

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 25, 2014 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Feasibility Study for 2014 Assessment Job No. 1 – 17th St NE – Greg Boppre**
- 2. Campbell Library Roof Update – David Murphy/Charlotte Helgeson**
- 3. Sewage Rates for Customers with Frozen Lines – David Murphy/Megan Nelson**
- 4. Civic Center Expansion – David Murphy**
- 5. Municipal Code on Alarm Systems – Megan Nelson**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – April 1, 2014 – 5:00 PM – Council Chambers
Work Session – April 8, 2014 – 5:00 PM – Training Room
Regular Council Meeting – April 15, 2014 – 5:00 PM – Council Chambers
Work Session – April 22, 2013 – 5:00 PM – Training Room

**AGENDA
OF THE CITY COUNCIL
CLOSED SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 25, 2014 – FOLLOWING THE WORK SESSION**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

1. Closed session to evaluate the job performance of the City Administrator. Closed session is to be performed according to the exception to the open meeting law pursuant to Minnesota Statute 13D.05, Subd. 3(c).

ADJOURN:

Upcoming Meetings:

Regular Council Meeting – April 1, 2014 – 5:00 PM – Council Chambers
Work Session – April 8, 2014 – 5:00 PM – Training Room
Regular Council Meeting – April 15, 2014 – 5:00 PM – Council Chambers
Work Session – April 22, 2013 – 5:00 PM – Training Room

Request for Council Action

Date: 3/21/14

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

Cc: File

From: Greg Boppre

RE: Feasibility Study for 2014 Assessment Job No. 1 – 17th Street NE Reconstruction

Included is a proposed assessment roll showing where funds could come from to help pay for the City portion of this project. This is just a proposal. The assessed percentage that was used was 45% because that is approximately what the local share of the project will be. As discussed at the last meeting the council has always used a policy of 30% assessment on state aid streets but 17th Street NE is not a part of the state aid system.

Please see the attachment which shows what properties would be assessed on this project.



East Grand Forks
1600 Central Avenue NE
East Grand Forks, MN 56721-1570

218.773.1185 
218.773.3348 
EastGrandForks@wsn.us.com 

WidethSmithNolting.com

March 18, 2014

Honorable Mayor and City Council
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

RE: Report of Feasibility
Estimate of Cost and Area Proposed to be Assessed:
Auditor's Plat of Outlots 17 through 64, Auditor's Plat of Outlets 65 through 94

Dear Members of the Council:

We have as directed by Council, made an investigation as to the feasibility of removing and constructing concrete pavement to serve the properties along 17th Street NE (see attached map).

We have identified the project need as follows:

The construction of street paving along with concrete curb and gutter will allow for proper drainage of surface water to the storm sewer system preventing erosion and saturation of porous soils from rainfall and snow melt. The pavement also benefits the adjacent property owners through increased property values, improved aesthetics and all weather access to the property.

The project on 17th Street NE will include the removal of the existing 966' of bituminous pavement, 736' 7" concrete pavement and replacing both sections with 7" concrete reinforced concrete pavement shown on the attached exhibit. Along with new curb and gutter, drain tile will also be installed to help with subsoil moisture. To help improve pedestrian safety, a six (6) foot wide concrete sidewalk will be installed on the south side of 17th Street NE.

17th Street NE from frontage road to 5th Ave NE

The totaled estimated project cost is \$1,343,468.10 resulting in an assessment rate of \$176.50 per front foot benefit and \$58.83 per end foot benefit. The assessment rate is 45%, because the local funding is \$605,628.10 which is 45% of the total project cost.

AREAS PROPOSED TO BE ASSESSED

Auditor's Plat of Outlots 17 through 64

Lots 17- 21, 36-38

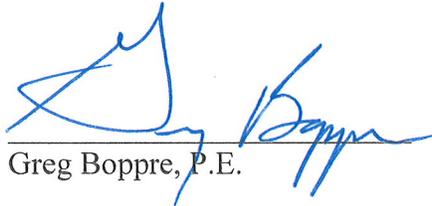
Auditor's Plat of Outlots 65 through 94

Lots 68, 69, 70, 74, 84, 85

We feel the project described is feasible.

If you have any questions, or if additional information is needed, please contact our office.

Respectfully yours,
Widseth Smith Nolting & Associates Inc.


Greg Boppre, P.E.

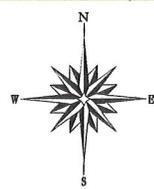
2014 ASSESSMENT JOB NO.1-STREET RECONSTRUCTION
EAST GRAND FORKS, MINNESOTA

PARCEL NO.	OWNER	DESCRIPTION	FRONT FOOTAGE	\$ FRONT BENEFIT	END FOOTAGE	\$ END BENEFIT	TOTAL ASSESSMENT BEFORE INTEREST
83.02841.00	RENT-A-HOME	LOT -068		\$0.00	174.25	\$10,251.56	\$10,251.56
83.02842.00	VERVALEN ROBERT M	LOT-069		\$0.00	58.75	\$3,456.41	\$3,456.41
83.02843.00	PIERCE INVESTMENT COMPANY	LOT-070		\$0.00	388.29	\$22,844.07	\$22,844.07
83.02278.00	EAST GRAND FORKS CITY		300	\$52,949.26		\$0.00	\$52,949.26
83.02277.00	EAST FORKS LIMITED PARTNERSHIP	LOT-017	465	\$82,071.35		\$0.00	\$82,071.35
83.02279.00	BTA PROPERTIES, LLC	LOT-019		\$0.00	189.65	\$11,157.58	\$11,157.58
83.02280.00	SIXTEEN HUNDRED CEN AVE PTNSHP	LOT-020		\$0.00	100	\$5,883.25	\$5,883.25
83.02281.00	SIXTEEN HUNDRED CEN AVE PTNSHP	LOT-21		\$0.00	5.25	\$308.87	\$308.87
83.02847.00	EAST FORKS LIMITED PARTNERSHIP	LOT-074	646.88	\$114,172.72	621.285	\$36,551.75	\$150,724.47
83.02857.00	EAST GRAND FORKS CITY		1212.32	\$213,971.47	589.28	\$34,668.82	\$248,640.29
83.02296.00	OLDERBAK LAWRENCE R & JANIE L	LOT-036		\$0.00	100	\$5,883.25	\$5,883.25
83.02297.00	BLOMQUIST KEITH & CAROL M.	LOT-037		\$0.00	100	\$5,883.25	\$5,883.25
83.02298.00	HAGEMAN PAULD.	LOT-038		\$0.00	94.75	\$5,574.38	\$5,574.38
			TOTAL FOOTAGE	2624.2	2421.505		

TOTAL PROJECT COST \$1,343,468.10
ASSESSMENT RATE 45.00%
CITY REDUCTION OF CONSTRUCTION COST \$737,840.10
TOTAL COST TO BE ASSESSED \$605,628.00
FRONT ASSESSMENT RATE \$176.49752
END ASSESSMENT RATE \$58.83251



————— END BENEFIT
————— FRONT BENEFIT



3/14/2014 2:02:22 Users\Katy.Reinson\Desktop\EGF-Maps.dgn



Engineering
 Architecture
 Surveying
 Environmental

DATE: 03/14/2014
 SCALE: No Scale
 DRAWN BY: KJR
 CHECKED BY: GB
 JOB NUMBER: 7

2014 Assessment Job No. 1
Street Reconstruction
East Grand Forks, Minnesota
Assessment Benefit

SHEET NO.
1
 SHEET
 1 OF 1

Request for Council Action

Date: March 25, 2014

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

Cc: File

From: Charlotte Helgeson, EGF Campbell Library Director

RE: Library Roof Investigation Expert 2014

History:

Two investigations have been completed of the Library Roof concerning water damage in meeting room closet and ice damming in valleys of meeting room

1)2011 done by Inspec—conclusion not reached.

- Recommendation for further investigation.

2)2012 done by Braun, Kraus Anderson and MacFarlane

- Recommendation to gut and re-insulate meeting room roof and re-shingle the entire Library. MacFarlane worked under separate contract to improve HVAC performance.
- Construction completed October 2012
- Water damage appeared in March 2013 (Same location as original concern)
- Recommendation from KA and Braun—remove snow from roof, March 2013
- Simple re-investigation by KA and Braun, no conclusion, recommended more investigation
- Braun investigated roof cavity—recommendation to add heat tape, remove gypsum, insulate beam #2, re-foam and re-insulate, May 2013. No action taken.
- Council and Library Board asked for Braun to review of infrared photos taken by W&L Dept., September, 2013
- Braun reported the new water damage is “an unrelated issue to the roof repairs completed in 2012”, Jan. 2014.

Library Recommendation: Work with—

- James Strommen of Kennedy and Graven, Lawyer from Minneapolis with expertise in construction
- Gary Proskiw of Proskiw Engineering, Building Envelope Forensic specialist from Winnipeg, Manitoba with expertise in northern climate roof concerns

PROSKIW ENGINEERING Ltd.

GARY PROSKIW, P. Eng.

B.Sc. Mechanical Engineering. (University of Manitoba)

M.Sc. Building Engineering (Concordia University)

POSITIONS

1992 to DATE - President, Proskiw Engineering Ltd., Winnipeg, Manitoba

1978 to 1992 - Mechanical Engineer, UNIES Ltd., Winnipeg, Manitoba

1975 to 1978 - Research Associate, University of Manitoba, Faculty of Engineering

EXPERIENCE

BUILDING SCIENCE

Large Building Airtightness Testing: Working with Red River College in Winnipeg, performed a number of large building airtightness tests to characterize the air leakage behaviour of these structures for research and quality control purposes. The work included identification and selection of suitable test equipment and development of protocols. Types of buildings tested included 20+ storey office buildings, commercial establishments, greenhouses, etc.

Characterizing Air Pressure/Air Movement Patterns in Multi-Unit Residential Buildings - A protocol was developed for characterizing air pressure regimes and air movement patterns in Multi-Unit Residential Buildings and then successfully applied to two MURB's. Findings included observations pertaining to occupant-controlled window usage, which resulted in erratic behaviour of both the Neutral Pressure Plane and the Thermal Draft Coefficient. The project also highlight the benefits of compartmentalization as a strategy for reducing air leakage.

Air Leakage Characteristics, Test Methods and Specification For Large Buildings: Performed for Canada Mortgage and Housing Corporation, this literature survey was carried out to document measured airtightness values for various types of large buildings. Data was identified for 192 buildings of various types, methods of construction, and age, located in Canada and abroad. In addition, information was collected on test methods , performance targets, specifications and quality control procedures.

Optimum Value Engineering/Integrated Design: Analysis of various OVE/ID options for use with wood-frame, residential construction. This work focussed on determining the energy and cost impact of different building envelope and mechanical system options which would be suitable for R-2000 and conventional construction. Also included was the development of general specifications and engineering guidelines to aid builders in applying these methods and assessing their impacts.

Building Envelope Investigations: Numerous forensic investigations carried out to diagnosis and evaluate the causes of envelope distress and identify appropriate corrective action to cure moisture, air leakage, water leakage, energy, comfort, mould and air quality problems. Building types have included single and multi-family residential buildings, condominiums, hospitals, EPH's, hotels, schools, swimming pools, institutional and commercial structures ranging in size from single storey to 40 storey buildings.

Building Airtightness: Numerous airtightness investigations and air leakage examinations of houses, commercial and institutional structures including single-detached and multi-storey buildings for research, investigations and quality control purposes. This work has utilized recognized CGSB and ASTM standards as well as new, innovative testing procedures. Included in this work have been a number of projects to study the long-term airtightness behaviour of houses over periods of up to 14 years (believed to be the largest and longest-running such project in the world) and a review of the airtightness characteristics of large buildings.

Window Performance: Field testing of window air and water leakage characteristics for quality control purposes in new and existing construction. Laboratory investigations of rough-opening air leakage sealing methods; thermal analysis of window performance based on: window type, thermal resistance, shading coefficient, orientation and geographic location.

Manitoba Advanced House: Member of the design team and lead contractor responsible for the multi-year performance monitoring and prototype development program which evaluated the energy characteristics, building envelope performance, indoor air quality, appliance usage, occupancy patterns and environmental aspects of the structure.

Flair Homes Project: Technical Manager for the Flair Homes Energy Demo/CHBA Flair Mark XIV Project. Responsibilities in this multi-year, 24-house research project included: building envelope and mechanical system design, development of monitoring procedures, and analysis of envelope performance, energy usage, indoor air quality, and mechanical system performance.

Manitoba Energy Demo Project: This project involved the design and construction of massive energy retrofits to 83 existing houses located throughout Manitoba. Each retrofit was required to achieve a minimum, predicted 40% reduction in energy consumption. Although completed several years ago, this project continues to have considerable relevance and has been used to guide retrofit guidelines and policies for both the Manitoba government and Manitoba Hydro.

Indoor Air Quality: Various research projects to assess contaminant levels in buildings and evaluate the impact of remedial measures. This has included evaluations of radon mitigation strategies such as sub-slab depressurization, below-grade airtightness, ventilation rate and ventilation mode, as well as their impact upon radon entry rates and indoor concentrations. Other projects have dealt with assessments of various indoor contaminant levels and their correlation to variables such as air change rate and occupancy, and studies of air leakage sealing and house

pressurization as remedial measures for controlling formaldehyde contamination in UFFI-insulated structures.

Numerous other building science projects including: cost analyses of energy conservation measures, mechanical system design, thermal performance testing of wall systems, and field testing of experimental low energy structures.

ENERGY

Next Generation Wall Systems: This project focused on identifying optimum, exterior wood frame wall systems with effective RSI values of RSI 4.23 to 6.34 (R-24 to R-36). These are envisioned as candidates for the next generation of low energy houses. Incremental construction costs, energy savings, moisture performance and constructability were all considered. Forty-six different wall systems were evaluated in six Canadian climate zones.

Section 9.36 of the National Building Code of Canada: Served as external consultant to the National Research Council of Canada for development of Section 9.36 of the NBC which establishes new requirements for energy efficiency in houses. Responsibilities included Preliminary and Final Validation of the proposed requirements, complete cost and benefit analysis and validation of the Simple Trade-Off Method for establishing compliance with the requirements.

Optimization Analysis of Net Zero Energy House Designs: Using extensive computer modelling of various house archetypes in four different Canadian climates, this project developed guidelines for Net Zero Energy house designers based on the technical and economic merits of dozens of energy conservation measures and renewable energy alternatives. A key element of this work was development of the PV Economic Benchmark which provides a useful and logical basis for deciding at what point further conservation upgrades should be abandoned and additional investments directed to the photovoltaic system (or other renewable options).

Optimization Analysis of R-2000 Housing: Similar to the preceding work, this project dealt with optimizing the designs of R-2000 houses based on the technical and economic performance of various building envelope and mechanical system alternatives. Using three house archetypes in three Canadian locations, guidelines for house designers were developed to aid them in achieving an R-2000 upgrade at the lowest possible cost. A number of general recommendations regarding the cost-effectiveness of various options were also developed.

Demand Side Management: Extensive technical and economic analyses of DSM alternatives including design of the technical components of a province-wide retrofit program for electrically heated houses; analysis of the energy and demand savings, construction costs and life-cycle economic performance of various energy conservation measures.

Net Zero Energy Housing: Detailed engineering and cost analysis of various building envelope and mechanical system options for use in NZEH housing located in various parts of Canada. Conceptual

design of a Net Zero Energy House; this included development of a design philosophy, modeling of various design options, development of economic benchmarks for selecting conservation and solar components, and cost analysis of competing designs.

Greywater Heat Recovery Technology: Design and analysis of a prototype greywater heat recovery (GWHR) system including development of a finite difference model to simulate its performance; preparation of a Technology Profile on GWHR systems; development of analytical procedures for modeling the energy performance of greywater systems using HOT2000, field monitoring and analysis of systems in residential and commercial applications.

Energy Management Studies: Numerous analyses, studies and audits of the incremental costs, energy savings and economic performance of energy efficient construction techniques in new and retrofit construction; assessments of the impact of energy-related changes to building codes.

Performance Modeling: Feasibility study of simplified input/output version of the HOT2000 energy analysis computer program for use by the R-2000 Program and the Canadian Code for Energy Efficiency in New Housing 1995.

Energy Performance Standards: Development of prescriptive, multiple-option R-2000 residential energy performance standards for Manitoba and Nova Scotia. Development of the technical elements of the Manitoba Government's Energy Saving Home Program.

Energy Monitoring: Several field monitoring projects of building and mechanical system performance to evaluate heating, domestic hot water, ventilation and air-conditioning energy usage characteristics.

Mechanical Design: Design of mechanical ventilation systems for various single and multi-family residential dwellings.

Software Review: Beta reviewer for the QUICK2000, HOT2XP and HOT2000 energy analysis programs.

R-2000 Program: Consultant for the 1999 Five Year Review of the R-2000 HOME Program Technical Requirements; this included preparation of numerous working drafts, discussion papers, cost and energy analyses, and extensive consultations with industry and government representatives.

PROJECT MANAGEMENT

Project Manager for numerous consulting projects including the Flair Homes Energy Demo/CHBA Flair Mark XIV Project, the Manitoba Hydro Home CHEC-UP Residential Energy Advisors Program, the Town Energy Audit Match program (T.E.A.M.) and the Manitoba Energy Demo project. Responsibilities included overall management and administration of multi-firm project teams, definition of technical procedures, training course development/delivery and supervision.

Regional Coordinator services for Manitoba for the R-2000 Program (1982-83).

TRAINING AND TECHNICAL WRITING

- Instructor for: the R-2000 Program Builder Workshops (over 75 courses delivered to date in Manitoba, Saskatchewan and Alberta); HOT2000 Energy Analysis Software and Airtightness Testing Procedures.
- Development and delivery of numerous seminars, courses and lectures for professional, university, trade and general interest groups.
- Invited lecturer to Japan to speak on Canadian Residential Construction Technology (Sapporo, Niigata, Sendai and Osaka).
- Preparation of numerous reports, brochures, booklets and training manuals for various audiences ranging from homeowners to professional.
- Development and delivery of mould remediation workshops intended for contractors, government officials and homeowners.
- Member of Canada Mortgage and Housing Corporation's (CMHC) International Training Team (1999 to 2011). This work included numerous presentations on various building science issues to engineers, contractors, building officials, architects and researchers in a number of countries including England, Scotland, Ireland and Chile.

PROFESSIONAL AND TECHNICAL AFFILIATIONS

- Member, Association of Professional Engineers and Geoscientists of Manitoba
- Member, American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE)
- Member, Technical Committee for CSA F326, "Residential Mechanical Ventilation Systems".
- Member, Technical Committee for CGSB-149.10-M86, "Determination of the Airtightness of Building Envelopes by the Fan Depressurization Method" (1993).
- Member, Technical Committee for CGSB-51.71, "Combustion Ventilation Requirements" (1993).
- Member, Standing Committee on Housing and Small Buildings, Part 9 of the National Building Code of Canada (1990-1995).
- Chairman, Technical Research Committee (TRC) of the Manitoba Home Builders' Association; Manitoba representative to the TRC of the Canadian Home Builders' Association (1990-1993).
- Member, R-2000 Program Monitoring and Evaluation Task Group (1985-1989)
- Chairman, Task Group on Mechanical Ventilation Requirements of the Standing Committee on Housing and Small Buildings (1992/93).
- Member, Part 3 Sub-Committee on Energy and Water Efficiency, Manitoba Building Standards Board (2012 to 2013).
- Member, Part 9 Sub-Committee on Energy and Water Efficiency, Manitoba Building Standards Board (2013 to present).

PUBLICATIONS AND REPORTS

"Economic Comparison and Thermal Performance of Several Different Insulated Wall Constructions"; Yuill, G.K. and Proskiw, G.; DOE-ASHRAE Conference on the Thermal Performance of Exterior Envelopes of Buildings, Orlando, Florida; December, 1979.

"Energy Demo - Home Energy Saving Demonstration Program"; Proskiw, G.; Report prepared for Manitoba Energy & Mines; 1985.

"An Evaluation of the Effectiveness of Air Leakage Sealing"; Giesbrecht, P. and Proskiw, G.; Measured Air Leakage of Buildings, ASTM STP 904, Trechsel, H.R. and Lagus, P.L., ed., American Society for Testing and Materials, Philadelphia; 1986.

"Incremental Cost Analysis of 20 Energy Efficient Houses"; Proskiw, G.; 1988 Annual Conference of the Energy Efficient Building Association; Portland, Maine; April, 1988.

"Practical and Painless Energy Conservation"; Proskiw, G.; 1989 Annual Conference of the Energy Efficient Building Association; Winnipeg, Manitoba; March, 1989.

"A Comparison of Radon Progeny Working Levels in Newer and Older Houses in Winnipeg, Canada"; Proskiw, G., Piersol, P. and Riley, M.; IAQ '89 Conference; San Diego; 1989.

"Observed Formaldehyde Levels in 20 New Houses with Mechanical Ventilation Systems"; Proskiw, G., Piersol, P. and Riley, M.; IAQ '89 Conference; San Diego; 1989.

"Multiple-Option Prescriptive Standards for Energy Conservation in Residential Construction - A Flexible Methodology"; MacInnes, C., Proskiw, G., Bradley, B. and Slasor, R.; International Conference on Municipal Code Administration, Building Safety and the Computer; Winnipeg; 1989.

"The Flair Homes Energy Demo/CHBA Flair Mark XIV Project: Description of the Project Houses, Monitoring Program and Data Base"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"Incremental Costs of Residential Energy Conservation Components and Systems"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"Measured Airtightness of Twenty-Four Detached Houses Over Periods of Up to Three Years"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"Indoor Air Quality Monitoring of the Flair Homes Energy Demo/CHBA Flair Mark XIV Project"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"Air Leakage Characteristics of Various Rough-Opening Sealing Methods for Windows and Doors"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"Field Performance of Various Types of Residential Mechanical Ventilation Systems"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"Utilization of Residential Mechanical Ventilation Systems"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"A Preliminary Assessment of the Solar Shade Screen System for Reducing Residential Cooling Loads"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"Field Performance of Energy-Efficient Residential Building Envelope Systems"; Proskiw, G.; Report prepared for Energy, Mines and Resources Canada (CANMET); 1992.

"Design and Analysis of a Residential Greywater Heat Recovery System"; Proskiw, G.; Report prepared for the Environmental Innovations Program, Natural Resources Canada and Centra Gas Manitoba; 1995.

"Air Leakage Characteristics of Various Rough-Opening Sealing Methods for Windows and Doors"; Proskiw, G.; Airflow Performance of Building Envelopes, Components, and Systems; ASTM STP 1255, Mark P. Modera and Andrew K. Persily, Eds., American Society for Testing and Materials, Philadelphia; 1995.

"Measured Airtightness of 24 Detached Houses Over Periods of up to Three Years"; Proskiw, G.; Airflow Performance of Building Envelopes, Components, and Systems; ASTM STP 1255, Mark P. Modera and Andrew K. Persily, Eds., American Society for Testing and Materials, Philadelphia; 1995.

"The Performance of Energy-Efficient Residential Building Envelope Systems"; Proskiw, G.; Thermal Performance of the Exterior Envelopes of Buildings VI, Clearwater Beach, Florida; December, 1995.

"Monitoring of the Manitoba Advanced House"; Proskiw, G.; Report prepared for Natural Resources Canada; 1996

"Variations in Airtightness of Houses Constructed with Polyethylene and ADA Air Barrier Systems Over a Three-Year Period"; Proskiw, G.; Journal of Thermal Insulation and Building Envelopes, Volume 20, April 1997.

"Long-Term Airtightness Performance of Wood-Frame Houses - Retesting the Flair Project Houses"; Proskiw, G.; Report prepared for Natural Resources Canada; 1997.

"Technology Profile on Residential Greywater Heat Recovery Systems"; Proskiw, G.; Report prepared for Manitoba Hydro and NRCan; 1998.

"The Variation of Airtightness of Wood-Frame Houses Over An 11 Year Period"; Proskiw, G.; Thermal Performance of the Exterior Envelopes of Buildings VII, Clearwater Beach, Florida, 1998.

"Air Leakage Characteristics, Test Methods And Specifications For Large Buildings"; Proskiw, G. and Phillips, B.; Report prepared for Canada Mortgage and Housing Corporation; 2001.

"A Compilation of Airtightness Data for Commercial, Multi-Unit Residential and Institutional Buildings"; Proskiw, G. and Phillips, B.; 8th Canadian Conference on Building Science and Technology. Toronto. 2001.

"A Test Procedure for Separating Exterior Envelope Air Leakage From Interior Partition Air Leakage"; Proskiw, G. and Parekh, A.; Buildings VIII. Clearwater Beach. 2001.

"Dry And Comfortable Floors In Existing Basements"; Proskiw, G. and Phillips, B.; Report prepared for Canada Mortgage and Housing Corporation; 2004.

"A Review Of Airtightness Requirements In The Super E Standard For The UK And Ireland", Proskiw, G.; Report prepared for Natural Resources Canada; 2004.

"Airtightness Performance of Wood-Frame Houses Over A 14 Year Period"; Proskiw, G. and Parekh, A.; Buildings IX. Clearwater Beach. 2004.

"Evaluation Of The GFX Greywater Heat Recovery System"; Proskiw, G. Report prepared for Manitoba Hydro; 2005.

"Changing Energy Efficient Houses Into Net Zero Houses: Guidelines For A Design Exercise", Proskiw, G. and Hockman, J.L., Report prepared for Natural Resources Canada; 2006.

"Solar Energy Systems For Residential Domestic Hot Water Heating - An Assessment Of Performance And Current Costs", Proskiw, G.; Report prepared for Manitoba Hydro; 2006.

"Case Studies Of Moisture Problems In Buildings"; Proskiw, G.; Buildings X. Clearwater Beach. 2007.

"An Examination Of Air Pressure And Air Movement Patterns In Multi-Unit Residential Buildings"; Proskiw, G.; BEST1. Minneapolis. 2008.

"Moisture Monitoring of Super E Houses in the United Kingdom and Ireland"; Proskiw, G.; Report prepared for Natural Resources Canada. 2008.

"Optimum Value Engineering and Integrated Design Methods For Reducing The Cost Of R-2000 Houses"; Proskiw, G. and Parekh, A.; 12th Canadian Conference on Building Science and Technology. Montreal. 2009.

"Optimization of Net Zero Energy Houses"; Proskiw, G. and Parekh, A. BEST2 Conference. Portland. 2010.

"Identifying Affordable Net Zero Energy Housing Solutions"; Proskiw, G.; Report prepared for Natural Resources Canada. 2010.

"Final Validation of the Proposed Part 9 Prescriptive Requirements For Insulation, Airtightness and Windows, Relative to the Proposed Target of ERS 80"; Proskiw, G. Report prepared for the National Research Council of Canada. 2011.

"Evaluation of the Trade-Off Provisions and Exemptions"; Proskiw, G. Report prepared for the National Research Council of Canada. 2011.

"Cost and Benefit Analysis of Proposed Changes For Energy Efficiency in Housing and Small Buildings in the National Building Code"; Proskiw, G. Report prepared for the National Research Council of Canada. 2011.

"Design Stage Consideration of Renewable Energy Technologies for Net-Zero Energy Housing"; Proskiw, G. Report prepared for Natural Resources Canada. 2010.

"Net Zero Energy Housing - Lessons Learned"; Proskiw, G. and Ferguson, A. BEST3 Conference. Atlanta. 2012.

Request for Council Action

Date: 03/21/14

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

Cc: File

From: David Murphy/Megan Nelson

RE: Reduced Sewage Rates for Customers with Frozen Lines

There have been issues with residents having frozen lines or trying to prevent frozen lines. The Water and Light Department put out a press release with steps for residents to follow and see if they would need to keep their water running to prevent frozen lines. In the past when this has happened the Water and Light Commission has charged the resident an averaged amount of water use in the winter months. The City Council allowed for the same to be done with the sewage rate. The Water and Light Department will continue to follow this practice with both the water rate as well as the sewage rate unless council has an objection to averaging the sewage rate.

Staff is looking for direction from council: Would you like to continue this practice?

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Cc: File

From: City Administrator David Murphy

RE: Civic Center Expansion

At the March 11th City Council Workshop staff was given direction to bring back three options to the March 25th Council Work Session for discussion. The options were:

-
- Expanding the Lobby to the South.
 - Expanding on the West Side.
 - Remodeling a portion of the interior in the North West Corner.
-

There was also some discussion on who the City should utilize for architectural and engineering services for the design of the building. Since the March 11th meeting Wayne Dietrich from EAPC was contacted and attended a meeting in the Administration conference room with Henry Tweten, Greg Leigh, Clarence Vetter, Mayor Stauss and myself. Mr. Dietrich was also invited to an informal lunch meeting at the Board Walk with Mayor Stauss, Tim Loven, Larry Stauss and myself.

I would like some discussion and direction from Council regarding which option should be utilized, who will constitute the research committee and who we should enter into a formal contract with for the design of the building.

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Cc: File

From: Megan Nelson

RE: Municipal Code Chapter on Alarm Systems

The City was contacted recently to see if a permit was required for the installation of a security system. The Municipal Code has an entire chapter regulating alarm systems that are installed within the city. Over the last couple years the staff in the administration office has been going through files and we have not come across any past permits for an alarm business, alarm agent, or alarm user or fee schedule that is set by the City Council.

Staff is looking for direction on how the council would like to move forward with either enforcing this chapter of the code or making changes to it.

CHAPTER 115: ALARM SYSTEMS

Section

- 115.01 Purpose
- 115.02 Definitions
- 115.03 Permit required; exceptions
- 115.04 Fire alarms
- 115.05 Permit fees
- 115.06 Application for alarm business permit
- 115.07 Application for alarm agent permit
- 115.08 Application for alarm user permit
- 115.09 Person ineligible for permit
- 115.10 Investigation and issuance
- 115.11 Suspension or revocation of permit
- 115.12 Appeal from denial, suspension or revocation
- 115.13 Charges for false alarms
- 115.14 Permit not assignable
- 115.15 Emergency reporting system; prohibitions
- 115.16 Possession, display and surrender of permits
- 115.17 Prohibitions
- 115.18 Limitation of liability

§ 115.01 PURPOSE.

The purpose of this chapter is to regulate the sale, installation and use of fire, burglar, and other emergency alarm systems by requiring alarm businesses, agents, and users to obtain a permit; to provide regulations for the issuance of the permits; and to provide for penalties for initiators of repeated false alarms.

(1981 Code, § 5.64, Subd. 1) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALARM AGENT. Any person who is employed by an alarm business, either directly or indirectly, whose duties include but are not necessarily limited to any of the following: selling, maintaining, leasing, servicing, repairing, replacing, moving or installing on any building, place or premise any alarm system.

ALARM BUSINESS. Any person, or if the business is a corporation, any person who is an officer, director, shareholder or employee of the corporation, engaged in selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, installing or monitoring any alarm system or causing any alarm system to be sold, maintained, serviced, repaired, altered, replaced, moved, installed or monitored in or on any building, place or premises.

ALARM SYSTEM. An assembly of equipment and devices (including a single device such as a solid state unit which plugs directly into a 110-volt AC line or is designed to transmit by air waves) designed to signal the presence of a hazard requiring urgent attention and to which Police Department and/or Fire Department personnel are expected to respond. In this chapter, the term **ALARM SYSTEM** shall include the terms **AUTOMATIC HOLDUP ALARM SYSTEM**, **BURGLAR ALARM SYSTEM**, **HOLDUP ALARM SYSTEM**, and **WATERFLOW ALARM SYSTEM** as those terms are hereinafter defined.

ALARM USER. Any person using an alarm system, as herein defined.

AUDIBLE ALARM. A device designed for detection of an unauthorized entry or fire on or in premises, which when activated generates an audible sound on the premises.

AUTOMATIC HOLDUP ALARM SYSTEM. An alarm system in which the signal transmission is initiated by the action of a robber.

BURGLAR ALARM SYSTEM. An alarm system signaling an entry or an attempted entry into the area protected by the system.

CENTRAL STATION or **CENTRAL STATION SYSTEM.** A place where alarm systems are monitored by a private organization (such as an alarm company or an answering service). It shall not mean or have any reference to the monitoring of alarms at the dispatch centers operated by the Police Department and/or the Fire Department.

DIGITAL DIALER. All alarms connected to a central station, answering service or other place from where calls will be placed to the Police Department or Fire Department informing the department that an alarm has been received from the establishment or residence utilizing the alarm with the intent that a police or fire unit be dispatched to answer the alarm.

DISPATCH CENTER. The dispatch center located in the police station at 303 4th Street Northwest and operated by the Police Department and/or the dispatch center located in the fire station at 415 4th Street Northwest and operated by the Fire Department.

FALSE ALARM. The malicious activation of an alarm system when no emergency exists, or the activation of an alarm system through mechanical failure, malfunction, improper installation, improper maintenance, or the negligence of the owner or occupant of the building where the alarm system is located, or by the negligence of the employees, agents, or guests of the owner or occupant. The terminology does not include, for example, alarms caused by tornadoes, earthquakes, or other violent weather conditions, or alarms caused by utility company power outages or telephone company line problems.

FALSE ALL CALL ALARM. A false alarm as defined herein to any building known to usually be occupied by many persons such as hotels, motels, nursing homes, public and private schools, grain elevators, and any church during normal hours of service.

FIRE ALARM SYSTEM or WATER FLOW ALARM SYSTEM. Those systems that signal the likelihood of fire or smoke within a building or area or the flow of water through a sprinkler system or some like system.

HOLDUP ALARM SYSTEM. An alarm system signaling a robbery or attempted robbery.

MANUAL HOLDUP ALARM SYSTEM. An alarm system in which the signal transmission is initiated by the direct action of the person attacked or by an observer of the attack.

PROPRIETOR ALARM. An alarm which is not serviced by an alarm business and which when activated does not alert a central station, central station system, or dispatch center.
(1981 Code, § 5.64, Subd. 2) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.03 PERMIT REQUIRED; EXCEPTIONS.

(A) It is unlawful for any person to work as an alarm agent; to own, manage, conduct, or carry on an alarm business or to own, use, or possess an alarm system without first complying with the provisions of this chapter and without first obtaining the proper permit as required by this chapter.

(B) The provisions of this chapter shall not be applicable to the following:

(1) Audible alarms affixed to motor vehicles as allowed by law;

(2) Strictly proprietary systems which are not connected to the dispatch center, any central station or other business or place intended for the receiving of alarms and which do not generate any audible sound which is intended to be heard off the premises of the owner;

(3) Strictly proprietary systems which create any signal, light or device intended to be heard or seen off the premises of the owner and intended to elicit a response by someone hearing or seeing the alarm, signal or light;

(4) The officers, agents and employees of the city in the performance of their official duties. (1981 Code, § 5.64, Subd. 3) (Ord. 128, 3rd Series, eff. 7-12-1991) Penalty, see § 10.99

§ 115.04 FIRE ALARMS.

Any exceptions listed in § 115.03 shall not apply to fire alarm systems. All fire alarm systems, fire extinguishing systems (including automatic sprinklers), and other fire protection systems and appurtenances thereof which are designed to alert someone of the danger of fire or smoke or waterflow shall meet the approval of the Chief of the Fire Department as to installation and location and shall be subject to such periodic tests as required by the Chief. Plans and specifications shall be submitted to the Chief for review and approval prior to construction or installation and shall meet all provisions of the Uniform Fire Code as adopted by the city. Any system not meeting the Code or approval of the Fire Chief shall not be installed and shall be deemed a violation of this chapter if installed without written approval of the Chief.

(1981 Code, § 5.64, Subd. 4) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.05 PERMIT FEES.

The Council shall, from time to time by resolution, set the fee to be paid by the applicant to the city for the issuance or renewal of an alarm business permit, an alarm agent permit, an alarm user permit, or the owner or user of a digital dialer or similar device. The fees shall be on an annual basis and shall be paid in advance on or before January 1 of each year covered by the permit. The fees for permits issued in the middle of a year shall be pro rated through and including the entire month in which the permit is first issued. No refunds for disconnects or for permits forfeited or turned in during any year shall be given.

(1981 Code, § 5.64, Subd. 5) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.06 APPLICATION FOR ALARM BUSINESS PERMIT.

(A) Applicants for a permit under this section shall file with the City Administrator a sworn application in writing on a form to be furnished by the City Administrator.

(B) The application shall give the following information:

(1) A full description of the exact nature of the business;

(2) Whether the business is a sole proprietorship, a partnership, a corporation, or other type of business entity;

(3) The names, complete residence addresses and residence telephone numbers of all owners of the business; and if any such owner is a corporation, the principal officers, directors and shareholders of the corporation and the names of all alarm agents employed by the alarm business;

(4) The names under which the business is conducted;

(5) The location of the proposed business for which the license is sought, the business mailing address if different from the location of business and the telephone number of the establishment where the business is to be conducted;

(6) Whether any license or permit to engage in the type of business for which the permit is sought has previously been denied to the applicant or suspended or revoked from the applicant; and if so the circumstances of the denial, suspension or revocation;

(7) The brand names of all equipment to be sold, serviced, maintained and used by the applicant;

(8) The application may include such other information as the Chief of Police finds reasonably necessary to determine the qualifications of the applicant for the permit.
(1981 Code, § 5.64, Subd. 6) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.07 APPLICATION FOR ALARM AGENT PERMIT.

(A) Applicants for a permit under this section shall file with the City Administrator a sworn application in writing on a form to be furnished by the City Administrator.

(B) The application shall give the following information:

(1) The application for an alarm agent permit shall include the personal history of the applicant. The applicant shall present, with the application, 2 recent photographs (1½ inches by 1½ inches), 1 to be filed with the application and 1 to be permanently attached to the alarm agent permit when issued. Each alarm agent permit must set forth the name and address of the applicant and, if the applicant is employed by an alarm business, the application shall include all of the information required by § 115.07;

(2) The application may include such other information as the Chief of Police finds reasonably necessary to determine the qualifications of the applicant for the permit.
(1981 Code, § 5.64, Subd. 7) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.08 APPLICATION FOR ALARM USER PERMIT.

(A) Applicants for a permit under this section shall file with the City Administrator a sworn application in writing on a form to be furnished by the City Administrator.

(B) The application shall give the following information:

(1) The application for an alarm user permit shall state the name, address, and telephone number of the applicant's property serviced by an alarm system or by a central station system and the name, address, and telephone number of the applicant's residence if other than the property serviced by the alarm. If the applicant's alarm system or central station system is serviced by an alarm business, the applicant shall include the name and address of the alarm business. It shall also contain the names, addresses and current telephone numbers of at least 2 agents of the applicant for responses to alarm calls when the applicant is not present to respond. The agents shall have keys and possess the necessary knowledge to reset or take any action necessary with the alarm;

(2) The application may include such other information as the Chief of Police finds reasonably necessary to determine the qualifications of the applicant for the permit.
(1981 Code, § 5.64, Subd. 8) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.09 PERSON INELIGIBLE FOR PERMIT.

No permit shall be issued to any applicant for an alarm agent permit or an alarm business permit who has been convicted of a felony under the laws of this state or any other state or federal law of the United States within 5 years of the date of application; or if after investigation by the Chief of Police, applicant's character, reputation, experience or other record is determined to be inimical to the safety or the general welfare of the community.

(1981 Code, § 5.64, Subd. 9) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.10 INVESTIGATION AND ISSUANCE.

(A) Upon receipt of each application, the City Administrator shall refer the application to the Chief of Police who shall immediately institute an investigation of the applicant's business and moral character as the Chief of Police deems necessary for the protection of the public good and shall endorse the application in the manner prescribed in this chapter within 10 days after it has been filed by the applicant with the City Administrator. An application shall be denied if the applicant willfully falsifies any information on the application.

(B) If, as a result of the investigation, the applicant's character or business reputation is found to be unsatisfactory, the Chief of Police shall endorse on the application his or her recommendations for disapproval and his or her reasons for the same and shall return the application to the City Administrator who shall present the application to the Council for its consideration at its next regularly scheduled meeting.

(C) If, as a result of the investigation, the applicant's character or business reputation is found to be satisfactory, the Chief of Police shall endorse on the application his or her recommendation for approval and shall return the application to the City Administrator who shall present the application to the Council for its consideration at its next regularly scheduled meeting. If the application is granted by the Council, a permit shall be issued by the City Administrator. The permit shall exhibit the signature of the City Administrator and shall list at a minimum the name and address of the permittee, the date of issuance and the term of the permit which shall not exceed 1 year and any other information as may be required by the Council by resolution.

(1981 Code, § 5.64, Subd. 10) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.11 SUSPENSION OR REVOCATION OF PERMIT.

(A) An alarm business permit, an alarm agent permit, or an alarm user permit shall be revoked or suspended for a period of time by the Chief of Police for any reason for which the granting of the permit might be lawfully denied or for a violation of any provision of this chapter or of any rule or regulation made in implementation thereof by the Chief of Police under this chapter. Suspension or revocation of an alarm user permit shall result in disconnection of the alarm system at the discretion of the Chief of Police.

(B) An alarm user permit may be revoked or suspended:

(1) When the alarm user or his or her agent fails to respond to his or her activated alarm within a reasonable time when requested to do so;

(2) When the alarm user is not available in person or by his or her representative, employee or alarm company to be contacted regarding an alarm;

(3) When an alarm user's alarm system has signaled an excessive number of false alarms as defined herein;

(4) When an alarm user fails to pay fees charged under this chapter.
(1981 Code, § 5.64, Subd. 11) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.12 APPEAL FROM DENIAL, SUSPENSION OR REVOCATION.

Every applicant for, or holder of, an alarm business permit, an alarm agent permit, or an alarm user permit shall have the right to appeal to the Council upon a denial of the application or upon a suspension or revocation of the permit. The appeal shall be made in writing to the Council within 15 days from the date of the denial, suspension or revocation of a permit. The written appeal shall be filed in the office of the City Administrator, shall be addressed to the Council, and shall state the basis of the appeal. The City Administrator shall then arrange to have the appeal heard within 30 days of the time of filing with the City Administrator. The City Administrator shall cause the applicant or holder to be given notice of the hearing by certified mail at least 7 days in advance of the date of the hearing. The applicant or holder may appear before the Council and the applicant or holder, or his or her designated representative, may make an oral presentation of his or her appeal or he or she may make the appeal through a written statement or he or she may do both. The Council shall rule on the appeal within 20 days after it is heard. (1981 Code, § 5.64, Subd. 12) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.13 CHARGES FOR FALSE ALARMS.

(A) *Penalty charges for false alarms.* Any alarm business or alarm user who maintains or has an alarm system which signals a false alarm which in the opinion of the police officers or firefighter who responded to the alarm is caused by the negligence of the owner or occupant of the building where the alarm system is located or the employees, agents, or guests of the owner or occupant shall pay a penalty charge to the city as shall be determined from time to time by the Council by resolution. The Police and Fire Departments shall keep records of all false alarms received by the Departments and the explanation for the false alarms. These records shall be available for inspection by alarm users and alarm businesses. If no cause for the false alarms is determined, it shall be the duty and responsibility of the alarm user to ascertain what the cause is and to take steps to prevent the signaling of additional false alarms to the dispatch center and to pay necessary charges for excessive false alarms. (1981 Code, § 5.64, Subd. 13)

(B) *Penalty charges for false all call fire alarms.* Any alarm user who maintains or has a fire alarm system which signals a false all call fire alarm which in the opinion of the firefighters who responded to the alarm is caused by the negligence of the owner or occupant of the building where the alarm system is located, or the employees, agents, or guests of the owner or occupant, shall pay a penalty charge to the city as shall be determined from time to time by the Council by resolution. The Fire Department shall keep records of all false all call alarms received by the Department and the explanation for the false all call alarms. These records shall be available for inspection by alarm users and alarm businesses. If no cause for the false all call alarms is determined, it shall be the duty and responsibility of the alarm user to ascertain what the cause is and to take steps to prevent the signaling of additional false all call alarms to the dispatch center and to pay necessary charges for excessive false alarms to all call alarms. This chapter shall not apply to single-family residences and small businesses which typically do not

require an all call response consisting of all available firefighters and equipment. It shall apply to locations which typically do require an all call response, including, but not limited to hotels, motels, nursing homes, public and private schools, grain elevators, and any church during normal hours of service.

(1981 Code, § 5.64, Subd. 14)

(C) *Penalty charges for false alarms received from digital dialing equipment.* Since digital dialing equipment is becoming more prevalent in the alarm business industry, and since the alarm may be transmitted long distances to a central station or other answering point, and since these central stations or answering points telephone the dispatch center reporting a burglar alarm, fire alarm, or other emergency at certain locations, and since these alarms must be answered by police and/or fire personnel as would those transmitted directly to the dispatch center, the penalties of division (A) of this section shall be applicable to those alarms telephoned in by a central station or answering point as a result of receiving an alarm signal from such a digital dialer.

(1981 Code, § 5.64, Subd. 15)

(Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.14 PERMIT NOT ASSIGNABLE.

No permit issued under the provisions contained herein shall be assignable.

(1981 Code, § 5.64, Subd. 16) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.15 EMERGENCY REPORTING SYSTEM; PROHIBITIONS.

It is unlawful for any permittee to install, or cause to be used, any automatic dialing service or attachment to any telephone that reproduces any taped or pre-recorded message to report a fire, burglary, robbery, or other emergency which utilizes public emergency call number 911.

(1981 Code, § 5.64, Subd. 17) (Ord. 128, 3rd Series, eff. 7-12-1991) Penalty, see § 10.99

§ 115.16 POSSESSION, DISPLAY, AND SURRENDER OF PERMITS.

The alarm business permits shall be conspicuously displayed at the principal place of business, and every alarm agent permit shall be carried by the alarm agent while he or she is working and shall be displayed upon request by any police officer. Any permit hereunder shall be surrendered to the Chief of Police upon suspension or revocation, and thereafter the suspended or revoked permit shall be delivered to the City Administrator.

(1981 Code, § 5.64, Subd. 18) (Ord. 128, 3rd Series, eff. 7-12-1991)

§ 115.17 PROHIBITIONS.

It is unlawful for any person to activate any police or fire alarm system except in the event of what is reasonably believed to be an emergency or unlawful act and/or an unauthorized entry on premises. Whenever a police or fire alarm system has been designed and commonly understood to alert others of an emergency or of the commission of a particular crime, it is unlawful for anyone to activate such an alarm system except in the event of what is reasonably believed to be an emergency or the commission of the particular crime. It is unlawful to install or use an alarm system which upon activation emits a sound similar to sirens in use on emergency vehicles or for civil defense purposes.

(1981 Code, § 5.64, Subd. 19) (Ord. 128, 3rd Series, eff. 7-12-1991) Penalty, see § 10.99

§ 115.18 LIMITATION OF LIABILITY.

The city shall be under no duty or obligation to a permittee or to any other person hereunder by reason of any provision of this chapter or the exercise of privileges of a permittee hereunder, including but not limited to any defects in an alarm system or any delays in transmission of response to any alarm, and the decision to respond to any alarm is declared to be a discretionary function or duty. The city is not responsible for any expansion of its existing facility and does reserve the right to reject applications.

(1981 Code, § 5.64, Subd. 20) (Ord. 128, 3rd Series, eff. 7-12-1991)