

ENGINEER'S AGENDA
City of Mapleton Council Meeting
Tuesday, January 3, 2012 at 6:00 pm

1.0 City Engineer

1.1 Levee Recertification

- 1.1.1 On hold until Base Flood Elevation is established
- 1.1.2 Cass County Flood Risk Reduction Projects
 - 1.1.2.1 1st Street Storm Sewer Lift Station

1.2 Ashmoor Glen 2nd Addition – Street Improvement District No. 2010-1

- 1.2.1 Project Update
- 1.2.2 Engineering Invoice #2569 - \$1,333.45
- 1.2.3 Contract Change Order No. 2 - \$4,400.00
- 1.2.4 Construction Partial Payment No. 2 - \$3,960.00

1.3 Community Development Block Grant Program

- 1.3.1 Pre-applications for FY 2012 funding due January 20, 2012
 - 1.3.1.1 1st Street Storm Sewer Lift Station

1.4 Lagoon Expansion

- 1.4.1 Discussion of preliminary alternatives

1.5 Plan of Operation – Flood Preparation document

- 1.5.1 Approve document at February meeting after election



Shaping the Region for 50 Years.

925 10th Avenue East • West Fargo, ND 58078
 T: 701.282.4692 F: 701.282.4530

City of Mapleton
 P O Box 9
 Mapleton, ND 58059-0009

Invoice number 2569
 Date 12/28/2011

Project **15583 Ashmoor Glen 2nd Addition Street
 Imp. Dist. #2010-1**

Professional Services

Ashmoor Glen 2nd Addition
 Street Improvement District #2010-1

| Lump Sum | Contract Amount | Percent Complete | Total Billed | Prior Billed | Current Billed |
|-------------------------|-----------------|------------------|--------------|--------------|----------------|
| 320 Final Design | 20,000.00 | 100.00 | 20,000.00 | 20,000.00 | 0.00 |
| Subtotal | 20,000.00 | 100.00 | 20,000.00 | 20,000.00 | 0.00 |

410 Residential Project Review - Hourly

Labor

| | Hours | Rate | Billed Amount |
|----------------------------|-------|-------|---------------|
| Engineering Technician III | 6.00 | 85.00 | 510.00 |

Expense

| | Units | Rate | Billed Amount |
|-------|-------|------|---------------|
| Miles | 58.00 | 0.65 | 37.70 |

440 Construction Contract Admin - Hourly

Labor

| | Hours | Rate | Billed Amount |
|-----------------------|-------|--------|---------------|
| Professional Engineer | 3.50 | 125.00 | 437.50 |

Expense

| | Units | Rate | Billed Amount |
|-------|-------|------|---------------|
| Miles | 44.00 | 0.65 | 28.60 |

640 Assessment Calculations - Hourly

Labor

| | Hours | Rate | Billed Amount |
|-----------------------|-------|--------|---------------|
| Professional Engineer | 2.50 | 125.00 | 312.50 |

Expense

| | Units | Rate | Billed Amount |
|-------|-------|------|---------------|
| Miles | 11.00 | 0.65 | 7.15 |

Invoice total **1,333.45**

Invoice Summary

| Description | Contract Amount | Prior Billed | Total Billed | Current Billed |
|--|-----------------|--------------|--------------|----------------|
| 101 City Engineer Review - Hourly | 3,450.00 | 3,547.90 | 3,547.90 | 0.00 |
| 320 Final Design | 20,000.00 | 20,000.00 | 20,000.00 | 0.00 |
| 410 Residential Project Review - Hourly | 10,000.00 | 7,322.05 | 7,869.75 | 547.70 |
| 420 Detailed Construction Staking - Hourly | 5,000.00 | 5,731.10 | 5,731.10 | 0.00 |
| 440 Construction Contract Admin - Hourly | 9,000.00 | 2,965.20 | 3,431.30 | 466.10 |
| 640 Assessment Calculations - Hourly | 750.00 | 0.00 | 319.65 | 319.65 |
| Total | 48,200.00 | 39,566.25 | 40,899.70 | 1,333.45 |

PLEASE REMIT PAYMENT - ATTENTION ACCOUNTING

CONTRACT CHANGE ORDER NO. 2
Street Improvement District #2010-1
Ashmoor Glen 2nd Addition
Mapleton, ND

15583
 Proj. No. _____
 12/28/2011
 Date _____
 ND
 State _____
 Cass
 County _____

City of Mapleton
 Owner _____
 To Kindred Plumbing & Heating, Inc.
 (Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

| <i>DESCRIPTION OF CHANGES</i> (Supplemental Plans & Spec. attached) | DECREASE in Contract Price | INCREASE in Contract Price | | |
|--|-------------------------------|-------------------------------|-------------------|------------|
| Items | Unit | Quantity | Unit Price | |
| 1. John Deer 750J Dozer | HR | 12 | \$170.00 | \$2,040.00 |
| 2. Kamotsu D65 Dozer | HR | 12 | \$170.00 | \$2,040.00 |
| 3. Komatsu PC Excavator | HR | 2 | \$160.00 | \$320.00 |

| | | | | |
|------------------------------|----|----------|----|----------|
| TOTALS | \$ | 0.00 | \$ | 4,400.00 |
| NET CHANGE IN CONTRACT PRICE | \$ | 4,400.00 | \$ | |

JUSTIFICATION

Developer requested clay spoil pile material to be spread evenly across all the lots rather than piled in one area as shown on plans.

The Amount of the Contract will be (Decreased) (Increased) by The Sum of: _____ Dollars \$ 4,400.00
 Four thousand four hundred and 00/100

The Contract Total including this and previous Change Orders Will Be: _____ Dollars \$ 417,666.50
 Four hundred seventeen thousand six hundred sixty-six and 50/100

TIME FOR COMPLETION

The Contract Period Provided for Completion Will Be (Changed) (Unchanged) (Decreased) 0 Days.
 The Completion Date shall be (Changed) (Unchanged)

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____ (Owner) _____ (Date)
 City of Mapleton
 Recommended  (Engineer) 12-28-2011 (Date)
 Moore Engineering Inc.
 Accepted _____ (Contractor) _____ (Date)
 Kindred Plumbing & Heating, Inc.

PARTIAL PAYMENT NO. 2
Street Improvement District #2010-1
Ashmoor Glen 2nd Addition
Mapleton, ND

JOB NO. 15583

END DATE FOR QUANTITIES: 12/23/11
DATE SUBMITTED FOR APPROVAL: 01/03/12

Dear: City Council

You are advised that **Kindred Plumbing & Heating, Inc.** has performed work to date as shown by the following itemized statement on **Street Improvement District #2010-1 - Ashmoor Glen 2nd Addition - Mapleton, North Dakota.**

| DESCRIPTION OF ITEM | UNIT | QUANTITIES | | UNIT PRICE | TOTAL | |
|------------------------------------|--|------------|-------|------------|------------|-------------|
| | | CURRENT | TOTAL | | | |
| <u>PART 1 - UNDERGROUND</u> | | | | | | |
| 1 | Topsoil - Stripping | C.Y. | | 3800 | \$4.00 | \$15,200.00 |
| 2 | Culvert - Remove | L.F. | | 0 | \$10.00 | \$0.00 |
| 3 | Sanitary Sewer Service Connection - 6" | Each | | 1 | \$535.00 | \$535.00 |
| 4 | Sanitary Sewer Service - 6" | L.F. | | 39 | \$31.00 | \$1,209.00 |
| 5 | Water Service - 1" | L.F. | | 41 | \$34.00 | \$1,394.00 |
| 6 | Water Service - Abandon Existing | Each | | 5 | \$450.00 | \$2,250.00 |
| 7 | Curb Stop & Box - 1" - Salvage & Reinstall | Each | | 1 | \$550.00 | \$550.00 |
| 8 | Gate Valve & Box - Adjust Existing | Each | | 3 | \$380.00 | \$1,140.00 |
| 9 | Curb Stop & Box - Adjust Existing | Each | | 9 | \$210.00 | \$1,890.00 |
| 10 | Sanitary Manhole - Adjust Existing | Each | | 4 | \$1,335.00 | \$5,340.00 |
| 11 | Water Main - Connect to Existing | Each | | 1 | \$2,110.00 | \$2,110.00 |
| 12 | Hydrant Lead - 6" | L.F. | | 10 | \$38.00 | \$380.00 |
| 13 | Gate Valve & Box - Salvage & Reinstall | Each | | 1 | \$450.00 | \$450.00 |
| 14 | Hydrant - Salvage & Reinstall | Each | | 1 | \$800.00 | \$800.00 |
| 15 | Hydrant - Adjust Existing | L.F. | | 6 | \$400.00 | \$2,400.00 |
| 16 | Manhole - Connection to Existing | Each | | 1 | \$1,500.00 | \$1,500.00 |
| 17 | Storm Sewer - 18" RCP | L.F. | | 69 | \$43.00 | \$2,967.00 |
| 18 | Storm Sewer - 18" | L.F. | | 609 | \$35.00 | \$21,315.00 |
| 19 | Storm Sewer - 18" DIP | L.F. | | 0 | \$90.00 | \$0.00 |
| 20 | Storm Sewer - 15" | L.F. | | 420 | \$31.00 | \$13,020.00 |
| 21 | Storm Sewer - 12" | L.F. | | 58 | \$29.00 | \$1,682.00 |
| 22 | Flared End Section - 18" RCP | Each | | 0 | \$550.00 | \$0.00 |
| 23 | Storm Sewer Inlet | Each | | 5 | \$1,070.00 | \$5,350.00 |
| 24 | Storm Sewer Catch Basin | Each | | 1 | \$1,275.00 | \$1,275.00 |
| 25 | Storm Sewer Manhole | Each | | 4 | \$2,110.00 | \$8,440.00 |
| 26 | Control Structure | L.Sum | | 1 | \$8,985.00 | \$8,985.00 |
| <u>PART 2 - STREET</u> | | | | | | |
| 27 | Tree - Spade & Replant | Each | | 4 | \$275.00 | \$1,100.00 |
| 28 | Excavation & Ebankment | C.Y. | | 11815 | \$4.85 | \$57,302.75 |
| 29 | Asphalt - Patch | L.Sum | | 1 | \$4,500.00 | \$4,500.00 |
| 30 | Subgrade Preparation | S.Y. | | 0 | \$1.25 | \$0.00 |
| 31 | Geotextile Fabric - Soil Reinforcement | S.Y. | | 0 | \$1.90 | \$0.00 |
| 32 | Pipe - 4" Perforated PVC | L.F. | | 0 | \$4.25 | \$0.00 |
| 33 | Aggregate Base Course - 9" | C.Y. | | 0 | \$32.00 | \$0.00 |
| 34 | Curb & Gutter | L.F. | | 0 | \$16.50 | \$0.00 |
| 35 | Asphalt Base Course - 3" | S.Y. | | 0 | \$13.85 | \$0.00 |
| 36 | Asphalt Wearing Course - 2" | S.Y. | | 0 | \$9.65 | \$0.00 |
| 37 | Splash Pad - Concrete | S.F. | | 0 | \$12.50 | \$0.00 |
| 38 | Aggregate Surface Course | C.Y. | | 0 | \$32.00 | \$0.00 |
| 39 | Ditch Grading | L.F. | | 0 | \$4.50 | \$0.00 |
| 40 | Topsoil Replacement | C.Y. | | 0 | \$8.00 | \$0.00 |
| 41 | Seeding - Type I | Acre | | 0 | \$880.00 | \$0.00 |
| 42 | Seeding - Native - Type VI - Ponds II | Acre | | 0 | \$5,390.00 | \$0.00 |
| 43 | Native Planting Plugs | Each | | 0 | \$2.65 | \$0.00 |
| 44 | Mulch - Type A | Acre | | 0 | \$330.00 | \$0.00 |
| 45 | Mulch - Type B | Acre | | 0 | \$1,650.00 | \$0.00 |
| 46 | Inlet Protection Device | Each | | 5 | \$110.00 | \$550.00 |
| 47 | Sedimentation Control Wattle - 9" | L.F. | | 0 | \$3.50 | \$0.00 |
| 48 | Erosion Control Blanket - MNCAT2 | S.Y. | | 0 | \$1.35 | \$0.00 |
| 49 | Erosion Control Blanket - MNCAT5 | S.Y. | | 0 | \$1.70 | \$0.00 |
| 50 | Traffic Control | L.Sum | | 0.5 | \$3,300.00 | \$1,650.00 |
| 51 | Storm Water Management | L.Sum | | 0.5 | \$1,000.00 | \$500.00 |
| 52 | Material Testing | Invoice | | 0 | \$3,000.00 | \$0.00 |

CHANGE ORDERS:

CHANGE ORDER NO. 2

| | | | | | | |
|---|----------------------|----|----|----|----------|------------|
| 1 | John Deer 750J Dozer | HR | 12 | 12 | \$170.00 | \$2,040.00 |
| 2 | Komatsu D65 Dozer | HR | 12 | 12 | \$170.00 | \$2,040.00 |
| 3 | Komatsu PC Excavator | HR | 2 | 2 | \$160.00 | \$320.00 |

| | |
|-----------------------|------------------|
| Total Work to Date | \$170,184.75 |
| Previous Work to Date | \$165,784.75 |
| Balance | <hr/> \$4,400.00 |

PARTIAL PAYMENT NO. 2
Street Improvement District #2010-1
Ashmoor Glen 2nd Addition

MOORE ENGINEERING:


Project Engineer

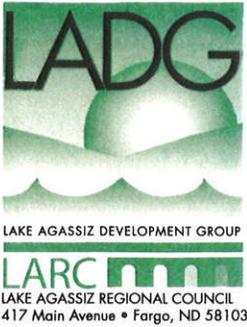
CONTRACTOR:

Kindred Plumbing & Heating, Inc.

AUDITOR'S RECORD

| | |
|-------------------------|---------------------|
| Total Work to Date | \$170,184.75 |
| Less 10 percent | \$17,018.48 |
| Balance | <u>\$153,166.27</u> |
| Less Former Payments | \$149,206.27 |
| Amount Allowed | <u>\$3,960.00</u> |
| Approved Amount by City | |
| Orders Paid | |
| Warrant Numbers | |

- Cass County • Ransom County • Richland County
- Sargent County • Steele County • Trail County



MEMO



**January 20, 2012
Don't Forget!**

DATE: December 14, 2011

TO: Cities and Counties in Region 5
Interested Parties

FROM: Amber Schaan *AS*
CDBG Program Manager
Tracey Anderson
Assistant Director *TA*

SUBJECT: Community Development Block Grant Program
Preapplications for FY 2012 Funding

The Lake Agassiz Regional Council (LARC) will accept preapplications for Community Development Block Grant funding until January 20, 2012 in the following areas: Housing Rehabilitation, Public Facilities (water, sewer, storm sewer, etc.), and Removal of Architectural Barriers. Preapplication forms are attached. If you prefer an electronic copy one is available at www.lakeagassiz.com on the "Community Development Block Grant" page or contact me via email and I will get a copy out to you as soon as possible. A copy of the draft CDBG Program Distribution Statement is also enclosed for your review. Please refer to the section pertaining to the type of project your community or county may be considering. Pay particular attention to the scoring criteria for your project type.

Approximately \$323,107 is available and will be allocated by program area as shown below. Funds not used in one area may be transferred to another area with Board approval.

| | |
|--|-----------|
| Public Facilities – Low and Very Low Income Benefit (LI-VLI) | \$298,107 |
| Public Facilities – Urgent Need | \$ 0 |
| Housing Rehabilitation | \$ 0 |
| Removal of Architectural Barriers | \$ 25,000 |
| Community Development Loan Fund | \$ 0 |

Pre-applications are due in the LARC offices by **5:00 p.m., January 20, 2012.** Please make sure that your request is accompanied by the required information as indicated on the preapplication form (e.g., engineering report, cost estimates, maps etc.). Pre-applications not accompanied by the required information will be returned to the applicant without being scored. Preapplications will be ranked and recommended for funding on February 17, 2012.

www.lakeagassiz.com

Telephone: (701) 235-1197 • Fax (701) 235-6706 • TDD: (800) 366-6889

Lake Agassiz Development Group • LARC is an equal opportunity provider, employer and lender.

• Local/Regional Planning & Development • Business Loan Programs • Business Incubator • Small Business Assistance • Housing Development

The Community Development Block Grant Program requires that 51% of the beneficiaries of a Public Facilities –Low and Very Low Income Project be income qualified according to HUD guidelines. If you think your community requires an income survey to demonstrate low-income and very low-income (LI-VLI) benefit, you may complete an income survey to document LI/VLI benefit. Please contact LARC for guidance. The survey results must be submitted to LARC by February 3, 2012.

Please note Lake Agassiz Regional Council's administrative charge policy approved in 2010. (attached). Please take the administrative surcharge into account when calculating the total project cost and the amount of local funds required to undertake the project.

For additional information or clarification, please contact either Amber or Tracey at the LARC office

| | |
|------------|---|
| Telephone: | 701-235-1197 |
| Fax: | 701-235-6706 |
| E-mail: | amber@lakeagassiz.com tracey@lakeagassiz.com |
| Address | 417 Main Ave. Fargo, ND 58103 |

Preapplication Deadline:

January 20, 2012 - 5:00 p.m.



Via Mail: LARC – 417 Main Ave., Fargo, ND 58103



Via Fax: (701) 235-6706



Via e-mail: amber@lakeagassiz.com

(fax and e-mail deliveries must be followed by an original signed copy)

Pre-Application

North Dakota Community Development Block Grant Program Lake Agassiz Regional Council, Region 5 FY 2012

For Public Facilities and Housing Projects
All Applications must be received by **January 20, 2012**
(pre-applications submitted by e-mail or fax must be followed by original)

Name of Applicant (City or County only): PLEASE TYPE OR PRINT LEGIBLY

| | | |
|------------------------|-----------------------|---------------------|
| Address: | Tax ID Number: | DUNS Number: |
| Mayor/Chairman: | Phone: | Email: |
| Auditor: | Phone: | Email: |

Engineer/Architect/Contractor:

Name: _____
Address: _____
Phone: _____
Contact Person: _____

| Type of Project: | City Wide | Project Area |
|---|--------------------------|--------------------------|
| Public Facilities, LI & VLI Benefit | <input type="checkbox"/> | <input type="checkbox"/> |
| Public Facilities, Urgent Need | <input type="checkbox"/> | <input type="checkbox"/> |
| Housing Rehabilitation/Other Housing Projects | <input type="checkbox"/> | <input type="checkbox"/> |
| Architectural Barrier Removal | <input type="checkbox"/> | <input type="checkbox"/> |

Please fill out the following section that corresponds to your project type if applicable.

Public Facilities, Urgent Need

Will the proposed project COMPLETELY remedy the problem? . Yes No

Housing Rehabilitation/Other Housing Projects

How many housing units will be rehabilitated? _____

How many of those housing units were built before 1939? _____

How many of those housing units are occupied by VLI individuals? _____

Does the community undertake any of the following activities? (Mark all that apply)

- _____ Enforcement of Building Code
- _____ Community Clean-up/Fix-up
- _____ Enforcement of Nuisance Ordinance
- _____ Prior Housing Rehabilitation Program

| | |
|--|-----------------------------------|
| Estimated Start Date: | Estimated Completion Date: |
| Project Location (legal description – lot, block, township, range, section, etc. or city address) | |
| Is the project: <input type="checkbox"/> Entirely within the city limits? <input type="checkbox"/> Entirely outside the city limits? <input type="checkbox"/> Some features within and some features outside? | |
| Is the project located in a floodplain? <input type="checkbox"/> Yes (Attach Floodplain map showing the location of the project, if applicable) <input type="checkbox"/> No | |
| Is the project on the National Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will any part of the project benefit a church-owned property or an organization with a religious purpose or affiliation? <input type="checkbox"/> Yes <i>If yes, provide an explanation.</i> <input type="checkbox"/> No | |
| Is an Income Survey needed to verify Low/Very Low Income Benefit? <input type="checkbox"/> Yes <i>If yes, applicant must arrange for an income survey acceptable to the CDBG Program. Contact LARC for further instructions. Income survey must be submitted to LARC by February 3, 2011.</i> <input type="checkbox"/> No | |
| Brief Description of Project: (public facilities applicants, attach Preliminary Engineering Report) | |
| Need for Project: | |
| Project Cost: | |
| Local Funds: | \$ _____ |
| CDBG Funds: | \$ _____ |
| Other Funds: | \$ _____ |
| Total Cost: | \$ _____ |

How will local share be funded?

- Cash on hand
- Revenue bond
- Special assessment bond
- State Revolving Loan Fund
- Other _____

- State Drinking Water Revolving Loan Fund
- Tax Increment Financing
- Community Facilities Loan Program *(USDA Rural Development)*

What are the sources of Other Funds?

- EZ Grant
- EDA Grant

- USDA Rural Development Grant
- Other _____

All Applicants, attach:

- Copy of Detailed Cost Estimates
- Project Location Map, including legal description and/or street address
- Floodplain map, indicating project location, if available

Public Facilities Applicants, attach:

- Preliminary Engineering Report (see attached format)
- Current Water and Sewer Rate Schedule

ADA Applicants, attach:

- ADA/504 Plan
- Preliminary Architect Report (see attached format)

Signature:

_____, Mayor/Chairman

Date:

Signature:

_____, Auditor

Date:

Engineering/Architectural Report Format

- 1. Age of Existing Facility**
- 2. Description of Problem**
- 3. Discussion of Alternatives and Scope of Work of the Proposed Activity**
- 4. Detailed Cost Estimate**
- 5. Map Illustrating Proposed Location**
- 6. Long-Term Operation and Maintenance Plan for the Proposed Facility**
- 7. Project Financing**

LARC CDBG ADMINISTRATIVE CHARGE POLICY

FY 2012

| CDBG Project Amount (CDBG Portion Only) | Administrative Charge |
|--|-------------------------------------|
| Public Facilities (Infrastructure) up to \$200,000 | 12% of CDBG Amount up to \$15,000 |
| Public Facilities (Infrastructure) > \$200,000 | \$17,500 |
| Building Construction up to \$250,000 | 13% of CDBG Amount up to \$20,000 |
| Building Construction > \$250,000 | \$25,000 |
| Removal of Architectural Barriers (ROAB) Projects | 15% of CDBG Amount up to \$20,000 |
| Special Assessment Projects up to \$200,000 | \$16% of CDBG Amount up to \$20,000 |
| Special Assessment Projects > \$200,000 | \$25,000 |