

**AGENDA
CITY COUNCIL
WORK SESSION
CITY OF EAST GRAND FORKS
JUNE 12, 2012
5:00 PM**

CALL TO ORDER

CALL OF ROLL

DETERMINATION OF A QUORUM

- 1. Council on Local Results and Innovation – Scott Huizenga**
- 2. MN Business Development Capital Projects Grant Program – Scott Huizenga**
- 3. W&L Commission Update – Council Member Tweten**

ADJOURN

Upcoming Meetings

Regular Meeting – June 19, 2012 – 5:00 PM – Council Chambers
Work Session – June 26, 2012 – 5:00 PM – Training Room
Regular Meeting – July 3, 2012 – 5:00 PM – Council Chambers
Work Session – July 10, 2012 – 5:00 PM – Training Room

Request for Council Action

Date: June 6, 2012

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

Re: Council on Local Results and Innovation – 2012

The 2010 state legislature established the Council on Local Results and Innovation, which is administered by the Office of the State Auditor. That Council subsequently issued a report back to the legislature that recommended a series of uniform performance measurements and benchmarks that cities could adopt. The City Council adopted the ten model benchmarks for cities last year via Resolution 11-06-51. The City also conducted a city services survey in the fall of 2011 that were reported at a Council work session. The results of the previous survey are attached.

For 2012, the City can continue to participate in the program by once again adopting the ten model benchmarks, by reporting the results of the previous survey, and by agreeing to implement output and outcome measures. Participation is voluntary. Cities that participate can receive \$0.14 per city resident in additional Local Government Aid (LGA). For East Grand Forks, this amount is approximately \$1200. Additionally, the City would be exempt from levy limits in 2013 if the state legislature adopted levy limits. The previous levy limit legislation expired in 2010.

More importantly, the City can implement incrementally performance management through an established, simple system. The League of Minnesota Cities has been a steady resource for survey administration. Staff and Council will have to participate to a greater degree this year because the next phase requires the implementation and tracking of output measurements and outcome measurements. This is a reasonable next step for the City to continue truly tracking its performance of city services.

Recommendation:

Approve a resolution to adopt the Year 2 requirements for the Council on Local Results and Innovation Performance Benchmarking goals

Attachments:

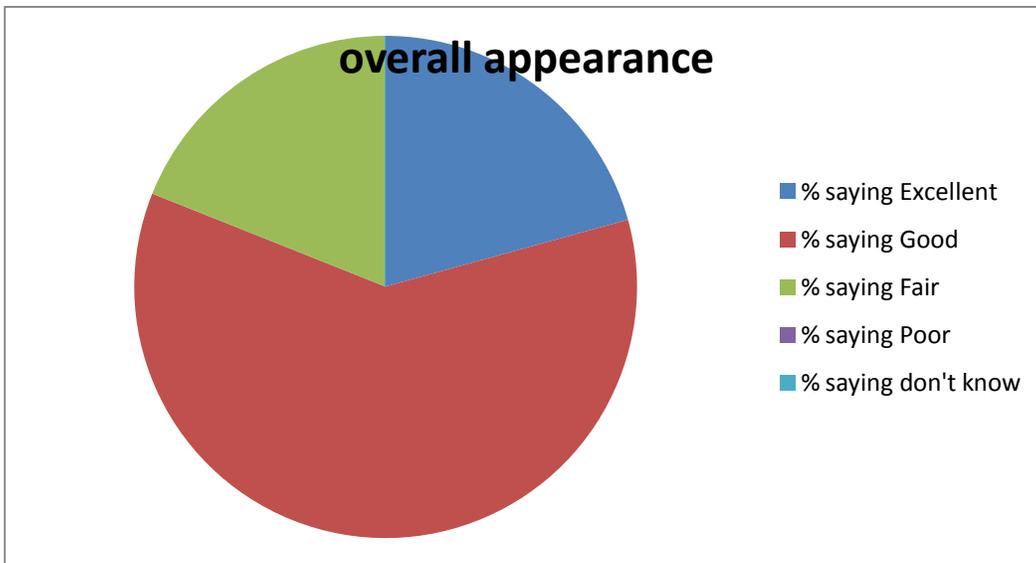
Resolution

Council on Local Results and Innovation 2011 Legislative Report

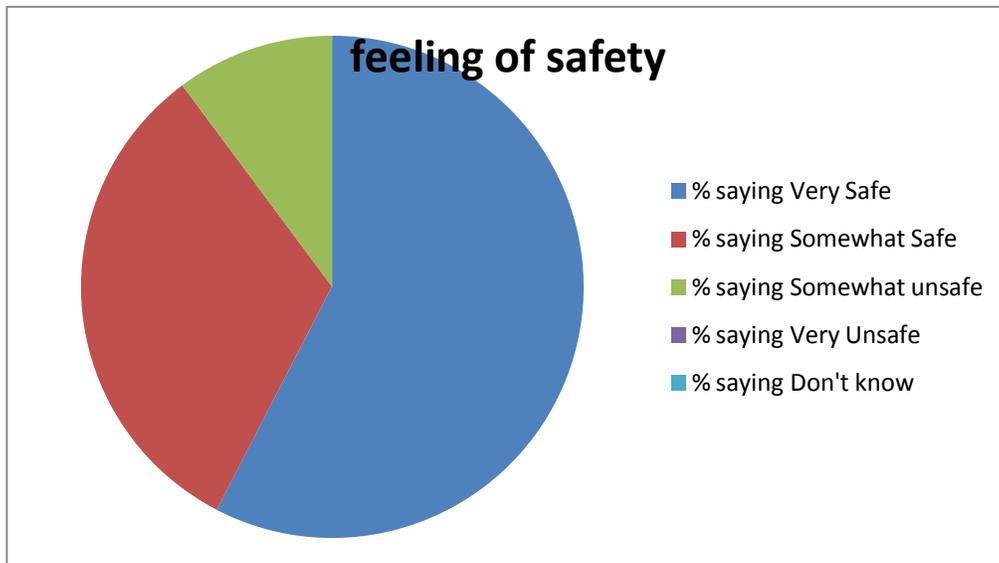
League of Minnesota Cities memo re: performance measurement program

2011 East Grand Forks survey results

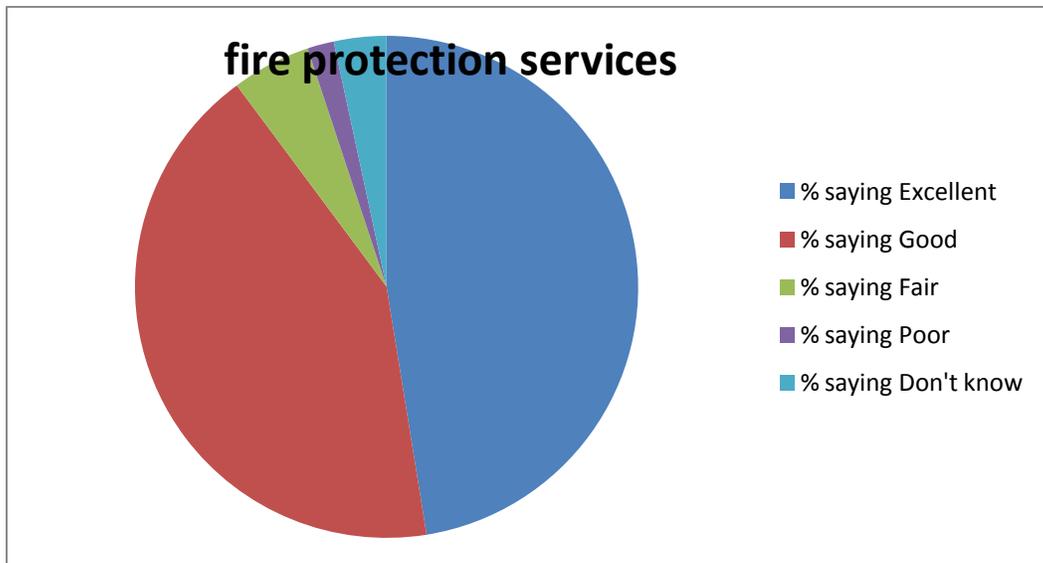
	How would you rate the overall appearance of the city?
# saying Excellent	12
# saying Good	35
# saying Fair	11
# saying Poor	0
# saying Don't know	0
Total Responses	58
% saying Excellent	21%
% saying Good	60%
% saying Fair	19%
% saying Poor	0%
% saying don't know	0%



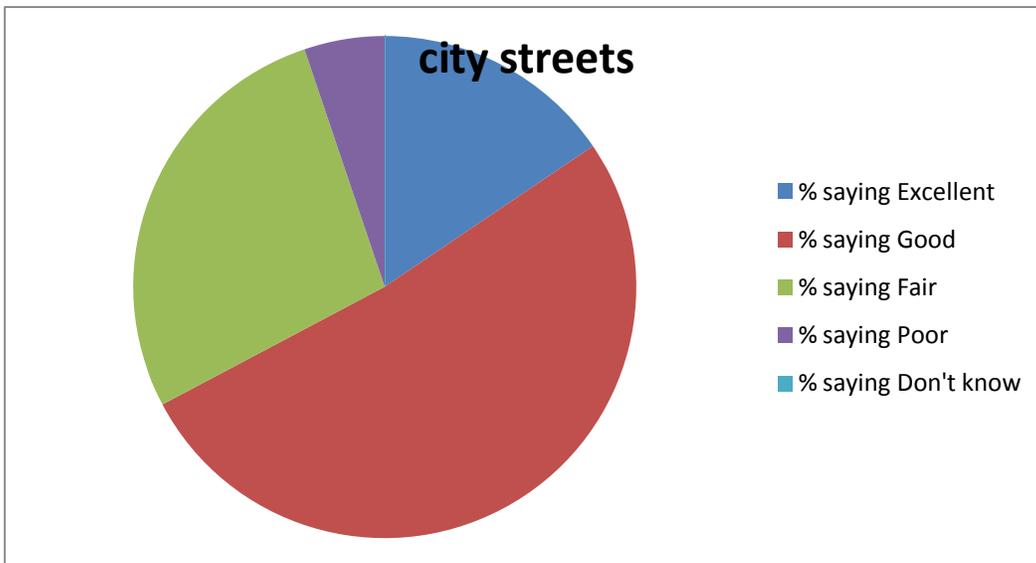
	How would you describe your overall feeling of safety in the city?
# saying Very Safe	34
# saying Somewhat Safe	19
# saying Somewhat unsafe	6
# saying Very Unsafe	0
# saying Don't know	0
Total Responses	59
% saying Very Safe	58%
% saying Somewhat Safe	32%
% saying Somewhat unsafe	10%
% saying Very Unsafe	0%
% saying Don't know	0%



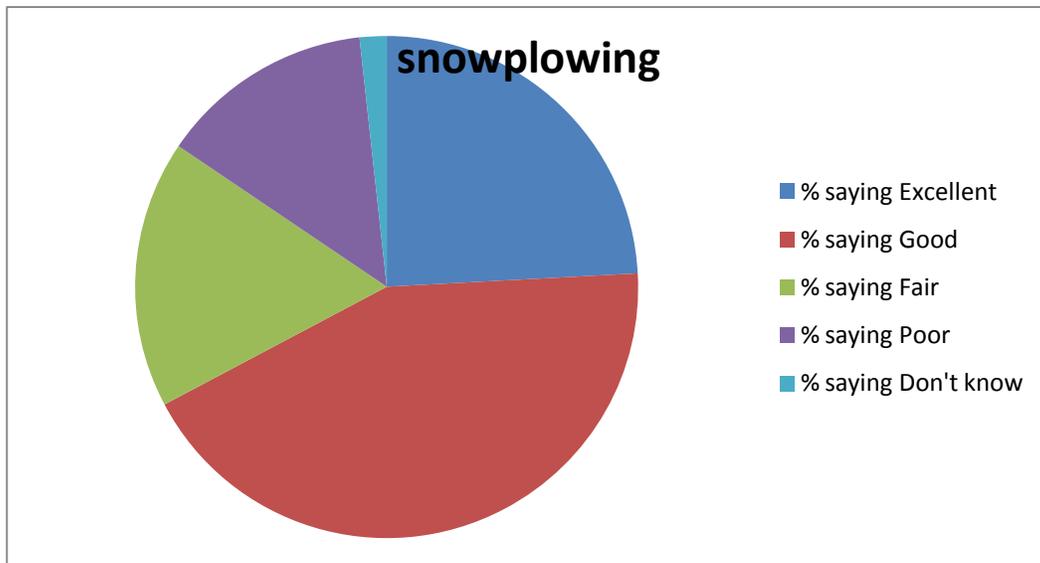
	How would you rate the overall quality of fire protection services in the city?
# saying Excellent	28
# saying Good	25
# saying Fair	3
# saying Poor	1
# saying Don't know	2
Total Responses	59
% saying Excellent	47%
% saying Good	42%
% saying Fair	5%
% saying Poor	2%
% saying Don't know	3%



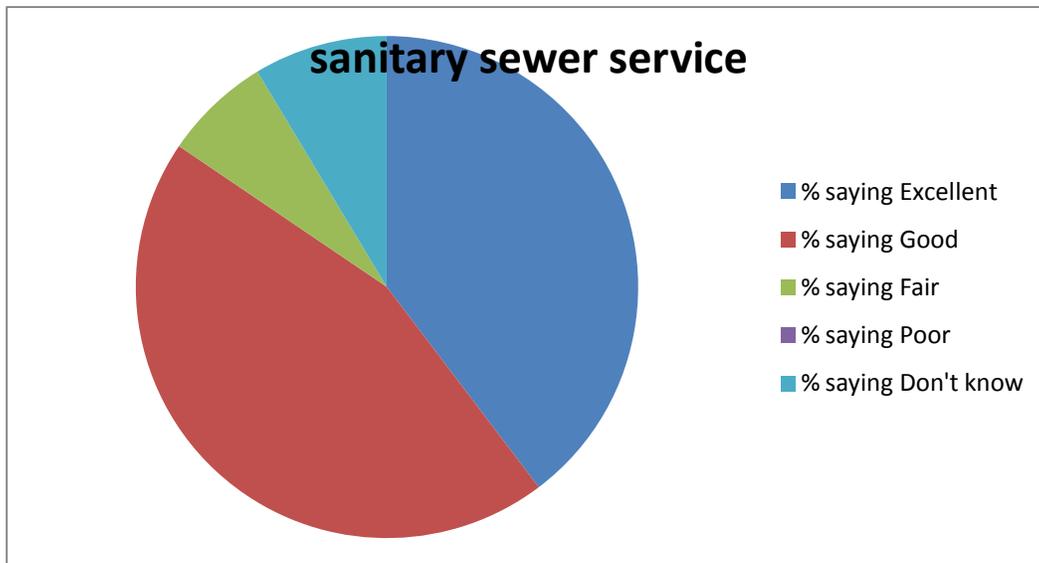
	How would you rate the overall condition of city streets?
# saying Excellent	9
# saying Good	30
# saying Fair	16
# saying Poor	3
# saying Don't know	0
Total Responses	58
% saying Excellent	16%
% saying Good	52%
% saying Fair	28%
% saying Poor	5%
% saying Don't know	0%



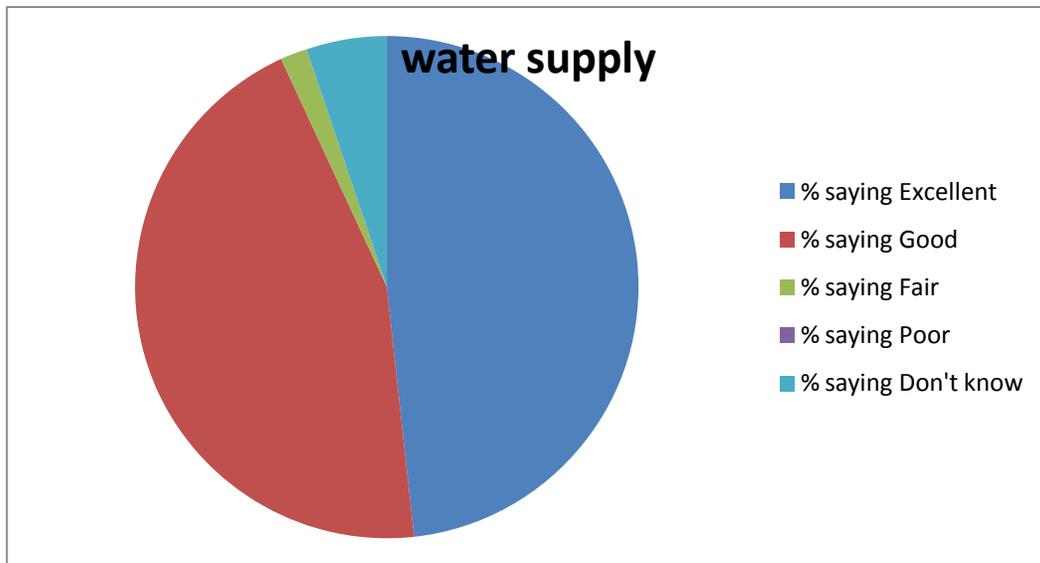
	How would you rate the overall quality of snowplowing on city streets?
# saying Excellent	14
# saying Good	25
# saying Fair	10
# saying Poor	8
# saying Don't know	1
Total Responses	58
% saying Excellent	24%
% saying Good	43%
% saying Fair	17%
% saying Poor	14%
% saying Don't know	2%



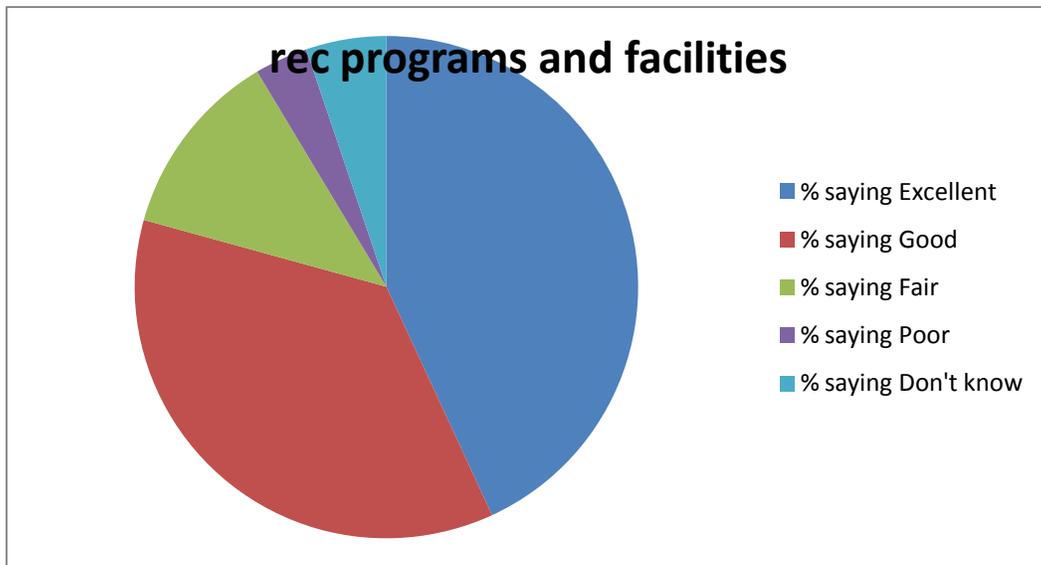
	How would you rate the dependability and overall quality of city sanitary sewer service?
# saying Excellent	23
# saying Good	26
# saying Fair	4
# saying Poor	0
# saying Don't know	5
Total Responses	58
% saying Excellent	40%
% saying Good	45%
% saying Fair	7%
% saying Poor	0%
% saying Don't know	9%



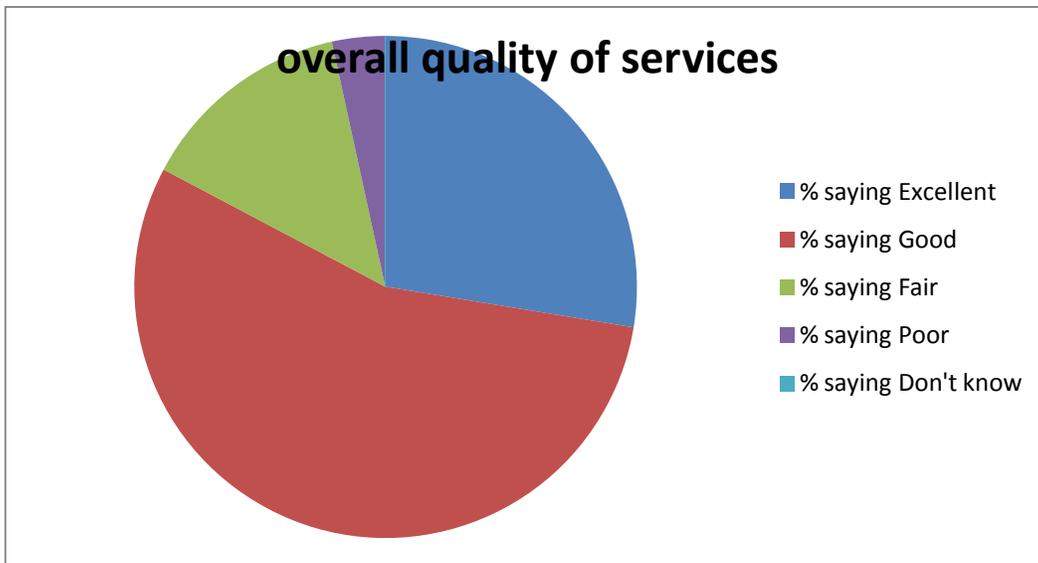
	How would you rate the dependability and overall quality of the city water supply?
# saying Excellent	28
# saying Good	26
# saying Fair	1
# saying Poor	0
# saying Don't know	3
Total Responses	58
% saying Excellent	48%
% saying Good	45%
% saying Fair	2%
% saying Poor	0%
% saying Don't know	5%



	How would you rate the overall quality of city recreational programs and facilities (e.g. parks, trails, park facilities, etc.)?
# saying Excellent	25
# saying Good	21
# saying Fair	7
# saying Poor	2
# saying Don't know	3
Total Responses	58
% saying Excellent	43%
% saying Good	36%
% saying Fair	12%
% saying Poor	3%
% saying Don't know	5%



	How would you rate the overall quality of services provided by the city?
# saying Excellent	16
# saying Good	32
# saying Fair	8
# saying Poor	2
# saying Don't know	0
Total Responses	58
% saying Excellent	28%
% saying Good	55%
% saying Fair	14%
% saying Poor	3%
% saying Don't know	0%



Comments Received

How would you rate the overall appearance of the city?

A person from the East Coast visited the Heritage Village this summer. No transportation except expensive cab is available from the train station. The web site front page lists excellent transit system. Tell me more.

Dandelions in the summer need sprayed. Sign on the north end of 220 in disrepair. Some flower beds(not city kept) need more frequent attention.

For the most part the city looks clean and well-maintained.

I believe there should be a requirement to keep up on curb appeal to every home. There is a home on the corner of 5th Ave NW by Senior High School that has a trailer in front yard for yrs. Tall brown house on corner.

I don't know if all the warehouses along Hwy 2 are used, but would be nice to fix them up some. Overall impressions coming into EGF from GF on all 3 bridges is favorable...clean and generally kept up. Don't see trash.

I LIKE THE GREENWAYS AND PARKS AND NICE TO HAVE A PLACE FOR CAMPERS .

It has a home town feel to it...Not too busy like Grand Forks.

It needs to be cleaned. I feel it gives the impression of a city that doesn't care.

Road repairs would be helpful..

The main business areas are kept up nice and parks are OK. Some parks could use more TLC as plenty of weeds and trees don't survive well. Downtown is nice but need to attract more businesses there.

the two quantsets by 2 & 220 look like crap , they need painting ,or taken down !

There are a few businesses around town that could spruce up there parking lots etc.. For example the VFW north parking lot

To many spots not mowed or maintained through out the city. one drive through downtown shows that !!!

How would you describe your overall feeling of safety in the city?

Best Police and Fire departments anywhere

Cars drive too fast, especially in school zones and they aren't patrolled adequately. All school zones should have 4-way stops on each side to keep children safe. The children are the future of this city.

faulty question, 2 somewhat safe answers

I live right by the police station, but we still had someone try to break into our backyard shed.

It seems we have an awful lot of police officers, but not many of them work the streets at night.

More crime...less cops...scary!

On October 22, 2011 at around 3:30 - 4:00 pm, I was on my way to Thief River, when I was passed by a tow truck at a very high speed(more than 40 miles per hour going north on central. After being passed and reaching county road 19(behind the Tech) I noticed that there was a police squad car turning on 19 also (ahead of me) the tow truck passed the police car on 19 at a very high speed. I thought there must be an emergency somewhere on this road. after about 3 to 4 miles out, the squad car turned around and headed back into East Grand Forks, and the tow truck was nowhere to be seen. After the curb by Omera I seen the Steward's tow truck assisting a couple with their car(he had to have been going at least 80 miles an hour to reach this point without being seen by me(if he had been going the speed limit). But it was no emergency from what I could tell. I don't think that Steward's tow service should be given the authority to speed in town and in rural area's, I feel that is being favored and above the law. When I seen this I was disgusted that the East Grand Forks Police department allow such behavior. Do you have any Idea if this tow truck would have blown a tire and caused a horrible accident with Overall the city is pretty safe and part of that is the function of where we live. With that said, our neighborhood has had to develop a sort of crime watch because several break-ins we've incurred in the area and police unable to apprehend the people responsible.

THE POLICE ARE VERY HELPFUL AND ARE THERE RIGHT AWAY WHEN YOU NEED THEM.

The police dept is doing a fantastic job!

How would you rate the overall quality of fire protection services in the city?

Slowed response due to inadequate full time manning.
Too many on duty \$\$\$\$

How would you rate the overall condition of city streets?

A few dandy potholes now and then, but they seem to get taken care of...
A few years ago, I would have rated the street "excellent." Now there are cracks and potholes on some. Assume budget constraints.

Although the streets get maintained, why don't alley ways get the same type of care. My home is next to an alley way and the city keeps raising the alley so now after the spring melt all the water flows into my yard and garage because the city has raised the alley higher than my yard. Instead of scraping it down. And also when plow goes through my alley they push the snow into my driveway instead of the other side where there is no homes. Engineering and planing could use a change. Nice to have the local businesses get the work but when they plan roads like they have on the south end with streets that dont match up? Traffic control, maybe, but on a residential street?

in some areas of the city, some house have sidewalks while others do not, this is so even from house to house on the same block. i would like to see areas where there are some sidewalks be more complete so one does not have to walk on the street in front of one house and then resume walking on the sidewalk in front of the next. this seems to be the case even in some established areas of the city.

Many street need work / handicap sidewalks at intersections.

Many streets need maintenance

Some pot holes need filled, for example the hole thats at the Cabela's street light intersection has been there for 2yrs. Streets could be cleaned more then once per year.

The Street between the Civic Center and Hugo's is in terrible shape!

THERE ARE A FEW STREETS THAT NEED FIVING

When you drive from Grand Forks to EGF it is night and day. From road maintenance to keeping the streets clear of snow/ice in the winter. GF needs to take lessons from EGF!

How would you rate the overall quality of snowplowing on city streets?

23rd Ave NW was terrible in 2010 need snow fence to the north to stop the drifting
established plow routes allow for 2/3 of the street snow on my side of the street while the other side always only gets 1/3. switch it up a bit.

I am amazed they get the streets And alleys cleared so quickly

I live in an area of town with apartment buildings and I would like to see a stronger enforcement of on-street parking, so that when the plow comes through they can clear more than just a one-car path.

I live on the Point. The city workers do a PHENOMENAL job removing snow. I tout their work to everyone who comes to visit me during the winter. No matter the amount of snow, they are always out there ensuring the roads are safe for us to drive on.

It would be better if winter parking restrictions were more strictly enforced, so the plows could do their job.

Many streets are not plowed close to the curb until weeks after a big snow fall leaving narrow and dangerous streets.

See above.

Snow plows snow into my driveway every winter and blocks me in. Why can't they angle blade to other side of my alley where there is no house.

The intersections are very rough and the streets are not plowed to the full width.

The snowplow doesn't get close enough to the curb on our street. All winter the path is always about 3 to 4 feet away from the curb. The streets get too narrow!

They do not clean close enough to the curb - they leave about 3 feet of snow, then you are parking almost into the street.

They seem to get out quick and haven't had any issues going to work in the morning.

Unfortunately, I end up shoveling my driveway TWICE...once BEFORE the plows come and once AFTER the plows come... sigh.

We live on the north end of town last to get plowed. Most storms it is impossible to get out until mid morning or early afternoon. They need to try and open up the streets early morning so people can get to work!

WISH THEY WOULD HAVE A PLOW TAKE THE SNOW OUT OF MY DRIVEWAY AFTER THE PLW GOES THRU AS MOST OF THE TIME I HAVE CLEANED MY DRIVEWAY AND THEN THE PLOW FILLS IT UP AGAIN THAT IS HARD FOR OLDER PEOPLE TO SHOVEL IT OUT AGAIN

How would you rate the dependability and overall quality of city sanitary sewer service?

...I guess I don't really know that much about it...

Live in Grand Forks

Nothing to complain about.

when i flush, it always goes down!!!

How would you rate the dependability and overall quality of the city water supply?

Again...don't know much about it...

good pressure and great taste!!!

Grand forks parks seem a lot better taken care of.

Live in Grand Forks

water cloudy at times

How would you rate the overall quality of city recreational programs and facilities (e.g. parks, trails, park facilities, etc.)?

Do not like that you are not supposed to dump your garbage at the egf dump and u have to go to GF. Especially since we have paid for it.

I feel that there is much emphasis put on the hockey programs. It would be nice to have something else to do during the winter if you're not a hockey player.

Our son was in Tball and skating and generally pleased.

Some parks need more TLC however. More weeds than grass and trees can't seem to survive. Aside from Sherlock, I wish a few more parks would have more playground equipment. I always thought the area east of the frisby golf place would be a nice park to have bands play on Saturdays with vendors and a place for people to lay out on the grass, bring their pets. Rent bike-surrey. Unfortunately that area gets flooded out quite often. Still very, very sad at the loss of the old Sherlock Park...but all of the other post-flood things are great! would like to see the activity line up out a little sooner than it normally comes out. there are a lot of things for kids to do these days and it would make it easier to decide what to put the kids in if we knew what the schedules of the PnR activities a bit sooner.

How would you rate the overall quality of services provided by the city?

Mayor's office staff are friendly and provide excellent service. Happy Holidays

great to see the new sidewalks being installed

I would like to see more police officers on the streets all day long. To have the majority of people on during the day seems like a waste of services. Spread the wealth!!

Proud to live here

There are too many "fees" - these services should be paid out of our taxes.

We like it over here and our son likes the staff at New Heights. I know it will likely never happen, but sure would nice to have another bridge over. Also would be nice to have an expanded Ortons built, so it could carry more items. But this is beyond control of the city.

City utility rates are far to high, water and light rates are far higher than surrounding communities including GF.



City Performance Measurement System: Meeting the Citizen Survey Requirement

In 2010, the Legislature created the Council on Local Results and Innovation (Council) and charged it with developing ten performance measures for cities. The legislation also directed the State Auditor to administer the [Performance Measurement Program](#) by which cities meeting the eligibility requirements would receive funding of 14 cents per capita, up to \$25,000, and be exempt from levy limits if they are in effect. One of the requirements is to report citizen survey results to the State Auditor.

League survey tool available

The League will once again manage an on-line survey that cities can use to fulfill the citizen survey requirement. The goal of doing so is to eliminate the need for each city to administer its own survey, thereby reducing costs and workload. This document is intended to provide cities with an overview of the program, details on what cities will need to do in order to participate in this collaborative survey effort and the exact services that the League will provide.

Reporting requirements

Below are all of the current reporting requirements from the Office of the State Auditor. Complete information on the requirements and how to report to the Auditor is available on the [OSA site](#).

Reporting Requirements for receiving incentive payments in 2012

- File a report with the Office of the State Auditor by **July 1, 2012**. This report will consist of: a **resolution** approved by the city council or county board declaring that:
 - The city has adopted and implemented the minimum 10 performance measures developed by the Council.
 - The city has implemented or is in the process of implementing a local performance measurement system as developed by the Council
 - The city has or will report the results of the 10 adopted measures to its residents before the end of calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed
 - ***The city has or will survey its residents by the end of the calendar year on the services included in the performance benchmarks.***
- The city must also report the actual **results** of the performance measures adopted by the city. (*This component is only required of entities that were certified for the program in 2011*).

Reporting Requirements for receiving incentive payments in 2013

- File a report with the Office of the State Auditor by **July 1, 2013**. This report will consist of a **resolution** approved by the city council or county board declaring that:
 - The city has adopted and implemented the minimum 10 performance measures developed by the Council.
 - The city has implemented a local performance measurement system as developed by the Council.
 - The city has or will report the results of the 10 adopted measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.
 - *The city has or will survey its residents by the end of the calendar year on the services included in the performance benchmarks.*
- The city must also report the actual **results** of the performance measures adopted by the city. (*This component is only required of entities that were certified for the program a prior year*).

Using the League's survey tool

For surveying residents in 2012, cities must indicate to the League that they want to participate in the joint survey effort **at least by November 1, 2012**. **You need to allow enough time in calendar year 2012 to complete the survey in order to meet the OSA requirements!** Email Rachel Walker at rwalker@lmc.org. League staff will need about a week to create each city's unique survey and to send out the unique URL.

The survey instrument

The League developed a brief survey instrument based on the ten city performance measures (see page 4). The survey will be an on-line survey hosted by Survey Monkey. Cities that want to offer a paper version can simply print out the survey and supply it to residents. Those cities will be responsible for the data entry work.

Cities will be able to tailor the survey within reason (e.g. adding 1-3 city specific questions). Those cities that do not have water and/or sewer service and therefore not using the water and/or sewer measurers will be able to substitute for those questions with city-specific alternatives (the attaché survey offers some alternatives).

Those cities that choose not to use the League-administered online survey can take the survey template to create their own survey and generate data necessary to meet the Auditor's reporting requirement. The legislation did not spell out any requirements for the survey element.

Ideas for Cities

Cities can survey residents in a variety of ways

Add the performance measures questions to an existing annual survey that you do. **Put a mail survey in your utility bill mailing.** Feature a survey on your city website.

Administering the survey

Each participating city will receive a unique URL or link to its survey from the League. The city will distribute that link to its residents. The League will not be able to do any distribution of the link to residents nor any promoting of the survey to residents.

Ideas for Cities

Cities can share the survey link with residents in a variety of ways:

The city website, city newsletter, utility bill inserts (*****cities that got the best response rates in 2011 used the bill insert approach***), email alerts, social media (e.g. Facebook), fliers at community events, etc.

Each city will inform the League of when it wants to survey residents. The League will activate the Survey Monkey survey for each city only for the period of time indicated by the city.

Survey data

Shortly after the data collection period is complete, the League will send each city a Microsoft Excel file with all of the data. That spreadsheet will include basic tallies of responses to each question. The League will not be able to complete any analysis of the data nor report the data automatically to the State Auditor. Cities will be responsible for meeting the requirements of the Performance Measurement Program related to sharing the survey results with the public and reporting the results to the Auditor. The spreadsheet data that you will receive from LMC will be easily extracted from Excel for reporting to the Auditor.

For questions or to indicate your city's participation, please contact:

Rachel Walker, Manager of Policy Analysis

rwalker@lmc.org

651-281-1236

SURVEY INSTRUMENT
Performance Measurement Program
Citizen Survey

1. In which city do you live?
2. Indicate the number of years you have lived in this city: _____years
3. Please enter your email address. This will not be shared with the city. It is used to ensure only one response per person. If you do not have email simply type “no email.”
4. How would you rate the overall **appearance** of the city?
 - a. Excellent
 - b. Good
 - c. Fair
 - d. Poor
 - e. Don't know
5. How would you describe your overall **feeling of safety** in the city?
 - a. Very safe
 - b. Somewhat safe
 - c. Somewhat unsafe
 - d. Very unsafe
 - e. Don't know
6. How would you rate the overall **quality of fire protection services** in the city?
 - a. Excellent
 - b. Good
 - c. Fair
 - d. Poor
 - e. Don't know
7. How would you rate the overall **condition of city streets**?
 - a. Excellent
 - b. Good
 - c. Fair
 - d. Poor
 - e. Don't know
8. How would you rate the overall **quality of snowplowing on city streets**?
 - a. Excellent
 - b. Good
 - c. Fair
 - d. Poor
 - e. Don't know

9. How would you rate the **dependability and overall quality of city sanitary sewer service**?
[would be replaced with city-specific alternate for cities without sewer service]
- Excellent
 - Good
 - Fair
 - Poor
 - Don't know
10. How would you rate the **dependability and overall quality of the city water supply**?
[would be replaced with city-specific alternate for cities without sewer service]
- Excellent
 - Good
 - Fair
 - Poor
 - Don't know
11. How would you rate the overall **quality of city recreational programs and facilities** (e.g. parks, trails, park facilities, etc.)
- Excellent
 - Good
 - Fair
 - Poor
 - Don't know
12. How would you rate the overall **quality of services** provided by the city?
- Excellent
 - Good
 - Fair
 - Poor
 - Don't know

A comment box can follow each question or there can be one comment box at the very end of the survey.

Sample alternates for cities that don't have water or sewer (or create your own as long as they are similar in structure to these):

- How would you rate the library services in your city?
- How would you rate the emergency medical services in your city (e.g. ER, paramedic services)?
- How would you rate the quality of environmental services in your city (e.g. solid waste, garbage collection, recycling)?
- How would you rate the fiscal management and health of your city?
- How would you rate the quality of the transit services in your city (e.g. busses, dial-a-ride)?
- How would you rate the quality of licensing, permitting and building inspection services in your city?
- How would you rate the quality of code enforcement services in your city (e.g. zoning, property maintenance)?

The Council on Local Results and Innovation 2011
Legislative Report

February 14, 2011

February 14, 2011

To the Property and Local Sales Tax Division of the House of Representatives, Taxes Committee and the Taxes Division on Property Taxes of the Senate Tax Committee,

Per the requirements of 2010 Minnesota Laws Chapter 389, Article 2, Sections 1 and 2, the Council on Local Results and Innovation is submitting its recommended "... standard set of approximately ten performance measures for counties and ten performance measures for cities that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties and cities in providing services, and measure residents' opinion of those services." The recommended model performance measures are attached. Local government and public feedback was solicited on the proposed benchmarks.

The members of the Council include:

- Patricia Coldwell, Association of Minnesota Counties
- John Gunyou, City of Minnetonka
- Mark Hintermeyer, City of Moorhead
- Jay Kiedrowski, Humphrey School, University of Minnesota
- Katie Nerem, Blue Earth County
- Rebecca Otto, Minnesota State Auditor
- Jay Stroebel, City of Minneapolis
- Matt Stemwedel, City of Woodbury
- Wendy Underwood, City of St. Paul
- Tim Walsh, Scott County
- Ben Woessner, City of Pelican Rapids

The Council received no funding to conduct their work. Meeting minutes were taken by volunteers, and the Office of the State Auditor posted all meeting materials and meeting dates on the Office of the State Auditor website. All meetings were open to the public.

The Council sees value in having all counties and cities in Minnesota develop performance measures that they use to manage their jurisdictions and having results of those performance measures shared with citizens and property tax payers. Our recommended performance measures should be considered examples to assist counties and cities in developing their own performance measures. The Council was concerned about the misuse of these performance measures by the legislature or others in the appropriation of funds or for comparisons among counties and cities. The general performance measures recommended are simply inadequate for those purposes.

The Council on Local Results and Innovation is proceeding to meet the additional requirements of the statute, which is to "develop recommended minimum standards for comprehensive

performance measurement systems by February 15, 2012.” We interpret “performance measurement system” to mean more broadly a performance management system that uses performance measures to manage counties and cities.

Representatives of the Council would welcome the opportunity to discuss the Council’s work, our recommended model performance measures, and our concerns about the use of these measures.

Sincerely,

Jay Kiedrowski, Chair

Minnesota Council on Local Results and Innovation

Cc: House Speaker, House Minority Leader, Senate Majority Leader, and Senate Minority Leader

Attached: Model Performance Measures for Counties, Model Performance Measures for Cities

Model Performance Measures for Counties

The following are the recommended model measures of performance outcomes for counties, with alternatives provided in some cases. Key output measures are also suggested for consideration by local county officials.

Public Safety:

1. Part I and II crime rates (*Submit data as reported by the Minnesota Bureau of Criminal Apprehension. Part I crimes include murder, rape, aggravated assault, burglary, larceny, motor vehicle theft, and arson. Part II crimes include other assaults, forgery/counterfeiting, embezzlement, stolen property, vandalism, weapons, prostitution, other sex offenses, narcotics, gambling, family/children crime, D.U.I., liquor laws, disorderly conduct, and other offenses.*)

OR

Citizen's rating of safety in their county. (*Citizen Survey: very safe, somewhat safe, neither safe nor unsafe, somewhat safe, very unsafe*)

Output Measure:

Deputy Response Time (*Time it takes on top-priority calls from dispatch to the first officer on scene.*)

Probation/Corrections:

2. Percent of adult offenders with a new felony conviction within 3 years of discharge

Public Works:

3. Hours to plow complete system during a snow event
4. Average county pavement condition rating

OR

Citizen's rating of the road conditions in their county. (*Citizen Survey: good condition, mostly good condition, many bad spots*)

(Under legislation passed in 2009 (Minn. Stat. § 402A.15), counties are engaged with the Department of Human Services and community organizations in a three-year process to develop comprehensive performance measures across all areas of human services, for which all counties will be held accountable. The following measures here are intended to serve as 'placeholders', not to replace the more comprehensive measures scheduled to be completed by December 2012.)

Public Health:

5. Life Expectancy generally and by sex and race

OR

Behavioral Risk Factor Surveillance system rating (Citizen Survey: excellent, very good, good, fair, or poor)

Social Services:

6. Workforce participation rate among MFIP and DWP recipients
7. Percentage of children where there is a recurrence of maltreatment within 12 months following an intervention

Taxation:

8. Level of assessment ratio (*If the median ratio falls between 90% and 105%, the level of assessment is determined to be acceptable.*)

Elections:

9. Accuracy of post-election audit (*Percentage of ballots counted accurately.*)

Veterans' Services:

Output Measure:

Percent of veterans surveyed who said their questions were answered when seeking benefit information from their County Veterans' Office

Parks:

10. Citizens' rating of the quality of county parks, recreational programs, and/or facilities. (*Citizen survey: excellent, good, fair, poor*)

Library:

11. Number of annual visits per 1,000 residents

Model Performance Measures for Cities

The following are the recommended model measures of performance outcomes for cities, with alternatives provided in some cases. Key output measures are also suggested for consideration by local city officials.

General:

1. Rating of the overall quality of services provided by your city (*Citizen Survey: excellent, good, fair, poor*)
2. Percent change in the taxable property market value
3. Citizens' rating of the overall appearance of the city (*Citizen Survey: excellent, good, fair, poor*)

Police Services:

4. Part I and II crime rates (*Submit data as reported by the Minnesota Bureau of Criminal Apprehension. Part I crimes include murder, rape, aggravated assault, burglary, larceny, motor vehicle theft, and arson. Part II crimes include other assaults, forgery/counterfeiting, embezzlement, stolen property, vandalism, weapons, prostitution, other sex offenses, narcotics, gambling, family/children crime, D.U.I., liquor laws, disorderly conduct, and other offenses.*)

OR

Citizens' rating of safety in their community (*Citizen Survey: very safe, somewhat safe, neither safe nor unsafe, somewhat unsafe, very unsafe*)

Output Measure:

Police response time (*Time it takes on top priority calls from dispatch to the first officer on scene.*)

Fire Services:

5. Insurance industry rating of fire services (*The Insurance Service Office (ISO) issues ratings to Fire Departments throughout the country for the effectiveness of their fire protection services and equipment to protect their community. The ISO rating is a numerical grading system and is one of the primary elements used by the insurance industry to develop premium rates for residential and commercial businesses. ISO analyzes data using a Fire Suppression Rating Schedule (FSRS) and then assigns a Public Protection Classification from 1 to 10. Class 1 generally represents superior property fire protection and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.*)

OR

Citizens' rating of the quality of fire protection services (*Citizen Survey: excellent, good, fair, poor*)

Output Measure:

Fire response time (*Time it takes from dispatch to apparatus on scene for calls that are dispatched as a possible fire*).

Emergency Medical Services (EMS) response time (if applicable) (*Time it takes from dispatch to arrival of EMS*)

Streets:

6. Average city street pavement condition rating (*Provide average rating and the rating system program/type. Example: 70 rating on the Pavement Condition Index (PCI)*)

OR

Citizens' rating of the road condition in their city (*Citizen Survey: good condition, mostly good condition, many bad spots*)

7. Citizens' rating the quality of snowplowing on city streets (*Citizen Survey: excellent, good, fair, poor*)

Water:

8. Citizens' rating of the dependability and quality of city water supply (centrally-provided system) (*Citizen Survey: excellent, good, fair, poor*)

Output Measure:

Operating cost per 1,000,000 gallons of water pumped/produced (centrally-provided system) (*Actual operating expense for water utility / (total gallons pumped/1,000,000)*)

Sanitary Sewer:

9. Citizens' rating of the dependability and quality of city sanitary sewer service (centrally provided system) (*Citizen Survey: excellent, good, fair, poor*)

Output Measure:

Number of sewer blockages on city system per 100 connections (centrally provided system) (*Number of sewer blockages on city system reported by sewer utility / (population/100)*)

Parks and Recreation:

10. Citizens' rating of the quality of city recreational programs and facilities (parks, trails, park buildings) (*Citizen Survey: excellent, good, fair, poor*)

Request for Council Action

Date: June 8, 2012

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: Minnesota Business Development Capital Projects Grant Program

The State of Minnesota left unallocated \$47.5 million in the 2012 bonding bill. These funds are subject to a competitive grant process to be administered by the Department of Employment and Economic Development (DEED). The City has an opportunity to participate by submitting a capital project application. Applications are due June 26. The quick response timeline is by design to ensure that DEED awards projects that are "shovel ready."

The most obvious project that the City has in its queue is waste water treatment. The Council unanimously approved the City's facility plan including the interconnect project in May 2011 via Resolution No. 11-05-39. Therefore, the interconnect project remains the City's official proposal even though the Council did not override the Mayor's veto of Resolution No. 11-10-99 (approving the Cost of Service Analysis).

The City can consider other projects to be submitted. Any project that does not have at least a preliminary design already likely will not meet the time constraints for this round of bond funds. Typically, the state requires at least a 50 percent match for use of bonding funds.

Recommendation:

Approve a grant application to DEED in support of Capital Project Grant Funds for the Proposed Waste Water Interconnect project.

Attachment:

Minnesota Business Development Capital Projects Grant Program Request for Proposals Application Packet



Minnesota Business Development Capital Projects Grant Program Request for Proposal

Application Packet

Funding provided by 2012 Bonding Bill Appropriation

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BACKGROUND/PURPOSE

The Business Development Capital Projects Grant Program assists with complex and costly projects that might not occur without public financial assistance. Pursuant to Minnesota Statutes Section 116J.433, the Minnesota Department of Employment and Economic Development (DEED) has the authority to award grants to assist local governmental units with capital projects.

Information on requirements associated with general obligation bond funds for capital projects can be found in the Capital Grants Manual at: <http://www.mmb.state.mn.us/doc/bonds/grants/grants-manual.pdf>.

ELIGIBLE APPLICANTS AND PROJECTS

Eligible Applicants for the Business Development Capital Projects Grant Program are local governmental units including counties, cities, towns, special districts, public higher education institutions, or other political subdivisions or public corporations.

Eligible projects must be capital projects for acquisition or improvement of publicly owned fixed assets having a useful life of at least ten years for which state general obligation bonds may be used. Eligible costs include predesign, design, acquisition of land or buildings, construction, furnishing and equipping a new or renovated building. Projects may also include publicly owned physical infrastructure required to support an eligible project including, but not limited to, wastewater collection and treatment systems, drinking water systems, storm sewers, utility extensions, telecommunications infrastructure, streets, roads, bridges, and parking ramps.

State bond funds can only be used for eligible costs on publicly owned sites and any development must be publicly owned.

For purposes of this program, projects with total costs of less than \$1 million will not be eligible for funding. DEED will make every effort to recommend alternative sources of assistance for projects below that size.

FUND AVAILABILITY AND MATCH REQUIREMENT

General obligation bond funds from the 2012 Bonding Bill appropriation provide \$47.5 million for this program. DEED provides funds to Eligible Applicants on a competitive basis as a grant for not more than 50 percent of public capital costs on a project. Amounts granted under this program must be matched with at least an equal amount of cash contributions from non-state sources (i.e., in-kind contributions are not permitted). Evidence of matching funds must be provided. Any contribution to a project from non-state sources made before a grant award can count towards the match requirement. For purposes of this program, DEED will allow any cash contribution made since July 1, 2010 to count toward the non-state match requirement.

Please note: IRS rules do not allow bond proceeds to reimburse expenses incurred before the effective date of appropriation of May 12, 2012. A local government unit's resolution certifying an equal or greater non-state match must be included with the application. A sample resolution is attached.

APPLICATION DEADLINES

Applications for funding must be received no later than 4:30 p.m. on Tuesday, June 26, 2012. DEED reserves the right to modify or withdraw this Application at any time and is not required to reimburse an applicant for

costs incurred in the preparation or submittal of its Application. Any Applications delivered directly to DEED should be presented to DEED's reception desk on the skyway level of the First National Bank Building. Submit **two** copies of the completed Application and supporting documentation to:

Minnesota Department of Employment and Economic Development
ATTN: Emily Johnson
First National Bank Building
332 Minnesota Street, Suite E200
Saint Paul, MN 55101

APPLICATION REQUIREMENTS

Applications must include:

- A resolution from the local government unit certifying that project funds are available and committed to complete the project
- Detailed estimates and supporting evidence (e.g., sources and uses statement) of total project costs
- An assessment of the potential or likely use of the site for innovative business activities after project completion
- A project timeline, including major milestones and anticipated completion dates
- Estimated operating costs for ten years following project completion (i.e., pro forma)
- Evidence that the project is ready to start and will be completed on a timely basis (e.g., status of permits, bids specifications, etc.)

SELECTION CRITERIA

Business Development Capital Projects Grant Program applications will be evaluated on the following criteria:

- Creation of new full-time equivalent (FTE) jobs, retention of existing jobs, or improvements in the quality of existing jobs as measured by wages, skills or education associated with those jobs
- Improvement in the quality of existing jobs, based on increases in wages or improvements in the job duties, training, or education associated with those jobs
- Increase in local tax base, based on demonstrated measurable outcomes
- Demonstration that investment of public dollars will induce private investment
- Whether the project provides necessary repair or replacement of existing capital assets
- Whether the project reduces operating expenses of or increases revenue from existing capital assets, thereby offsetting some or all project costs
- Whether the project provides health or safety benefits
- Number of residents served by or who will benefit from the project
- Demonstration of local support
- Capacity of the project to attract out of state revenue
- Strong impact in return on investment and cost benefit ratio

The criteria above are not listed in rank order of priority. DEED may weigh each factor, depending upon the facts and circumstances, as it considers appropriate and will rank all applications received. In prioritizing projects, an appropriate balance will be made between the metropolitan area and greater Minnesota.

DEED DISBURSEMENT REQUIREMENTS

Eligible Applicants can request funds for up to 50% of incurred eligible capital costs. *A non-state match at least equal to the state funding is required.* Documentation (including invoices and canceled checks) for all incurred costs will be required with each pay request.

TIME TABLE FOR COMPLETION OF PROJECTS

Projects should be completed within three (3) years of execution of the funding agreement, unless an extension is requested by the awarded local governmental unit in writing and approved by DEED. If the project has not proceeded in a timely manner (i.e. within six (6) months of scheduled construction start date), DEED has the authority to cancel the award.

CONTACT INFORMATION

For application assistance contact:
Emily Johnson, Senior Loan Officer
651-259-7450
Emily.A.Johnson@state.mn.us

For all other inquiries contact:
Kim Isenberg, Director
Communications, Research and Analysis
651-259-7161
Kim.Isenberg@state.mn.us

Minnesota Business Development Capital Project Grant Program

I. Applicant Information

Applicant (Public Entity): _____
Address: _____ City: _____
Project Contact: _____ Phone: _____
Email: _____ Address: _____
MN Tax ID: _____ Federal Tax ID: _____

II. Project Information

Project Name: _____
Name of site: _____ Site Address: _____
City or Township: _____ Zip Code: _____
Minnesota House District: _____ Minnesota Senate District _____
Current property owner(s): Land _____ Building: _____
When was/will property be purchased? _____ For what amount? _____
Who will develop the site? _____
Who will own the site after development? _____

III. Project Description

1. Provide a brief project description and attach a more detailed description including background of the site, nature of acquisition and/or improvement, future use information, etc. (500 character limit. "cweej "cffkkqpcn" rci gu'klpgeguact{):

***Attach a legal description and maps showing the current condition and proposed development of the site**

IV. Project Timeline and Readiness

1. Provide a summary of the current status of the planned development. Attach information such as bid information, permits received to date, zoning approvals, governing body approval, building permits, etc. (500 character limit, attach additional pages if necessary):

2. Complete the project schedule outlining individual tasks of the overall project. Include major milestones for the eligible project, including anticipated completion dates:

Task	Start mm/yy	Finish mm/yy

V. Financial Information

1. What are total project costs? _____
2. What is applicant's funding request from DEED for this project? _____
3. How much of the total project costs are for construction activities? _____

4. Explain how the project will attract private investment that is directly related to the project (500 character limit, attach additional pages if necessary):

***If an economic impact, cost/benefit or return on investment analysis has been conducted, please attach.**

5. Complete the following table indicating sources, uses and amounts of all funds. If there are multiple funding sources for an activity, please identify all sources for that activity:

Sources and Uses of Funds

Source of Funds (federal, state, local, private, etc.)	Amount	Use of Funds (Project Activity)	Date funds committed	Public or Private Land?	Have costs been incurred?	If yes, indicate date incurred
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

***Attach a commitment letter for each of the above funding sources and detailed cost estimates or other supporting documentation for each activity.**

***Attach a pro forma of estimated operating costs for the project ten years following completion**

6. Will the project reduce operating expenses of or increase revenue from existing capital assets, offsetting at least a portion of project costs? Yes No

If yes, please explain (500 character limit, attach additional pages if necessary):

7. Does the project provide necessary repair or replacement of existing capital assets? Yes No
If yes, please explain (500 character limit, attach additional pages if necessary):

VI. Job Creation and Retention

For purposes of this section, one full-time equivalent job equals 2080 hours per year.

1. How many FTE construction jobs will result from this project? _____

2. Project the number of new permanent full-time equivalent (FTE) jobs created and wages after development of the site.
Total New FTE Jobs: _____ Projected average wages _____

3. Project the number of retained jobs and wages after development of the site (jobs that existed on-site or elsewhere in Minnesota prior to development).
Total Retained Jobs: _____ Projected average wages _____

4. What is the classification/industry for the new FTE jobs (i.e., industry name and 4-digit NAICS code)?:

5. Explain any improvements to the quality of existing jobs as measured by wages, skills or education associated with those jobs (500 character limit, attach additional pages if necessary):

VII. Other Public Benefits

1. What is the current appraised value of the site? _____
***Attach appraisal or assessor's valuation**

2. What is the projected value of the site after the project is complete? _____
***Attach assessor's projected valuation**

3. How will the overall local tax base be affected by the project? Explain (500 character limit, attach additional pages if necessary):

4. How many residents will be served by or benefit from the project? _____
Explain (500 character limit, attach additional pages if necessary):

5. Describe the level of local support for the project (500 character limit, attach additional pages if necessary).
***Attach letters of support, if applicable.**

6. Will the project attract revenue from outside of Minnesota? Yes No
If yes, please explain indicating numbers of visitors to the state, total visitor spending, types of visitor spending, etc. (500 character limit, attach additional pages if necessary): ***Attach supporting documentation, if applicable.**

7. Will the site be used for innovative business activities? Yes No

If yes, please explain (500 character limit, attach additional pages if necessary):

8. Does the project provide health or safety benefits (e.g., clean drinking water, contamination cleanup, building rehabilitation, traffic safety, etc.)? Yes No

If yes, please explain (500 character limit, attach additional pages if necessary):

9. Other than the benefits derived from the project itself, does the applicant anticipate other community or regional impacts (i.e., new community investment, new businesses, new jobs, additional private investment or other factors to be considered in review of this application)? Describe (500 character limit, attach additional pages if necessary):

SAMPLE LOCAL GOVERNMENT RESOLUTION BUSINESS DEVELOPMENT CAPITAL PROJECTS GRANT PROGRAM

Applicants must adopt and submit the following resolution. This resolution must be adopted prior to submission of the forms package.

BE IT RESOLVED that _____ (Applicant) act as the legal sponsor for project(s) contained in the Business Development Capital Projects Grant Program Application to be submitted on _____ and that _____ (Title of First Authorized Official) and _____ (Title of Second Authorized Official) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of _____ (Applicant).

BE IT FURTHER RESOLVED that _____ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its useful life.

BE IT FURTHER RESOLVED that _____ (Applicant) has not violated any federal, state, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, _____ (Applicant) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and _____ (Applicant) certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that all nonstate funding is committed and available and meets or exceeds the requirement that the non-state match equal or exceed the state funding.

BE IT FURTHER RESOLVED that _____ (Applicant) certifies that it will comply with all applicable laws, regulations, and rules of General Obligation bond funds.

NOW, THEREFORE BE IT RESOLVED that _____ (Title of First Authorized Official) and _____ (Second Authorized Official), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the _____ (City Council or County Board) of _____ (Applicant) on _____ (Date).

SIGNED:
(First Authorized Official)

(Title) (Date)

WITNESSED:
(Signature)

(Title) (Date)

SIGNED:
(Second Authorized Official)

(Title) (Date)

WITNESSED:
(Signature)

(Title) (Date)