

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JULY 22, 2014 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Request to Prepare Plans & Specs for 14CP5 Sand/Salt Storage Building – Greg Boppre**
- 2. Request to Prepare Plans & Specs for 14CP7 Campground Improvements – Greg Boppre**
- 3. Request to File Plans & Specs for 14CP6 Cemetery Mill & Overlay – Greg Boppre**
- 4. Request to Declare Surplus Property – Mike Hedlund**
- 5. 2014-2015 Gravel & Sand Bids – Jason Stordahl**
- 6. Final Approval of Riverwalk 1st Addition – Nancy Ellis**
- 7. Housing Update – David Murphy**
- 8. August 12th Meeting – David Murphy**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – August 5, 2014 – 5:00 PM – Council Chambers
Work Session – August 12, 2014 – 5:00 PM – Training Room
Regular Council Meeting – August 19, 2014 – 5:00 PM – Council Chambers
Work Session – August 26, 2014 – 5:00 PM – Training Room

Request for Council Action

Date: July 17, 2014

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

Cc: File

From: Greg Boppre, P.E.

RE: File Plans/Specifications – 2014 City Project No. 5 – Sand/Salt Storage Building

Background:

I would like to get authorization to prepare plans and specifications for the above mentioned project, file the plans and specifications, and get authorization to advertise and set bid date.

The 2014 CP #5 project is a project to purchase and install a tension fabric building to store sand and salt used to prevent ice buildup on road surfaces during the winter.

The following is the proposed budget for the project:

<u>PROPOSED BUDGET</u>	<u>2014 CP#5</u>
Construction	\$98,000
Plans / Specifications	\$9,800
Staking / Inspection	\$4900
Contingencies	\$4900
Administration / Legal	<u>\$1960</u>
TOTAL	\$119,560

<u>PROPOSED FUNDING</u>	<u>2014 CP#5</u>
City	<u>\$119,560</u>
TOTAL PROJECT COST	\$119,560

Recommendation:

File plans / specifications, advertise and set bid date.

Enclosures: Plans / Specifications will be filed at the Tuesday, August 5, 2014 City Council Meeting
See attached map.

Request for Council Action

Date: July 17, 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: Greg Boppre, P.E.

RE: Prepare Plans/Specifications – 2014 City Project No. 7 – Campground Improvements

Background:

I would like to get permission to prepare plans and specifications for the above reference project. The project is being funded by the State of Minnesota.

Recommendation:

Authorize the preparation of plans and specifications.

Request for Council Action

Date: July 17, 2014

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

Cc: File

From: Greg Boppre, P.E.

RE: File Plans/Specifications – 2014 City Project No. 6 – Cemetery Mill and Overlay

Background:

I would like to file the plans and specifications for the above referenced projects, get authorization to advertise and set bid date.

The 2014 CP #2 project is a paving project that includes 2,450 ft of mill and overlay at the Resurrection Cemetery and 140 ft of road reconstruction at Lees Place. Also, the city has added repairs to 3,630 ft of the bike path that will be bid as an alternative.

The following is the proposed budget for the project:

<u>PROPOSED BUDGET</u>	<u>2014 CP#6</u>
• <i>Cemetery – Location 1:</i>	
Construction	\$114,100
Plans / Specifications	\$11,410
Staking / Inspection	\$5,705
Contingencies	\$5,705
Administration / Legal	<u>\$2,282</u>
TOTAL	\$139,202
• <i>Lees Place – Location 2</i>	
Construction	\$31,875
Plans / Specifications	\$3,187
Staking / Inspection	\$1,594
Contingencies	\$1,594
Administration / Legal	<u>\$637</u>
TOTAL	\$38,887
SUB TOTAL	\$178,089

- Bike Path Alternate – Locations 3,4,5

Construction	\$59,670
Plans / Specifications	\$5,967
Staking / Inspection	\$2,983
Contingencies	\$2,983
Administration / Legal	<u>\$1,193</u>
Total	\$72,796

TOTAL WITH ALTERNATE **\$250,885**

<u>PROPOSED FUNDING</u>	<u>2014 CP#2</u>
City	<u>\$250,885</u>
TOTAL PROJECT COST	\$250,885

Recommendation:

File plans / specifications, advertise and set bid date.

Enclosures: Plans / Specifications will be filed at the Tuesday, August 5, 2014 City Council Meeting
See attached map.

Request for Council Action

Date: July 11, 2014

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Declaration of Surplus Property

Background: The East Grand Forks Police Department has acquired a number of vehicles through asset forfeiture which occurs on some DWI and other types of arrests. The vehicles the attached list have completely cleared the court process and are now the property of the City of East Grand Forks and/or the Pine to Prairie Drug Task Force (The proceeds of the sale of the Task Force vehicles go to the Task Force less any expenses). It is our wish to have these vehicles declared surplus property so that they may be sold at auction.

Recommendation: Declare the vehicles listed on the attached document as surplus property:

Enclosures: List of seized vehicles to be declared surplus property.

EAST GRAND FORKS

POLICE DEPARTMENT

Michael Hedlund
Chief of Police

520 DeMers Avenue East Grand Forks, MN 56721
Phone (218) 773 - 1104 Fax (218) 773 - 1108



EGFPD and Pine to Prairie Drug Task Force Seized and Forfeited Vehicles Request to be declared Surplus Property – July 2014

1. 1994 Ford Taurus – VIN# 1FALP53U2RA153982
2. 1998 Dodge Caravan – VIN# 1B3EJ56H1WN171558
3. 1997 Buick Park Avenue – VIN# 1G4CW52K6V4604347
4. 1997 Acura CL – VIN# 19UYA2256VL016473
5. 2004 Dodge Stratus – VIN# 4B3AG42G14E127821
6. 1998 Toyota Corolla – VIN# 1NXBR12E1WZ012474
7. 2001 Pontiac Grand Am – VIN# 1G2NF52T91C102118
8. 2000 Dodge Neon – VIN# 1B3ES46C7YD562489
9. 2000 Dodge Saturn – VIN# 1G8ZK5273YZ228326
10. 1997 Chevrolet Suburban – VIN# 1GNFK16R3VJ321149
11. 1996 Jeep Cherokee – VIN# 1J4GZ58S8TC195124
12. 2004 Chevrolet Silverado – VIN# 1GCEK19T34E243359
13. 2001 Chrysler 300 – VIN# 2C3HE66G81H541309
14. 1992 Oldsmobile Bravada – VIN# 1GHDT13Z5N2702765
15. 1999 Ford Explorer – VIN# 1FMZU34E8XZB24053
16. 1999 Subaru Legacy – VIN# 4S3BK4359X7303765
17. 1998 Buick Skylark – VIN# 1G4NJ52M9WC407771
18. 1992 Pontiac Grand Prix – VIN# 1G2WH54T2NF256718
19. 1997 Ford Expedition – VIN# 1FMFU18L8VLA95864
20. 1997 Cadillac El Dorado – VIN# 1G6EL12Y2VU607428
21. 2001 Oldsmobile Intrigue – VIN# 1G3WH52H11F207465
22. 2000 Ford Taurus – VIN# 1FAFP5523YA174167
23. 1998 Dodge Caravan – VIN# 2B4GP24R9WR824606
24. 1994 Toyota Pickup – VIN# JT4RN93P0R5100668

Request for Council Action

Date: 7-17-2014

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

Cc: File

From: Jason Stordahl, Public Works Director

RE: 14-15 Gravel and Sand Bids

Consider approving the request to approve

I received two bids for the 2014-2015 gravel and sand contract. The bid results per ton for sand and gravel are as follows:

	<u>Gravel</u>	<u>Sand</u>
K & K Trucking	\$12.50	\$13.00
Davidson Construction Inc.	\$14.00	\$16.50

Recommendation: Award K & K Trucking the 2014-2015 gravel and sand contract for the bid prices of \$12.50/ton gravel and \$13.00/ton sand.

BID FORM

The undersigned hereby submits the following bids for gravel and sand to be furnished to the City of East Grand Forks, Minnesota, in the year 2014-2015 in accordance with specifications and advertisement for bids.

Each bid will be considered separately.

A. Gravel

\$ 12.50 per ton.

Source

Pennington Co.

B. Sand

\$ 13.00 per ton.

Source

Pennington Co

Correct Legal Name of Bidder:

K&K Trucking, Inc.
(Individual, Partnership, Corporation)

BY: Kraig Melvire

TITLE: Owner

ADDRESS: 24738 165th Ave NW

Dated this 23 day of June, 2014.

BID FORM

The undersigned hereby submits the following bids for gravel and sand to be furnished to the City of East Grand Forks, Minnesota, in the year 2014-2015 in accordance with specifications and advertisement for bids.

Each bid will be considered separately.

A. Gravel \$ 14.00 per ton.

Source Rehnington Co. Davidson/Lassen Pit

B. Sand \$ 16.50 per ton.

Source Davidson Const- Marshall Co. Paetznik Pit

Correct Legal Name of Bidder:

Davidson Construction Inc.
(Individual, Partnership, Corporation)

BY: 

TITLE: U.P./Operations Mgr.

ADDRESS: 65 State St- Newfolds, MN 56738

Dated this 17th day of July, 2014.

Request for Council Action

Date: July22, 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: Nancy Ellis, City Planner

RE: Final Approval of Riverwalk 1st Addition

PLANNING COMMISSION RECOMMENDATION:

Planning Commission recommends final approval of the Riverwalk 1st Addition with the following comments:

- 1) Submit a digital file to planning office.
- 2) Approve alley vacation as shown on plat.
- 3) Discuss the reason for Lots 1 and 2 and the sale of Lot 1 as this lot includes a portion of the parking lot.

GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: City of East Grand Forks, the Riverwalk Centre is built on this property

REQUESTED ACTION: Applicant is requesting final approval of Riverwalk First Addition to the City of East Grand Forks.

SITE ZONING/LAND USE: C-1 Downtown Commercial is the current zoning, mall property.

SURROUNDING ZONING/LAND USE:

North: C-1, parking lot

West: C-1 zoning, Blue Moose, Boardwalk property, Infill Building, Whiteys

South: C-1, Cabelas

C:\Users\mnelson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KQ64YLFA\Final approval of Riverwalk 1st Addition plat.doc

East: C-1, Gerald Neil's building and strip mall

LOCATION: The parcel is located between 2nd St NW and 3rd St NW, north of DeMers Avenue

COMMENTS

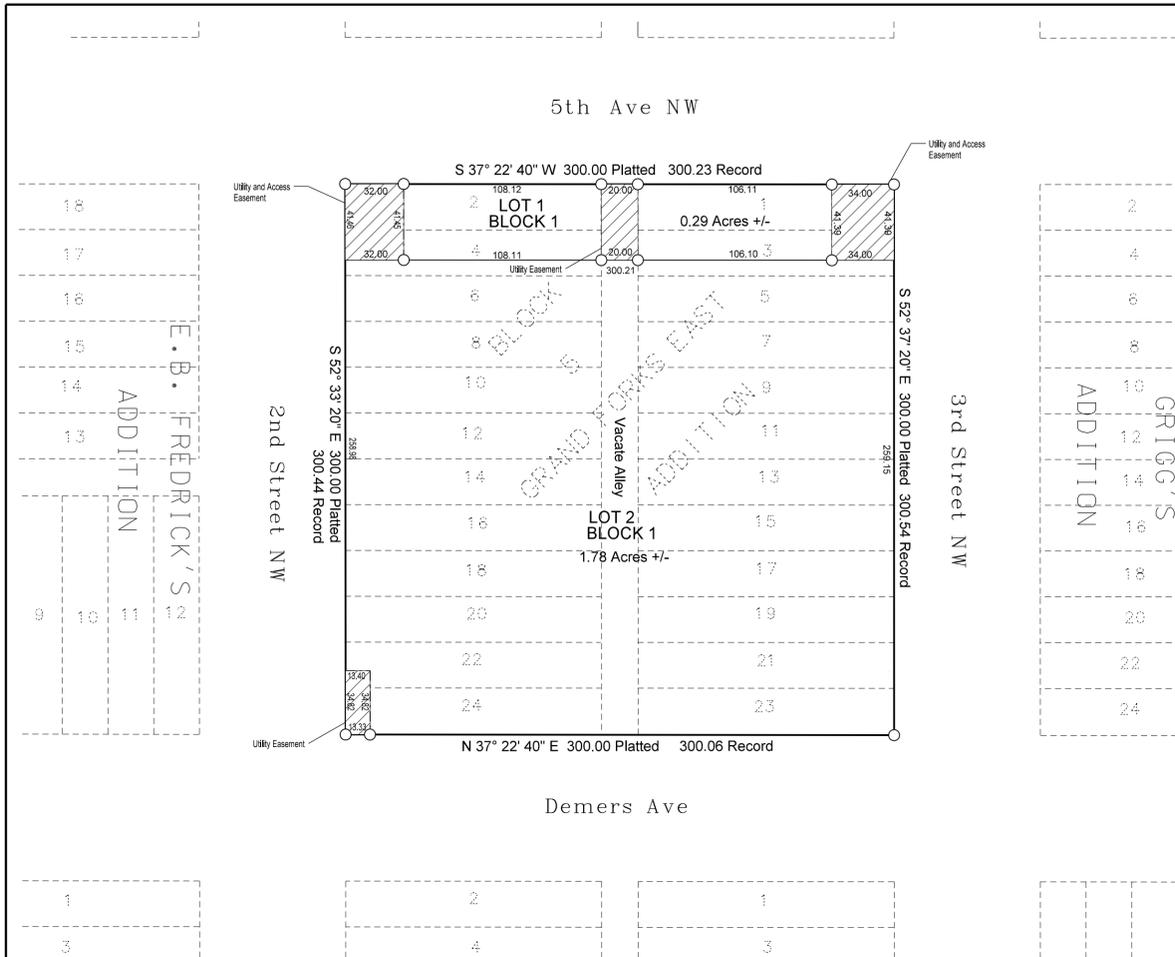
The City of East Grand Forks is in the process of selling the Riverwalk Centre (including the 4 businesses on the DeMers side of the mall) to Robert Moore, owner of River Cinema. With this sale of the property, it was determined that the City needed to retain utility and access easements on the existing plat. It was also discovered that an alley easement ran down the center of the building. As such, the City felt that the property needed to be replatted before the sale of the lots.

Therefore, this is the final plat to combine all 24 lots of Block 5 Grand Forks East Addition into two lots, Lots 1 and 2 Riverwalk First Addition. As well, the alley that runs down the center of Block 5 will be vacated upon separate Council action. A final plat drawing is attached.

STAFF RECOMMENDATION

Staff recommends final approval of Riverwalk First Addition with the following comments:

- 1) City Council approval of the alley vacation
- 2) Submit a digital file to planning office.



NOTES:

- (A) A Chiseled "X" will be set at
 (1) At all block corners. (2) At the corners of each easement.
 Note that the lot corners between Lots 1 and 2 are not set as they are one and the same as the building corners.
- (B) The City of East Grand Forks, Minnesota, its successors and / or assigns, shall have the right to keep all utility easements shown hereon free from hazards, structures, and other improvements which might hinder the cities ability to serve and maintain such utilities.
- (C) Bearings indicated are assumed.

LEGAL DESCRIPTION OF ALLEY VACATION

The entire alley extending through Lots 1 through 24, Block 5, Grand Forks East Addition to the City of East Grand Forks, Minnesota on file and recorded as Miscellaneous Record "A" Pages 622 and 623 on November 5, 1880 in the Office of the County Recorder, Polk County, Minnesota.

RIVERWALK FIRST ADDITION
*Being a replat of Block 5,
 Grand Forks East Addition
 to the City of East Grand Forks, Minnesota*

SURVEYORS CERTIFICATE
 I hereby certify that I have surveyed and platted the property described on this plat as "RIVERWALK FIRST ADDITION", that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments will be correctly placed in the ground as designated, that the outside boundary lines are correctly designated on the plat and that there are no wet lands as defined in MS 505.02, Subd. 1 or public highways to be designated other than as shown.

Patrick M. Krug, Land Surveyor
 Minnesota Registration No. 47922

STATE OF)
) SS
 COUNTY OF)
 The foregoing Surveyor's Certificate was acknowledged before me this ____ day of _____
 20__ by Patrick M. Krug, Minnesota Registration No. 47922.

Notary Public, _____ County
 State of _____
 My Commission Expires _____

CITY PLANNING COMMISSION APPROVAL:
 I hereby certify that the within plat of "RIVERWALK FIRST ADDITION" to the City of East Grand Forks, Minnesota, was approved by the City Planning Commission of the City of East Grand Forks, Minnesota, at a meeting of said City Planning Commission on the ____ day of _____, 20__.

City Planning Commission of the City of East Grand Forks, Minnesota
 By: _____, its Secretary
 Chad Erickson

TAX STATEMENT:
COUNTY AUDITOR TAX STATEMENT
 No delinquent taxes due and transfer entered this ____ day of _____, 20__.

 Polk County Auditor, State of Minnesota

CITY COUNCIL APPROVAL:
 I hereby certify that the within plat of "RIVERWALK FIRST ADDITION" to the City of East Grand Forks, Minnesota, was approved by Resolution of the City Council of the City of East Grand Forks, Minnesota, at a regular scheduled meeting of the City Council held on the ____ day of _____, 20__.

David Murphy, Administrator
 City of East Grand Forks, Minnesota

COUNTY TREASURER TAX STATEMENT:
 I hereby certify that all taxes for 20__ on the land described herein are paid.

 Polk County Treasurer, State of Minnesota

RECORDING CERTIFICATE
COUNTY RECORDER CERTIFICATE
DOCUMENT NUMBER
 I hereby certify that this instrument was filed in the office of the Polk County Recorder for record on this ____ day of _____, 20__, at ____ o'clock
 __M, and was duly recorded in Book ____ of ____ on page ____.

 Polk County Recorder, State of Minnesota

INSTRUMENT OF DEDICATION
"KNOW ALL MEN BY THESE PRESENTS": That THE CITY OF EAST GRAND FORKS, MINNESOTA, the owners and proprietors of the following described property:

All that part of Lots 1 through 24, Block 5, Grand Forks East Addition to the City of East Grand Forks, Minnesota on file and recorded as Miscellaneous Record "A" Pages 622 and 623 on November 5, 1880 in the Office of the County Recorder, Polk County, Minnesota.

All bearings and distances are grid based on the North Dakota State Plane Coordinate System - North Zone of 1983 (NAD83).

Has caused the same to be surveyed and platted as "RIVERWALK FIRST ADDITION" To the City of East Grand Forks, Minnesota do hereby dedicate to the public, all of the streets and alleys, and utility easements as shown on this plat; the dimensions of which are as designated on the plat.

 Craig Buckalew Council President

 David Murphy Administrator

STATE OF MINNESOTA)
) SS
 COUNTY OF POLK)

On this ____ day of _____, 20__, before me, a Notary Public, personally appeared Craig Buckalew, Council President of the City of East Grand Forks, Minnesota known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

 Notary Public, Polk County
 State of Minnesota
 My Commission Expires: _____

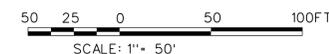
STATE OF MINNESOTA)
) SS
 COUNTY OF POLK)

On this ____ day of _____, 20__, before me, a Notary Public, personally appeared David Murphy, Administrator of the City of East Grand Forks, Minnesota known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

 Notary Public, Polk County
 State of Minnesota
 My Commission Expires: _____

LEGEND

- EASEMENT LINE
- EXISTING LOT LINE
- NEW LOT LINE
- EXISTING MONUMENT
- MONUMENT SET (THIS SURVEY)
- PLAT BOUNDARY
- NEW EASEMENT



VACINITY MAP



Request for Council Action

Date: July 18, 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: David Murphy

RE: Housing Update

The City has been in talks with the Northwest Housing Authority about taking over the management responsibilities for the housing voucher program. The City received a copy of the resolution that went before the Northwest Housing Authority Board this past week asking for authorization to submit a proposal to East Grand Forks. This proposal will not be for managing the voucher system but transferring it over to the Northwest Housing Authority to run.

If the City moves forward with a transfer both parties would need to submit letters to the field offices informing them of the agreement with a resolution in support of the transfer. If a transfer is completed the effective date will have to be either January 1st or July 1st. If the City does move forward with a transfer of services to the Northwest Housing Authority and they are still going to use City Hall a lease agreement for the space may also have to be worked out.

Staff is looking for input and direction on how to proceed.

**NORTHWEST MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY**

RESOLUTION NO. 7-14-2

At a regular meeting of the Commissioners of the Northwest Minnesota Multi-County Housing and Redevelopment Authority held the 16th day of July, 2014,

Commissioner offered the following Resolution which was seconded by

Commissioner Ayes:

Nays:

**AUTHORIZING THE VOLUNTARY TRANSFER OF OPERATION
OF THE SECTION 8 PROGRAM IN EAST GRAND FORKS**

WHEREAS, Northwest Minnesota Multi-County Housing and Redevelopment Authority (Multi-County HRA) and the East Grand Forks Economic Development Authority (EDHA), mutually desire to move forward with a voluntary transfer of the Section 8 Housing Choice Voucher program in the City of East Grand Forks (City);

WHEREAS, Minnesota Statutes and U.S. Housing and Urban Development regulations allow the respective authorities by resolution, to authorize the Multi-County HRA to exercise its powers to operate a Section 8 program within the City;

NOW, THEREFORE, IT IS RESOLVED that, upon Authorization in the City, the Multi-County HRA is authorized and directed to pursue the voluntary transfer of the Section 8 program from the City to Multi-County HRA as allowed under Minnesota statutes and HUD regulations.

On vote being taken, the Resolution was passed.

CERTIFICATION

I, Lee Meier, the Executive Director of Northwest Minnesota Multi-County Housing and Redevelopment Authority do hereby certify that the attached Resolution No. 7-14-2 is a true and exact copy as part of the July 16, 2014, Commissioner's Proceedings as duly adopted by the Commissioners of Northwest Minnesota Multi-County Housing and Redevelopment Authority and is still in force and effect.

Date

mt

housing requirements, including the responsibility to affirmatively further fair housing and to reduce racial and national origin concentrations. No transfers may be permitted to a PHA with a troubled Section 8 Management Assessment Program (SEMAP) performance designation, nor may transfers be permitted where a receiving PHA has failed to comply with corrective action plans to address financial or program audit findings related to the HCV program.

4. Exceptions to Eligibility for HCV transfers. The Department will consider approving voluntary partial transfers only in the following cases: (1) the transfer is for the purpose of developing PBV units in an area of low poverty concentration; (2) the transfer is to a state or regional PHA; or (3) for a compelling business reason. These exceptions do not apply to consolidations.

5. Application Process for Transfers and Consolidations. At least 90 days before the requested effective date of the voluntary transfer or consolidation both the divesting and receiving PHAs must submit letters to their respective field offices indicating agreement upon the part of the PHAs of the transfer or consolidation and the date upon which the PHAs would like the transfer to occur. All transfers must have an effective date of either January 1st or July 1st of a given calendar year (CY); however, HUD will determine whether there are compelling business reasons to make an exception to this requirement. **No transfers or consolidations may be retroactive.** The letters must be signed by their respective Executive Directors with an accompanying board resolution. If the PHA is a unit of local government, the appropriate authorized official must sign the letter.

6. Renewal and Administrative Fee Funding Amounts for Units Transferred or Consolidated and Equity Balances. At the time of the transfer or consolidation, the divesting PHA(s) must transfer to the receiving PHA(s) the total budget authority on hand and accumulated NRA and UNA to ensure the latter has enough funding to continue operations uninterrupted. If the divesting PHA(s) owes money to HUD (such as NRA used for other purposes), these funds must be paid prior to the transfer from the PHA's non-federal funds or available UNA. When neither is available, and compelling reasons exist to ensure uninterrupted housing assistance to families, the transfer or consolidation will be processed. Funds owed to HUD include executed repayment agreements and audit findings involving money due for which a management decision has not yet been rendered. Forgiveness of amounts due to the Department must be approved pursuant to the Audits Management System Handbook 2006.06, paragraph 5-7.B.3. No receiving PHA/s will be responsible for a divesting PHA's debts.

Administrative fees earned by the divesting PHA(s) and/or HAP funds disbursed to the divesting PHA(s) during the months not yet reconciled by the time of the transfer or consolidation (whether an underpayment owed to the PHA or an overpayment owed HUD), will be provided (or offset) to the receiving or consolidating PHA(s) based on the divesting PHA(s)' rates. For subsequent years the renewal funding and administrative fee calculations will be considered based on the receiving or consolidating PHA's eligibility and leasing reported, respectively, subject to the mandates of the Appropriations Bill for that year.

7. Special Purpose Vouchers. Any special purpose vouchers (HUD-Veterans Affairs Supportive Housing (VASH); Family Unification Program (FUP); Non-Elderly Disabled (NED) and Five-Year Mainstream (MS5) vouchers) must be maintained and accounted for as such by the receiving PHA(s) or consolidating PHA.

8. Recommendation to Headquarters. No later than 30 days after the receipt of the documents referenced in section 5 of this notice, the field office will complete its review of the transfer or