

# Grand Forks - East Grand Forks Metropolitan Planning Organization

## Agenda

### MPO FINANCE COMMITTEE

Thursday, September 13<sup>th</sup>, 2018 – 12:00 Noon

East Grand Forks City Hall MPO Conference Room (Earl's Office)

Vein \_\_\_\_\_

Vetter \_\_\_\_\_

Powers \_\_\_\_\_

- I. CALL TO ORDER
- II. CALL OF ROLL
- III. DETERMINATION OF A QUORUM
- IV. MATTER OF APPROVAL OF THE JUNE 15, 2015 MINUTES OF THE MPO FINANCE COMMITTEE
- V. MATTER OF APPROVAL OF EXECUTION OF THE CONTRACT FOR THE GRAND FORKS DOWNTOWN TRANSPORTATION PLAN .....HAUGEN
- VI. MATTER OF DISCUSSION ON MPO OFFICE RENTAL SPACE .....HAUGEN
- VII. OTHER BUSINESS
- VIII. ADJOURNMENT

ANY INDIVIDUAL REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING IS ASKED TO NOTIFY EARL HAUGEN, MPO EXECUTIVE DIRECTOR AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. ALSO, MATERIALS CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH DISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE MPO EXECUTIVE DIRECTOR (701) 746-2657 FIVE (5) DAYS PRIOR TO THE MEETING.

**PROCEEDINGS OF THE  
FINANCE COMMITTEE OF THE  
GRAND FORKS/EAST GRAND FORKS  
METROPOLITAN PLANNING ORGANIZATION  
Monday, June 15th, 2015 – 10:00 A.M.  
East Grand Forks City Hall – MPO Conference Room**

**CALL TO ORDER**

Chairman, Mike Powers called the June 15<sup>th</sup>, 2015, Finance Committee meeting to order at 10:00 a.m.

**CALL OF ROLL**

On a Call of Roll the following members were present, Mike Powers, Ken Vein, and Steve Adams.

Staff present were: Earl Haugen, GF/EGF MPO Executive Director; and Peggy McNelis, GF/EGF MPO Office Manager.

**DETERMINATION OF A QUORUM**

Powers declared a quorum was present.

**APPROVAL OF THE FEBRUARY 3<sup>RD</sup>, 2015, MINUTES OF THE MPO FINANCE COMMITTEE**

***MOVED BY VEIN, SECONDED BY ADAMS, TO APPROVE THE FEBRUARY 3<sup>RD</sup>, 2015, MINUTES OF THE MPO FINANCE COMMITTEE, AS SUBMITTED.***

***Voting Aye: Powers, Vein, and Adams.***

***Votine Nay: None.***

**MATTER OF FEDERAL HIGHWAY FINANCIAL REVIEW**

Haugen reported that back in November the Federal Highway Administration sent us a questionnaire, with a couple dozen questions, concerning our financial management practices. He said that we were given a short period of time to answer those questions, and then they came and did a site visit, picking two months of financial information to review. He said, however, that those two months just happened to be the two months in which we made our major move from Grand Forks to East Grand Forks.

**PROCEEDINGS OF THE  
GF/EGF MPO FINANCE COMMITTEE  
MONDAY, JUNE 15<sup>TH</sup>, 2015**

Haugen commented that the information he included in the packet is based off of a more complete report that included the findings for the NDDOT's and all three MPO's financial management practices. He said that they drafted one report to cover all four entities, and then they drafted a separate report that was pertinent just to the Grand Forks/East Grand Forks MPO, so included in the packet were just those sections. He explained that the reason he didn't include those other things was because they have, even the one that you did get, all are draft, and Federal Highway isn't going to produce a final document, so the initial reports contain some things that were bad, but they didn't want to make changes. He added that what happened, in his opinion, was that time got away from Federal Highway and they have to come up with a final resolution to all of this by the end of the State Fiscal Year, which is June, so that is why we are here now addressing these issues.

Haugen reported that there were a total of seven observations, and we only got hit on three of them. He said that the first issue deals with a couple of billings we submitted for consolidated planning grant reimbursement. He pointed out that the first billing had to do with the refrigerator we purchased for the office, which they determined was not an eligible cost. He explained that one of the reasons we purchased the refrigerator was because we were keeping the Board's sodas in the City Hall break room fridge, and it was being taken, so staff felt it would be a good idea to purchase a fridge to keep it in. Vein asked where the money to pay for it would come from. Haugen responded that it would come from local funds. Vein said that he was comfortable with that.

Haugen said that the second billing was to pay for meals for a U.S. #2 Steering Committee meeting we held at the Howard Johnson, on the corridor. He explained that the only time the meeting could be scheduled was during the lunch hour so we provided lunch for those attending, but they are disputing whether we can provide lunch to committees. He added that, as you saw, he later pointed out the process of how we established that the meeting had to be held during the lunch hour, and then also, under the federal regulations we are able to provide meals at meetings, so he isn't sure why they are still hung up on this reimbursement, so we have offered them the additional documentation, but they still have not replied to that documentation so we still may have to reimburse this cost, or they might accept our response.

Haugen commented that the other thing was that we assigned incorrect account numbers to a couple of small items, and this has already been rectified.

Haugen reported that the second issue had to do with policies and procedures, particularly how we purchase equipment and supplies. He said that one of the things that occurred when we moved from Grand Forks to East Grand Forks was how we were to order our supplies and equipment. He explained that in Grand Forks the MPO relied on the City of Grand Forks' IT department to purchase our major equipment, so because they had a process in place we did not need our own, so when we moved to East Grand Forks this was no longer the case, therefore we needed to draft our own policy and procedure process for ordering of supplies and equipment. He said that for really small ticket items like pen, paper, etc., Ms. McNelis is authorized to just

**PROCEEDINGS OF THE  
GF/EGF MPO FINANCE COMMITTEE  
MONDAY, JUNE 15<sup>TH</sup>, 2015**

purchase those items up to \$75.00; and for larger purchases we now need to fill out a form for authorization by himself prior to ordering.

Haugen commented that we also drafted policies and procedures for travel expenses. He stated that the handbook we had had a section in it that talked about how to cover the travel policy, but there were a couple of things Federal Highway wanted us to insert into it, so you have that draft before you as well.

Haugen stated that another thing they pointed out was that his timesheets were not being signed by the Chairman as quickly as required, but, again the timesheets they were reviewing were, again for June and July, when we were moving, so this isn't usually an issue.

Haugen said that we also needed to draft a credit card policy as, as was the case for supplies and equipment, we relied on the City of Grand Forks' credit card policy, and did not have our own. He stated, however that this is no longer the case. He went over the policy briefly.

Haugen reported that the MPO used to have a petty cash fund, which we used to purchase the drinks for our meetings, small supplies, etc., but per Federal Highway's recommendation, we closed it out.

Haugen stated that the action we need today is for this body to review and approve the policies and forms to the Executive Policy Board meeting on Wednesday.

***MOVED BY ADAMS, SECONDED BY VEIN, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE FEDERAL HIGHWAY ADMINISTRATION FINANCIAL MANAGEMENT REVIEW ACTION PLAN, AS SUBMITTED.***

***Voting Aye: Powers, Vein, and Adams.***

***Voting Nay: None.***

**MATTER OF PAVEMENT MANAGEMENT BILLINGS**

Haugen reported that the Finance Committee has the ability to approve up to \$5,000. He explained that this is regarding Goodpointe Technology, who did our Pavement Management System Update.

Haugen explained that what happened was when Goodpointe submitted their final invoice it was in the amount of \$53,713.00, which is \$1,713.00 over the \$51,700.00 we agreed upon. He stated that when we received the invoice we went back and added up their proposal, and found that there was an error made in their accounting of \$1,713.00, which would bring the cost up to \$53,413.00.

**PROCEEDINGS OF THE  
GF/EGF MPO FINANCE COMMITTEE  
MONDAY, JUNE 15<sup>TH</sup>, 2015**

Haugen stated that we didn't review their math, but we accepted the \$51,700, and put it in our contract, which they signed, but now when they submitted their final billing, they are saying it really should have been an additional \$1,700. He said that he offered that because neither of us caught the error, we could split the cost and the MPO could pay \$856.50, but they said they wanted the entire amount.

Vein commented that he would submit that when they receive bids for construction, especially unit price projects, and you go through and you validate each contractor's bid. He said that you usually go back and redo all the math, so you don't look at what they bid lump sum, you look at the math, and then it could go up or it could go down, you never know where the error might come from, but if it is a unit price, it isn't always what they wrote on the bottom, so sometimes it could be higher or lower than what they wrote, and that is what he is looking at here, regardless of whether it was high or low, or whatever, you go through the math and whatever the math is that is the total, whether it is high or low it makes no difference, it is the end result, and then you compare it with other bids, so just following that general principle we pay them what it should have been. Haugen responded that that is true on the types of contracts you are bidding on unit prices, but the MPO can't look at other costs, just this cost, so we don't go with the lowest bid, we look at qualifications. He added that when we looked at the \$51,700, we were understanding that it was a discount because we agreed to do Options 1 and 2, so if we did everything the total would be a little less, but they are saying that that wasn't the intent, it was a calculation error, it wasn't caught, the intent was not to give a discount.

Vein said, then, that the argument can also be made on the other side, they submitted the number, Haugen stated that there wasn't a clear communication as to whether there was a discount embedded in this number or not, and now after we got the final invoice, Ms. McNelis went through and said, whoop, this is higher than what our contract amount is, so we asked for clarification and that is what they said.

Powers commented that, basically, though this Tony Kadlec admitted they made a mistake. Haugen agreed. He added, however, that they did have to do some extra work for us in order for the pavement management system to get up and running as it is. Vein said, maybe the question should be, did they do a good job. Haugen responded that they did a fine job. Powers pointed out that Mr. Haugen offered to pay half of the extra cost, which he thought was generous considering it was their mistake.

Vein suggested that maybe, even though they wouldn't accept it, we should just approve paying half of the extra costs.

***MOVED BY VEIN, SECONDED BY ADAMS, TO APPROVE AUTHORIZING THE MPO  
PAY GOODPOINTE TECHNOLOGIES \$856.50, OR HALF OF THE ADDITIONAL  
COMPENSATION THEY REQUESTED IN THEIR FINAL BILLING.***

***Voting Aye: Powers, Vein, and Adams***

***Voting Nay: None.***

**PROCEEDINGS OF THE  
GF/EGF MPO FINANCE COMMITTEE  
MONDAY, JUNE 15<sup>TH</sup>, 2015**

**OTHER BUSINESS**

None.

**ADJOURNMENT**

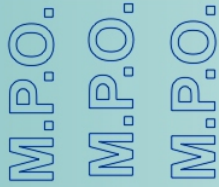
***MOVED BY ADAMS, SECONDED BY VEIN, TO ADJOURN THE JUNE 15<sup>TH</sup>, 2015,  
MEETING OF THE MPO FINANCE COMMITTEE AT 10:19 A.M.***

***Voting Aye: Powers, Vein, and Adams***

***Voting Nay: None.***

Respectfully submitted by,

Peggy McNelis,  
Office Manager



# Grand Forks - East Grand Forks Metropolitan Planning Organization

## MPO Staff Report MPO FINANCE: September 13, 2018

**RECOMMENDED ACTION: Approve Contract for the GF Downtown Transportation Plan.**

Matter of Approval of the GF Downtown Transportation Plan.

**Background:** The UPWP was amended to include the activity of conducting a traffic study of Grand Forks Downtown. The intent of the study is to assist in developing parking requirements, accessing the one way pairs and enhancing University Ave. This is being done in conjunction with the GF City's Downtown Action Plan effort.

City of Grand Forks has agreed to provide the local match for this project.

The request for proposals for the Study was released in July with a deadline of August 14th. One proposal was received, from KLJ. After receiving authorization to proceed with just the one proposal, an interview was scheduled for August 17th. The Selection Committee forwards its recommendation to the Board to retain KLJ for consideration at its August 22nd meeting.

KLJ, GF City and MPO staff are negotiating the final scope of work and cost at this time. We don't expect to have one to be distributed early next week. We ask that the MPO Board grant the Finance Committee the authorization to execute a contract after the negotiations.

**UPDATE:** The MPO Board granted its Finance Committee to execute the contract. MPO and City Staff negotiated a revised scope of work to fit the designated budget. The scope now focuses on the parking study with an emphasis on managing special events creating an unique demand on parking. It also includes the review of the ride hailing policy and recent implementation.

### **Findings and Analysis:**

- This activity was added to the UPWP.
- Working in conjunction with GF Downtown Action Plan.
- GF City has agreed to provide the local match to the Study

### **Support Materials:**

- Negotiated Scope.

## Project Approach

Below is a task-by-task breakdown developed for completion of the Downtown Transportation Plan.

### *Task 1. Project Management*

Project management will include all coordination between the City of Grand Forks, North Dakota Department of Transportation (NDDOT), Minnesota Department of Transportation (MnDOT), the MPO, stakeholders, and the project team. This will include monthly progress reports, invoices, meeting coordination, meeting minutes, and any other necessary documentation.

### *Task 2. Data Collection and Existing Conditions*

#### Task 2.1 – Parking Data

##### Task 2.1.A – Grand Forks Parking Data

The parking inventory for the 2011 Parking Study will be updated. New parking studies (including supply, demand, and turnover studies) will be conducted, including six during a typical weekday and four during a typical Saturday to identify areas of parking surpluses and deficiencies.

### *Task 3: Existing and Future Needs Assessment*

#### Task 3.1: Review of Existing Planning Efforts

KLJ will collect and review appropriate and adopted studies that impact the downtown subarea including, but not limited to, comprehensive plans, transportation studies, the Long Range Transportation Plan, Bicycle and Pedestrian Plan, Transit Development Plan, travel demand model, demographic and socioeconomic forecasts, Census data, GIS data, etc.

#### Task 3.2: Existing and Future Multimodal Network Conditions Assessment

##### Task 3.2.A: Existing Multimodal Conditions

KLJ will complete existing network conditions analysis for the parking study subarea using the National Parking Association's level of service thresholds to develop parking level of service.

##### Task 3.2.C: Future Network Conditions

KLJ will evaluate four scenarios that will impact parking.

- » **Static behavior with increased density.** This future scenario will use redevelopment scenarios generated by RDG and the Downtown Action Plan to forecast future parking demand in the downtown subarea
- » **Increased ride-hailing.** This future scenario will increase ride-hailing percentages to align with national projections and trends to evaluate impacts to parking demand in the downtown subarea
- » **Increased modal split and reduced car ownership.** This future scenario will change the modal split and car ownership to align with national trends to evaluate impacts to parking demand in the downtown subarea
- » **Autonomous vehicle.** This future scenario will increase AV usage to align with national research, resulting in a lower modal split (bicycle, pedestrian, transit) but also lower parking demand.

#### Task 3.6: Scenario Analysis

KLJ|RDG will evaluate the transportation impacts the redevelopment scenarios identified in the Downtown Action Plan will have on parking demand and utilization.

#### Task 3.7: Existing and Future Needs Report

KLJ will compile the information from Task 3.1 through Task 3.5 into a technical memorandum that will become a chapter of the final report.



## *Task 4: Alternatives Analysis*

### **Task 4.1: Parking Alternatives Analysis**

KLJ will evaluate parking alternatives for the downtown subarea including parking management, policy, etc. and seek to update the recommendations of the 2011 report.

### **Task 4.2: Ride Hailing Policy Discussion**

KLJ will evaluate best practices in managing ride-hailing services in congested areas to develop policy recommendations. This will include a review of the Grand Forks Police Department efforts to establish pick up locations.

### **Task 4.6: Technical Memorandum**

Our team will compile information from Task 4.1 through Task 4.5 into a technical memorandum that will become a chapter of the final report.

## *Task 5: Technology Applications*

### **Task 5.1: Smart Parking**

We will evaluate smart parking applications appropriate for downtown Grand Forks and recommend strategies for implementation.

### **Task 5.2: Event Management**

Our team will collect layouts of the various major events in downtown (i.e., Downtown Street Fair, 3rd Street Dance, Hollydazzle Festival of Lights, etc.) and use the ATAC's traffic analysis tool to understand event needs. KLJ will create an Intelligent Transportation Systems (ITS) plan for routing traffic during these events using existing infrastructure and will identify additional applications and their benefits.

## *Task 6: Final Report*

### **Task 6.1: Implementation Plan**

KLJ will review infrastructure conditions, operational and safety conditions, and public input to establish a timeline for improvements of the highest ranked alternatives. We will work with the Steering Committee to evaluate funding opportunities to implement, possible demonstration projects, and will identify timelines for implementation, including milestones for key events as necessary.

### **Task 6.2: Final Report**

The final report will incorporate the technical memorandums and summarize the implementation strategy and public comments received throughout the planning process. The final report will identify the highest ranked alternatives and implementation strategies to lay the foundation for any potential environmental documents. The final report will also include data collection, public participation, and any other technical appendices.

### **Task 6.3: Executive Summary**

KLJ will develop a concise, aesthetic, and reader-friendly executive summary for easy dissemination to the public and other key stakeholders.

## *Task 7: Steering Committee Meetings*

The request for proposals requested five Steering Committee Meetings (SCM). We have only included four in the proposed scope. This will allow better coordination with the Downtown Action Plan Steering Committee and be more cost and time efficient.

### Task 7.1: SCM #1 – Issues Mapping, Future Conditions, and Alternatives Brainstorming Workshop

The Steering Committee will map issues to identify high-priority needs and evaluate different possible futures and their impacts to the transportation network. Preparations for Public Input Meeting #1 will be reviewed.

### Task 7.3: SCM #3 – Value Planning Workshop

The Steering Committee will use the weighted technical scores and ranks to refine, evaluate, and discuss alternatives and their implementability.

### Task 7.4: SCM #4 – Implementation and Final Report

The final SCM will review input received from the public to develop implementation strategies and priorities. This will lay the foundation for the final report and prepare the team for the final presentations.

### Task 8: Public Engagement

Additional details can be found in the Summary of Approach section of the proposal, beginning on Page 5.

#### Task 8.1: Marketing Activities

This task includes development of all public-facing information to inform the public of engagement opportunities, including flyers, newspaper and press release, and other coordination necessary to market the study.

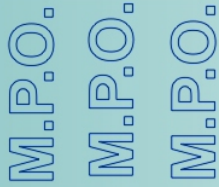
#### Task 8.3: Public Input Meeting #1

The second public meeting will review parking conditions and gain feedback related to potential alternatives.

#### Task 8.4: Public Input Meeting #2

The final public meeting will be a public hearing at the Grand Forks City Council, including a formal presentation with opportunity for public comment.

Base Proposal					
Direct Labor	Hours	x	Rate	=	Total
Mike Bittner	56	x	58.61	=	\$ 3,282.16
Samuel Trotman	4	x	74.52	=	\$ 298.08
Kevin Mackey	38	x	33.63	=	\$ 1,277.94
Stephen Joersz	58	x	30.5	=	\$ 1,769.00
Traci Sletmoe	108	x	27.5	=	\$ 2,970.00
Wade Kline	8	x	55.46	=	\$ 443.68
Bethany Brandt	189	x	32.07	=	\$ 6,061.23
Dave Wiosna	8	x	24.16	=	\$ 193.28
Subtotal					\$ 16,295.37
Overhead (181.55%)					\$ 29,584.24
General & Administrative Overhead (Included in 2)					\$ -
Subcontractor Costs					\$ 7,000.00
Materials and Supplies Costs					\$ -
Travel Costs					\$ -
Fixed Fee (15%)					\$ 6,881.94
Miscellaneous Costs (0.96% Cost of Facilities)					\$ 156.44
Total Cost					\$ 59,917.99



## Grand Forks - East Grand Forks Metropolitan Planning Organization

### MPO Staff Report MPO FINANCE: September 13, 2018

**RECOMMENDED ACTION: Discuss Lease Agreements.**

Matter of Discuss Lease Agreements.

**Background:** The MPO's current lease agreements expire at the end of this year. Grand Forks is on a possible second option year. East Grand forks is done after 2018 and "maybe continued on terms acceptable to both". New leases need to be negotiated. All together, the MPO rents about 1,200 square feet at about \$12.50 per square foot furnished. Attached are current agreements related to MPO space. They are:

Grand Forks City Hall space lease - we rent a ratio share of our MPO employees (FTEs and interns) versus city employees for the total space that is occupied on 2nd floor area of planning/community development/mpo. This was originally agreed to back 20+ plus years ago when the new City Hall space was opened for use and has only changed by the ratio of employees and regular rate per square foot rate increase due to annual inflation. Back then, MPO staff also completed city staff functions and city staff completed MPO staff functions. This essentially changed in early 2000s when city staff quit doing MPO work and MPO staff just sporadically completed city duties. This was the "main" office space for the MPO as we had 3 FTE essentially work exclusively from this space. Current ratio reflects the change in mid 2014 of bringing in Community Development staff and leasing just one cubicle for MPO staff. The thought behind the 2014 changes was that it would be temporary. GF City Hall was having a comprehensive study done of its condition, layout, and space needs. Once this study recommendations were implemented, then the thought was space would be created to bring back the MPO.

East Grand Forks City Hall space lease - with passage of ISTEAs back in the early 1990s, the MPO hired additional planner and has rented space in EGF City Hall, also being contracted to fulfill some EGF planning and transit duties. Essentially, this was one office occupied by one FTE as their essentially exclusive work space. The current 3 room suite was rented starting about 15 years ago by the MPO even though only one staff regularly work in the space. The "middle" space was used for interns typically and the 3rd room was used for equipment/storage. Since 2013, no EGF city duties have been performed by MPO staff. With the GF City Hall space change in 2014, the MPO switched to have the EGF space as the "main" office space with 2 FTEs regularly using the 3 room suite with an intern using portion of equipment/storage space.

We also had to rent an additional office to better accommodate staff and provide appropriate space. This space also hosts an intern on a regular basis.

Two MPO employees rotate between the individual offices space provided in each City Hall. One spends three out of five days at one City hall; then spend two out of five at the other City Hall. Two MPO employees, and typically two interns, work essentially exclusively out of the EGF City Hall space.

The 2014 Grand Forks City Hall Study did not get implemented. Fast forward to this year, the Forum Communications announced the sale of their downtown GF Herald Building. Potential buyers have stepped forward and envision the building as a community resource. The old printing room could be a satellite library, many public agencies could rent space to facilitate “like minded professionals” and an up-to-date technological board room. The potential buyers discussed City space needs and with the Economic Development Corporation already renting space in the Herald Building, the thought became re-locating the City’s Planning Department and Community Development Departments to be co-located with EDC. The thought then became that the MPO could re-join the City planning staff at this new space in the Herald Building.

Attached are concepts of how the space could be use by staff. It is the yellow space. If rented, individual space would then be ironed out. Also attached are some preliminary costs per square foot. If the MPO rents space it will be for a higher cost per square foot. What percentage of the “Board Room” (red space)and especially if any of the library space (blue space) would also need to be determine as this is to be rented as well.

It only makes real sense for the MPO to lease space in the Herald if only the City Planning Departments and Community Development Departments re-locate there. The synergy of the “like minded” only works if the staff is there. We would likely revert back to having space still rented in EGF City Hall to allow MPO staff to have space there to work.

The GF Herald would be an upgrade. In particular, the question is whether the MPO would use the “Board Room” for its meeting space. In each City Hall, we have relatively easy access to very adequate meeting space for our meetings and past decisions has been to use space in EGF for ease of parking; so not sure We are encouraged to "go out to where people are". One problem is we are also required to ensure ADA compliant facilities when we go out so it is very difficult to be assured that a facility is truly compliant.

As we need to renew our two leases, one would assume that there is potential for costs to go up. Whether we lease at the Herald so if not, both City Halls may wish to charge for space currently used but not paid for, i.e. meeting room space. Not sure if Common Area Maintenance (CAM) would now be included or not. Currently, it is likely not included as a cost to the MPO.

MPO employees also completed a new survey similar to the one we completed for JLG during the last major GF City Hall Study. Major differences are the likes of the semi-private EGF individual office space, large amounts of windows, and very adequate parking space. Major different dislikes are the separation of the EGF office as one is at the end of the other wing on 2nd floor. Otherwise, things are pretty similar in likes and dislikes as can be seen in the attached space survey report.

City of Grand Forks is scheduled to received Council direction later in September. Herald Building buyers need to understand the City’s commitment by the first couple days of October.

After their action, the MPO can figure out how to proceed. We do need to negotiate new leases with each City Hall.

**Findings and Analysis:**

- This activity was added to the UPWP.
- Working in conjunction with GF Downtown Action Plan.
- GF City has agreed to provide the local match to the Study

**Support Materials:**

- Current Lease Agreements.
- Possible GF Herald Space.
- Employee Space Survey.



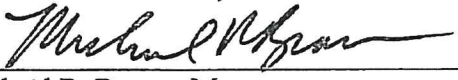
# Lease Agreement

The City Of Grand Forks, North Dakota, through the execution of this agreement hereby agrees to provide office space for the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) staff. The following formula was used to determine the GF-EGF MPO's pro-rata share of rent:

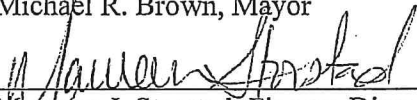
• MPO F.T.E.'s	1
• Community Development Services F.T.E.'s	8
• Total F.T.E.'s for both	9
• Ratio of MPO F.T.E. to total F.T.E.	.1111
• Total floor space	2,116 Sq. Ft.
• MPO space subject to rental payments	235.11 Sq. Ft.
• Rent per square foot	\$ 11.90
• Total rental expense	\$ 699.45/Qtr

The MPO, through the execution of this agreement, hereby agrees to reimburse the City of Grand Forks, ND, on a quarterly basis for the space provided, subject to the aforementioned formula. This agreement shall be in effect from January 1, 2017 through December 31, 2017, with two one year options at the current rate plus an escalator based on the Consumer Price Index (CPI) out of the Denver Office, not to exceed 5% per year. Option Year 1 beginning on January 1, 2018, and running through December 31, 2018 and Option Year 2 beginning on January 1, 2019, and running through December 31, 2019. This agreement may be terminated by either party at any time subject to a sixty (60) day written notice.

**CITY OF GRAND FORKS, NORTH DAKOTA:**

BY:   
 Michael R. Brown, Mayor

DATE: 1/9/17

  
 Maureen J. Storstad, Finance Director

DATE: 1/10/17

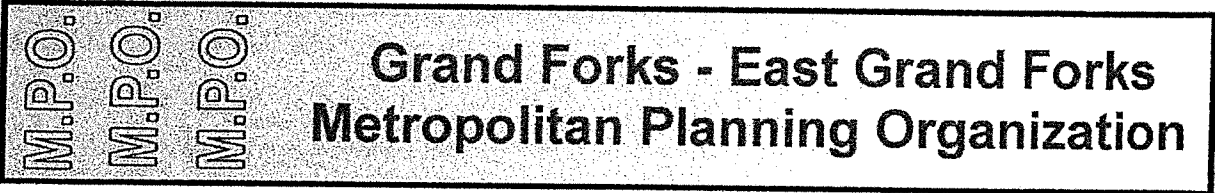
**GF-EGF METROPOLITAN PLANNING ORGANIZATION:**

BY:   
 Michael J. Powers, Chairman

DATE: 18 Jan. 2017

  
 Earl T. Haugen, Executive Director

DATE: 19 Jan 2017



## Option Year 1 Lease Agreement

The City Of Grand Forks, North Dakota, through the execution of this agreement hereby agrees to provide office space for the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) staff. The following formula was used to determine the GF-EGF MPO's pro-rata share of rent:

• MPO F.T.E.'s	1
• Community Development Services F.T.E.'s	8
• Total F.T.E.'s for both	9
• Ratio of MPO F.T.E. to total F.T.E.	.1111
• Total floor space	2,116 Sq. Ft.
• MPO space subject to rental payments	235.11 Sq. Ft.
• Rent per square foot – Per CPI of 1.4%	\$ 12.07
• Total rental expense	\$ 709.44/Qtr

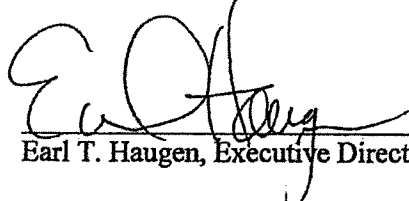
The MPO, through the execution of this agreement, hereby agrees to reimburse the City of Grand Forks, ND, on a quarterly basis for the space provided, subject to the aforementioned formula. This agreement shall be in effect from January 1, 2017 through December 31, 2017, with two one year options at the current rate plus an escalator based on the Consumer Price Index (CPI) out of the Denver Office, not to exceed 5% per year. Option Year 1 beginning on January 1, 2018, and running through December 31, 2018 and Option Year 2 beginning on January 1, 2019, and running through December 31, 2019. This agreement may be terminated by either party at any time subject to a sixty (60) day written notice.

### CITY OF GRAND FORKS, NORTH DAKOTA:

BY:   
Maureen J. Storstad, Finance Director

DATE: 1/19/18

### GF-EGF METROPOLITAN PLANNING ORGANIZATION:

BY:   
Earl T. Haugen, Executive Director

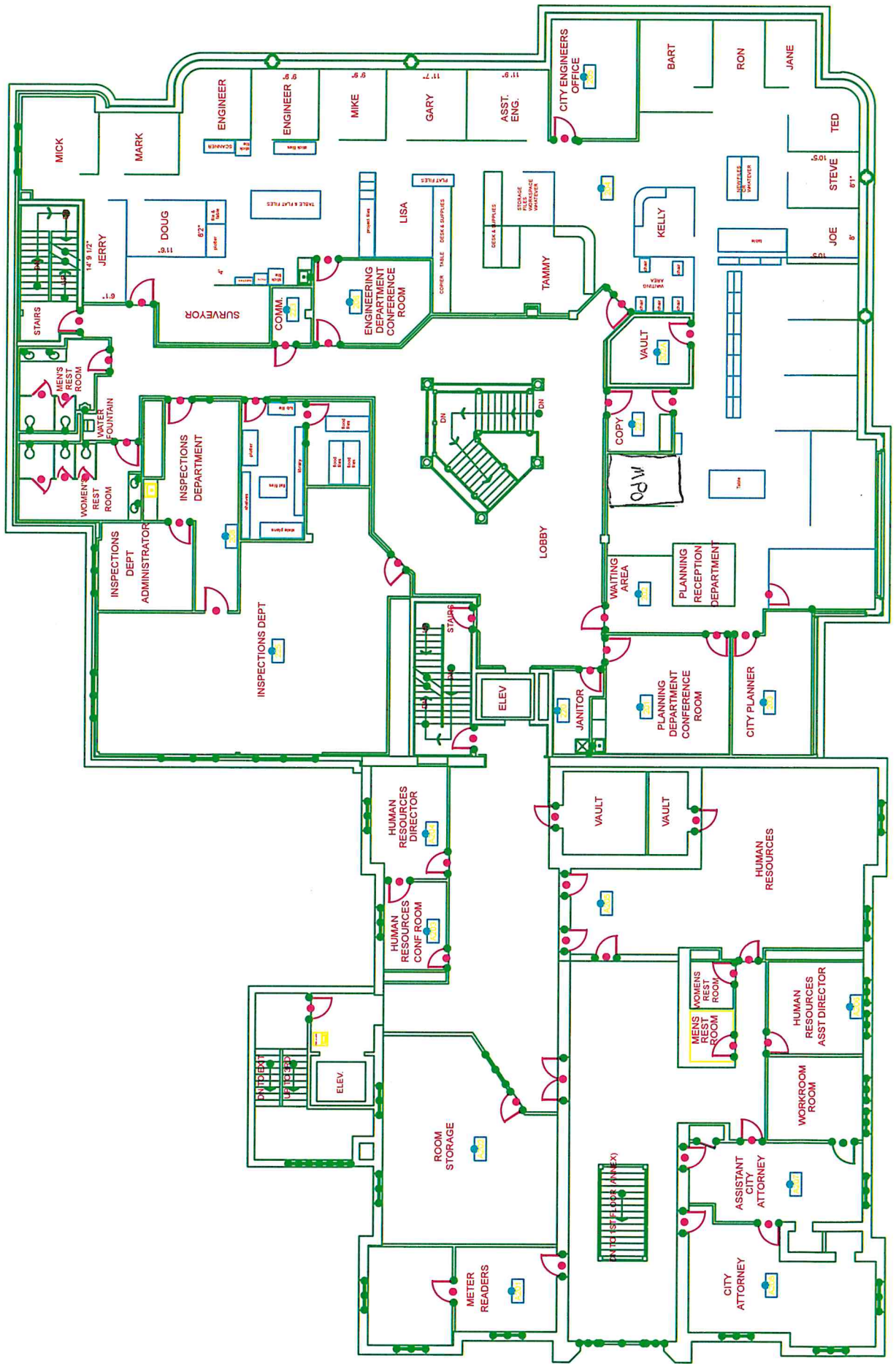
DATE: 1/19/18

**CPI-All Urban Consumers (Current Series)  
12-Month Percent Change**

Series Id: CUURX200SA0, CUUSX200SA0  
 Not Seasonally Adjusted  
 Series Title: All items in Midwest - Size Class B/C, all urban  
 Area: Midwest - Size Class B/C  
 Item: All items  
 Base Period: DECEMBER 1986=100  
 Years: 2007 to 2017

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2007	1.0	1.9	2.3	2.0	2.9	2.7	2.4	2.2	3.5	3.9	4.3	4.1	2.7	2.1	3.4
2008	4.8	4.1	4.0	4.6	4.3	5.2	5.9	5.6	5.1	3.6	0.5	0.0	4.0	4.5	3.4
2009	-0.1	0.1	-0.6	-1.4	-2.0	-1.8	-2.4	-1.7	-1.6	-0.2	2.3	2.9	-0.6	-1.0	-0.1
2010	2.9	2.6	2.9	3.0	2.9	1.7	2.1	2.0	1.9	1.8	1.6	1.9	2.3	2.7	1.9
2011	2.0	2.4	2.8	3.4	3.8	3.9	3.8	3.8	3.9	3.4	3.3	2.9	3.3	3.1	3.5
2012	2.8	2.6	3.0	2.4	1.7	1.4	1.2	1.9	2.0	2.2	2.0	2.0	2.1	2.3	1.9
2013	1.4	2.2	1.3	1.0	1.4	1.9	1.5	0.7	0.8	1.0	0.9	0.9	1.2	1.5	1.0
2014	1.4	1.0	1.5	2.0	1.8	2.0	2.3	2.0	1.9	1.6	1.4	0.9	1.7	1.6	1.7
2015	-0.2	-0.4	-0.6	-1.0	-0.8	-0.6	-0.6	-0.5	-1.0	-0.5	-0.5	-0.3	-0.6	-0.6	-0.6
2016	0.5	0.1	0.3	0.7	0.6	0.5	0.3	0.5	0.9	1.0	1.1	1.7	0.7	0.4	0.9
2017	2.4	2.4	1.7	1.7	1.2	0.5	0.9	1.2	1.3	1.3	1.6	1.1	1.4	1.6	1.2





## City of East Grand Forks Lease Agreement

Whereas, the GF/EGF MPO wishes to lease space from the City of East Grand Forks; and

Whereas, the City currently has available space in its City Hall building; and

Whereas, the City believes the GF/EGF MPO would provide other positive contributing factors to the City by locating their office at the City Hall building.

Now, therefore, for valuable consideration, the City and GF/EGF MPO agree as follows:

The City will:

1. Provide to GF/EGF MPO an approximately 974 sq. ft. of office space, currently labeled Rooms E212, E213, E214, and W230. This has been discussed with and agreed to by the City Administrator.
2. Permit security access outside regular City working hours.
3. Provide reasonable access to use the City Council Chambers or a conference room on an as needed basis, but only when such use does not conflict with the City's need for such space, and all conflicts will be resolved by the City.
4. Allow GF/EGF MPO to have an identity sign, etc. on the premises, the size and location to be approved by the City.
5. Provide use of other customary City Hall service areas for GF/EGF MPO employees, such as the employee lunchroom, restrooms, etc.
6. Provide current janitorial services to the areas proposed to be used by GF/EGF MPO in the same manner as the City receives, including removal of regular trash and recycling products. GF/EGF MPO will pay for any special fees for disposal of computers, or the like.
7. Allow existing parking areas to be used by GF/EGF MPO employees and visitors.
8. Provide electric, heating/cooling, water and sanitary sewer at no additional cost.
9. Provide fire and general liability insurance on the building.
10. Provide Communication services, phone, network access, GB data storage; and IT desktop support and technical services at the following prices: (See Page 2)

Charges for Phone service, Network Access, Data Storage and IT Support

1. Phone Service. This includes basic IP phone station; DID number; voicemail; call transfer/forward/waiting; routine service requests such as ring group changes, number of rings to voice mail, voice mail password reset, etc. Any requests requiring in depth planning or engineering will be charged on a time and material basis (see support service charges).

\$6.75 per phone per month      \$6.75 X 4 no. of phones = \$ 27.00 /month

2. Network Access. Provides access to department VLAN or EGF Metro Area Network, Internet access with multiple circuit redundancy, firewall services, Active Directory authentication service (includes basic service requests for password resets, add/remove users, change user groups) and security services. This does not include phone stations subscribing to EGF phone service (see above).

\$10.00 per device per month      \$10.00 X 5 no. of devices = \$ 50.00 /month

3. Data Storage. Provides a dedicated data store attached to the Metro Area Network with data replicated in two geographically separated locations, nightly backups and archives stored at 3 locations. Data recovery from backups will be billed at time and material rates (see support service charges).

\$0.25 per GB reserved per month      \$0.25 X 100 no. of GB = \$ 25.00 /month

4. Desktop support and other technology services. This is charged at a labor rate of \$45.06/hour during normal working hours: Monday – Friday, 8:00am to 4:00pm on non-holidays. Billed in half-hour increments plus actual material and outside resource expenses incurred. Anything outside of normal working hours, considered after hours calls, or on holidays will be charged at the labor rate of \$67.59/hour and will be a 3 hour minimum charge plus actual material and outside resource expenses incurred.

1. Make all leasehold improvements to the existing "area" at their expense and in a manner that is approved by the City.
2. Pay the City rent at the negotiated terms of \$12.35 for 2017 and \$12.45 for 2018 \_\_\_\_\_ base rate per square foot.
3. Pay the City rent, on the 1<sup>st</sup> of each month \_\_\_\_\_ or at a negotiated time, such as quarterly X. **(2017 - \$3007.23 quarterly; 2018 - \$3031.58 quarterly)**
4. Pay for any costs associated with additional access/security improvements as it or the City desires.
5. Furnish its own computer system; however, the City will provide internet connections only. The City currently has an agreement with Water & Light Department for IT services.
6. Maintain a certificate of insurance as required by the East Grand Forks City Attorney to cover its employees, liability, and personal property, and pay any additional premium required by the City's insurers by reason of presence.
7. Not make any permanent improvements or changes to the area without prior City approval.
8. Limited storage may be offered in an area to be determined by the City.

Duration and Termination

- (1) This agreement shall be for a period through 2018, and may be continued thereafter on terms acceptable to both parties.
- (2) Either party shall have the right to terminate this agreement upon written 90-day notice to the other party.

Company/Organization GF-EGF MPD

Dated: 1/18/17

By Michael J. Power

By [Signature]

**CITY OF EAST GRAND FORKS**

Dated: 12/20/16

By [Signature]  
Its Mayor

By [Signature]  
Its City Administrator

## Space Available in City Hall

### 1<sup>st</sup> Floor

E112	363.00 sq.ft.	(33' X 11')
E113	207.00 sq. ft.	(11.5' X 18')
E114	453.75 sq. ft.	(33' X 13'10")
<b>TOTAL</b>	<b>1023.75 sq.ft.</b>	

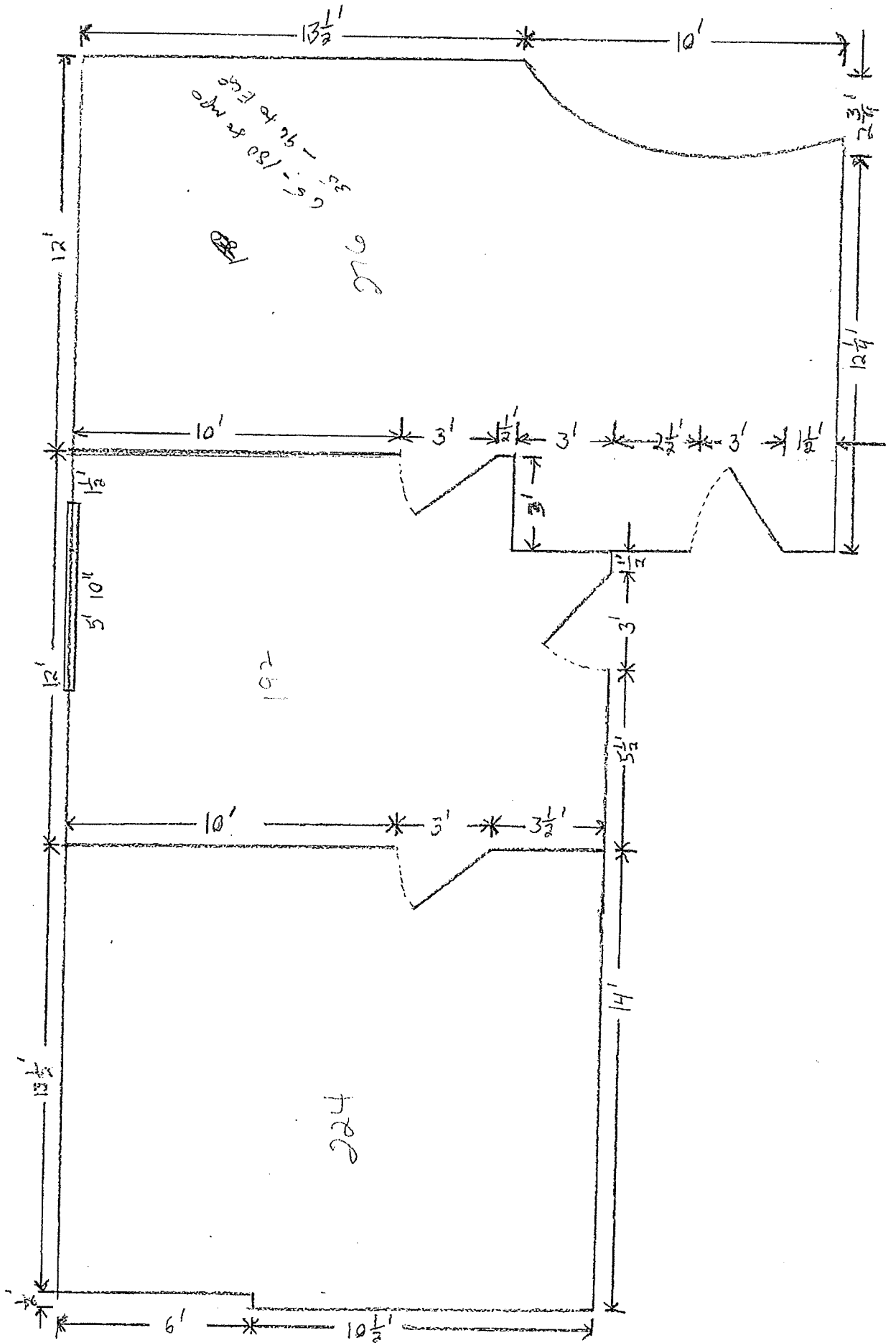
W118	810.00 sq.ft.	(45' X 18')
W128	238.00 sq. ft.	(17' X 14')
W129	396.00 sq. ft.	(16.5' X 24')
W130	231.00 sq.ft.	(16.6' X 14')
<b>TOTAL</b>	<b>1675 sq. ft.</b>	

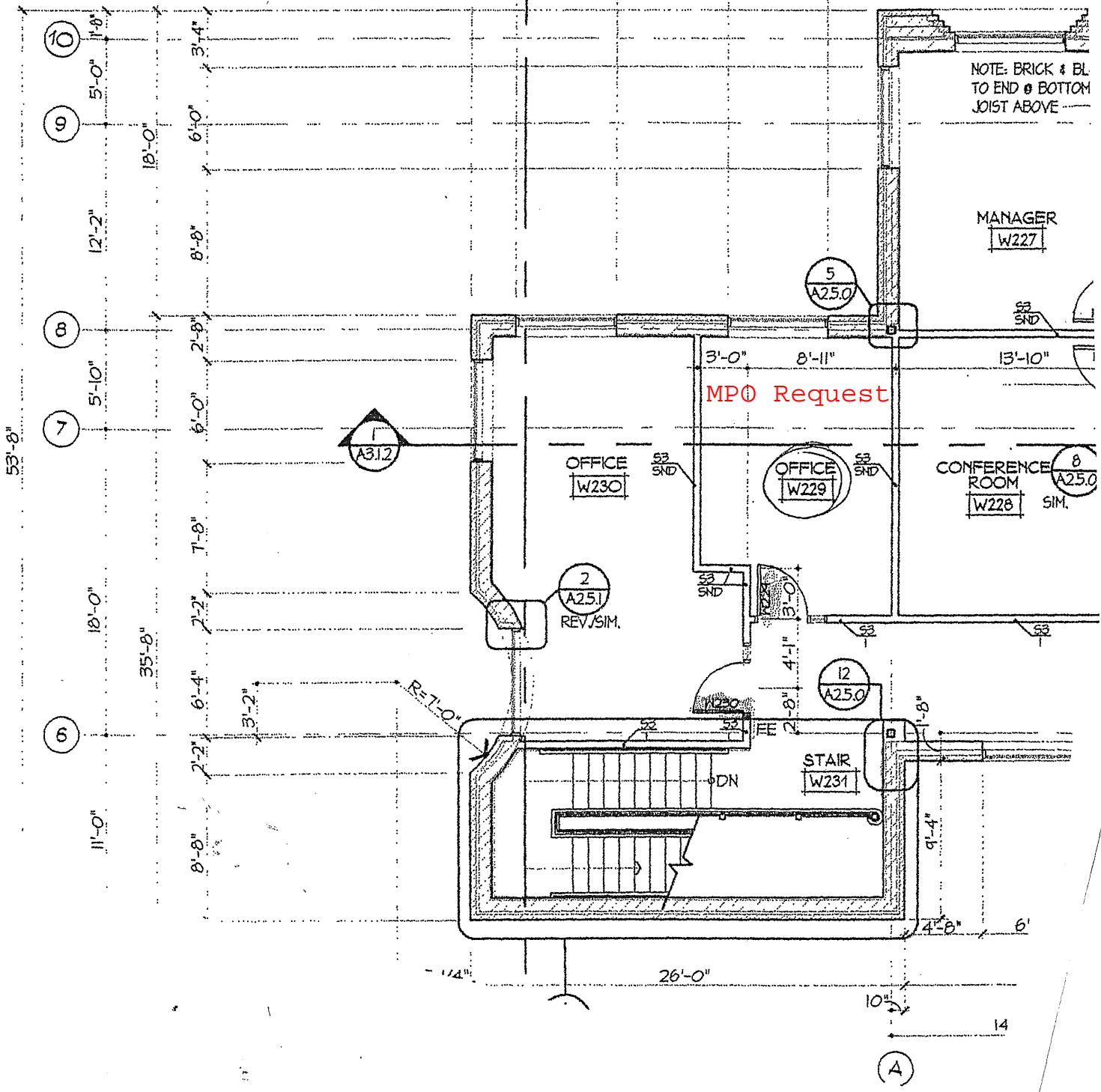
### 2<sup>nd</sup> Floor

E212	231.65 sq.ft.	(13'10" X 16'8")
E213	198.00 sq.ft.	(12' X 16'8")
E214	346.50 sq.ft.	(24'10" X 14')
<b>TOTAL</b>	<b>776.00 sq.ft.</b>	

W230	198.00 sq.ft.	(12' X 16.5')
<b>TOTAL</b>	<b>198.00 sq. ft.</b>	

EGF MPO Office 1" = 4'







No.	Description	Date
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**NOTE: LEASES SHALL BE TRIPLE NET (NNN)  
ADD COMMON AREA CHARGE (CAM) ESTIMATE = \$3.76 / GSF  
(includes taxes, snow, lawn, common cleaning, elev, etc.)  
(excludes tenants share utilities - electric, gas, phone, data)**

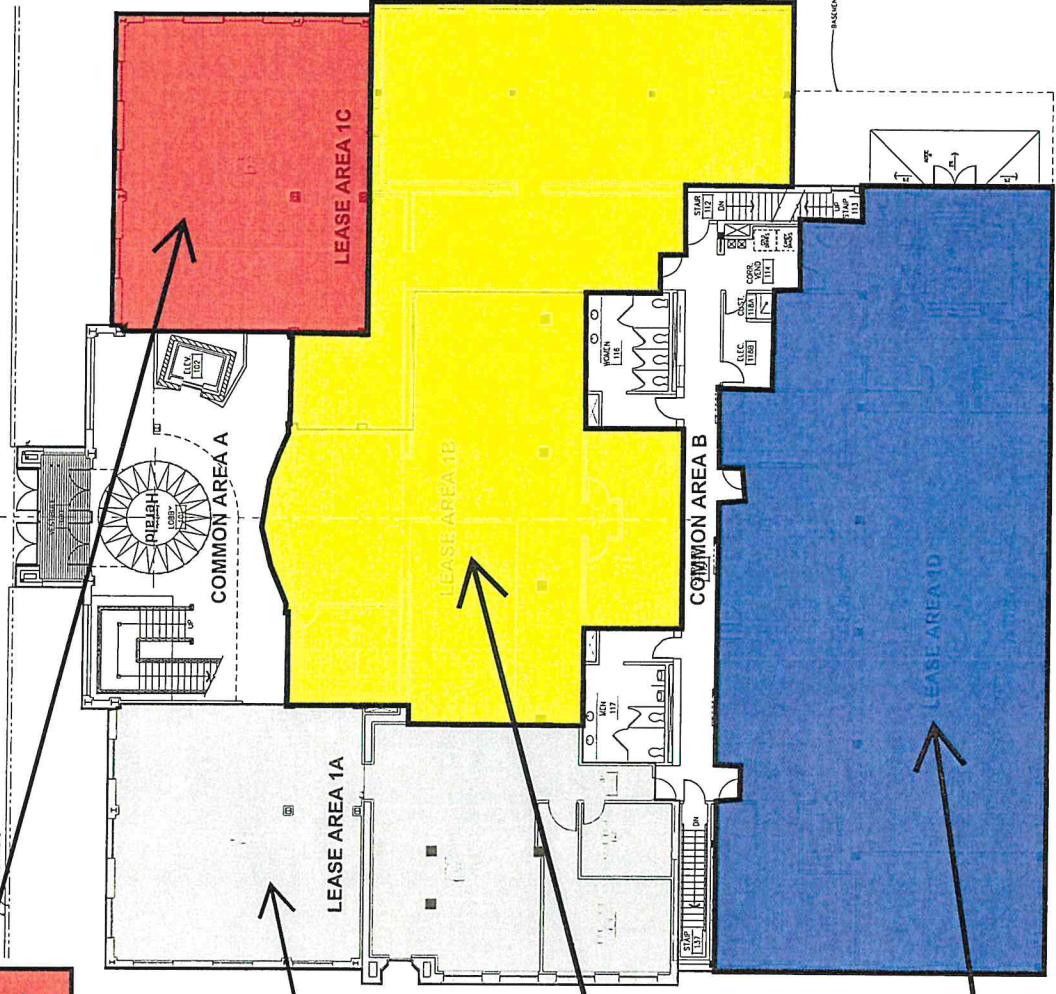
**Lease Area 1C:**  
Net SF = 1,630 sf  
Gross SF = 2,038 sf  
Rent rate target = \$18/s.f.  
Rent = \$3,056 /mn +NNN

COMMON AREA: A = 1,655 GSF  
B = 1,500 GSF  
FIRST FLOOR TOTAL: = 17,813 GSF

**Lease Area 1A:**  
Net SF = 2,947sf  
Gross SF = 3,684sf  
Rent rate target = \$12/s.f.  
Rent = \$3,684 /mn NNN

**Lease Area 1B:**  
Net SF = 5,183 sf  
Gross SF = 6,479 sf  
Rent rate target = \$14/s.f.  
Rent = \$7,559 /mn +NNN

**Lease Area 1D:**  
Net SF = 4,898sf  
Gross SF = 6,158sf  
Rent rate target = \$12/s.f.  
Rent = \$6,158 /mn +NNN



Existing First Floor Plan  
1/8" = 1'-0"

(17,813) GSF

ELECTRICAL

CIVIL

Grand Forks Herald  
Grand Forks, ND

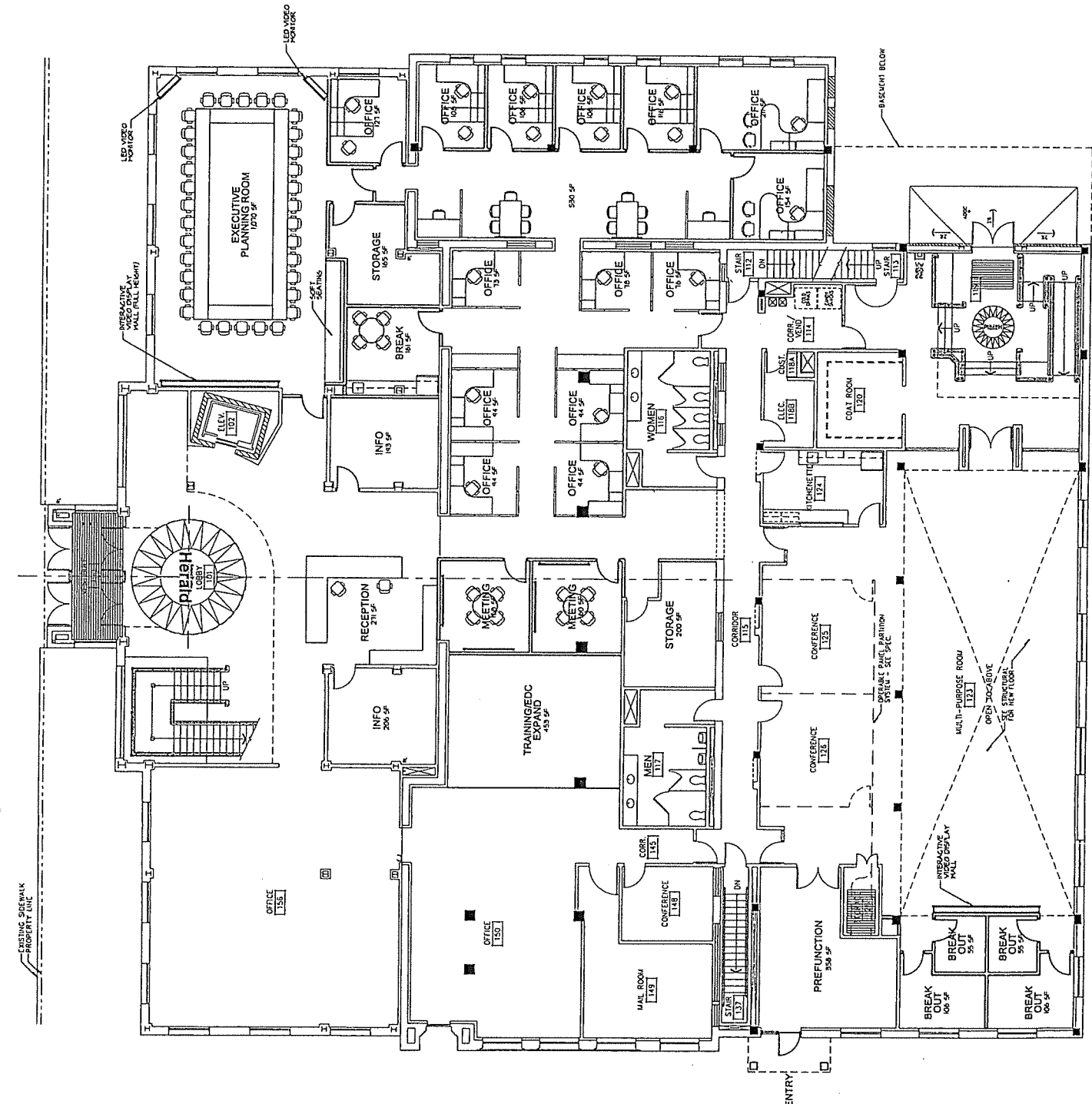
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**NOT FOR CONSTRUCTION**



### Herald Building Cost Breakdown

	GSF	\$ per SF	Annual Cost
Base Rent (Executive Planning Conf. Room)	2038	\$ 18.00	\$ 36,684.00
Base Rent (Community & MPO Offices)	6479	\$ 14.00	\$ 90,706.00
Base Rent (Community Collaboration Center)	6158	\$ 12.00	\$ 73,896.00
<b>Totals</b>	<b>14675</b>	<b>\$ 13.72</b>	<b>\$ 201,341.00</b>
CAM (Executive Planning)	2038	\$ 3.76	\$ 7,662.88
CAM(Community & MPO Offices)	6479	\$ 3.76	\$ 24,361.04
CAM (Community Collaboration Center)	6158	\$ 3.76	\$ 23,154.08
<b>Totals</b>	<b>14675</b>	<b>\$ 3.76</b>	<b>\$ 55,178.00</b>
Build-Out (Landlord Provided Combined)	14674	\$ 2.40	\$ 35,217.60
FF&E (Landlord Provided Combined)	14674	\$ 4.00	\$ 58,696.00
<b>Totals</b>			<b>\$ 93,913.60</b>
<b>Total Annual Cost</b>	<b>14674</b>	<b>\$ 23.88</b>	<b>\$ 350,432.60</b>
Minus CAM Property Tax & Parking Assessment		\$ 1.32	
<b>Total Adjusted</b>			<b>\$ 314,625.60</b>

<i>Community Collaboration Center</i>	6158 gross sf	
<b>Total Cost</b>	\$	<b>136,461.28</b>
<i>Community Dev/MPO Offices</i>	6479 gross sf	
<b>Total Cost</b>	\$	<b>156,532.64</b>
<i>Executive Conference Room</i>	2038 gross sf	
<b>Total Cost</b>	\$	<b>57,390.08</b>

10.00 / 62.52

524

## 2018 City Budget Funds

### 2163.100 470.0040 Economic Development

<i>Transaction</i>	<i>Total Amt. Available</i>	<i>Herald Contribution</i>
Infrastructure	\$ 100,000.00	\$ 50,000.00
Strategic Initiatives	\$ 100,000.00	\$ 50,000.00

### 5996.100.5910 460.0160 Grant/Loan Expense

<i>Transaction</i>	<i>Total Amt. Available</i>	<i>Herald Contribution</i>
Entrepreneurialism	\$ 100,000.00	\$ 50,000.00

### 5996.100.5910 470.0040 Contingency

<i>Transaction</i>	<i>Total Amt. Available</i>	<i>Herald Contribution</i>
Contingency for Strategic Initiatives	\$ 100,000.00	\$ 50,000.00

### 5996.100.5910 600.0010 Land Acquisition

<i>Transaction</i>	<i>Total Amt. Available</i>	<i>Herald Contribution</i>
Strategic Land Acquisitions	\$ 500,000.00	\$ 200,000.00

<b>Total</b>	<b>\$ 400,000.00</b>	
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## Questionnaire

Q. 1: What do you like about City Hall? What do not like? What would you change if you could change anything?

Grand Forks City Hall--LIKES	East Grand Forks City Hall--LIKES
Working opportunities with like-minded staff from Engineering, Planning & Economic Development Departments. Easy access to Conference Rooms with updated conferencing equipment. Easy access to Maintenance & Custodial staff. Access to Public Meetings at City Hall Chambers. Easy access & good working relationship with GIS staff & Department. Access to kitchenette in conference room	Working opportunities with like-minded staff from Engineering, Planning & Economic Development Departments. Easy access to Conference Rooms. Easy access to Maintenance & Custodial staff. Access to Public Meetings at City Hall Chambers. Office offers a private, spacious and brighter setting. Parking spaces

Grand Forks City Hall--DISLIKES	East Grand Forks City Hall--DISLIKES
Noise coming from gatherings at meeting table Lack of privacy. Equipment at City Hall Chambers, projection capabilities too poor and too complicated to use Heating/Cooling issues Cannot access meeting room schedules True ADA compliance is not known	Office separated at extreme ends of wings No vending machines FLIES and not being cleaned Poor cleaning/maintenance Cannot access meeting room schedules True ADA compliance is unknown

Q. 2: What is working well about your department's current space?

Grand Forks City Hall--LIKES	East Grand Forks City Hall--LIKES
Enough space to get job done. Access to printers and small supplies make things easier.	More privacy/individual space WINDOWS Enough space to get job done.

Q. 3: What is not working about your department's current space?

Grand Forks City Hall--	East Grand Forks City Hall--
Heating/cooling issues Gatherings around table not too work related	Issues with temperature (thermostat's control) during the winter months.

Q. 4: Are there parts of your department that are not within this building?

Grand Forks City Hall--	East Grand Forks City Hall--
Rotate between Grand Forks-East Grand Forks..	Rotate between Grand Forks-East Grand Forks.

Q.5: How much of your department's space is considered open to the public? What is private? Semi-private? What spaces have security issues?

Grand Forks City Hall--	East Grand Forks City Hall--
Public is always welcomed. Office space allows for interactions with public. If needed, there is extra space available at Cafeteria space to engage in quick meetings/ conversations.	Public is always welcomed. Office space allows for interactions with public. If needed, there is extra space available at Cafeteria space to engage in quick meetings/ conversations.

Q. 6: Relationships to other departments and public?

Grand Forks City Hall--	East Grand Forks City Hall--
See Response to Q.1: Very little flow of incoming public to office Travel distance to conveniences (bathrooms, cafeteria, and storage rooms) is adequate.	See Response to Q.1: Very little flow of incoming public to office. Travel distance to conveniences (bathrooms, cafeteria, storage rooms) is adequate.

Q. 7: Relationships within your department?

Grand Forks City Hall--	East Grand Forks City Hall--
Very little flow of incoming public to office. Space is fine as it is.	Very little flow of incoming public to office. Space is fine as it is. Office too far apart

Q. 8: Size and Functions within the department:

Grand Forks City Hall--	East Grand Forks City Hall--
4-FTE Two staff rotating 3 times per week Space not very private – too open	4-FTE plus 2 interns Two staff rotating 3 times per week Tight space in one office with intern

Q. 9: Describe the quality of your present facilities such as appearance, access, durability, thermal comfort, noise/acoustics, natural and artificial lighting, and furnishings:

Grand Forks City Hall-	East Grand Forks City Hall--
Acceptable working space Heating/cooling issues	Outstanding working space WINDOWS! Heating/cooling issues

Q. 10: What other activities would you engage in if appropriate space, facilities or technology were available?

Grand Forks City Hall--	East Grand Forks City Hall--
NA	NA