

**AGENDA  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 25, 2015 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

- 1. Request to Award Bid for 2015 City Project No. 5 Campground Improvements – Steve Emery**
- 2. Request to Award Bid for 2015 City Project No. 3 Lift Station #5 Replacement – Steve Emery**
- 3. Discussion on Possible Easement – Bob Moore**
- 4. Request for Reduction in Sewage Rate – David Murphy**
- 5. Request Regarding People Mover Bus from American Legion – Dave Aker**
- 6. Civic Center Roof – Dave Aker**
- 7. Mutual Aid Agreement – Gary Larson**
- 8. Request to Declare Property as Surplus – Mike Hedlund**
- 9. Acceptance of Grant for DARE Program – Mike Hedlund**
- 10. 2016 Budget Discussion – David Murphy**
  - a. General Fund**
  - b. Central Equipment**
  - c. Pool**
  - d. Refuse**
  - e. Storm Water**
  - f. Time Clock**

Information for this item will be brought to the meeting due to department heads meeting both Monday and Tuesday and try to have the most up-to-date information available for the Council to consider.

**11. Other**

**ADJOURN:**

**SPECIAL MEETING AGENDA ON FOLLOWING PAGE**

**AGENDA  
OF THE CITY  
COUNCIL SPECIAL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 25, 2015 – FOLLOWING THE WORK SESSION**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

1. Consider adopting Resolution No. 15-08-90 entering into an agreement between the City of East Grand Forks and the State of Minnesota for paratransit transportation services in East Grand Forks from January 1, 2016 through December 31, 2016.
2. Consider adopting Resolution No. 15-08-91 entering into an agreement between the City of East Grand Forks and the State of Minnesota for fixed route transportation services in East Grand Forks from January 1, 2016 through December 31, 2016.
3. Consider adopting Resolution No. 15-08-92 declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.
4. Consider granting an easement to Riverwalk Enterprises LLC.

**ADJOURN:**

**Upcoming Meetings**

Regular Council Meeting – September 1, 2015 – 5:00 PM – Council Chambers  
Work Session – September 8, 2015 – 5:00 PM – Training Room  
Regular Council Meeting – September 15, 2015 – 5:00 PM – Council Chambers  
Work Session – September 22, 2015 – 5:00 PM – Training Room

# Request for Council Action

Date: August 19, 2015

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

Cc: File

From: Steve Emery, P.E.

RE: Award of Bids - 2015 City Project No. 5 – Campground Improvements

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## Background:

Two bids were received on Tuesday, August 18, 2015 for the Utility Improvements project within the Red Rivers State Campground. The apparent low bidder for the project is R.J. Zavoral & Sons, Inc. The project was broken into a base bid and an alternate bid with the City council having the ability to award either the base bid or the base bid plus the alternate bid.

I did work with Catherine Johnson, Park Manager at the campground in identifying the base and alternate bid areas to assure if the project base bid only was awarded that they were satisfied.

I have attached the plan sheet identifying the base and alternate bid areas for your reference

The following is the proposed budget based upon the low bid:

<b>PROPOSED BUDGET</b>	<b>BASE BID</b>	<b>BASE BID +ALT BID</b>
Construction	\$209,941.85	\$265,848.75
Plans / Specifications	\$20,394.77	\$25,696.39
Staking / Inspection	\$10,497.09	\$13,292.44
Contingencies	\$10,497.09	\$13,292.44
Administration / Legal	\$6,298.26	\$7,975.46
<b>TOTAL PROJECT COST</b>	<b>\$257,629.06</b>	<b>\$326,105.47</b>

## **PROPOSED FUNDING**

DNR Grant	\$250,000.00
City	\$ 7,629.06
<b>TOTAL PROJECT COST</b>	<b>\$257,629.06</b>

**Recommendation:**

It would be our recommendation to award the Base Bid to R.J. Zavoral & Sons.

**Enclosures:**

Bid Tabulation

Plan sheet identifying base and alternate bid project areas.

**"REVISED: AUGUST 10, 2015"**  
**2015 City Project No. 5**  
**Campground Improvements**  
**Red River State Recreation Area**  
**East Grand Forks, MN**

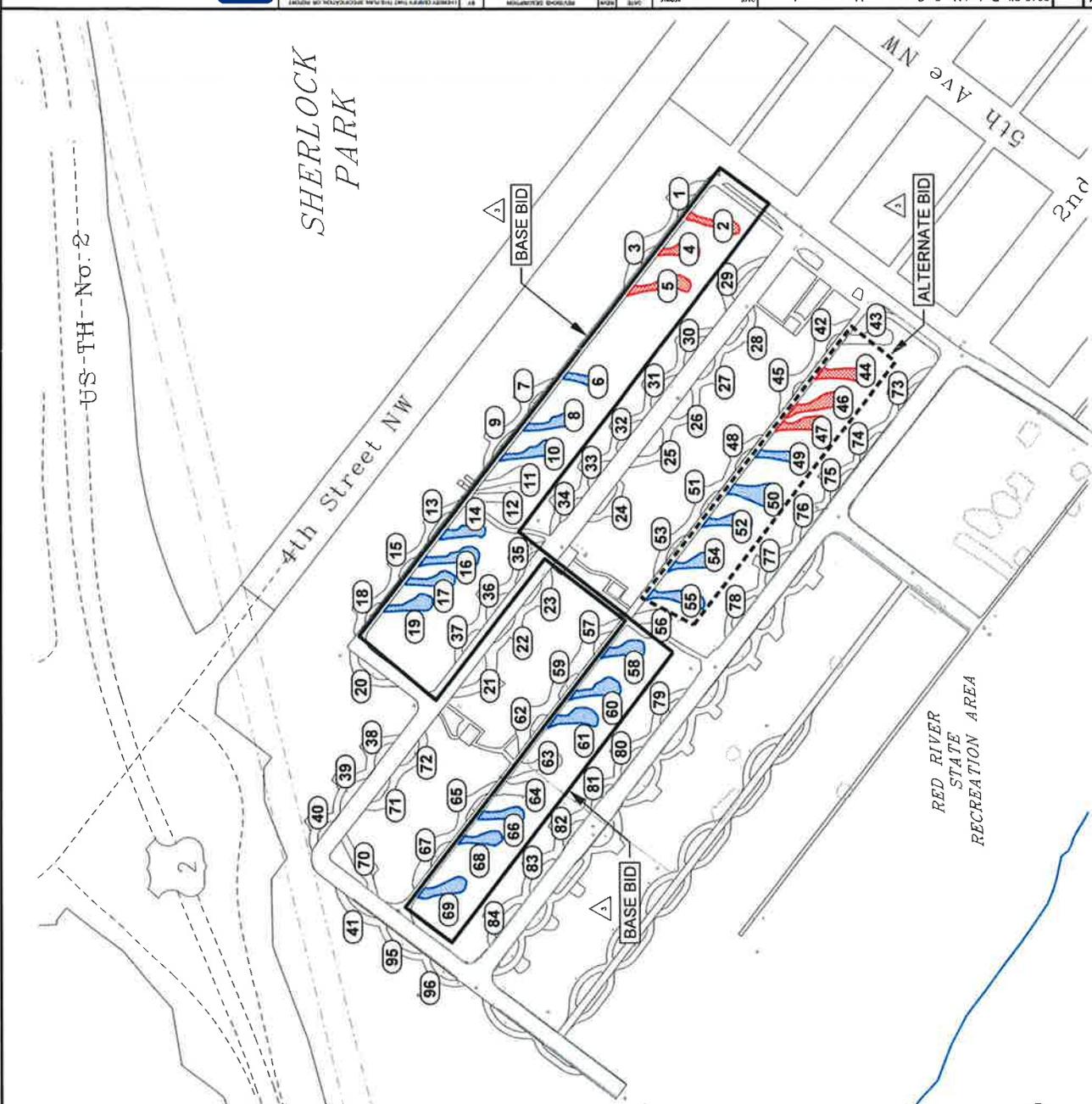
Base Bid				Engineer's Estimate		R.J. Zavoral and Sons		Northcat Excavating	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Unit Price	Total	Unit Price	Total	Unit Price	Total
015526	Traffic Control	1	LS	\$ 1,250.00	\$ 1,250.00	\$ 4,800.00	\$ 4,800.00	\$ 1,200.00	\$ 1,200.00
015713	Storm Drain Inlet Protection	3	EA	\$ 200.00	\$ 600.00	\$ 150.00	\$ 450.00	\$ 150.00	\$ 450.00
26 0000	Electrical	1	LS	\$ 117,000.00	\$ 117,000.00	\$ 134,000.00	\$ 134,000.00	\$ 142,023.00	\$ 142,023.00
329219	Topsoil Borrow	208	CY	\$ 20.00	\$ 4,160.00	\$ 13.00	\$ 2,704.00	\$ 18.00	\$ 3,744.00
329219	Seeding	3,747	SY	\$ 3.00	\$ 11,241.00	\$ 2.55	\$ 9,554.85	\$ 1.50	\$ 5,620.50
					\$ -				\$ -
331000	3/4" Campsite Water Connection	13	EA	\$ 800.00	\$ 10,400.00	\$ 650.00	\$ 8,450.00	\$ 800.00	\$ 10,400.00
331000	4" x 3/4" Saddle W/ Corporation	10	EA	\$ 200.00	\$ 2,000.00	\$ 500.00	\$ 5,000.00	\$ 822.00	\$ 8,220.00
331000	3/4" PE Watermain	849	LF	\$ 15.00	\$ 12,735.00	\$ 15.00	\$ 12,735.00	\$ 24.00	\$ 20,376.00
					\$ -				\$ -
333100	4" Campsite Sewer Connection	13	EA	\$ 500.00	\$ 6,500.00	\$ 400.00	\$ 5,200.00	\$ 564.00	\$ 7,332.00
333100	8" x 4" Sewer Wye - Saddle	7	EA	\$ 300.00	\$ 2,100.00	\$ 250.00	\$ 1,750.00	\$ 800.00	\$ 5,600.00
333100	4"x4" Sewer Wye	5	EA	\$ 250.00	\$ 1,250.00	\$ 250.00	\$ 1,250.00	\$ 400.00	\$ 2,000.00
333100	4" PVC Service Lead	1187	LF	\$ 25.00	\$ 29,675.00	\$ 18.00	\$ 21,366.00	\$ 24.00	\$ 28,488.00
333100	4" PVC Riser Pipe	19	LF	\$ 30.00	\$ 570.00	\$ 38.00	\$ 722.00	\$ 24.00	\$ 456.00
333100	4" PVC Cleanout	8	EA	\$ 500.00	\$ 4,000.00	\$ 245.00	\$ 1,960.00	\$ 450.00	\$ 3,600.00
<b>Total Base Bid</b>					<b>\$ 203,481.00</b>		<b>\$ 209,941.85</b>		<b>\$ 239,509.50</b>

**Alternate Bid**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Unit Price	Total	Unit Price	Total	Unit Price	Total
015526	Traffic Control	1	LS	\$ 1,250.00	\$ 1,250.00	\$ 500.00	\$ 500.00	\$ 791.00	\$ 791.00
015713	Storm Drain Inlet Protection	2	EA	\$ 200.00	\$ 400.00	\$ 150.00	\$ 300.00	\$ 150.00	\$ 300.00
26 0000	Electrical	1	LS	\$ 58,000.00	\$ 58,000.00	\$ 33,572.00	\$ 33,572.00	\$ 56,620.00	\$ 56,620.00
329219	Topsoil Borrow	74	CY	\$ 20.00	\$ 1,480.00	\$ 13.00	\$ 962.00	\$ 18.00	\$ 1,332.00
329219	Seeding	1,333	SY	\$ 3.00	\$ 3,999.00	\$ 2.55	\$ 3,399.15	\$ 1.50	\$ 1,999.50
					\$ -		\$ -		\$ -
331000	3/4" Campsite Water Connection	5	EA	\$ 800.00	\$ 4,000.00	\$ 425.00	\$ 2,125.00	\$ 800.00	\$ 4,000.00
331000	4" x 3/4" Saddle W/ Corporation	5	EA	\$ 200.00	\$ 1,000.00	\$ 285.00	\$ 1,425.00	\$ 822.00	\$ 4,110.00
331000	3/4" PE Watermain	239	LF	\$ 15.00	\$ 3,585.00	\$ 12.25	\$ 2,927.75	\$ 24.00	\$ 5,736.00
					\$ -		\$ -		\$ -
333100	4" Campsite Sewer Connection	5	EA	\$ 500.00	\$ 2,500.00	\$ 225.00	\$ 1,125.00	\$ 564.00	\$ 2,820.00
333100	8" x 4" Sewer Wye - Saddle	3	EA	\$ 300.00	\$ 900.00	\$ 165.00	\$ 495.00	\$ 800.00	\$ 2,400.00
333100	4"x4" Sewer Wye	3	EA	\$ 250.00	\$ 750.00	\$ 120.00	\$ 360.00	\$ 400.00	\$ 1,200.00
333100	4" PVC Service Lead	460	LF	\$ 25.00	\$ 11,500.00	\$ 16.00	\$ 7,360.00	\$ 24.00	\$ 11,040.00
333100	4" PVC Riser Pipe	19	LF	\$ 30.00	\$ 570.00	\$ 24.00	\$ 456.00	\$ 24.00	\$ 456.00
333100	4" PVC Cleanout	4	EA	\$ 500.00	\$ 2,000.00	\$ 225.00	\$ 900.00	\$ 450.00	\$ 1,800.00
<b>Total Alternate Bid</b>					<b>\$ 91,934.00</b>		<b>\$ 55,906.90</b>		<b>\$ 94,604.50</b>

<b>Total Base Bid Plus Alternate Bid</b>					<b>\$ 295,415.00</b>		<b>\$ 265,848.75</b>		<b>\$ 334,114.00</b>
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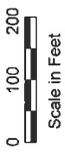
The East Grand Forks City Council reserves the right to award the base bid or base bid plus alternate bid.



US-TH No. 2

# SHERLOCK PARK

Note:  
see bid form for separation of base bid and alternate bid quantities



STATEMENT OF ESTIMATED QUANTITIES		
ITEM NO	DESCRIPTION	UNIT
015526	Traffic Control	LS
015713	Storm Drain Inlet Protection	EA
260000	Electrical	LS
329219	Topsoil Borrow	CY
329219	Seeding	SY
331000	3/4" Campsite Water Connection	EA
331000	4" x 3/4" Saddle W/ Corporation	EA
331000	3/4" PE Watermain	LF
333100	4" Campsite Sewer Connection	EA
333100	8" x 4" Sewer W/ve - Saddle	EA
333100	4" x 4" Sewer W/ve	EA
333100	4" PVC Service Lead	LF
333100	4" PVC Riser Pipe	LF
333100	4" PVC Cleanout	EA

- GENERAL NOTES**
- CONTRACTOR HAS OPTION TO PUSH AND BORE WATER SERVICE CROSSINGS OF EXISTING CAMPSITE PADS IN LIEU OF OPEN CUTTING (INCIDENTAL)
  - DAMAGE TO EXISTING STREETS & OR CAMPSITE PAD RESTORATION SHALL BE AS DIRECTED BY THE ENGINEER. REPAIRS / RESTORATION WILL BE CONSIDERED INCIDENTAL TO CONSTRUCTION AND NO ADDITIONAL PAYMENT WILL BE MADE
  - ACTUAL LOCATIONS FOR SERVICES AT CAMPSITE PAD SHALL BE DETERMINED IN THE FIELD BY OWNER AND/OR ENGINEER
  - ALL OPEN EXCAVATIONS ADJACENT TO EXISTING ROADWAYS AND OR CAMPSITES SHALL BE COMPLETELY BACKFILLED AT THE END OF EACH WORK DAY

**PROPOSED FULL SERVICE SITES**  
(WATER, SANITARY SEWER & ELECTRICAL)  
SITES: 6, 8, 10, 14, 16, 17, 19, 49, 50, 52, 54, 55, 56, 60, 61, 66, 68, 69

**PROPOSED ELECTRIC ONLY SITES**  
SITES: 2, 4, 5, 44, 46, 47



# Request for Council Action

Date: August 20, 2015

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

Cc: File

From: Steve Emery, P.E.

RE: Award of Bids - 2014 City Project No. 3 – Lift Station No. 5 Replacement

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**Background:**

Bids will be received at 10:00 A.M. on Tuesday, August 25<sup>th</sup> for the above referenced project. I will therefore, bring a copy of the bid tabulation to the meeting for review and discussion.

The following is the proposed budget based upon the low bid:

**PROPOSED BUDGET**

Construction  
Plans / Specifications  
Staking / Inspection  
Contingencies  
Administration / Legal  
**TOTAL PROJECT COST**

**I WILL PROVIDE BUDGET NUMBERS AT WORK SESSION**

**PROPOSED FUNDING**

City  
**TOTAL PROJECT COST**

**Recommendation:**

We will make a recommendation based upon bid results

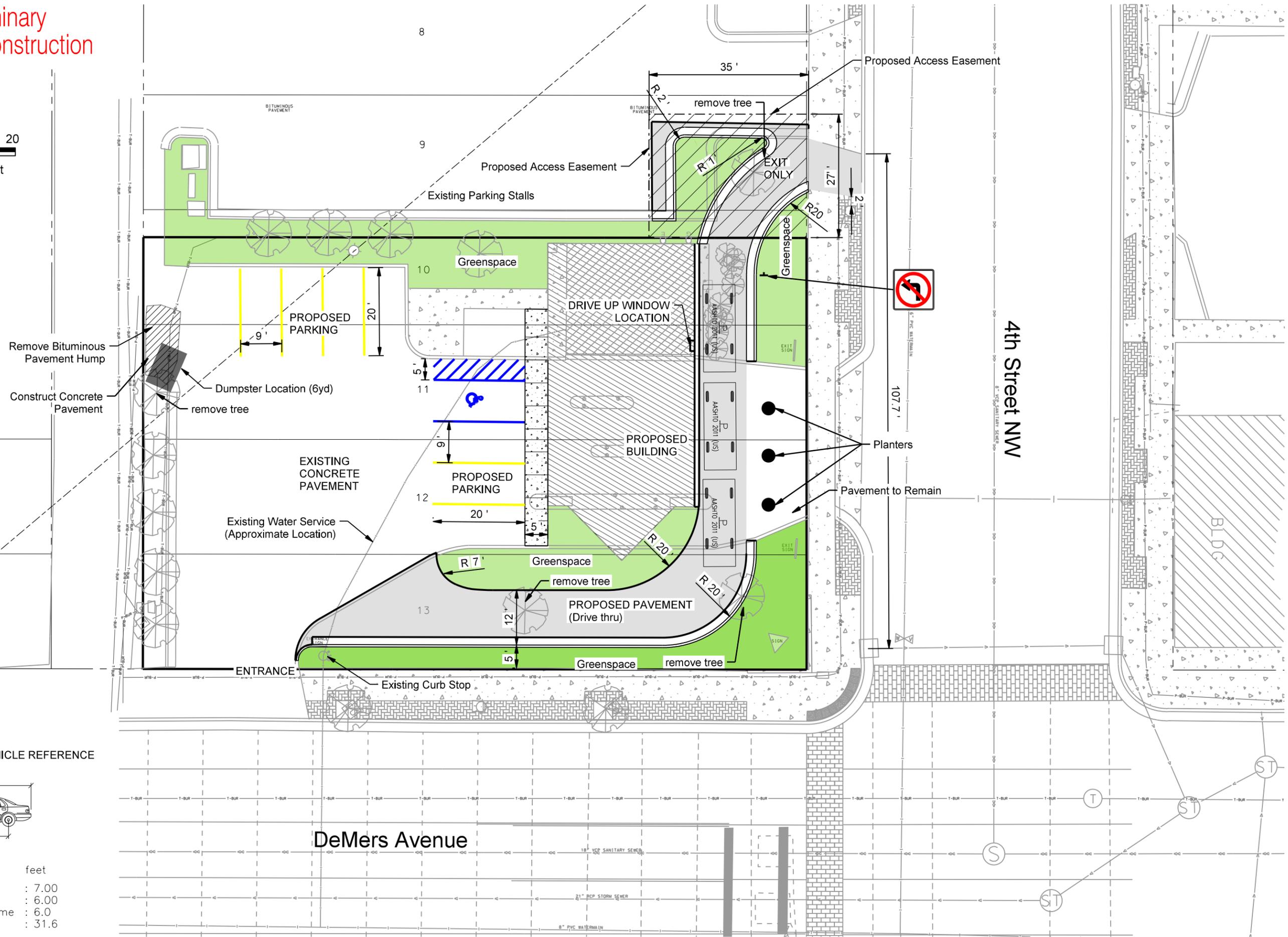
**Enclosures:**

None

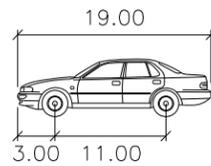
Preliminary  
Not For Construction



0 10 20  
Scale in Feet



VEHICLE REFERENCE



P	feet
Width	: 7.00
Track	: 6.00
Lock to Lock Time	: 6.0
Steering Angle	: 31.6

**WIDSETH SMITH NOLTING**  
Engineering | Architecture | Surveying | Environmental



BY: I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL ENGINEERING AND SURVEYING LAWS OF THE STATE OF MINNESOTA.  
DATE: 09/20/15  
LIC. NO.:

DATE	REV#	REVISIONS DESCRIPTION
04/07/15	1	As Shown
	2	MBA
	3	DRF

Proposed Coffee Shop with Drive-Thru Window  
309 DeMers Avenue  
East Grand Forks, Minnesota  
JOB NUMBER: 0680C0933.001

SHEET NO. **C1.0**  
SHEET 1 OF 1

MODEL: site layout sheet  
DATE: 09/20/15  
PROJECT: 0680C0933.001  
DRAWN BY: DRF  
CHECKED BY: DRF  
DATE: 09/20/15  
LIC. NO.:

# Request for Council Action

Date: 08/20/15

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 for Reduction in Sewage Rate

---

The Fairfield Inn is requesting a reduction in their sewage rate from the July billing. They had been watering the grass. Residential customers can qualify for a sprinkle rate but commercial businesses are not able to unless they have a separate meter for watering the grass. Currently the Fairfield Inn only has one water meter.

At this time there is no average to compare the usage to since the business just opened. They have cut back on their watering.

Included is the water and sewage bill for both June and July.

Fairfield Inn Water and Sewage Billing:							
Account Number	Days	Read Date	Reading	Consumption	Consumption Billed	Water \$	Sewage \$
015170-000	30	7/20/2015	57	44	440000	\$3,435.00	\$3,263.25
015170-000	10	6/20/2015	13	13	130000	\$970.50	\$921.98
000000-000	0	6/10/2015	0	0	0	0	0

# Memo

**To:** City Council Members  
**From:** Michael Peterson  
**cc:** Dave Akers  
**Date:** July 28, 2015  
**Re:** Partnership between American Legion and City of EGF

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The American Legion is looking to purchase a People Mover Style Bus to transport players. The proposed partnership is that the American Legion would purchase the bus and the City of EGF would insure, license, and handle routine maintenance. If agreed upon the American Legion would allow the City of EGF Parks and Rec to use the bus as needed. The only stipulation would be, the American Legion Baseball team would have first priority when it came to usage.

Michael Peterson



# Request for Council Action

Date: August 19, 2015

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

Cc: File

From: Dave Aker

RE: Roof at the Civic Center

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## Background:

I need permission to hire an engineering firm to check out the Civic Center roof over the front lobby. We need the roof even with the rest of the building or something can be made to stop the snow build up. When snow builds up it turns to ice and it melts down the east and west doors and makes it impossible to open the doors.

## Recommendation:

I would do the cheapest way possible if they think it works. The cost of a new roof would be around \$80,000 and I'm not sure of how much it would cost for a V-shape along the south part of the roof, and would it work. I think we have to take care of this problem.

# Request for Council Action

Date: August 20, 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: Fire Chief Gary Larson

RE: Polk County Mutual Aid Agreement

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There is a model mutual aid agreement enclosed that would replace the current Polk County Mutual Aid Agreement that is in place. This model was drafted by the League of Minnesota Cities Attorneys. It is generic and we would just fill in the blanks. It has been approved by all of the cities with Fire Dept's in the county.

I have reviewed the contract and see no problems. I have brought the last paragraph to the attention of the other Fire Departments on Charges to Requesting Party. I believe that we should know the extent and length of the incident within 12 hours, and at that time evaluate our commitment and expenses at the incident.

It is my recommendation to enter into this agreement with the Polk County Fire Departments.

Fire Chief East Grand Forks

Gary Larson

**LMCIT Model**

**MUTUAL AID AGREEMENT**

**Purpose**

This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions.

**Definitions**

1. "Party" means a political subdivision.
2. "Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.
3. "Requesting Party" means a party that requests assistance from other parties.
4. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means (Check the type of assistance that will be provided):
  - a. Public Works personnel and equipment \_\_\_\_\_
  - b. Fire and/or emergency medical services personnel and equipment \_\_\_\_\_
  - c. Law enforcement personnel and equipment \_\_\_\_\_
  - d. Utility personnel and equipment \_\_\_\_\_
  - e. Other personnel and equipment as listed below:  
\_\_\_\_\_

**Procedure**

1. **Request for assistance.** Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.
2. **Response to request.** Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance

to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources.

3. **Recall of Assistance.** The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.
4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

### **Workers' compensation**

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

### **Damage to equipment**

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

### **Liability**

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.
2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by

eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

**Charges to the Requesting Party**

Subd. 1 No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 48 hours. If assistance provided under this agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 48 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

Subd. 2 Such charges are not contingent upon the availability of federal or state government funds.

**Duration**

This agreement will be in force for a period of \_\_\_\_\_ years from the date of execution. Any party may withdraw from this agreement upon thirty (30) days written notice to the other party or parties to the agreement.

**Execution**

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date \_\_\_\_\_ Entity \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_ Entity \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

# Request for Council Action

Date: August 17, 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

RE: Chief of Police

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**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.

## 2015 Auction cars

City of East Grand Forks/Pine to Prairie drug task force.

1. 2003 Chevy Cavalier vin#1G1JC12FX37252975 DUI city
2. 1982 Honda Moped vin#YC1AB0903CB201177DUI city
3. 1995 Jeep Cherokee vin#1J4GZ58S9SC526405 P2P
4. 2006 Saturn Ion vin#1G8AJ55F16Z136566 DUI city
5. 1997 Jeep Cher vin#1J4GZ78Y0VC755091 DUI city
6. 1996 Dodge Ram vin#3B7HF13Z7TG136112 DUI city
7. 1996 Jeep Cher vin#1J4FJ78S5TL179848 P2P
8. 2000 Dodge Van vin#1B4GP44G4YB712758 P2P
9. 2004 Pontiac Bon vin#1G2HX52K34U205695 P2P
10. 1995 Pontiac GP vin#1G2WJ12M5SF301879 P2P
11. 1998 Olds Aurora vin#1G3GR62C7W4101262 DUI city
12. 2005 Chev Blazer vin#1GNNDT13X75K106200 DUI city
13. 1997 Toyota Cam vin#4T1BG22K1VU149575 DUI city
14. 1994 GMC safari vin#1GKEL19W2RB537680 Drugs

15.2000 Cadi vin#1G6KD54Y8YU330518 DUI city

16.1993 Chrys Con vin#2C3EL56T3PH555773 DUI city

17. 1999 Pontiac Sun vin#1G2JB5248X7513773 DUI city

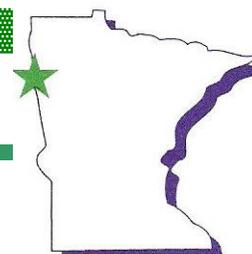
18.2004 Chry Con vin#2C3HD56G34H628570 Abandoned property (must be titled in MN after purchase)

19.1996 Olds 88 vin#1G3HN52K1T4838969 Abandoned property (must be titled in MN after purchase)

# 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



## COMMON GRANT APPLICATION FORM Grant Application Cover Sheet

Date of Application: July 14, 2015

Application submitted to: Mark Olstad

### Organization Information

Name of Organization: East Grand Forks Police Department – City of East Grand Forks

Address: 520 Demers Avenue East Grand Forks, MN 56721 EIN: 8021749

Phone: (218) 773-1104 Fax: (218) 773-1108 Website: [www.egf.mn](http://www.egf.mn)

President/Director: Michael S. Hedlund – Chief of Police (218) 773-2283 [mhedlund@egf.mn](mailto:mhedlund@egf.mn)

Name of contact regarding this application: Michael S. Hedlund – Chief of Police

Is your organization an IRS 501 (c) (3) not-for-profit? No  
If no, is your organization a public agency/unit of government? Yes

Has your organization previously received funding? No

### Proposal Information

Please give a 2-3 sentence summary of request: The East Grand Forks Police Department (EGFPD) is seeking financial assistance to help underwrite the expenses related to our DARE program. The EGFPD is making a significant effort to have a greater presence in our local schools. This began during the 2014/2015 school year when we started a DARE program for all 5<sup>th</sup> grade students in East Grand Forks. We are requesting funding to help us purchase the actual “items” used by and/or given to the students during the program and assistance with training costs for the DARE Instructor.

Population served: 8,601

Geographic area served: City of East Grand Forks

What fund are you applying to: Community Foundation Opportunity Funds

Funds are being requested for: Project/program support

Project dates (if applicable): 2015/2016 School Year (September 2015 – May 2016)

Fiscal year end: December 31, 2015

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

## Budget

Dollar amount requested:	\$1,800.00***
Total annual organization budget:	\$2,362.887.00
Total project budget (for support other than general operating):	\$2,400.00 (est.)

## Authorization

Name and title of top paid staff or board chair: Michael S. Hedlund – Chief of Police

Signature: \_\_\_\_\_

\*\*\* The following items will be purchased through this grant funding:

- Dare workbooks: \$240.00
- Graduation certificates: \$28.00
- Dare T-Shirts: \$997.00
- Accessories (Pencils/Stickers): \$100.00
- Estimated shipping: \$60.00
- DARE Training Conference (Registration Fee and Lodging): \$375.00

Total: \$1,800.00

Subject: NV&Me Grants

Dear NV&ME Exec Committee,

The following grants were approved at the meeting on Tuesday. Pete, Bruce, Mark, Kristi were present. Curt and Mara were unable to attend. The amount available to grant was \$60,700.

\$10,000: Start up weekend - Center for Innovation Foundation

\$2,000: Connected Puzzles - Grand Forks County

\$3,000: Frosty Bobber - Grand Forks Young Professionals

\$1,800: DARE - EGF Police Department

It was decided to deny the following grant requests:

The Scene - Empire \$3,000

New Years Gala - GGFYP at \$3,000

GF Disc Golf Assoc. \$10,000

TEDx - \$1,500

IT was decided to allocate remaining funding of \$43,900 for 3 projects.

GET Global Market

Workforce Partnership

Information/Transportation

More information needed on knight funding, timing and fleshing out details for each of those areas in need.

The NV360 steering committee will be re-convened to provide updates on grant and leadership investments, and multiple community initiatives in process in the community. In addition, to engage in discussion on private sector interest in continuing to work with the city partners with NV360 relating to Social Offerings, Aesthetics and Openness; specific as it relates to talent retention and attraction. There is potential for more Bush funding to do this work if the private sector is recognized as a key contributing partner and it is not city led.

Thanks for all of your work!

Kristi

**RESOLUTION NO. 15 – 09 - XX**

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, introduced the following resolution and moved its adoption:

WHEREAS, the East Grand Forks Police Department applied for a grant through the Community Foundation Opportunity Funds and through the NV & Me program;

WHEREAS, the Police Department requested funds to cover items needed for the DARE program which included workbooks, certificates, t-shirts, pencils, stickers, and training costs;

WHEREAS, the NV & Me Executive Committee has selected and awarded the Police Department the \$1,800 that was requested;

NOW, BE IT RESOLVED, the City Council of the City of East Grand Forks, Minnesota, formally accepts the grand funds in the amount of \$1800 for the DARE Program supplies and training.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: September \_\_\_\_, 2015

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of the Council

I hereby approve the foregoing resolution this \_\_\_\_ day of September, 2015.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: August 25, 2015  
To: East Grand Forks City Council and Mayor Lynn Stauss  
From: Nancy Ellis, Planner – EGF Transit  
RE: Approval of 2016 MnDOT Transit Application

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## RECOMMENDATION:

Staff recommends approval for the City of East Grand Forks to enter into an agreement with MnDOT for FY2016 transit funding.

## BACKGROUND INFORMATION:

The city has entered into a contract with MnDOT every year for transit services. The contract states that the City of East Grand Forks will provide Fixed Route and Paratransit/Senior Rider service and in turn, the City will receive state funds to help with operating costs for both Fixed Route and DAR. This contract will run from January 1, 2016 to December 31, 2016.

The estimated budget for both Fixed Route and DAR in East Grand Forks has gone up a small percentage every year and will again increase a percentage this year due to an increase in bus driver wages and maintenance. Our ridership has remained constant for the past few years – this is a positive for our service.

As our estimate stands for this year, operational costs for our fixed route will be \$328,570 (estimate from CAT with my administrative costs and training included). This is a 3% increase from 2014 but includes an additional half hour of service on Monday-Friday to help with bus transfers in Grand Forks for the morning commute. It is estimated that the City will receive \$13,390 in revenue from the farebox (\$7800) and the contract with NCTC (\$5500 but up to \$7000 max). The DAR estimated budget is \$66,000 – with the DAR service going out for service provider proposals before the end of the year. Our revenues from fare collection are an estimated \$12,875.

It is expected that the state will continue to estimate the East Grand Forks Transit budget for 2015 (as they have done in the past) at a lower estimate than ours. Keep in mind that we receive fed operating funds as well to help pay for each service (approximately \$78,000).

In addition to MnDOT application for transit operating dollars, we should be receiving funds to purchase a new fixed route bus. This purchase was originally scheduled for 2015 and we are beyond the recommended mileage for this bus to be in daily service. The state has verbally agreed to pay an 80% share of the bus purchase and we match the 20% in local funds. The bus is estimated at

\$150,000 with \$120,000 from the state and \$30,000 locally. This has been included in the City's CIP budget the past two years for the year 2016.

FINDINGS AND ANALYSIS:

- This is an annual contract with MnDOT to receive operating funds for the Fixed Route and Paratransit/Senior Rider (DAR) service.
- I have not received any indication yet as to what the State may estimate our budget to be. When we approve our final transit budget in November, I will have the State's approved cost share of each transit service

SUPPORT MATERIALS:

Resolutions for both Fixed Route and DAR contracts

FUNDING SOURCES:

Fixed Route

Federal funds: **\$78,280**

Farebox and contract revenue: **\$13,390**

State Funding Requested (80% of total cost including fed amount): **\$177,160**  
( $319,300 \times .8 = 255,440$  (-78,280))

Local share: **\$63,860** (includes admin and training costs)

Dial a Ride and Senior Rider:

Mn Funding request: **\$56,000**

Local share: **\$10,000**

**RESOLUTION NO. 15 – 08 - 90**

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_, introduced the following resolution and moved its adoption:

BE IT HEREBY RESOLVED, By the City Council of the East Grand Forks, Minnesota, that the City of East Grand Forks enter into an agreement with the State of Minnesota, to provide paratransit transportation services in East Grand Forks, Minnesota for period between January 1, 2016 and December 31, 2016; and

BE IT FURTHER RESOLVED, That the City of East Grand Forks agrees to provide 15% of the total operating costs for the paratransit service and up to 20% of the total capital costs; and

BE IT FURTHER RESOLVED, that authorization to execute the aforementioned Contract and any amendments thereto is hereby given to the Mayor and the Administrator/Clerk Treasurer.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: August 25, 2015

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of the Council

I hereby approve the foregoing resolution this 25<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2015, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Notary

**RESOLUTION NO. 15 – 08 - 91**

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_, introduced the following resolution and moved its adoption:

BE IT HEREBY RESOLVED, By the City Council of the East Grand Forks, Minnesota, that the City of East Grand Forks enter into an agreement with the State of Minnesota, to provide fixed route transportation services in East Grand Forks, Minnesota for period between January 1, 2016 and December 31, 2016; and

BE IT FURTHER RESOLVED, That the City of East Grand Forks agrees to provide 20% of the total operating costs for the fixed route service and up to 20% of the total capital costs; and

BE IT FURTHER RESOLVED, that authorization to execute the aforementioned Contract and any amendments thereto is hereby given to the Mayor and the Administrator/Clerk Treasurer.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: August 25, 2015

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of the Council

I hereby approve the foregoing resolution this 25<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2015, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Notary

**CITY OF EAST GRAND FORKS, MINNESOTA****RESOLUTION NO. 15-08-92****DECLARING THE OFFICIAL INTENT OF THE  
CITY OF EAST GRAND FORKS TO REIMBURSE  
CERTAIN EXPENDITURES FROM THE PROCEEDS  
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of East Grand Forks, Minnesota (the “City”), expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

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

1. The City proposes to undertake the following projects (together, the “Project”):

- (a) 14AJ1 - 17<sup>th</sup> St NE Reconstruction (\$425,749);
- (b) 15AJ1 - POW 6<sup>th</sup> Utilities & Street Construction (\$302,788); and
- (c) 15AJ3 - Mill and Overlay & Sealcoat (\$704,078).

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$1,432,615. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City

are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: August 25, 2015

Attest:

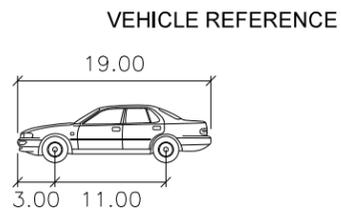
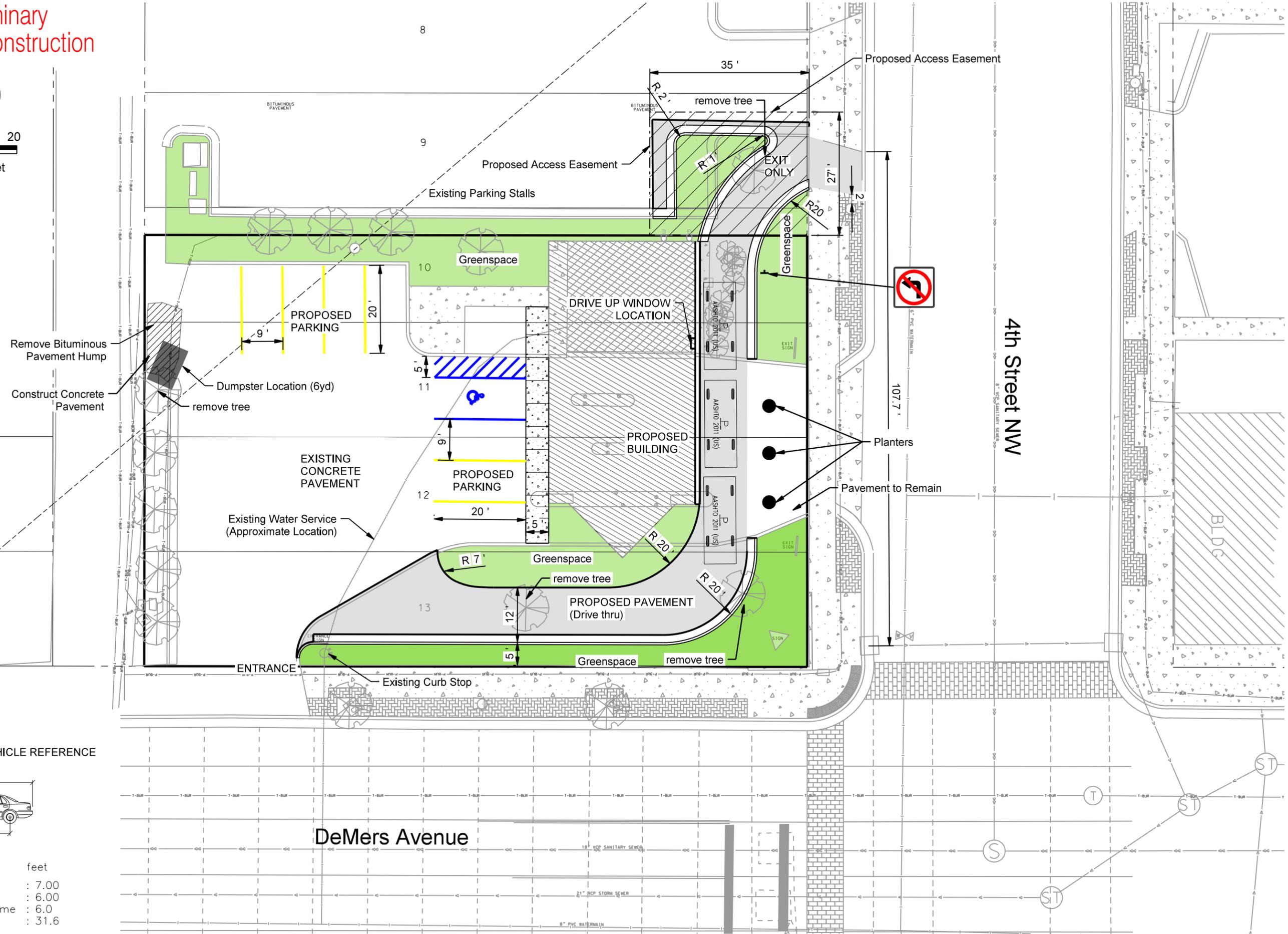
\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of the Council

I hereby approve the foregoing resolution this 25<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor

Preliminary  
Not For Construction



P	feet
Width	: 7.00
Track	: 6.00
Lock to Lock Time	: 6.0
Steering Angle	: 31.6

**WIDSETH SMITH NOLTING**  
Engineering | Architecture | Surveying | Environmental

Proposed Coffee Shop with Drive-Thru Window  
309 DeMers Avenue  
East Grand Forks, Minnesota  
Preliminary Site Layout Plan

DATE	SCALE	DRAWN BY	CHECKED BY	DATE	REV#	REVISIONS DESCRIPTION
04/07/15	As Shown	MBA	DRF		1	

JOB NUMBER: 0680C0933.001  
DATE: 09/20/15  
LIC. NO.

SHEET NO. **C1.0**  
SHEET 1 OF 1

MODEL: site layout sheet  
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 DATE: 09/20/15 10:58 AM