests will be logged and considered in future budgets and route planning.

Timothy O’Leary – 8/14/18

Response: Additional bus service requests will be logged and considered in future budgets and route planning.

No name or date:

- I think buses should start at 6:30 a.m. on Saturday. People do have to be to work by 7:30 a.m.

Response: Additional bus service requests will be logged and considered in future budgets and route planning.

- You’re going to waste more time waiting to get riders racing to catch buses.

Response: Under current policy, passengers are required to be at the bus stop before the bus arrives. Buses do not wait at individual bus stops, with the exception of layover and transfer points and only until their scheduled departure times.

14

September 10, 2018

Board of City Commissioners
 City of Fargo
 200 North Third Street
 Fargo, ND 58102

Dear Commissioners:

The City of Fargo Transit Department is requesting proposals for the replacement or rehabilitation of bus shelters for the transit system. NDDOT awarded \$120,000 in capital grant funds to replace or rehabilitate transit bus shelters which have exceeded their useful life and are in need of replacement or repair.

The Request for Proposals (RFP) identifies various options for the shelters: anodized aluminum mesh siding verses glass siding due to the number of glass panes requiring replacement due to vandalism or an occasional accident every year causing unnecessary cost to the transit department – \$8,853.18 in 2017, and \$7,400.22 to date in 2018. Mesh siding in a shelter will still greatly diminish weather impacts for passengers. Shelters will be three (3) sided and not four (4) sided, which will allow for better accessibility for passengers with disabilities when boarding and de-boarding our vehicles. Solar lighting is another option we are looking at to increase safety and security of our bus shelters. Solar lighting will illuminate the bus shelters allowing passengers to see more of their surroundings and allow drivers better visual of passengers as they approach the shelter locations.

Funding:

CFDA Title	Grant Allocation	Federal Share	Local Share	Total
20.526	5339	\$80,000	\$20,000	\$100,000
20.513	5310	\$40,000	\$10,000	\$50,000
	Total	\$120,000	\$30,000	\$150,000

Local share for this project was included in Transit’s budget and approved by the Fargo City Commission at the August 13, 2018 meeting.

The requested motion is to authorize the Request for Proposal to replace or rehabilitate transit bus shelters, pending approval by the State of North Dakota Transit Division.

Sincerely,



Matthew G. Peterson
 Assistant Transit Director
 /enc

15

September 6, 2018

Board of City Commissioners
City Hall - 200 N 3rd Street
Fargo, ND 58102

Dear Commissioners:

The City of Fargo Transit Department has been leasing two (2) paratransit style buses to Handi-Wheels Transportation, Inc., a local non-profit. The vehicles, unit 1189, a 20008 Star-Trans and unit 1217, a 2011 Ford E450, have been utilized by Handi-Wheels since they were purchased. Both units have exhausted their useful life in accordance with the Federal Transit Administration's (FTA) guidelines for medium-size, light-duty transit buses. FTA guidelines state for this classification of a vehicle, they have reached their useful life once they have been in service for five (5) years or have 150,000 miles, whichever occurs first. In addition, we obtained appraisals of both vehicles (attached) which clearly indicate they are far under the \$5,000 threshold where FTA would still have a financial interest. As FTA interest in units 1189 and 1217 no longer apply, the Transit Department would like to donate the vehicles to Handi-Wheels Transportation, Inc.

RECOMMENDED MOTION: Approve the transfer of city units 1189 and 1217 from the Transit Department to Handi-Wheels Transportation, Inc. effective immediately.

Respectfully Submitted,



Julie Bommelman
Transit Director

/enc



2629 Clearwater Road, Saint Cloud MN 56301
4821 Mustang Circle, Mounds View MN 55112
Toll-Free: 877-485-9595

Used Bus Appraisal Worksheet

Fargo-Moorhead MATBUS
Name of Organization
650 23rd St N
Address
701-476-5940
Phone Number

Jordan Smith
Contact Name
Fargo, ND 58102
City / State / Zip
jmsmith@matbus.com
Email Address

2008
Year of Bus
6.0L V8
Engine Size
1GBJG31K281170596
VIN Number
Ricon K5510
Lift Make and Model

Chevrolet
Chassis Manufacturer
Gas
Gas or Diesel
185,000
Current Mileage
Operative
Lift Condition (If Applicable)

Star-Trans
Body Manufacturer
\$53,200
Original (New) Purchase Price
8 Passenger + Driver
Capacity
Yes
Air Conditioning

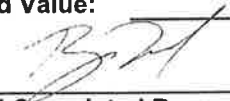
Poor - paint is peeling, many areas of dents and scratches, wheels are rusted
Exterior Condition (Overall Condition, As Well As Specific Notes)

Poor - Floor covering is missign in places, seats are torn, side panels are torn
Interior Condition (Overall Condition, As Well As Specific Notes)

Mechanical Notes (List issues with engine (including engine replacement), transmission, drivetrain, axles, brakes, tires, etc.)

Quoted By: _____ **Visual Inspection** **Phone/Email Request**

Estimated Value: _____ \$1,638.00


Appraisal Completed By

4/16/2018
Date

This estimate is based on fair-market retail selling price, or transfer value to another recipient. It is not a wholesale or a quick-sale price; nor is it an offer to buy for resale, all of which would be much lower. This estimate is made by visual inspection, photos, and / or information supplied by the owner. This estimate in no way covers items such as but not limited to engine and transmission life, brakes, and / or axles. No mechanical inspection has been made on this vehicle.



2629 Clearwater Road, Saint Cloud MN 56301
 4821 Mustang Circle, Mounds View MN 55112
 Toll-Free: 877-485-9595

Used Bus Appraisal Worksheet

Fargo-Moorhead MATBUS		Jordan Smith
Name of Organization		Contact Name
650 23rd St N		Fargo, ND 58102
Address		City / State / Zip
701-476-5940		jmsmith@matbus.com
Phone Number	Fax Number	Email Address

2011	Ford E450	Thor
Year of Bus	Chassis Manufacturer	Body Manufacturer
6.8L V10	Gas	\$60,730
Engine Size	Gas or Diesel	Original (New) Purchase Price
1FD4E4FS6CDA03389	125,000	9 Passenger + Driver
VIN Number	Current Mileage	Capacity
Braun M2	Operative	Yes
Lift Make and Model	Lift Condition (If Applicable)	Air Conditioning

Poor - Roof was damaged and has been repaired, paint is peeling, wheels rusted
Exterior Condition (Overall Condition, As Well As Specific Notes)

Poor - Floor is peeling, side panels are torn, seats cracked
Interior Condition (Overall Condition, As Well As Specific Notes)

Vehicle needs help
Mechanical Notes (List issues with engine (including engine replacement), transmission, drivetrain, axles, brakes, tires, etc.)

Quoted By: _____ **Visual Inspection** _____ **x** **Phone/Email Request**

Estimated Value: _____ \$1,881.00

Appraisal Completed By _____
Date

This estimate is based on fair-market retail selling price, or transfer value to another recipient. It is not a wholesale or a quick-sale price; nor is it an offer to buy for resale, all of which would be much lower. This estimate is made by visual inspection, photos, and / or information supplied by the owner. This estimate in no way covers items such as but not limited to engine and transmission life, brakes, and / or axles. No mechanical inspection has been made on this vehicle.

16

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No.

Type: Easement Request

Location: 64th Ave S & I-29

Date of Hearing: 8/31/2018

<u>Routing</u>	<u>Date</u>
City Commission	<u>9/10/2018</u>
PWPEC File	<u>X</u>
Project File	<u>Kristy Schmidt</u>

The Committee reviewed a communication from Civil Engineer, Kristy Schmidt, regarding a request for a public utility easement and utility permit needed to support the installation of an Xcel gas main and future private utilities on the north side of 64th Ave S, east of I-29.

On a motion by Bruce Grubb, seconded by Kent Costin, the Committee voted to recommend approval of the easement and utility permit.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve the easement and utility permit at 64th Ave S & I-29.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: N/A

Developer meets City policy for payment of delinquent specials
 Agreement for payment of specials required of developer
 Letter of Credit required (per policy approved 5-28-13)

Yes	No
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>


COMMITTEE

Tim Mahoney, Mayor
 Nicole Crutchfield, Director of Planning
 Steve Dirksen, Fire Chief
 Bruce Grubb, City Administrator
 Ben Dow, Director of Operations
 Steve Sprague, City Auditor
 Brenda Derrig, City Engineer
 Kent Costin, Finance Director

<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Williams
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:

C: Kristi Olson


 Brenda E. Derrig, P.E.
 City Engineer



Memorandum

To: Members of PWPEC
From: Kristy Schmidt, CE II *KLS*
Date: August 28, 2018
Re: Easement and Utility Permit to support Xcel Energy Gas at 64th Ave S & I-29

Attached please find a public utility easement that is needed to support the installation of an Xcel gas main and future private utilities on the north side of 64th Avenue South, east of I-29.

This has been reviewed by the Assistant City Attorney and we are recommending approval.

Recommended Motion:

Approve the attached easement.

KLS/jmg
Attachment

DECLARATION OF EASEMENT
(Utility)

The city of Fargo, a North Dakota municipal corporation (the "Declarant") is the owner of certain real property located in the city of Fargo, County of Cass, State of North Dakota, described as:

Lot One (1), Block Seven (7), MAPLE VALLEY ADDITION to the city of Fargo, County of Cass, State of North Dakota.
(the "Premises").

The Declarant does hereby declare a portion of such property for a permanent public utility easement, such property being more fully described as follows:

A part of Lot One (1), Block Seven (7), MAPLE VALLEY ADDITION to the city of Fargo, according to the recorded plat thereof, on file and of record in the Office of the Recorder, Cass County, North Dakota, described as follows: A strip of land 10 feet wide, the northerly and southerly lines of which are parallel. The southerly line of said strip being 150.00 feet northerly of and parallel with the south line of Lot One (1).

Said parcel contains 5,066 Square Feet, more or less, and is subject to any easements or rights of way previously acquired.

(Signatures on the following page)

IN WITNESS WHEREOF, Declarant has set its hand and caused this instrument to be executed this ____ day of _____, 2018.

City of Fargo, a North Dakota municipal corporation

By: _____
Timothy J. Mahoney, Mayor

ATTEST

Steven Sprague

STATE OF NORTH DAKOTA)
) ss:
COUNTY OF CASS)

On this ____ day of _____, 2018, before me, a notary public in and for said county and state, personally appeared **Timothy J. Mahoney** and **Steven Sprague**, to me known to be the Mayor and Auditor, respectively, of the City of Fargo, described in and who have executed the within and foregoing instrument, and acknowledged to me that they executed the same.

(SEAL)

Notary Public
Cass County, North Dakota

The legal description was prepared by:
KLJ
1505 South 30th Avenue
Moorhead, MN 56560
(218) 287-0300

This document was prepared by:
Nancy J. Morris
Assistant City Attorney
Erik R. Johnson & Associates, Ltd.
505 Broadway N., Ste. 206
Fargo, ND 58102
(701) 280-1901
nmorris@lawfargo.com

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

19

Improvement District No. BN-17-B1 Type: Time Extension (Change Order #7)
 Location: 19th Ave N from I-29 to 45th St, 45th St from 16th Ave N to 19th Ave N Date of Hearing: 8/31/2018

<u>Routing</u>	<u>Date</u>
City Commission	<u>9/10/2018</u>
PWPEC File	<u>X</u>
Project File	<u>Jason Leonard</u>

The Committee reviewed the accompanying correspondence from Project Manager, Jason Leonard, regarding a time extension (CO #7) requested by Master Construction for 23 working days to complete the roadway construction work around the BNSF RR tracks.

The Contractor is currently being charged liquidated damages on this project. This time extension is to the substantial completion date and would suspend liquidated damages beginning August 13, 2018 through September 14, 2018. If all items in the contract are not met prior to the revised substantial completion date, liquidated damages would resume.

Staff is recommending approval of the time extension.

On a motion by Mark Williams, seconded by Steve Sprague, the Committee voted to recommend approval of the time extension (CO #7) to suspend the substantial liquidated damages from August 13, 2018 to September 14, 2018.

RECOMMENDED MOTION

Approve the time extension (Change Order #7) suspending the substantial liquidated damage from August 13, 2018 to September 14, 2018.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Federal Funds (HMGP), Sales Tax Funds, & Special Assessments

	<u>Yes</u>	<u>No</u>
Developer meets City policy for payment of delinquent specials	<u>N/A</u>	<u>N/A</u>
Agreement for payment of specials required of developer	<u>N/A</u>	<u>N/A</u>
Letter of Credit required (per policy approved 5-28-13)	<u>N/A</u>	<u>N/A</u>


COMMITTEE

Tim Mahoney, Mayor
 Nicole Crutchfield, Director of Planning
 Steve Dirksen, Fire Chief
 Mark Bittner, Director of Engineering
 Bruce Grubb, City Administrator
 Ben Dow, Director of Operations
 Steve Sprague, City Auditor
 Brenda Derrig, City Engineer
 Kent Costin, Finance Director

<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Williams
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:

C: Kristi Olson


 Brenda E. Derrig, P.E.
 Division Engineer



Memorandum

To: Members of PWPEC
From: Jason Leonard, Project Engineer
Date: August 30, 2018
Re: Improvement District #BN-17-B1 – Time Extension (CO #7)

Background:

Improvement District #BN-17-B1 is for the new construction of underground utilities, concrete paving, site grading, street lights and incidentals on 19th Avenue North from 45th Street North to the west I-29 on/off ramp and 45th Street from 16th Avenue North to 19th Avenue North. In addition, the sanitary sewer interceptor mains will have an overflow structure installed.

Master Construction is the prime contractor for Improvement District #BN-17-B1.

Change Order # 7 is a time extension for the delay incurred on the project due to the BNSF rail road crossing at 45th Street North not being complete prior to the original substantial completion date. Master Construction has requested a 23 working day time extension to complete the roadway construction work around the BNSF RR tracks and the City of Fargo Engineering Staff concurs with this request. The Contractor is currently being charged liquidated damages on this project. With this request, the substantial completion date suspension of the liquidated damages will begin on Monday, August 13, 2018 through September 14, 2018. If all items in the contract are not met prior to the revised substantial completion date, liquidated damages will resume.

Recommended Motion:

Approve the time extension (CO #7) to suspend the substantial liquidated damages on the project from Monday, August 13, 2018 to September 14, 2018.

Attachment
JTL/klo

C: Thomas Knakmuhs

Jason Leonard

From: Scott Ahlf <scotteahlf@gmail.com>
Sent: Thursday, August 16, 2018 3:29 PM
To: Jason Leonard
Subject: BN-17-B1 (Railroad Crossing)
Attachments: image001.jpg

CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

Jason,

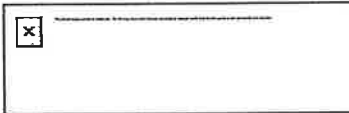
Here is a schedule I have put together for the railroad track work. Let me know your thoughts?

Removals & Dirt work - 3 days
Set and Form Concrete Pavement - 12 days
Sidewalk - 4 days
Backfill & Seeding - 2 days
Pavement Markings - 2 days

Total = 23 days

Thanks,

Scott E. Ahlf



1572 45th St. N
Fargo, ND 58102
Ph: 701.237.4950
Fx: 701.237.5027

Cell: 701.361-9764

CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT



Improvement District No **BN-17-B1** Change Order No **7**
 Project Name **Sanitary Sewer, Water Main, Storm Sewer, Site Grading, Paving, Street Lighting & Incid**
 Date Entered **8/29/2018** For **Master Construction Co Inc**

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE: Change Order # 7 - Substantial Completion Time Extension Due to BNSF

Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)
Summary										
Source Of Funding										222,073.21
Net Amount Change Order # 7 (\$)										6,605,449.60
Previous Change Orders (\$)										6,827,522.81
Original Contract Amount (\$)										
Total Contract Amount (\$)										

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME

Current Substantial Completion Date	Current Final Completion Date	Additional Days Substantial Completion	Additional Days Final Completion	New Substantial Completion Date	New Final Completion Date
10/31/2017		245.00	0.00	07/03/2018	

CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT



Description

Change Order # 7 is a time extension for the delay incurred on the project due to the BNSF rail road crossing at 45th Street North not being complete prior to the original substantial completion date. Master Construction has requested a 23 working day time extension to complete the roadway construction work around the BNSF RR tracks and the City of Fargo Engineering Staff concurs with this request. The contractor is currently being charged liquidated on this project, with this request the substantial completion date suspension of the liquidated damages will begin on Monday August 13, 2018 through September 14, 2018. If all item in the contract are not met prior to the revised substantial completion date, liquidated damages will resume.

245 days were added to the contract to correct administrative error.

APPROVED

For Contractor

Title

CFO

APPROVED DATE

Department Head

Mayor

Attest

20

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. DN-18-A1

Type: Utility Relocation

Location: Drain 27

Date of Hearing: 8/31/2018

<u>Routing</u>	<u>Date</u>
City Commission	9/10/2018
PWPEC File	X
Project File	Roger Kluck

The Committee reviewed a communication from Project Engineer, Roger Kluck, regarding a utility relocation along 63 St S, south of 52 Ave S. Midco has provided an estimate of \$9,500.00 to relocate their existing fiber wire. Funding for this utility relocation will be 74.9% from the Water Utility and 25.1% from Special Assessments.

Troy Hall, the Water Utility Director, has been consulted regarding the cost of the relocations. Staff is recommending approval.

On a motion by Bruce Grubb, seconded by Brenda Derrig, the Committee voted to approve the utility relocation and authorize payment to Midco in the amount of \$9,500.00.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC to approve the utility relocation and authorize payment to Midco in the amount of \$9,500.00.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Water Utility Funds & Special Assessments

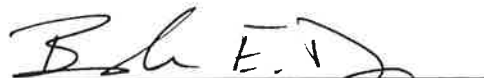
	<u>Yes</u>	<u>No</u>
Developer meets City policy for payment of delinquent specials	<u>N/A</u>	<u> </u>
Agreement for payment of specials required of developer	<u>N/A</u>	<u> </u>
Letter of Credit required (per policy approved 5-28-13)	<u>N/A</u>	<u> </u>

COMMITTEE

	<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
Tim Mahoney, Mayor	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Nicole Crutchfield, Director of Planning	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Steve Dirksen, Fire Chief	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Bruce Grubb, City Administrator	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Ben Dow, Director of Operations	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Steve Sprague, City Auditor	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Brenda Derrig, City Engineer	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Kent Costin, Finance Director	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ATTEST:

C: Kristi Olson


 Brenda E. Derrig, P.E.
 City Engineer



Memorandum

To: PWPEC
From: Roger E. Kluck, PE, CFM Civil Engineer II
C: Jody Bertrand, Division Engineer
Tom Knakmuhs, Division Engineer
Troy Hall Water Utility Director
Date: 8/28/18
Re: Improvement District No. DN-18-A1 Drain 27 Improvements and Incidentals
Midco Utility relocation

Project DN-18-A1 improves an existing drainage ditch starting at Drain 27 south of 53rd Ave S. The ditch improvements go west through 63rd St S over to Grayland Addition. The second phase of this project will be bid early this fall to install a pumping station on this improved ditch at Drain 27 for flood control during high water times on the Drain 27. These are the first of several projects that will provide improved drainage control in this developing area and will be coupled with pumped water from the Sheyenne River to provide drinking water for Fargo and the region in times of low flow on the Red River. Project DN-18-A1 includes a box culvert structure through 63rd St S that will require the relocation of private utilities contained in a 30-foot wide utility easement.

The attached cost information is from Midco and covers their cost to relocate their existing fiber wire along 63rd Ave, south of 52nd Ave S at the crossing with the new drainage ditch. Midco has provided a proposal to complete this necessary work, which is estimated to be \$9,500.00. For your review, the proposal is attached with this memo. The total cost submitted for utility relocations on this project is Century Link \$22,420.48 and Midco \$9,500.00 totaling \$31,920.48.

Funding for this utility relocation will be 74.9% from the Water Utility and 25.1% from special assessments. Troy Hall, the Water Utility Director, has been consulted on these relocation costs and agrees to proceeding with the relocation work.

Recommended Motion

Approve payment of \$9,500.00 to Midco Link for the relocation of existing fiber wire along 63rd St S.

REK/klo
Attachment

Roger Kluck

From: Corey Wixo <Corey.Wixo@Midco.com>
Sent: Wednesday, August 15, 2018 1:30 PM
To: Roger Kluck; Robert Johnson; Ron Deutz
Cc: Brian Gaddie; Jody Bertrand
Subject: RE: [EXTERNAL] - FW: DN-18-A1 63rd/Dr 27 crossing Cable One

CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

The estimated cost for the relocation of our fiber in this area would be \$9,500.00. This is based on us being able to bore deeper under the new structure or around it but staying on the east side of 63rd St S.
Any questions feel free to email me or contact me at the number below.

Thanks,

Corey Wixo
Construction Coordinator
Midco
50 22nd St E West Fargo ND 58078
701.212.5682
Corey.Wixo@midco.com



Corey Wixo
CONSTRUCTION COORDINATOR II

Office: 701.212.5682
Corey.Wixo@Midco.com

Midco.com

From: Roger Kluck [mailto:rkluck@FargoND.gov]
Sent: Monday, August 13, 2018 1:51 PM
To: Robert Johnson <Robert.Johnson@Midco.com>; Ron Deutz <Ron.Deutz@Midco.com>; Corey Wixo <Corey.Wixo@Midco.com>
Cc: Brian Gaddie <Brian.Gaddie@AE2S.com>; Jody Bertrand <JBertrand@FargoND.gov>
Subject: [EXTERNAL] - FW: DN-18-A1 63rd/Dr 27 crossing Cable One.

Here are the final plans for the Drain 27 reconstruction that includes work on 63rd St S. The project is slated for bid September 5. I would like to send my memo of costs to PWPEC this Wednesday. Looking at the plans our project is going to affect your line and with it will need to be moved/adjusted. Please provide your costs for this move by

Wednesday so they can go up for approval. I would expect that the relocation work will need to be done this fall. Depending on culvert fabrication the 63rd work will be done late this fall or in the early spring before June 15, 2019. Thank you.

Roger E. Kluck, PE, CFM
Engineer II Storm Water
City of Fargo
200 N 3rd Street
Fargo, ND 58102

701- 241-1537(work)
701-361-5354 (cell)
rkluck@FargoND.gov

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REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. NN-17-A0 Type: Task Order Amendment #2
Location: 19th Ave N, east of Drain 40 along 45th St Date of Hearing: 8/31/2018

Routing Date
City Commission 9/10/2018
PWPEC File X
Project File Rob Hasey

The Committee reviewed the accompanying correspondence from Project Manager, Rob Hasey, related to Task Order Amendment #2 in the not to exceed amount of \$3,774.00 for shop drawing review.

Staff is recommending approval.

On a motion by Mark Williams, seconded by Steve Sprague, the Committee voted to recommend approval of Task Order Amendment #2 in the amount of \$3,774.00.

RECOMMENDED MOTION

Concur with PWPEC recommendation and approve Task Order Amendment #2 in the amount of \$3,774.00 to Apex Engineering bringing the total contract amount to \$50,524.00.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Special Assessments
Developer meets City policy for payment of delinquent specials
Agreement for payment of specials required of developer
Letter of Credit required (per policy approved 5-28-13)

COMMITTEE

Tim Mahoney, Mayor
Nicole Crutchfield, Director of Planning
Steve Dirksen, Fire Chief
Bruce Grubb, City Administrator
Ben Dow, Director of Operations
Steve Sprague, City Auditor
Brenda Derrig, City Engineer
Kent Costin, Finance Director

Table with 4 columns: Present, Yes, No, Unanimous. Rows for committee members with checkboxes.

ATTEST:

Handwritten signature of Brenda E. Derrig, P.E. City Engineer

C: Kristi Olson

Memorandum

To: Members of PWPEC
From: Rob Hasey, Project Manager
Date: August 29, 2018
Re: Improvement District #NN-17-A0 – Storm Sewer Lift Station Design Services Amendment #2

Background:

Previously the Engineering Department approved a task order through the MSA process to design and prepare plans, specifications, and bid documents for a new storm sewer lift station that will serve the area north of 19th Avenue North and east of Drain 40 along 45th Street North. This lift station is currently under construction.

This task order amendment is for Apex to review the shop drawings for the pump and the electrical control panel. Apex's proposal is included with this memorandum. Apex has completed the shop drawing review and the total price for those services came to \$3,774.00.

Recommended Motion:

Approve Task Order Amendment #2 with Apex Engineering Group for shop drawing review in the amount of \$3,774.

The source of funding will be 100% special assessments.

RJH/klo
Attachment



Water | Transportation | Municipal

701.373.7980
4733 Amber Valley Parkway South
Fargo, ND 58104

July 2, 2018

Rob Hasey
City of Fargo Engineering Department
200 North 3rd Street
Fargo, ND 58102

**RE: City of Fargo Project #NN-17-40
Proposed Additional Work to Task Order Agreement**

Dear Rob:

As per your request, we have put together a proposal to provide additional services on the subject project.

The expanded scope of work for this project includes review of changes made since the design was completed, a review of the pump submittal, and review of electrical submittals. Major tasks included in this expanded scope are as follows:

Pump Design Review and Shop Drawings

- Review original design conditions
- Review current design conditions
- Review pump submittal from Electric Pump.
- Review proposed Cascade pump curve provided by Electric Pump
- Provide City of Fargo with design review comments
- Provide City of Fargo with Shop Drawing Review Form

Electrical Shop Drawings

- Review Control Panel submittals
- Review Instrumentation submittals
- Review General Electrical submittals
- Provide City of Fargo with Shop Drawing Review Form

We propose to complete the additional scope of work on an hourly basis based on our 2018 rate sheet, which is attached. We estimate that the Pump Design task will take 10-12 hours of time by a Senior Engineer and the Electrical Shop Drawing review task will take 8-12 hours of time by a Senior Engineer.

This expanded scope and associated additional fee is based on the following assumptions

- The City of Fargo provides electronic copies of all relevant shop drawings.
- The City of Fargo provides any changes that have been made to any project component, to date.
- Apex will provide the City of Fargo with a Shop Drawing Review Form for each submittal.
- No meeting time is included in the scope.
- No project site visits are included in the scope.

If this is acceptable, please indicate so by signing below and returning to me. If you have any questions or need further information, please feel free to contact me.

Sincerely,

Apex Engineering Group, Inc.



Timothy J. Paustian, PE
Project Manager

CC: Dain Miller - Apex

ACCEPTED:



Rob Hasey PROJECT MANAGER
By: Title:



Water | Transportation | Municipal | Facilities

2018 Rate Schedule

<u>Classification</u>	<u>Hourly Rate</u>
Principal	\$175
Senior Engineer	\$165
Lead Engineer	\$152
Design Engineer II	\$141
Design Engineer	\$131
Project Engineer	\$112
Graduate Engineer	\$106
Sr. Survey Crew Chief	\$134
Survey Crew Chief	\$127
Surveyor	\$88
Right-of-Way Specialist	\$133
Senior Engineering Technician	\$115
Lead Engineering Technician	\$103
Engineering Technician	\$90
Field Technician II	\$84
Field Technician	\$77
Support Staff	\$88

Reimbursable Expenses:

Car/Standard Vehicle	\$ IRS Rate/Mile
Survey Vehicle	\$0.75/Mile
4WD Pickup	\$0.65/Mile
Field Vehicle	\$110/Day
All-Terrain Vehicle	\$70/Day
Meals (Per Diem)	\$35/Day
Lodging	At Cost
Field Supplies	At Cost
Printing 8 ½ x 11- color or b/w	\$.10/Each
11 x 17- color or b/w	\$.15/Each

This is Amendment No. 2 for Task Order No. 1, consisting of 2 pages.

Amendment No. 2 to Task Order No. 1

In accordance with paragraph 1.1 of the Task Order Agreement Between Owner and Engineer For Master Professional Services, dated February 23, 2016 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Title: Project #NN-17-A0 – Design services for a new storm sewer lift station
- B. Description: Task order is for lift station layout, structural design, electrical control design, plan, specification and bid document preparation. Additional storm sewer SWMM modeling was completed as part of Amendment #1.

2. **Description of Modification**

Services to be completed by the Engineer are modified herein as follows:

- Pump and electrical control panel shop drawing review

For the additional services or the modifications to services set forth above, the owner shall pay the Engineer the following additional or modified compensation: \$3,774.00.

3. **Task Order Summary (Reference Only)**

a. Original Task Order amount	<u>\$24,450.00</u>
b. Net change from prior amendments:	<u>\$22,300.00</u>
c. This amendment amount:	<u>\$3,774.00</u>
d. Adjusted Task Order amount:	<u>\$50,524.00</u>

4. **Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
<u>Phase 1 - Design Services/Modeling</u>	<u>July 31st, 2018 (Amended)</u>

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is July 2nd, 2018

OWNER:

ENGINEER:

By: 

By: 

Name: Brenda E. Derrig

Name: Dain L. Miller

Title: City Engineer

Title: Vice President

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Rob Hasey

Name: Tim Paustian

Title: Storm Sewer Utility Engineer

Title: Project Manager

Address: 200 Third Street N
Fargo ND 58102

Address: 4733 Amber Valley Parkway S
Fargo, ND 58104

E-Mail Address: rhasey@cityoffargo.com

E-Mail Address: Tim.paustian@apexenggroup.com

Phone: 701-476-4041

Phone: 701-373-7991

Fax: 701-241-8101

Fax: _____

22

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. BR-17-F1 Type: Change Order #4

Location: 4th Ave N from Bdwy to 3rd St & 3rd St N from 4th Ave to RR Tracks Date of Hearing: 8/31/2018

<u>Routing</u>	<u>Date</u>
City Commission	9/10/2018
PWPEC File	X
Project File	Aaron Edgar

The Committee reviewed the accompanying correspondence from Project Manager, Aaron Edgar, for Change Order #4 in the amount of \$75,736.60 for additional work.

Staff is recommending approval of Change Order #4 in the amount of \$75,736.60, bringing the total contract amount to \$2,225,266.10.

On a motion by Mark Williams, seconded by Steve Sprague, the Committee voted to recommend approval of Change Order #4 to Master Construction.

RECOMMENDED MOTION

Approve Change Order #4 in the amount of \$75,736.60 to Master Construction.

PROJECT FINANCING INFORMATION:


Recommended source of funding for project:	<u>Sales Tax, Waste Water, Water Utility Funds & Special Assessments</u>	Yes	No
Developer meets City policy for payment of delinquent specials		N/A	
Agreement for payment of specials required of developer		N/A	
50% escrow deposit required		N/A	

COMMITTEE

Tim Mahoney, Mayor
 Nicole Crutchfield, Director of Planning
 Steve Dirksen, Fire Chief
 Bruce Grubb, City Administrator
 Ben Dow, Director of Operations
 Steve Sprague, City Auditor
 Brenda Derrig, City Engineer
 Kent Costin, Finance Director

	Present	Yes	No	Unanimous
				<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Williams
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:


 Brenda E. Derrig, P.E.
 City Engineer

C: Kristi Olson



Memorandum

To: Members of PWPEC
From: Aaron Edgar, Project Manager
Date: August 21st, 2018
Re: Change Order #4 for ID #BR-17-F1 Water Main Replacement, Street Reconstruction & Incidentals

Background:

Improvement District BR-17-F1 runs along 4th Avenue North from Broadway to 3rd Street and on 3rd Street North from 4th Avenue to the RR Tracks.

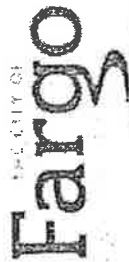
Master Construction is the prime contractor on this project.

The attached Change Order in the amount of \$75,736.60 (3.8% of the original contract), which increases the total contract amount to \$2,225,266.10, is for additional work as shown on Change Order #4. A full description of the additional work can be seen on the attached change order.

Recommended Motion:

Approve Change Order #4 in the amount of \$75,736.60.

ADE/klo



**CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT**

Improvement District No BR-17-F1 **Change Order No** 4
Project Name Water Main Replacement, Street Reconstruction & Incidentals **For** Master Construction Co Inc
Date Entered 8/22/2018

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE:

This change order is for additional work as follows:

1.) Extra - Asphalt Patch(\$2,066): Installed an asphalt patch at the alley on the north side of 4th Avenue North, between 5th Street and Broadway. The existing alley was holding water, by the new sidewalk, due to the asphalt having settled over the years. The Contractor installed a asphalt overlay on part of the alley to get rid of the areas that were holding water.

2.) Extra - Pavement Markings(\$73,670.6): The pavement markings were changed from the original plan designs. This change in design was approved by PWPEC.

Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)	
Pavement Markings	84	Paint Epoxy Line 4" Wide	LF	4,737.00	0.00	4,737.00	-4,737.00	0.00	3.00	-14,211.00	
	85	Paint Epoxy Line 6" Wide	LF	480.00	0.00	480.00	-480.00	0.00	6.50	-3,120.00	
	86	Paint Epoxy Line 8" Wide	LF	272.00	0.00	272.00	-272.00	0.00	5.50	-1,496.00	
	87	Paint Epoxy Line 16" Wide	LF	140.00	0.00	140.00	-140.00	0.00	13.00	-1,820.00	
	89	Pavement Markings	LF	1,088.00	0.00	1,088.00	-1,088.00	0.00	2.75	-2,992.00	
	91	F&I Grooved Plastic Film 4" Wide	LF	377.00	0.00	377.00	-377.00	0.00	6.50	-2,450.50	
	138	F&I Grooved Contrast Film 7" Wide	LF	0.00	0.00	0.00	4,094.00	4,094.00	9.75	39,916.50	
	139	F&I Grooved Plastic Film 8" Wide	LF	0.00	0.00	0.00	104.00	104.00	10.50	1,092.00	
	140	F&I Grooved Plastic Film 16" Wide	LF	0.00	0.00	0.00	124.00	124.00	22.00	2,728.00	
	141	F&I Grooved Plastic Film 24" Wide	LF	0.00	0.00	0.00	512.00	512.00	32.00	16,384.00	
	142	F&I Methacrylate	SF	0.00	0.00	0.00	1,260.00	1,260.00	31.46	39,639.60	
	Pavement Markings Sub Total (\$)										73,670.60
	Paving	143	Repair Pavement - Patch Asph	SY	0.00	0.00	0.00	20.66	20.66	100.00	2,066.00
		Paving Sub Total (\$)									

**Summary
Source Of Funding**

Sales Tax Funds - Infrastructure - 420, Special Assessments



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

Net Amount Change Order # 4 (\$)	75,736.60
Previous Change Orders (\$)	161,763.50
Original Contract Amount (\$)	1,987,766.00
Total Contract Amount (\$)	2,225,266.10

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME

Current Substantial Completion Date	Current Final Completion Date	Additional Days Substantial Completion	Additional Days Final Completion	New Substantial Completion Date	New Final Completion Date
07/01/2018	10/01/2018	0.00	0.00	07/01/2018	10/01/2018

Description

APPROVED

For Contractor

 CFO

Title

APPROVED DATE

Department Head

 Mayor

Attest

9/6/18

September 5, 2018

23

Honorable Board of City
Commissioners
City of Fargo
Fargo, ND

Re: Improvement District No. DN-18-A1

Dear Commissioners:

Bids were opened at 11:30 AM on Wednesday, September 5, 2018, for Drain Improvements & Incidentals, Improvement District No. DN-18-A1, located at Grayland 1st Addition.

The bids were as follows:

Key Contracting, Inc.	\$1,419,233.50
R.J. Zavoral and Sons, Inc.	\$1,558,622.50
Comstock Construction, Inc.	\$1,598,400.00
Griffin Construction Co., Inc.	\$1,607,379.31

Engineer's Estimate \$1,505,656.75

The special assessment escrow is not required.

This office recommends award of the contract to Key Contracting, Inc. in the amount of \$1,419,233.50 as the lowest and best bid. No protests have been received.

Sincerely,


Thomas Knakmuhs
Division Engineer

TAK/klb

ENGINEER'S STATEMENT OF ESTIMATED COST**IMPROVEMENT DISTRICT # DN-18-A1****Drain Improvements & Incidentals**

Grayland 1st Addition

WHEREAS, bids have been opened and filed for the above described Improvement District for City of Fargo, North Dakota; and
WHEREAS, an estimate of the cost of work is required by the engineer for the City of Fargo, North Dakota;

NOW THEREFORE Tom Knakmuhs, do hereby certify as follows:

That I am the Division Engineer for the City of Fargo, North Dakota;

That the following is detailed statement of the estimated cost of the job described as:

Drain Improvements & Incidentals Improvement District # DN-18-A1 of the City of Fargo, North Dakota.

Line Description	Unit	Quantity	Unit Price (\$)	Amount (\$)
Miscellaneous				
1 Mobilization	LS	1.00	45,000.00	45,000.00
2 Remove Fence	LF	32.00	22.00	704.00
3 Temp Fence - Safety	LF	170.00	3.00	510.00
4 F&I Fence Ornamental	LF	104.00	320.00	33,280.00
5 Salvage & Install Fence	LF	41.00	55.00	2,255.00
6 Temp Pumping	LS	1.00	6,000.00	6,000.00
			Miscellaneous Total	87,749.00
Removals				
7 Remove Tree	EA	95.00	100.00	9,500.00
8 Salvage Tree	EA	49.00	175.00	8,575.00
9 Remove Driveway All Thicknesses All Types	SY	54.00	18.00	972.00
			Removals Total	19,047.00
Water Mains				
10 F&I Insulation 4" Thick	SY	102.00	21.00	2,142.00
11 F&I Pipe C900 DR 18 - 12" Dia PVC	LF	192.00	72.00	13,824.00
12 F&I Pipe w/GB C900 DR 18 - 12" Dia PVC	LF	35.00	86.00	3,010.00
13 Remove Pipe All Sizes All Types	LF	180.00	20.00	3,600.00
14 Salvage Hydrant	EA	1.00	500.00	500.00
15 Connect Pipe to Exist Pipe	EA	2.00	1,500.00	3,000.00
16 Plug Pipe 12" Dia	EA	4.00	800.00	3,200.00
17 F&I Fittings C153 Ductile Iron	LB	432.00	15.00	6,480.00
18 F&I Gate Valve 12" Dia	EA	2.00	3,800.00	7,600.00
			Water Mains Total	43,356.00
Storm Sewers				
19 F&I Manhole 4' Dia Reinf Conc	EA	1.00	2,850.00	2,850.00
20 F&I Manhole 6' Dia Reinf Conc	EA	1.00	4,850.00	4,850.00
21 F&I Inlet - Round (RDI) Reinf Conc	EA	8.00	2,250.00	18,000.00
22 Remove Manhole	EA	1.00	500.00	500.00
23 F&I Outlet Structure	EA	1.00	84,540.00	84,540.00
24 F&I Trash Guard	EA	2.00	1,500.00	3,000.00
25 F&I Gate Valve 12" Dia	EA	8.00	3,800.00	30,400.00
26 F&I Flared End Section 15" Dia Reinf Conc	EA	1.00	800.00	800.00
27 F&I Flared End Section 36" Dia Reinf Conc	EA	1.00	1,750.00	1,750.00
28 F&I Pipe 15" Dia Reinf Conc	LF	49.00	58.00	2,842.00
29 F&I Pipe 36" Dia Reinf Conc	LF	46.00	120.00	5,520.00
30 F&I Pipe w/GB 15" Dia Reinf Conc	LF	46.00	68.00	3,128.00
31 F&I Pipe w/GB 36" Dia Reinf Conc	LF	46.00	140.00	6,440.00
32 F&I Rip Rap Rock	CY	200.00	74.00	14,800.00
33 Remove Pipe All Sizes All Types	LF	200.00	20.00	4,000.00

ENGINEER'S STATEMENT OF ESTIMATED COST**IMPROVEMENT DISTRICT # DN-18-A1****Drain Improvements & Incidentals**

34 F&I Box Culvert 8'x4' Wide Reinf Conc	LF	258.00	1,350.00	348,300.00
35 F&I Pipe 12" Dia PVC	LF	505.00	72.00	36,360.00
36 F&I Rip Rap Precast Conc	SY	348.00	98.00	34,104.00
37 F&I Pipe 12" Dia Reinf Conc	LF	83.00	48.50	4,025.50
			Storm Sewers Total	606,209.50
Excavation, Filling and Sub-grade Preparation				
38 Topsoil - Strip & Spread	LS	1.00	75,000.00	75,000.00
39 Excavation	CY	63,150.00	4.75	299,962.50
40 Fill - Haul	CY	1,000.00	14.50	14,500.00
			Excavation, Filling and Sub-grade Preparation Total	389,462.50
Geotextiles and Geogrids				
41 F&I NonWoven Geotextile	SY	240.00	2.00	480.00
42 F&I Woven Geotextile	SY	918.00	2.20	2,019.60
			Geotextiles and Geogrids Total	2,499.60
Aggregate Bases				
43 F&I Class 5 Agg - 7" Thick	SY	875.00	8.00	7,000.00
			Aggregate Bases Total	7,000.00
Concrete Paving and Curbs & Gutters				
44 Rem & Repl Curb & Gutter	LF	390.00	26.00	10,140.00
			Concrete Paving and Curbs & Gutters Total	10,140.00
Concrete Sidewalks and Driveways				
45 F&I Shared Use Path 6" Thick Reinf Conc	SY	157.00	48.00	7,536.00
46 Rem & Repl Shared Use Path 6" Thick Reinf Conc	SY	215.00	58.00	12,470.00
			Concrete Sidewalks and Driveways Total	20,006.00
Asphalt Paving				
47 Rem & Repl Pavement 7" Thick Asph	SY	725.00	63.00	45,675.00
			Asphalt Paving Total	45,675.00
Turf Establishment				
48 Mulching Type 1 - Hydro	SY	74,000.00	0.40	29,600.00
49 Seeding Type A	SY	79,140.00	0.26	20,576.40
50 Seeding Type B	SY	36,480.00	0.30	10,944.00
			Turf Establishment Total	61,120.40
Erosion and Sediment Control				
51 Sediment Control Log 10" to 15" Dia	LF	17,500.00	1.65	28,875.00
52 Inlet Protection - Existing Inlet	EA	4.00	165.00	660.00
53 Inlet Protection - New Inlet	EA	8.00	185.00	1,480.00
54 Silt Fence - Heavy Duty	LF	5,255.00	2.50	13,137.50
55 Stormwater Management	LS	1.00	2,600.00	2,600.00
56 Temp Construction Entrance	EA	3.00	2,800.00	8,400.00
57 Concrete Washout Area	EA	2.00	1,000.00	2,000.00
58 F&I Erosion Control Blanket Type 1	SY	41,620.00	1.30	54,106.00
			Erosion and Sediment Control Total	111,258.50
Traffic Control				
59 Traffic Control - Type 2	LS	1.00	4,200.00	4,200.00
			Traffic Control Total	4,200.00
Signing				
60 Relocate Sign Assembly	EA	1.00	125.00	125.00
			Signing Total	125.00
Street Lighting				

ENGINEER'S STATEMENT OF ESTIMATED COST

IMPROVEMENT DISTRICT # DN-18-A1

Drain Improvements & Incidentals

61 Relocate Street Light	EA	1.00	440.00	440.00
62 F&I Base 5' Deep Reinf Conc	EA	1.00	1,100.00	1,100.00
63 Remove Base	EA	1.00	440.00	440.00
64 F&I Conductor #6 USE Cu	LF	900.00	1.65	1,485.00
65 F&I Innerduct 1.5" Dia	LF	900.00	8.80	7,920.00
Street Lighting Total				11,385.00
Total Construction in \$				1,419,233.50
	Legal & Misc	3.00 %		42,577.00
	Contingencies	10.00 %		141,923.35
	Administration	6.00 %		85,154.01
	Interest	4.00 %		56,769.34
	Outside Engineering	15.00 %		212,885.02
Total Estimated Costs				1,958,542.23
	Special Assessments			541,496.89
	Utility Funds - Water - 501			1,417,045.38
Unfunded Costs				-0.04

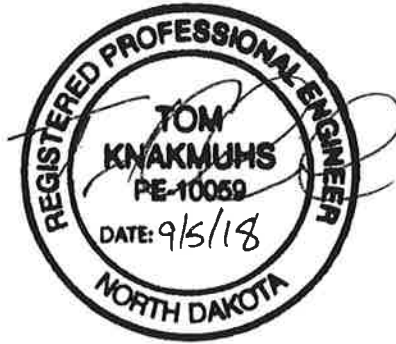
IN WITNESS THEREOF, I have hereunto set my hand and seal

Date: 09/05/2018



Tom Knakmuhs

Division Engineer



COVER SHEET
CITY OF FARGO PROJECTS

(24)

This sheet must be completed and turned in with all City of Fargo projects. NO items will be accepted by either the City Commission Office or the City Auditor's Office without this cover sheet attached and properly filled out.

Exact, full name of Improvement District as it will appear in the Contract:

Sanitary Sewer, Water Main, Storm Sewer & Incidentals

Improvement District No. UN-18-C

Call For Bids September 10, 2018

Advertise Dates September 17 & 24, 2018

Bid Opening Date October 3, 2018

Substantial Completion Date May 31, 2019

Final Completion Date June 30, 2019

- PWPEC Report (Attach Copy)
- Engineer's Report (Attach Copy)
- Direct City Auditor to Advertise for Bids
- Bid Quantities (Attach Copy for Auditor's Office Only)
- Notice to Property Owners (Dan Eberhardt)

Project Engineer Jason Satterlund

Phone No. 241-1545

The items listed above are for use on all City projects. The additional items listed below are to be checked only when all or part of a project is to be special assessed:

- Create District (Attach Copy of Legal Description)
- Order Plans & Specifications
- Approve Plans & Specifications
- Adopt Resolution of Necessity
- Approve Escrow Agreement (Attach Copy for Commission Office Only)
- Assessment Map (Attach Copy for Auditor's Office Only)

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. UN-18-C1 Type: Infrastructure Request
PN-18-C1
Location: Laverne's Addition Date of Hearing: 8/31/2018

Routing Date
City Commission 9/10/2018 (UN-18-C1)
PWPEC File X
Project File Brenda Derrig

The Committee reviewed a communication from City Engineer, Brenda Derrig, regarding an infrastructure request for Laverne's Addition.

Engineering staff has reviewed the requirements for infrastructure requests and the Developer has met six of the seven requirements. The Developer will work with the Auditor regarding the execution of the Special Assessment Security Agreement and Letter of Credit.

Staff is recommending approval of the infrastructure request to be designed and bid in house contingent upon the execution of the Special Assessment Security Agreement and Letter of Credit.

On a motion by Bruce Grubb, seconded by Steve Dirksen, the Committee voted to recommend approval of the infrastructure request contingent upon the execution of the Special Assessment Security Agreement and Letter of Credit.

RECOMMENDED MOTION

Approve the request for infrastructure contingent upon meeting the execution of the Special Assessment Security Agreement and letter of credit and direct Engineering to start design.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Special Assessments
Yes No
Developer meets City policy for payment of delinquent specials N/A
Agreement for payment of specials required of developer N/A
Letter of Credit required (per policy approved 5-28-13) N/A

COMMITTEE

Table with 4 columns: Present, Yes, No, Unanimous. Rows list committee members: Tim Mahoney, Mayor; Nicole Crutchfield, Director of Planning; Steve Dirksen, Fire Chief; Bruce Grubb, City Administrator; Ben Dow, Director of Operations; Steve Sprague, City Auditor; Brenda Derrig, City Engineer; Kent Costin, Finance Director.

ATTEST:

C: Kristi Olson

Signature of Brenda E. Derrig, P.E.
Brenda E. Derrig, P.E.
City Engineer

ENGINEER'S REPORT
SANITARY SEWER, WATER MAIN, STORM SEWER,
& INCIDENTALS
IMPROVEMENT DISTRICT NO. UN-18-C

Nature & Scope

This project is for new construction of underground utilities and incidentals for 43rd Street North between 19th Avenue North and the ¼ section line, 24th Avenue North between 43rd Street North and 41st Street North, and 41st Street North between the existing concrete paving and 24th Avenue North, all to be platted in Laverne's Addition.

Purpose

This project is to provide infrastructure for future commercial development within Laverne's Addition.

Feasibility

The estimated cost of construction is \$1,592,148.50.

The costs for the improvement district are estimated as follows:

Special Assessed Costs

<u>Estimated Construction Cost:</u>	\$ 1,592,148.50
Engineering Fees (11%):	\$ 175,136.34
Legal & Misc Fees (3%):	\$ 47,764.46
Administration Fees (6%):	\$ 95,528.91
Interest Fees (4%):	\$ 63,685.94
Total Estimated Assessed Cost:	\$ 1,974,264.14

We believe this project to be cost effective.



A handwritten signature in black ink, appearing to read "T. Knakmuhs", written over a horizontal line.

Tom Knakmuhs, P.E.
Division Engineer

CITY OF FARGO
ENGINEERING DEPARTMENT

LOCATION & COMPRISING

SANITARY SEWER, WATER MAIN, STORM SEWER,
& INCIDENTALS

IMPROVEMENT DISTRICT NO. UN-18-C

LOCATION:

On 43rd Street North from 19th Avenue North to 2647' north to the ¼ section line.
On 41st Street North from 900' north of 19th Avenue North to 24th Avenue North.
On 24th Avenue North between 41st Street North and 43rd Street North.
All to be platted in Laverne's Addition.

COMPRISING:

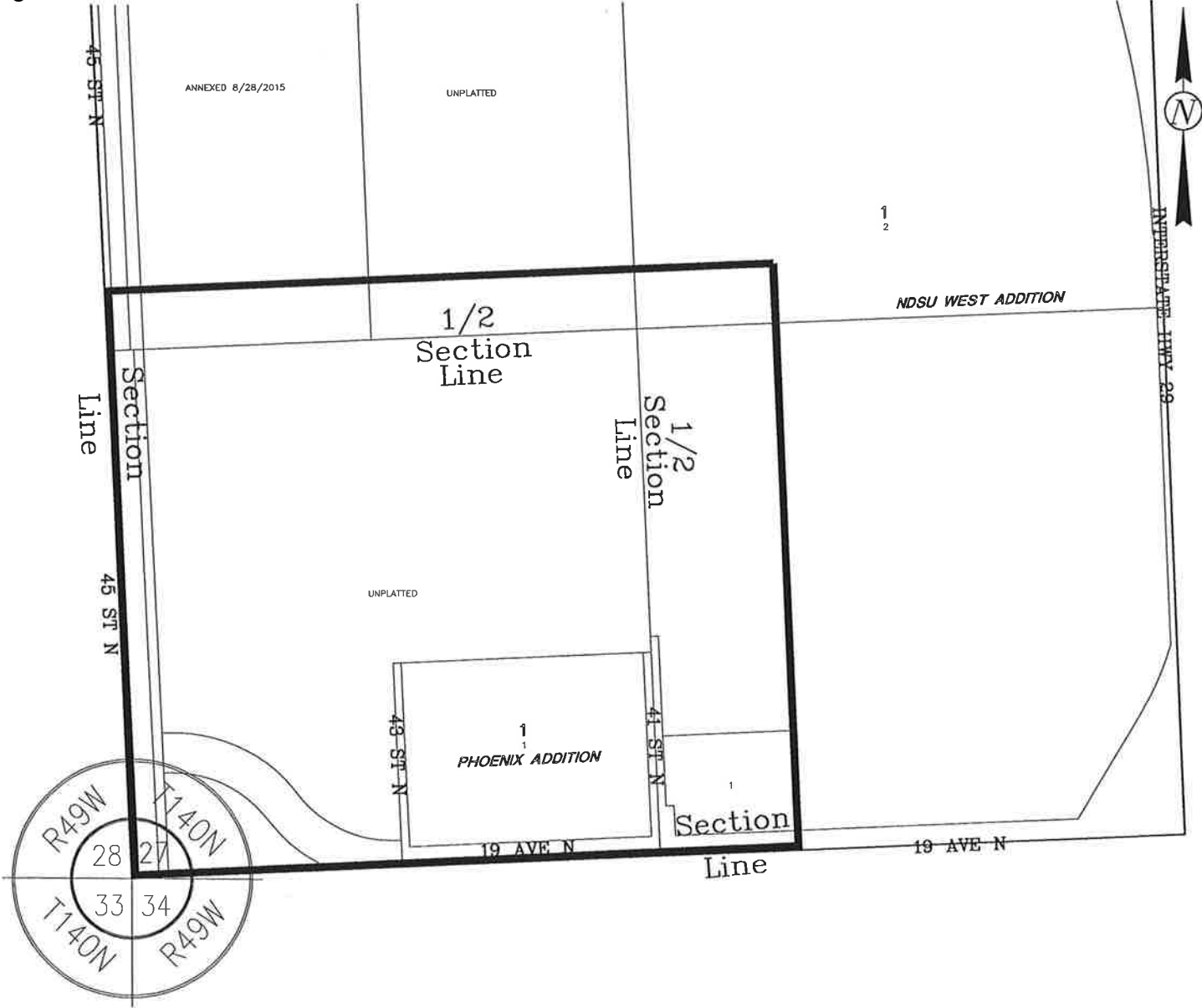
Lot 1, Block 1.
All in Phoenix Addition.

Lot 1, Block 1.
The west 695' of the south 2344' less the platted 41st Street North right of way of Lot 2,
Block 1.
All in NDSU West Addition.

All of the unplatted land in the southwest ¼ of Section 27, Township 140 North, Range
49 West to be platted as Laverne's Addition.

The south 300' of the unplatted land in the northwest ¼ in Section 27, Township 140,
Range 49 West.

All of the foregoing is located in the City of Fargo, Cass County, North Dakota.



CITY OF FARGO
ENGINEERING DEPARTMENT

LOCATION & ASSESSMENT AREA

SANITARY SEWER, WATER MAIN,
STORM SEWER & INCIDENTALS

IMPROVEMENT DISTRICT NO. UN-18-C