

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 11, 2014 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. City Council Ward 2 Interview – City Council**
 - a. 5:00 pm Dale Helms**
 - b. 5:15 pm Erin Almlie**
- 2. Discussion of Interviews – City Council**
- 3. Update Regarding Special Assessments – Ron Galstad**
- 4. Request to Purchase Pump for Lift 1 – Jason Stordahl**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – February 18, 2014 – 5:00 PM – Council Chambers
Work Session – February 25, 2013 – 5:00 PM – Training Room
Regular Council Meeting – March 4, 2014 – 5:00 PM – Council Chambers
Work Session – March 11, 2014 – 5:00 PM – Training Room

Jan 30th

Council Member Application

How long have you lived in East Grand Forks: 44 yrs.

What is your occupation? Where do you work? Business Owner Bus Driver

How will your professional work experience help you as a council member? Dealing with people & problems knowing lots of people & contacts

Being part of the City Council involves many time commitments including meetings, occasionally on short notice, usually in the evening, but occasionally during the day time hours. Will your schedule allow you to attend these meetings? yes self employed

Is your family supportive of the time commitment associated with the appointment? yes

If you are appointed to the council vacancy, your address and home telephone number will be made available to the general public. Will this present a problem for you? NO I would encourage it

Please describe any business holdings or financial interest you or any member of your family may have with any business, developer or landholder that could create a conflict of interest for you in your role as a council member. NONE

How would you describe how you get your information? Do you read magazines, newspapers, talk to others, etc.? newspapers - talk to others and do my homework.

The City Council uses computer technology as a communications tool and for information sharing via email. Tell us about your comfort level with computers. was not very good but getting better with my business computers

Being a member of the Council involves teamwork and committee interaction. Tell us about the most recent collaborative effort you have participated in.

I have been Chairman of the EGF Heritage Village. Heritage weekend, fund night mc + president of Heritage added 2 building to grounds. also activities in Red River Park on Judge and via waste

Have you ever participated as a citizen on an advisory committee? Explain your experience.

never on committee. I worked very hard + close with the mayor on planning the 125th Celebration

What do you think are the major issues facing the City?

Taxes - Expansion Business retention + new business

Why does the appointment to this elective office interest you? Why should the City Council appoint you to the vacancy?

I have applied for ward 2 before and I want the people in ward 2 to be heard



Triangle Coach Service
1611 Central Ave NW
Grand Forks, MN 56721

Thank You

*Dale Helms
613 2nd Ave NE*

Erin Almlie

941 5th Ave. SE

East Grand Forks, MN 56721

218-773-1682

ealmlie@gra.midco.net

Council Member Application

How long have you lived in East Grand Forks: 7 years (since September 2006)

What is your occupation? Where do you work? I am a chemistry instructor at Northland Community and Technical College in East Grand Forks. I am also the chair of the Liberal Arts and Business divisions on the East Grand Forks campus.

How will your professional work experience help you as a council member? As an instructor, I deal with diverse populations of people on a regular basis. I have to be patient and understanding and listen to my students when they have questions, while at the same time, maintaining my objectivity and high standards. I feel that my experience would be a valuable addition to the City Council, where a member must listen to his or her constituents, yet still maintain objectivity and sometimes make hard decisions that may not make some people happy, but are what are best for the group as a whole. Because I am the only chemistry instructor on the East Grand Forks Campus, I am also responsible for setting my budget and working within it. In all the years I've taught at Northland, I always finished the year within the constraints of my budget.

Being part of the City Council involves many time commitments including meetings, occasionally on short notice, usually in the evening, but occasionally during the day time hours. Will your schedule allow you to attend these meetings? I will be able to attend evening meetings and some meeting scheduled during the day. However, I am an instructor with regularly-scheduled classes, so while I can frequently find time to meet when I'm not in class, my teaching schedule is not flexible.

Is your family supportive of the time commitment associated with the appointment? Absolutely.

If you are appointed to the council vacancy, your address and home telephone number will be made available to the general public. Will this present a problem for you? No.

Please describe any business holdings or financial interest you or any member of your family may have with any business, developer or landholder that could create a conflict of interest for you in your role as a council member. None of these conditions are applicable to me or my family.

How would you describe how you get your information? Do you read magazines, newspapers, talk to others, etc.? I get most of my information from the local newspapers, local television stations, news websites, e-mail and the Internet.

The City Council uses computer technology as a communications tool and for information sharing via email. Tell us about your comfort level with computers. I am extremely comfortable with technology. I use computers, tablets, and smart phones daily in my personal and professional life. On a daily basis, I make presentations using a wide array of technology.

Being a member of the Council involves teamwork and committee interaction. Tell us about the most recent collaborative effort you have participated in. I am a member of two vital committees at the college: The Academic Affairs and Standards Council and the Shared Governance Council. Both committees require collaboration between faculty members, administration, and staff. In addition, as a division chair, I am responsible for scheduling and running the meetings with the faculty members in my division. I work with the academic Dean and other divisions to determine semester schedules: including course offerings, days and times, and classroom assignments. Once the schedule has been finalized, I work with the faculty members to decide which instructors will be teaching each of the classes to ensure that each instructor has a balanced schedule. If there are any courses that remain unstaffed after the full-time faculty members have filled their schedules, it is my responsibility to secure part-time, adjunct instructors to cover the remaining courses. I then work with the Dean again to monitor the enrollment in the classes to open or close sections as demand necessitates.

Occasionally, these interactions involve diplomacy between factions with differing viewpoints. Feedback I have received informs me that I have an ability to manage conflict well, while maintaining an objective, unbiased stance.

Have you ever participated as a citizen on an advisory committee? Explain your experience.

I have never participated on municipal advisory committees, but am involved in several academic committees through my job. I am a faculty representative of the Shared Governance Council at the college. We meet monthly with the college administration to learn about issues that affect the college at all levels -- local, state, and regional. I am expected to provide input to represent the needs of the faculty in this important decision-making process. I am also a member of the Academic Affairs and Standards Council. This group reviews academic issues to ensure that our courses and programs maintain their rigor and live up to the standards that are set by state and national governing bodies. In addition, I am a member of the respiratory therapy advisory board, and most recently, the EGF Education Foundation Board.

What do you think are the major issues facing the City? Like most residents, I have followed the issues that have received attention from the local press -- waste treatment, swimming pool refurbishment, Crystal Sugar issues and opportunities, local business expansions, southern connect points to Grand Forks, etc. I have also come to believe that East Grand Forks is an underrated gem for young families seeking a safe, small-town atmosphere. I would like to contribute toward the promotion of East Grand Forks as a growing city for young families. I would like to encourage more professional opportunities within East Grand Forks, and promote the city as a wonderful place to build a home, settle down, and raise a family.

Why does the appointment to this elective office interest you? Why should the City Council appoint you to the vacancy? While I am not from this area, I have come to love this community and feel it has a lot to offer. I feel blessed by the opportunities that have been afforded me as a resident of East Grand Forks and would like the chance to give back to a community that I am proud to call my home. I am a very thoughtful individual and would take the position very seriously, even though I know it is a temporary appointment. I like to listen to the issues and viewpoints of others, and once I feel that I have enough information, I am not afraid to speak up and voice my opinions or concerns. I believe that type of personality is exactly what is needed in a civil servant.

Request for Council Action

Date: 2/7/14

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Ron Galstad

RE: Update Regarding Special Assessments

Last year the City had been contacted regarding some issues on special assessments on parcel 83.03115.01. The property owners are Melford and Elmeda Johnson. Due to these issues a reassessment is needed along with a public hearing. A resolution has been drafted setting up the process for the reassessment and public hearing. The City Council will need to set the time and day of the public hearing and have staff send a certified notification to the property owners.

RESOLUTION NO.:

REASSESSMENT OF LOT 1, BLOCK 2 GATEWAY EAST ADDITION
(Melford Emelda Johnson)

Alderman _____, supported by Alderman _____, introduced the following Resolution and moved its adoption:

WHEREAS, by a resolution passed by the council on January 3, 2012, the city engineer was directed to prepare a proposed assessment of the cost of Improvement No. 2012 AJ No.1 paving project for paving 15th Street N.E., and

WHEREAS, the report and proposed assessment was received by the council on February 14, 2012 presented to the Council by resolution on February 23 and called for a hearing on the improvement said resolution was passed and notice was published and mailed per statute;

WHEREAS, public hearing was held and by resolution passed by council on March 20, 2012 the improvements and preparation of plans and specifications were ordered and plans and specifications were filed and bids authorized on May 1, 2012; and

WHEREAS, after published and actual notice of the public hearing and holding the hearing a resolution was passed by council on November 8, 2012 Council adopted the assessment roll,

WHEREAS, notice for the public hearings were sent out to Mel and Elmeda Johnson however said notices were sent to the wrong address; and

WHEREAS, Melford and Elmeda Johnson contacted the City and the County with their concerns over the special assessment;

WHEREAS, pursuant to Minnesota Statue 429.071, subd. 2 the City may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, MINNESOTA:

1. A hearing shall be held at _____ a.m. (p.m.) on (month) (day), (year) in the City hall located at 600 Demers Avenue to pass upon such proposed assessment. Melford and Elmeda Johnson's own property affected by such improvement and will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be sent to Melford and Elmeda Johnson it shall state in the notice the total cost of the

improvement and the cost to Melford and Elmeda Johnson notice to be given not less than two weeks prior to the hearing.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator/Clerk Treasurer of the City of East Grand Forks, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the Country Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

VOTING AYE:
VOTING NAY:
ABSENT:

The President declared the Resolution passed.

ATTEST:

PASSED: _____, 2014

City Administrator

President of Council

I hereby approve the foregoing Resolution this _____ day of _____, 2014.

Mayor

**CITY OF EAST GRAND FORKS
P.O. BOX 373
EAST GRAND FORKS, MN 56721**

**REASSESSMENT
2012 ASSESSMENT FOR JOB#1 PAVING**

Notice of Hearing on Proposed Assessment

Notice is hereby given that the council will meet at _____ a.m. (p.m.) on (month) (day), (year) at _____ to consider, and possibly adopt, the proposed reassessment for 2012 Assessment Job No.1.

The amount to be specially assessed against your particular lot, piece, or parcel of land is \$23,871.18.(shown in the attachment to this notice). Such assessment is proposed to be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January 2015, and will bear interest at the rate of 4.5 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2014. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Administrator/City Clerk Treasurer. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.5 percent per year. No partial prepayment has been authorized by ordinance.

The proposed assessment roll #320 is on file for public inspection at the city administrator's office. The general nature of 2012 Assessment Job No. 1 is paving 15th Street NE. The total amount of the proposed assessment is \$289,991.59. Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

An owner may appeal an assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the

assessment and filing such notice with the district court within ten days after service upon the mayor or clerk. Provisions for deferral of special assessments to senior citizens, etc. per MSA Sections 435.193 to 435.195, have not been authorized.

City Administrator/Clerk Treasurer

Affidavit of Mailing Assessment Hearing Notice

State of Minnesota)
) SS
Council of _____)

_____, being first duly sworn, deposes and says:

I am a United States citizen, over _____ years of age, and the _____ of the city of _____, Minnesota.

On (month) (day), (year), acting on behalf of the said city, I deposited in the United States mail at _____, Minnesota, copies of the attached notice of a hearing on proposed special assessments, enclosed in envelopes, with postage thereon fully prepaid, addressed to the following persons at the addresses appearing opposite their respective names:

Name	Address
_____	_____
_____	_____
_____	_____

There is delivery service by United States mail between the place of mailing and the places so addressed.

Signature

Subscribed and sworn to before me this _____ day of (month), (year).

Notary Public

Request for Council Action

Date: 2/7/2014

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Jason Stordahl, Public Works Director

RE: Annual Pump Replacement, Lift Station 1

Per our annual pump replacement schedule pump #2 at sanitary lift station 1(primary lift) is due for replacement. This is a budgeted item in the 2014 Capital Improvement Plan, and we have sufficient funds.

I received the following quotations for the purchase of a new pump:

Electric Pump	\$ 49,422
MN Pump Works	\$ 29,903

Recommendation: Purchase one new pump from Minnesota Pump Works for \$29,903.

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0166158
QUOTE DATE: 2/6/2014
REQUESTED DATE: 3/6/2014

SALESPERSON: JEFF JANIKSELA
CUSTOMER NO: 0012080
QUOTED BY: ATT

FLYGT REPLACEMENT 1

QUOTED TO:
CITY OF EAST GRAND FORKS
1001 2ND STREET NE
EAST GRAND FORKS, MN 56721

JOB LOCATION:
CITY OF EAST GRAND FORKS
1001 2ND STREET NE
EAST GRAND FORKS, MN 56721

CONFIRM TO:
DYLAN NELSON 218-791-8190

***** QUOTE ORDER - DO NOT PAY *****

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
	BESTWAY		NET 30 DAYS

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
*3301.095-0044	EACH	1.00	0.00	0.00	49,422.00	49,422.00

DYLAN THE PREPARED QUOTE IS FOR A NE FLYGT PUMP AT
MAIN LIFT STATION #1-RIVER ROAD & 12TH ST NW.

NP626-12 70/460/3 100' FM FLS+

NEW PUMP COMES WITH FLYGT'S (5) YEAR PRORATED
WARRANTY.

FREIGHT, INSTALLATION, AND STARTUP SERVICES ARE NOT
INCLUDED IN THE QUOTED PRICE.

STANDARD OCEAN DELIVERY IS 10 -12 WEEKS ARO.

DYLAN IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE
OR WOULD LIKE TO GO AHEAD WITH THE ORDER PLEASE FEEL
FREE TO CONTACT US.

THANK YOU, ADAM THORESON
adamt@electricpump.com
CC: JEFF JANIKSELA 612-867-6219

ABOVE PRICING EFFECTIVE FOR 30 DAYS

Net Order:	49,422.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	49,422.00

