

**AGENDA  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 11, 2015 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

- 1. Toward Zero Death Enforcement Grant – Mike Hedlund**
- 2. Request to Change Sewage Ordinance Discussion – David Murphy**
- 3. Lot Sale Discussion – David Murphy**
- 4. Special Assessment Discussion – David Murphy**
- 5. Special Election Discussion – Mark Olstad**
- 6. Other**

**ADJOURN:**

**Upcoming Meetings**

Regular Council Meeting – August 18, 2015 – 5:00 PM – Council Chambers  
Work Session – August 25, 2015 – 5:00 PM – Training Room  
Regular Council Meeting – September 1, 2015 – 5:00 PM – Council Chambers  
Work Session – September 8, 2015 – 5:00 PM – Training Room

# Request for Council Action

Date: August 5, 2015

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Resolution to accept the 2016 TZD Enforcement Grant

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**Background:** The East Grand Forks Police Department, in conjunction with the Crookston Police Department and the Polk County Sheriff's Office has been awarded a traffic safety grant through the Office of Traffic Safety's TZD (Toward Zero Deaths) program in the amount of \$30,825.00. The majority of these funds (\$28,100.00) are for enforcement and there is no match on those funds (other than the use of our squad cars). The remainder of the funds are divided between Dispatch (\$950.00) which will go to Polk County, TZD Conference Lodging Reimbursement for each involved agency (\$600.00 total) and \$1,125.00 for related equipment (typically radar units or Portable Breath Testing devices). The equipment funds do require a 50% match for any equipment purchased. We have not yet determined which agency (or agencies) will be using these funds this year. While the Budget sheet shows a space for Administration expenses we are not eligible for those due to a state requirement of at least five agencies being involved on the grant to receive compensation for Administration of the Grant.

**Recommendation:** Approve the resolution to accept the grant.

**Attachments:** Draft Resolution and Grant Budget

CITY OF EAST GRAND FORKS  
RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that the East Grand Forks Police Department enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2015 through September 30, 2016. The grant is for a total of \$30,825.00 and is shared between the East Grand Forks and Crookston Police Departments and the Polk County Sheriff's Office with the City of East grand Forks serving as the fiscal agent for the grant.

Chief of Police Michael Hedlund (or his designee) is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the East Grand Forks Police Department and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the city council of the City of East Grand Forks on \_\_\_\_\_.  
(Date)

SIGNED:

WITNESSETH:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Mayor of East Grand Forks

City Administrator

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## 2016 Traffic Safety Enforcement Budget

Overtime Enforcement			
Impaired Driving Enforcement	\$		8,900.00
Seatbelt Enforcement	\$		11,300.00
Speed and "Move Over" Enforcement	\$		5,250.00
Distracted Driving Enforcement	\$		2,650.00
<b>Total Overtime Enforcement Funding</b>	<b>\$</b>		<b>28,100.00</b>
Dispatch, Administration and Equipment			
No more than \$ <b>2,248.00</b> can be used for dispatch, administration and equipment			
	DWI Related	Other	Total
Dispatch:	\$ 500.00	\$ 450.00	\$ 950.00
Alcohol Equipment:	\$ 625.00		\$ 625.00
Equipment:		\$ 550.00	\$ 550.00
Administration:	\$ -	\$ -	\$ -
TZD Conference Reimbursement @ \$200/Agency =		\$ 600.00	\$ 600.00
<b>Total Dispatch, Administration and Equipment</b>			<b>\$ 2,725.00</b>
<b>Total Funding Requested for Grant</b>			<b>\$ 30,825.00</b>

# Request for Council Action

Date: August 6, 2015

To: East Grand Forks City Council Mayor Lynn Stauss, Council President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: David Murphy, City Administrator

RE: Request Received to Change Sewage Ordinance

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David,

If you could bring this topic up for discussion at the next City Council meeting, I would appreciate it.

RE: Title V Public Works, Chapter 53.092

I motion to change the residential responsibility boundary with respect to repairs required on residential sewage connections to the city sewer system. I propose the residential responsibility boundary is moved to the city's right of way boundary or to the residential property boundary at the very least.

The existing code requires residents to pay the cost of repair for residential sewer lines that are located in the street near the main sewer line. The residential connections to the city sewer mains (in the center of the street) are typically 8-9 feet below surface and become very expensive to repair. Repair costs to sewer lines located in the street are very onerous to residents, particularly senior citizens, who may be required to pay thousands of dollars to repair a connection that requires work to the city street (per city specifications) in addition to the residential sewer line. And it would be in the city's interest to have control over the repairs in the streets to ensure proper installation, compaction, and pavement installation and to ensure there is no damage done to the city main in the process.

The EGF Water and Light Utility could add a small fee to all residential water bills to address the long term cost of paying for future repairs to eventual failure of older residential sewer lines in city streets.

Thank you in advance for your help.

Daniel R. Sauers  
1821 20<sup>th</sup> St. N.W.  
East Grand Forks, MN 56721



The Administration Office had been contacted about the possible sale of the City owned lot which is outlined in red.

If the Council is interested in selling the property staff will need direction regarding if an appraisal will need to be obtained.

# Request for Council Action

Date: August 7, 2015

To: East Grand Forks City Council Mayor Lynn Stauss, Council President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Administration Office

RE: Water's Edge 3<sup>rd</sup> Addition Special Assessments

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In 2004 a project was completed for sanitary sewer and lift station in the Water's Edge additions. According to the assessment log in 2007 the assessments for parcel 83.00100.02 were reapportioned and this parcel became Water's Edge 3<sup>rd</sup> Addition and was split into 14 lots and unplatted properties. All except for two properties were owned by the City when these assessments were reapportioned. At this time if assessments are deferred they are not included in the records at the County so the assessments on the City owned parcels were not sent to the County.

Earlier in the year special assessment information was being reviewed and this information was found. After further review it was found that these specials were not included when the properties were sold.

The assessments that were certified on these properties included storm sewer, sanitary sewer, watermain, curb & gutter, and paving which was done as a separate project in 2007.

A transfer is needed to pay for the special assessments with funds from the lot sales. The transfer would be \$36,713.18. This will reduce the overall lot sale amount received for these lots.

**Reapportionment of 2004 ASSESSMENT JOB No. 2 - UTILITIES AND STREET CONSTRUCTION  
EAST GRAND FORKS, MINNESOTA  
(Reapportionment of 83.00100.02)**

PARCEL No.	OWNER	DESCRIPTION	Roll#259		Roll#259		Roll#260		TOTAL ASSESSMENT INTEREST	
			LIFT STATION		SANITARY SEWER		WATERMAIN			
			SQUARE FOOTAGE	LIFT STATION BENEFIT	FRONT FOOTAGE	\$ FRONT BENEFIT	LIFT STATION/ SANITARY SEWER	FRONT FOOTAGE		\$ FRONT BENEFIT
				\$0.009105		\$22.36222		\$62.04834		
							20 yrs 6.1% Proj Type: 2	20 yrs 6.1% Project Type: 1		
<b>WATERS EDGE THIRD ADDITION</b>										
83.00114.12	CITY OF EAST GRAND FORKS	LOT 1, BLOCK 1	11,250	\$102.43	75.00	\$1,677.17	\$1,779.60	\$0.00	\$1,779.60	Sold
83.00114.14	CITY OF EAST GRAND FORKS	LOT 2, BLOCK 1	9,784	\$89.09	65.02	\$1,453.99	\$1,543.08	\$0.00	\$1,543.08	Sold
83.00114.15	CITY OF EAST GRAND FORKS	LOT 3, BLOCK 1	10,292	\$93.71		\$0.00	\$93.71	\$0.00	\$93.71	Sold
83.00114.16	CITY OF EAST GRAND FORKS	LOT 4, BLOCK 1	14,338	\$130.55		\$0.00	\$130.55	\$0.00	\$130.55	Sold
83.00114.17	CITY OF EAST GRAND FORKS	LOT 5, BLOCK 1	21,974	\$200.07		\$0.00	\$200.07	\$0.00	\$200.07	Sold
83.00114.18	CITY OF EAST GRAND FORKS	LOT 6, BLOCK 1	21,358	\$194.46		\$0.00	\$194.46	\$0.00	\$194.46	Assessed
83.00114.19	CITY OF EAST GRAND FORKS	LOT 7, BLOCK 1	19,947	\$181.61		\$0.00	\$181.61	\$0.00	\$181.61	Assessed
83.00114.20	CITY OF EAST GRAND FORKS	LOT 8, BLOCK 1	10,635	\$96.83	65.91	\$1,473.89	\$1,570.72	\$4,089.61	\$5,660.33	Sold
83.00114.21	CITY OF EAST GRAND FORKS	LOT 9, BLOCK 1	9,920	\$90.32	62.00	\$1,386.47	\$1,476.79	\$3,847.01	\$5,323.80	Sold
83.00114.22	CITY OF EAST GRAND FORKS	LOT 10, BLOCK 1	10,240	\$93.24	64.00	\$1,431.18	\$1,524.42	\$3,971.09	\$5,495.51	Sold
83.00114.23	CITY OF EAST GRAND FORKS	LOT 11, BLOCK 1	10,240	\$93.24	64.00	\$1,431.18	\$1,524.42	\$3,971.09	\$5,495.51	Sold
83.00114.24	CITY OF EAST GRAND FORKS	LOT 12, BLOCK 1	10,240	\$93.24	64.00	\$1,431.18	\$1,524.42	\$3,971.09	\$5,495.51	Sold
83.00114.25	CITY OF EAST GRAND FORKS	LOT 13, BLOCK 1	10,240	\$93.24	64.00	\$1,431.18	\$1,524.42	\$3,971.09	\$5,495.51	Sold
83.00114.32	VALLEY GOLF	LOT 14, BLOCK 1		\$1,506.73		\$9,110.61	\$10,617.34	\$11,334.15	\$21,951.49	Assessed
<b>WATERS EDGE THIRD ADDITION ASSESSED</b>			<b>170,458</b>	<b>\$3,058.76</b>	<b>523.93</b>	<b>\$20,826.85</b>	<b>\$23,885.61</b>	<b>383.91</b>	<b>\$35,155.13</b>	<b>\$59,040.74</b>

**UNPLATTED PROPERTIES**

83.00100.01	EGF Congregation of Jehovah's Witnesses			\$0.00	322.94	\$7,221.65	\$7,221.65	\$0.00	\$7,221.65	Assessed
<b>UNPLATTED PROPERTIES SUBTOTAL</b>			<b>0.00</b>		<b>322.94</b>	<b>\$7,221.65</b>		<b>0.00</b>	<b>\$0.00</b>	<b>\$7,221.65</b>

<b>TOTAL STORM SEWER ASSESSMENT</b>			<b>170,458</b>	<b>\$3,058.76</b>	<b>846.87</b>	<b>\$28,048.50</b>	<b>\$31,107.26</b>	<b>383.91</b>	<b>\$35,155.13</b>	<b>\$66,262.39</b>
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Total Amount	\$66,262.39
Assessed Amou	\$29,549.21
Remaining	\$36,713.18

# Request for Council Action

Date: August 6, 2015

To: East Grand Forks City Council Mayor Lynn Stauss, Council President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Mark Olstad

RE: Special Election Discussion

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Reminder of Special Election Information:

It was determined that the City would be able to hold a special election by mail ballot. The Administration Office would be set up as a polling location and a mail ballot/absentee ballot board would have to be formed to handle and process the mail ballots.

During the last election it cost \$2.07 for sending out the mail ballots. I estimate there are 850 registered voters per ward and was advised to add an additional 200 on top of that amount for the mail ballots that are rejected because they are not filled out properly. Postage has gone up since the last election and the County suggested estimating the cost using \$2.10 per ballot. At \$2.10 per ballot and if 4450 ballots are sent out that will cost \$9345. This amount does not include the election judges time, cost of publications for the election, or any other costs related to the special election.

The City would need to pass a resolution setting when the special election will be held and used to notified the County the City will be holding a special election. The County needs to be notified a minimum of 74 days prior to when the election will be held.