

**AGENDA
OF THE SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 23, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. Consider adopting Resolution No. 16-08-76 approving the hiring of Reid Huttunen as the Park and Recreation Superintendent at a starting salary of \$66,383.86 per year.

ADJOURN:

PLEASE SEE NEXT PAGE FOR WORK SESSION AGENDA

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 23, 2016 – Following the Special Meeting**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Request to File Roll & Set Final Hearing Date for 15AJ1 POW 6th – Steve Emery**
- 2. Request to Consider Bike Lanes on Bygland Road – Jason Stordahl**
- 3. Update from NW MN Housing & Redevelopment Authority – Lee Meier**
- 4. Request to Consider the Policy for Sell, Lease, or Option City-Owned Property – Paul Gorte**
- 5. Request for Purchase of Scoreboard for VFW Arena – Mark Dragich**
- 6. Request for Replacement of Fire Dept Suburban – Gary Larson**
- 7. Request to Start a New Hiring Register for Secretary/Dispatcher/Jailer – Mike Hedlund**
- 8. Request to Start a New Hiring Register for Police Officer – Mike Hedlund**
- 9. Request to Renew MMUA Safety Management Program – David Murphy**
- 10. Request to Consider CGMC Renewal – David Murphy**
- 11. Discussion of 2017 Preliminary Budget – Karla Anderson**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – Tuesday, September 6, 2016 – 5:00 PM – Council Chambers
Work Session – Tuesday, September 13, 2016 – Training Room
Regular Council Meeting – Tuesday, September 20, 2016 – 5:00 PM – Council Chambers
Work Session – Tuesday, September 27, 2016 – 5:00 PM – Training Room

RESOLUTION NO. 16 – 08 - 76

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

WHEREAS, the City of East Grand Forks has advertised for the position of “Park and Recreation Superintendent”, and

WHEREAS, the East Grand Forks Civil Service Commission passed on three candidates for a second interview; and

WHEREAS, the City Council conducted interviews with the three candidates and selected a candidate for the position; and

WHEREAS, the position was offered to Candidate Reid Huttunen at Grade 20 Step 1 for a starting salary of \$66,383.86 per year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, MINNESOTA approves the hiring of Reid Huttunen as the Park and Recreation Superintendent at a starting salary of \$66,383.86 per year.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: August 23, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 23rd day of August, 2016.

Mayor

Request for Council Action

Date: August 18,2016

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: Final Assessment Roll - 2015 Assessment Job No. 1– Utility and Street Construction , Point of Woods 6th Addition & Replat of Outlot B Point of Woods 5th Addition.

Background:

We are looking to file the Proposed Final Assessment Roll with the City Council and set a date for the Assessment Hearing on the above referenced project.

Recommendation:

File the Proposed Assessment Roll and Set date for Assessment Hearing.

Enclosures:

Proposed Final Assessment Roll.

ASSESSMENT ROLL - "PRELIMINARY FINAL"

**2015 ASSESSMENT JOB NO. 1
UTILITIES AND STREET CONSTRUCTION**

**POINT OF WOODS 6TH ADDITION & REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITION
EAST GRAND FORKS, MINNESOTA**

Watermain	
Construction	\$50,548.99
Plans and Specifications	\$4,732.16
Staking & Inspection	\$2,458.89
Assessment Roll	505.49
Administration	\$1,516.47
TOTAL PROJECT COST	\$59,762.00
TOTAL ASSESSED COST	\$59,762.00
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$60.6604 Linear Foot

Storm Sewer	
Construction	\$29,491.00
Plans and Specifications	\$2,760.81
Staking & Inspection	\$1,434.55
Assessment Roll	294.91
Administration	\$884.73
TOTAL PROJECT COST	\$34,866.00
TOTAL ASSESSED COST	\$34,866.00
Square Footages	
Point of Woods 6th Addition	158155
Point of Woods 5th Addition	0.00
Replat of OL B	
Total Assessable Sq Footages	158155
Assessment Rate	\$0.2205 Sq Foot

Sanitary Sewer	
Construction	\$42,938.75
Plans and Specifications	\$4,019.73
Staking & Inspection	\$2,088.70
Assessment Roll	429.39
Administration	\$1,288.16
TOTAL PROJECT COST	\$50,764.73
TOTAL ASSESSED COST	\$50,764.73
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$51.5279 Linear Foot

Street	
Construction	\$101,803.10
Plans and Specifications	\$9,530.34
Staking & Inspection	\$4,952.08
Assessment Roll	1,018.03
Administration	\$3,054.09
TOTAL PROJECT COST	\$120,357.64
TOTAL ASSESSED COST	\$120,357.64
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$122.1669 Front Footage

ASSESSMENT ROLL - "PRELIMINARY FINAL"

2015 ASSESSMENT JOB NO. 1
 UTILITIES AND STREET CONSTRUCTION

POINT OF WOODS 6TH ADDITION & REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITION
 EAST GRAND FORKS, MINNESOTA

PARCEL No.	OWNER	DESCRIPTION	STORM SEWER		WATERMAIN		SANITARY SEWER		STREET		TOTAL ASSESSMENT BEFORE INTEREST
			SQUARE FOOT	\$ STORM SEWER BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	
	POINT OF WOODS 6TH ADDITION			\$0.22		\$60.66		\$51.53		\$122.17	
83.04445.00	POINT OF WOODS LLC	LOT 1 BLOCK 1	13,797	\$3,041.61	99.37	\$6,027.82	99.37	\$5,120.32	99.37	\$12,139.73	\$26,329.48
83.04446.00	POINT OF WOODS LLC	LOT 2 BLOCK 1	15,436	\$3,402.94	114.13	\$6,923.17	114.13	\$5,880.87	114.13	\$13,942.91	\$30,149.89
83.04447.00	POINT OF WOODS LLC	LOT 3 BLOCK 1	17,831	\$3,930.93	123.45	\$7,488.52	123.45	\$6,361.11	123.45	\$15,081.51	\$32,862.07
83.04448.00	POINT OF WOODS LLC	LOT 1 BLOCK 2	16,286	\$3,590.32	114.89	\$6,969.27	114.89	\$5,920.04	114.89	\$14,035.76	\$30,515.39
83.04449.00	MATTSON DUNN PEGGY JANE	LOT 2 BLOCK 2	25,962	\$5,723.44	115.78	\$7,023.26	115.78	\$5,965.90	115.78	\$14,144.49	\$32,857.09
83.04450.00	POINT OF WOODS LLC	LOT 3 BLOCK 2	22,102	\$4,872.49	126.36	\$7,665.05	126.36	\$6,511.06	126.36	\$15,437.01	\$34,485.61
83.04451.00	TINKHAM REED & SHERYL	LOT 4 BLOCK 2	28,210	\$6,219.02	110.70	\$6,715.10	110.70	\$5,704.13	110.70	\$13,523.88	\$32,162.13
83.04452.00	POINT OF WOODS LLC	LOT 5 BLOCK 2	18,531	\$4,085.24	104.01	\$6,309.29	104.01	\$5,359.41	104.01	\$12,706.58	\$28,460.52
	SUBTOTAL POINT OF WOODS 6TH ADDITION		158,155	\$34,865.99	908.69	\$55,121.48	908.69	\$46,822.84	908.69	\$111,011.87	\$247,822.18
	REPLAT OF OUTLOT B POINT OF WOODS 5TH										
83.04434.00	POINT OF WOODS LLC	LOT C BLOCK 1	0.00	\$0.00	76.50	\$4,640.52	76.50	\$3,941.88	76.50	\$9,345.77	\$17,928.17
	SUBTOTAL REPLAT OF OUTLOT B POINT OF WOODS 5TH		0.00	\$ -	76.50	\$ 4,640.52	76.50	\$ 3,941.88	76.50	\$ 9,345.77	\$ 17,928.17
	GRAND TOTAL		158,155	\$ 34,865.99	985.19	\$ 59,762.00	985.19	\$ 50,764.72	985.19	\$ 120,357.64	\$ 265,750.35

RESOLUTION NO. 16 – 09 - XX

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

WHEREAS, The City Administrator/Clerk-Treasurer with the assistance of the person designated, has calculated the proper amount to be specially assessed against every lot, piece and parcel of land, without regard to cash valuation, utilities and street foundation improvements described as “2015 Assessment Job No. 1 – POW 6th Utilities”; and

WHEREAS, Said calculations known as the proposed assessments were filed with the Administrator/Clerk-Treasurer on September 6, 2016; and

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

1. A hearing shall be held at 5:00pm or as soon as possible thereafter on October 4, 2016 in the City Hall Council Chambers located at 600 Demers Ave to pass upon such proposed assessments. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The City Administrator/Clerk-Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall stated in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 6, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 6th day of September, 2016.

Mayor

Request for Council Action

Date: 8-18-2016

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: Jason Stordahl-Public Works Director

RE: Bygland Bike Lane

Background

In 2015 the Grand Forks-East Grand Forks Metropolitan Planning Organization asked Alliant Engineering to conduct a Bygland Road Study. As part of their evaluation they identified several critical needs of the corridor, and developed an implementation plan prioritizing their recommendations.

One of the near term (within 5 years) recommendations, is to implement standard on street bicycle lanes, and remove on street parking along the east side of Bygland Road.

Based on the Bygland Road Study, staff has developed a “Bike Lane Striping Plan” for Bygland Road. The plan has been reviewed by MNDOT, approved by our City Engineer, and is ready for implementation if Council so chooses.

Cost estimates for implementation will be given out at the Work Session.

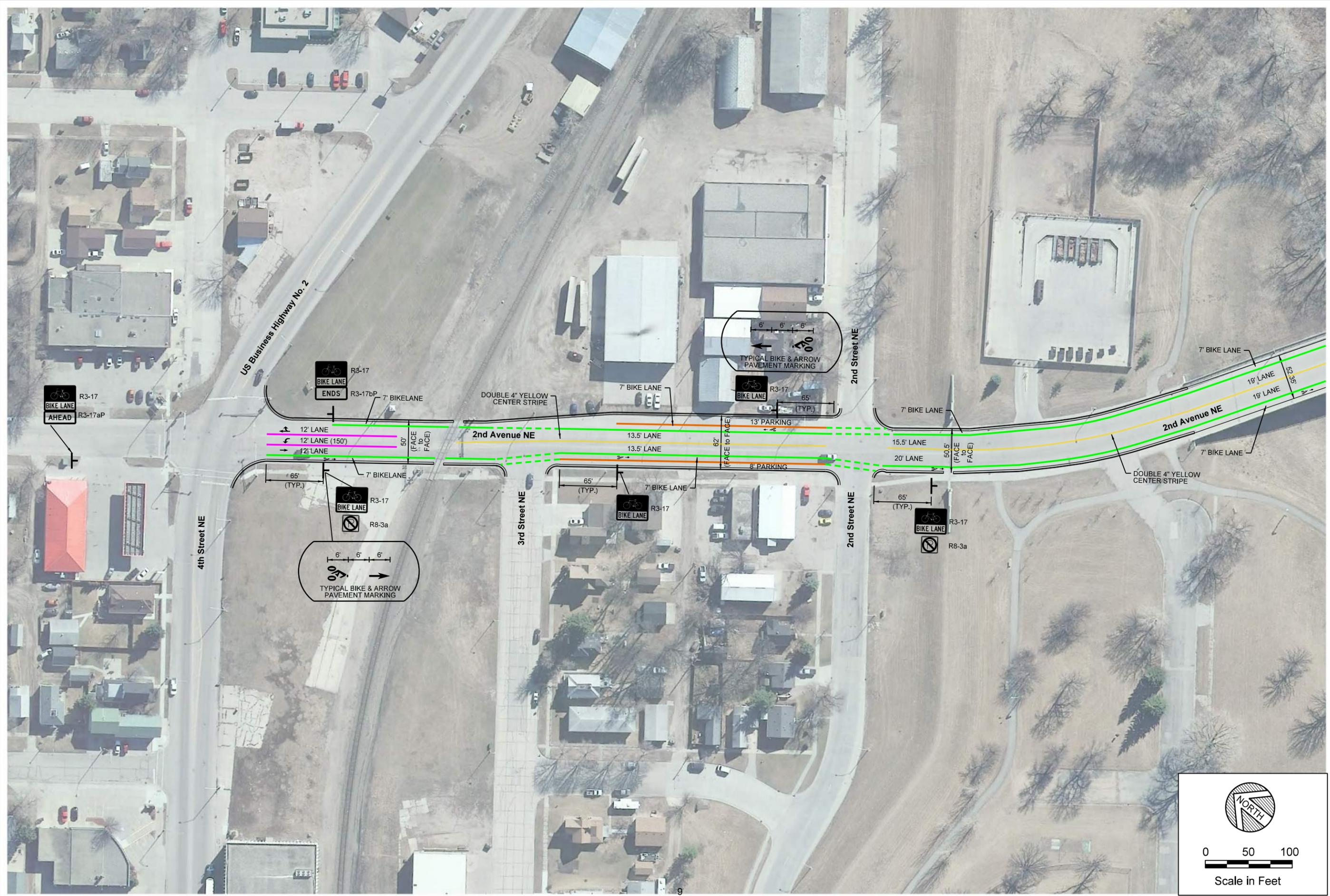
Requested Action: Staff requests that Council reviews the “Bygland Bike Lane Striping Plan”, and directs staff as to whether or not to proceed with implementation.

Enclosures:

Please see attached “Bike Lane Striping Plan”.

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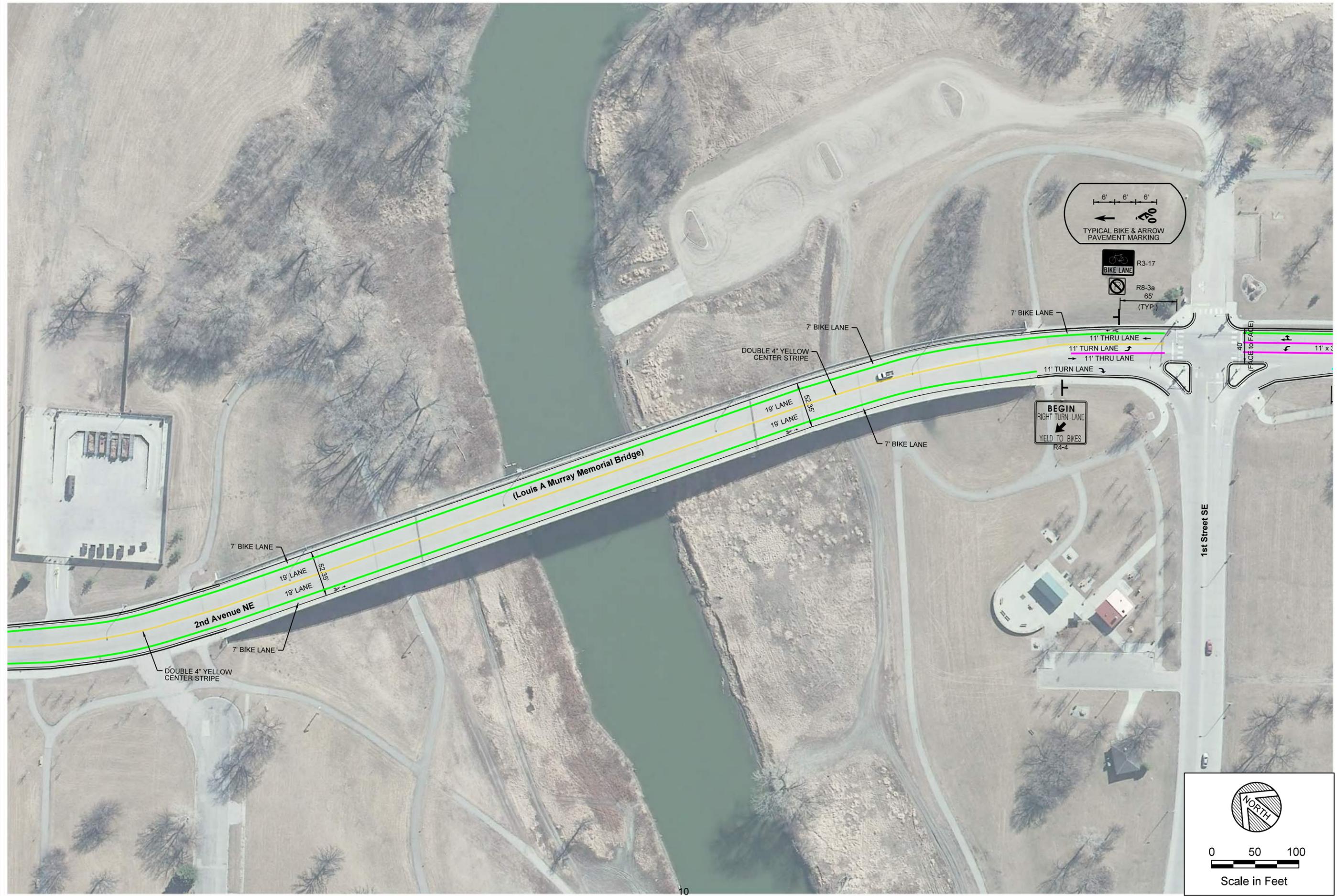
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BY: I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND IN ACCORDANCE WITH THE PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE	SCALE	DRAWN BY	CHECKED BY	DATE	REV#	REVISION DESCRIPTION

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 8/18/2016



BY: _____
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND IN ACCORDANCE WITH THE PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: _____ LIC. NO. _____

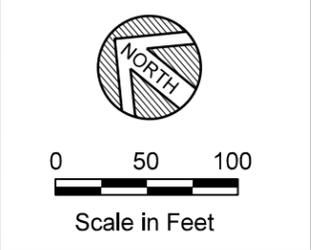
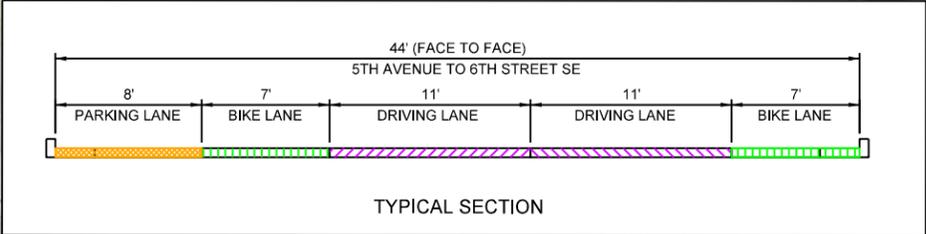
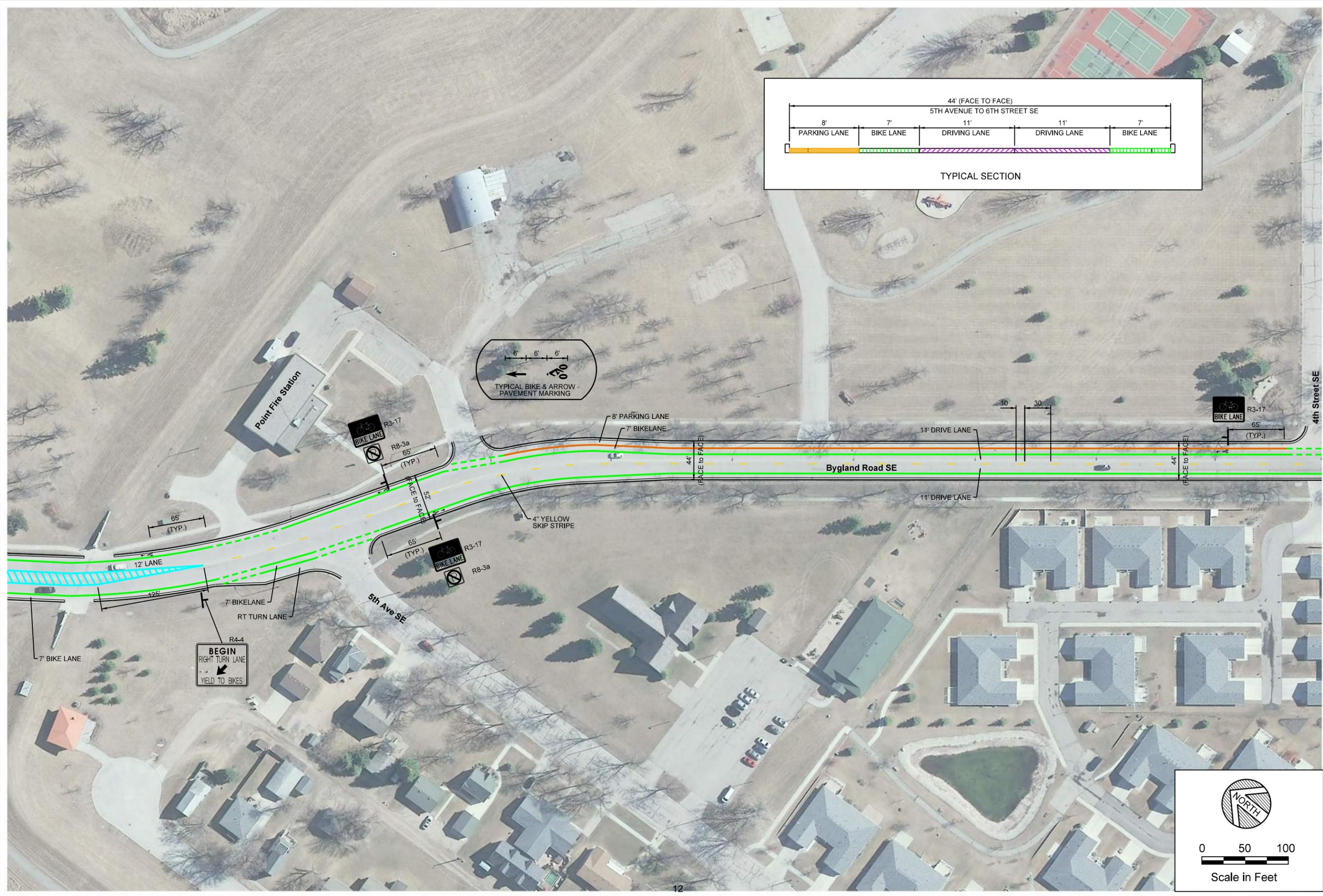
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DATE:	08/04/16
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CHECKED BY:	SRE
JOB NUMBER:	070600000_001

City of East Grand Forks
 Minnesota
 Business Hwy. No.2 to Central Middle School

SHEET NO. **S-1.2**
 SHEET OF _____

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 8/18/2016



WIDSETH SMITH NOLTING
 Engineering | Architecture | Surveying | Environmental

City of East Grand Forks
 Minnesota
 Bygland Road Stripping Plan
 Business Hwy. No.2 to Central Middle School

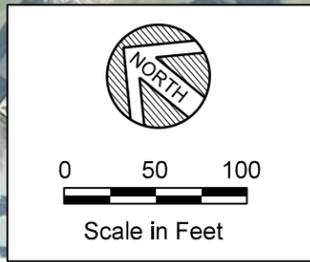
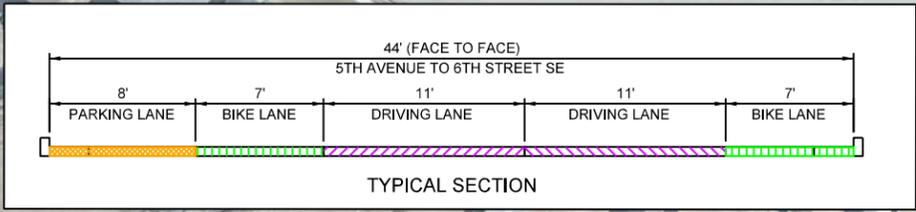
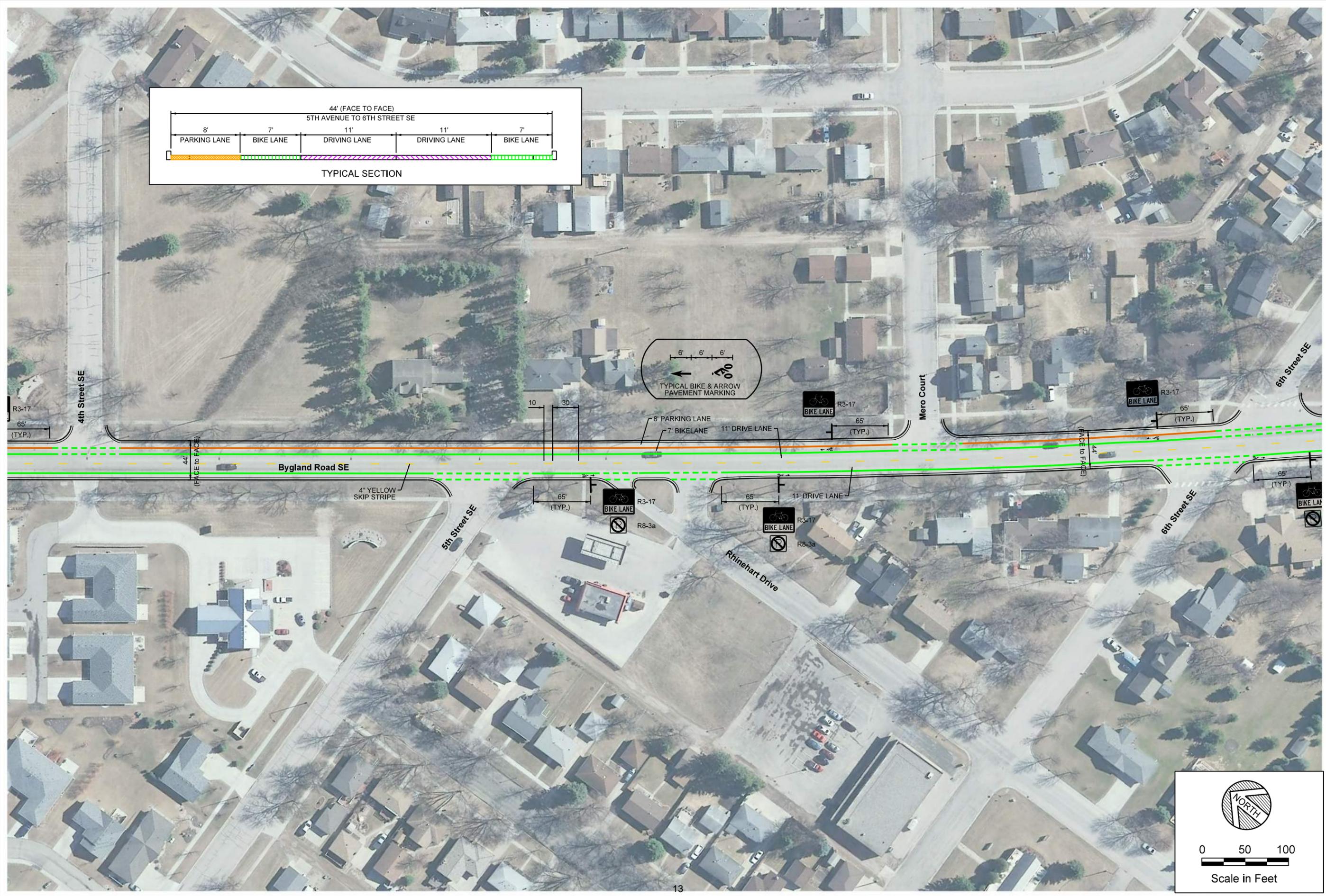
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DATE	REV#	DESCRIPTION

SHEET NO. **S-1.4**
 SHEET OF

BY: _____
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND IN ACCORDANCE WITH THE PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: _____ LIC. NO. _____

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WIDSETH SMITH NOLTING
 Engineering | Architecture | Surveying | Environmental

City of East Grand Forks
 Minnesota
 Bygland Road Stripping Plan
 Business Hwy. No.2 to Central Middle School

DATE: SCALE: DRAWN BY: CHECKED BY: JOB NUMBER: 0706000001

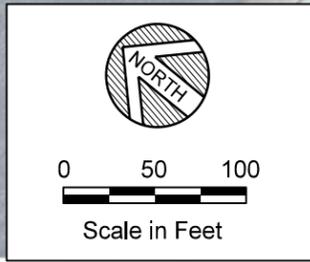
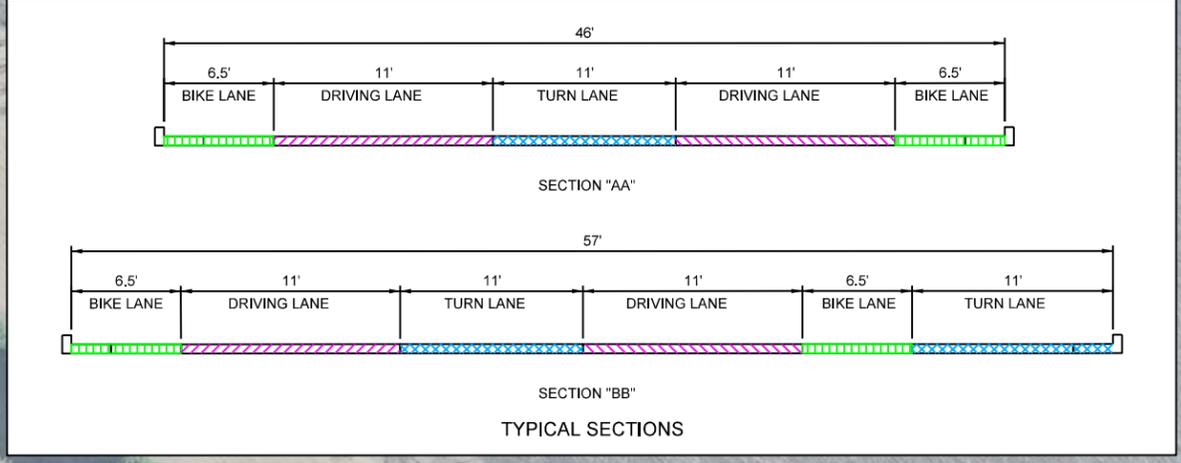
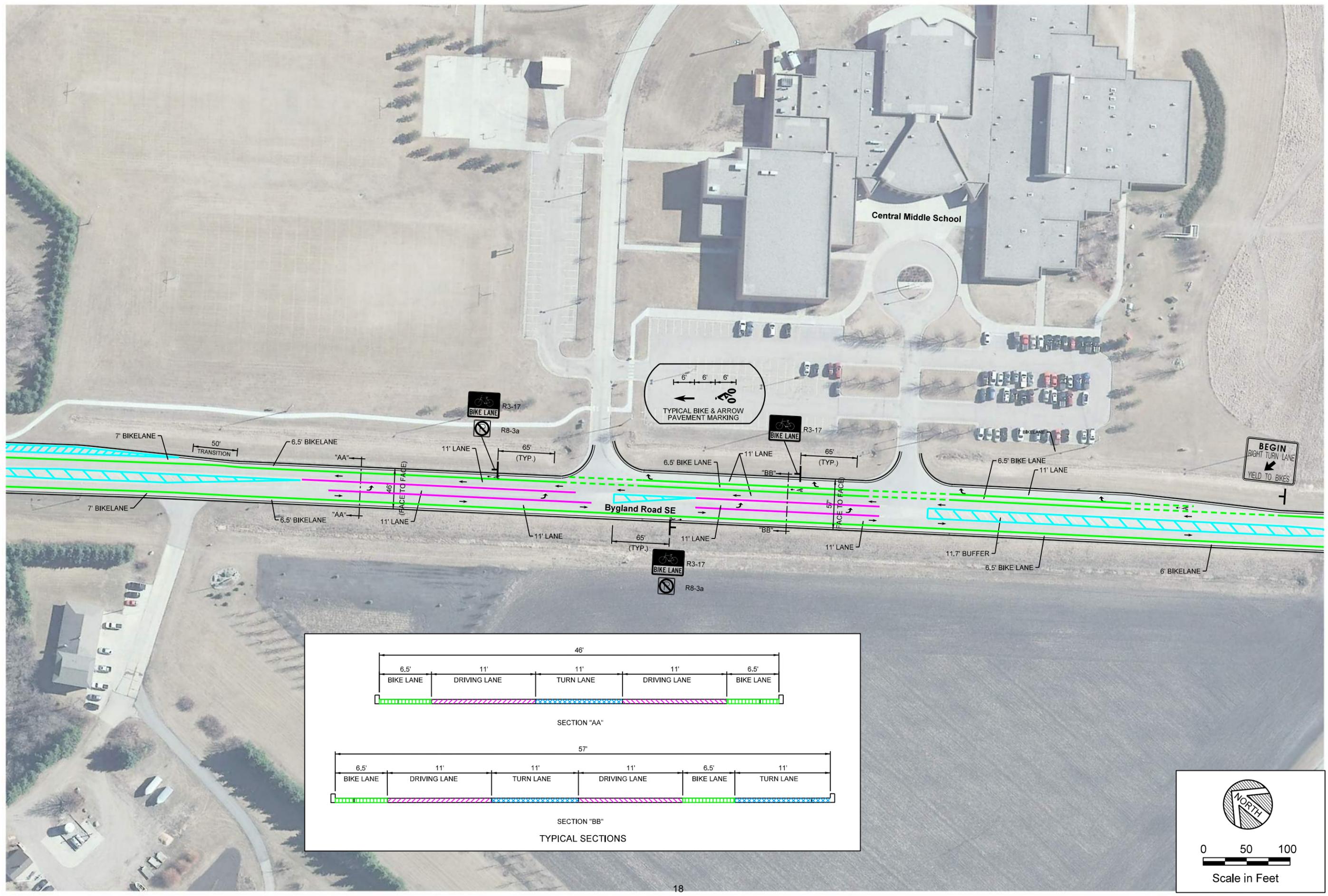
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BY: I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND IN ACCORDANCE WITH THE PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____ LIC. NO. _____

SHEET NO. **S-1.5** OF _____

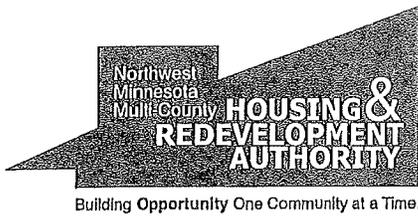
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BY: _____
 DATE: _____
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND IN ACCORDANCE WITH THE PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

REV#	DATE	DESCRIPTION
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DATE: _____
 SCALE: As Shown
 DRAWN BY: DDA
 CHECKED BY: SRE
 JOB NUMBER: 0706000001

**Main Office:**

205 Garfield Ave.
P.O. Box 128
Mentor, MN 56736

Phone: 218-637-2431

Fax: 218-637-2433

Satellite Office:

600 Demers Ave., Suite E112
East Grand Forks, MN 56721

Phone: 218-773-2371

Fax: 218-773-9331

July 22, 2016

Paul Gorte
EDA Director
City of East Grand Forks
600 Demers Avenue
East Grand Forks, MN 56721

Re: Housing Choice voucher Program (HCV) (Rental Assistance Program)

Dear Paul,

As I indicated in my email this morning I will give an update of the status of the HCV program the City of East Grand Forks transferred to the Multi County HRA January 1, 2015.

When transferred the HCV (HUD rental assistance program) was allowed 317 assistance slots for the City. It was anticipated that since Multi County with the merger had a total of 969 HCV units for the northwest region and there was pent up demand for the program in EGF that there would be a benefit by transferring the program. As of today EGF has 402 units on the HCV program with a total payout of \$185,870 to area landlords. This number is 85 additional units in the City from the number allowed prior to transfer which equates to \$39,270 monthly increase in housing assistance payments or over \$470,000 annually.

The program has been successful and created additional housing opportunities as projected but with the increased Housing Assistance Payments and increasing monthly rent cost throughout the region the HRA is experiencing a projected shortfall in HUD payments through 12-31-2016. In order to cover the shortfall HUD is requiring Multi County HRA to ratchet back on putting on new HCVs as people leave or no longer qualify for the program whereby reducing the overall rental units we will be able to serve. We anticipate this correction will balance out beginning with the January 2017 calendar year HUD funding cycle.

In order to make up for the shortfall the HRA may use some of the administrative reserve funds that were transferred to Multi County HRA January 2015. I've attached February and March 2015 letters from the HRA and HUD addressing the admin reserve dollars. The HRA has the flexibility to use the funds for housing purposes with approval from HUD. We continue to work in retaining admin funds to assist with potential rehab and other opportunities to create housing for low and moderate income people in the City and throughout the northwest Minnesota region.

Dealing with HUD can become confusing due to the myriad of regulations and there may be more questions we need to clarify in the future. So feel free to contact me to review this in more detail if the need arises.

Thank you. Email me at lee@nwmnhra.org or call me at 218-289-1014 with questions. You can also contact Karen Lunak, the HRA Housing Director at 218-637-2431 or Heather Harbott, HRA Financial manager for more information.

Sincerely,

Lee Meier, Executive Director

Cc: Nancy Ellis
David Murphy
HRA Board of Commissioners



U.S. Department of Housing and Urban Development

Minneapolis Field Office
 920 Second Avenue South
 Minneapolis, Minnesota 55402
<http://www.hud.gov/>

MAR 06 2015

Mr. Lee Meier, Executive Director
 NW MN Multi-County HRA
 205 Garfield Avenue
 P.O. Box 128
 Mentor, MN 56736

SUBJECT: Administrative Reserve Balances

Dear Mr. Meier:

This letter is in response to your recent correspondence to our office regarding information on the use of Administrative Reserve balances of the East Grand Forks EDHA.

You referenced a discussion between you, Mr. David Murphy, Acting Executive Director of the EDHA, and Dana Kitchen, Division Director in our office, about the use of Pre-2004 versus Post-2003 Administrative Reserve balances. While you are correct that the Pre-2004 amounts can be used for other housing purposes beyond administrative expenses to the Housing Choice Voucher (HCV) Program, there seems to be some confusion about who may use the funds after the transfer. As part of the transfer of the EDHA's HCV Program to NW MN Multi-County HRA (NWMNMCHRA), and as was stated in the approval letter of the transfer, all funds were to be immediately transferred to NWMNMCHRA. This includes Pre-2004 and Post-2003 funds. No funds, regardless of when they were accumulated, were to be retained by the EDHA. Any use of the funds by the EDHA would have needed to be completed prior to the transfer. We apologize if this was misunderstood.

Please see further information on the uses of Pre-2004 amounts in the enclosed notice (Notice PIH 2011-59). Should NWMNMCHRA choose to pursue development with these funds, HUD approval will be required. In addition, you will need to continue reporting the different reserves in your financial statements and they will, unfortunately, need to be included in your audit. If you have additional questions or concerns, please contact Ms. Kitchen at (612) 370-3000, extension 2106, or via email at Dana.M.Kitchen@hud.gov.

Sincerely,


 For Lucia M. Clausen
 Director, Office of Public Housing

Enclosure

Cc: David Murphy, East Grand Forks EDHA

Request for Council Action

Date: September 6, 2016

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: Paul Gorte, Economic Development Director

RE: Policy on Sale, Lease, or Option of City-Owned Land, Revised

On July 19 and August 16 the EDA Board considered a Policy on Sale, Lease, or Option of City-Owned Land. The EDA sent the proposed policy to the City Council with a recommendation to approve. On July 26 at its Work Session the City Council requested modifications to separate the cases where the City has declared property to be surplus from the instances where someone approaches the City to purchase land or facilities that the City owns but has not determined to be surplus. Attached is the revised policy.

- It establishes a review procedure.
- It defines the roles of the various departments.
- It establishes criteria for sale, lease, and option.
- It establishes a procedure for people to request the sale, lease, or option of City-owned land.

The EDA reviewed the revised policy at its August 16 meeting. It unanimously (6-0) recommended approval to move the policy forward to the City Council for action and adoption.

CITY OF EAST GRAND FORKS

STANDARD OPERATING PROCEDURE

POLICY ON SALE, LEASE, OR OPTION OF CITY-OWNED LAND

This Standard Operating Procedure prescribes the procedure for the disposition of City-owned real estate. Any changes made to this S.O.P. will be coordinated through the City Administrator's Office. If changes are made to the master copy (maintained by the City Administrator's Office), said changes shall be sent to all offices on distribution for this S.O.P.

Distribution: City Administration Office, City Finance Office, City Attorney's Office, City Engineer's Office, Community Development Department, Water and Light Department, Public Works Department, City Council, Economic Development, and Planning.

SECTION I. PURPOSE

It is the City's policy to manage its real estate assets so that municipal needs, which rely on these assets, may be properly implemented. The City Administrator, City Council, along with the Planning Commission, will review all City-owned real estate not adequately used for municipal purposes and determine the appropriate use of the property. Those properties needed for municipal purposes may be so designated. If a property is not needed for public use within the foreseeable future, it may be made available for lease or sale; or if it will be needed at a future time, it may be suitable for lease in the interim. Those properties not required for municipal use or are designated for lease may be designated for sale or reserved to be exchanged for other land the City needs.

SECTION II. REAL ESTATE REVIEW

The City owns numerous properties, including land used for infrastructure, buildings, other public facilities, park and recreation land, and residential lots. The City Manager will cause each department to review the property under its control to determine whether said property is being used, is needed for future use, or is surplus.

Case A: If a property has been platted as a residential lot, then it will be marketed as such and sold in accordance with normal procedures for the sale of such lots. This includes infill lots. This policy does not address the disposition of residential lots.

Case B: If a property is determined to be unused and unneeded, it will be identified as surplus property.

Case C: If a property is determined to be in use or needed for future use, but someone makes a written request to purchase, lease, or option it, the procedures below shall govern.

SECTION III. GENERAL PROVISIONS

City Administrator

The City Administrator shall have the responsibility of marketing City-owned properties and identifying surplus properties. The action of the administration shall include, but not limited to, the following:

1. Identify potential parcels.
2. Refer the property to other City departments.
3. Review by the utility group or appropriate utility staff for service territory, easement and/or ROW review, and utility needs review.
4. Obtain toxic or environmental studies, if necessary.
5. Recommend a minimum price for property to be declared surplus.
6. Prepare the paperwork for City Council consideration.
7. Order "for sale" signs.
8. Order appraisals.
9. Place ads in the newspaper.
10. Notify real estate firms and adjoining property owners that a parcel is for sale or lease.
11. Obtain any necessary lot splits.
12. Prepare option agreements, sale agreements, use agreements, or leases for review and approval by the City Council, City Administrator, and City Attorney's Office.
13. Prepare bid or proposal packages as needed in conformance with this policy.
14. Conduct sealed-bid openings, if appropriate.
15. Maintain a mailing list of parties interested in surplus City property.

Water and Light Department

The Water and Light Department shall review the service territory of the property/real estate in question, review all easements and ROW to determine utilities on site and make recommendations to the Planning Commission and City Council regarding obtaining service territory or placing any needed easements and/or utilities and services.

City Engineer's Office

The City Engineer's Office shall develop and maintain a map and list of City-owned lands other than street rights-of-way or easements. The City Engineer's Office shall maintain a map/GIS layer depicting road and utility easements. The City Engineer's Office and/or Attorney's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall maintain a copy of deeds of City-owned land, streets, and easements.

The City Clerk's Office shall be responsible for obtaining administration/elected official signature on all legal documents.

City Finance Office

The City Finance Office shall collect payments on all land sales, leases, and options.

City Administrator's Office

The City Administrator's Office shall review insurance certificates and leases.

City Attorney's Office

The City Attorney's Office will specify the type of deed to be granted and, after City Council authorization, the City Attorney's Office will prepare the appropriate deed/lease/option document in accordance with this policy.

City Planner and Planning Commission

The City Planner shall review the zoning and existing and proposed land use of each property identified as surplus for consistency with the City Comprehensive Plan and the appropriateness of the zoning. Prior to marketing a parcel, staff shall review the parcel for likely changes in density or intensity of use since the City acquired the property. If such changes are likely, then staff shall initiate a necessary rezoning and Comprehensive Plan amendment through the Planning Commission. When projects are divided by different land use classifications, staff shall seek lot splits, lot mergers, or property-line adjustments to divide the property along use lines, to reserve right-of-way for streets and utilities, and to be able to disclose the terms of development of the property.

Economic Development Authority

Economic Development shall review and evaluate the economic opportunity of each parcel to optimize the sale price of City-owned real estate based on relevant factors including: (1) An appraisal of the property which is no more than six months old at the time the sales agreement is presented to the City Council, (2) An appraisal of the property so that the minimum price can be established based upon the appraised value combined with costs of appraisal and other expenses, (3) Prevailing economic conditions and recent applicable trends, and (4) Any special benefits to accrue from the sale or lease of the property. Surplus real property of the City may be sold, leased, donated, or otherwise disposed of.

City Council

Upon receiving the report on surplus properties, the City Council may accept, reject, or modify said report approving certain City-owned property as surplus and setting minimum acceptable prices.

SECTION IV. CRITERIA FOR THE DISPOSITION OF SURPLUS PROPERTY

City-owned real property not required for municipal uses may be designated for lease or sale using criteria listed below. At the time staff recommends whether the property should be sold, leased, or reserved for exchange purposes, City Council shall be provided with an appropriate analysis of the alternatives.

Sale. Surplus property may be sold when:

1. The City does not need the property for a public purpose.

2. The property is unleaseable because of location, access, topography, or other considerations.
3. The sale would maximize the total economic return to the City.

Lease. Surplus property may be leased when:

1. The land can only be leased because of legal restraints such as grant restrictions.
2. The property is not currently needed for public facilities or public use.
3. The property is in an area of uncertain future developments and can be leased as an interim measure until future public needs or land use designations can be determined.
4. The City requires substantial control over development, use, and reuse of the property.

SECTION V. DISPOSAL OF SURPLUS CITY-OWNED REAL ESTATE

City Administrator

The City Administrator shall cause notice to be placed in the newspaper and any other appropriate advertising medium informing the public that the City has surplus property available for sale or lease and inviting bids. The bid process shall be in accordance with standard sealed bidding processes conducted by the City.

City Council

The City Council shall review all requests to purchase surplus City-owned property at a scheduled meeting. If the request for sale meets the criteria as established in Section IV Criteria., it shall be acted upon. The City Council may require, at their option and for the protection of the City, any covenants or restrictions that it deems advisable.

City Attorney's Office

The City Attorney's Office will prepare a deed within thirty (30) days of the City Council authorization. The City Attorney's Office will specify the type of deed to be granted and will prepare the deed. The deed may contain standard covenants as follows:

1. The applicant shall apply for a building permit not more than ninety (90) days after the closing date.
2. The agreed upon building/structure must be constructed within eighteen (18) months of closing date.¹
3. Failure to comply with this, or other covenants and restrictions as may be imposed, will result in the property reverting to the City.
4. The City Attorney's Office will notify the purchaser of the availability of the deed. The purchaser must pay for the property and execute the deed within thirty (30) days of the notification. Failure to follow this procedure within the time limits specified will render the City Council

¹ Any requests to extend the construction period must be processed as if it were a new request. The request, with all appropriate information, must begin with the City Administrator.

authorization null and void. Requests for reconsideration must be initiated as for a new purchase.

City Engineer's Office

The City Engineer's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Purchaser

The Purchaser shall pay for the property and execute the deed within thirty (30) days of the City Clerk's notification. The City may extend a Purchaser's request to pay pending retrieval of all permits or unusual circumstances. The Purchaser will be responsible for all appraisal costs and any other costs associated with deed preparation.

Failure to comply with construction time requirements, or other covenants, as may be added will result in the property being reverted to the City.

SECTION VII. BUYER-INITIATED REQUESTS TO PURCHASE, LEASE, OR OPTION CITY-OWNED REAL ESTATE

Purchase

General Requirements

City Administrator

The City Administrator shall receive any request to purchase City-owned property. Such request shall be made in writing. Upon receipt of such a request, the property shall be reviewed in accordance with the provisions contained in Section III General Provisions. The Administrator shall then prepare a report to the City Council identifying the request and evaluating whether the sale of such property is in the best interests of the City. Any request for purchase shall contain, at a minimum, the following information:

1. The requesting party will specify the intended use of the property. ¹
2. The description of the subject property must be delineated.
3. The amount of property requested must be clearly justified.
4. Any other salient facts, such as a projected employment figures or valuation, should be mentioned.

¹ A development plan showing the intended land use and proposed development integrates well with adjacent developments, minimizes nuisance impacts on adjoining parcels and insure sale and functional traffic access and parking and minimizes impacts on environmental resources may be requested at the discretion of the City Administrator.

5. All requests must clearly state what type of development will be built and that said development shall be constructed on the property within eighteen (18) months of date of purchase.

City Council

The City Council shall publically review all requests to purchase City-owned real estate property at a scheduled meeting. Unless tabled for cause, the matter shall be voted on as soon as reasonably possible.¹

City Attorney's Office

The City Attorney's Office will prepare a deed within thirty (30) days of the City Council authorization. The City Attorney's Office will specify the type of deed to be granted and will prepare the deed. The deed may contain standard covenants as follows:

1. The applicant shall apply for a building permit not more than ninety (90) days after the closing date.
2. The agreed upon building/structure must be constructed within eighteen (18) months of closing date.²
3. Failure to comply with this, or other covenants and restrictions as may be imposed, will result in the property reverting to the City.
4. The City Attorney's Office will notify the purchaser of the availability of the deed. The purchaser must pay for the property and execute the deed within thirty (30) days of the notification. Failure to follow this procedure within the time limits specified will render the City Council authorization null and void. Requests for reconsideration must be initiated as for a new purchase.

City Engineer's Office

The City Engineer's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Purchaser

The Purchaser shall pay for the property and execute the deed within thirty (30) days of the City Clerk's notification. The City may extend a Purchaser's request to pay pending retrieval of all permits or unusual

¹ The final sale price will be determined as specified in the policy on the disposal of City-Owned Real Estate Property.

² Any requests to extend the construction period must be processed as if it were a new request. The request, with all appropriate information, must begin with the City Administrator.

circumstances. The Purchaser will be responsible for all appraisal costs and any other costs associated with deed preparation.

Failure to comply with construction time requirements, or other covenants, as may be added will result in the property being reverted to the City.

Lease

General Requirements

City Administrator

The City Administrator shall receive any request to lease City-owned property. Such request shall be made in writing. Upon receipt of such a request, the property shall be reviewed in accordance with the provisions contained in Section III General Provisions. The Administrator shall then prepare a report to the City Council identifying the request and evaluating whether the lease of such property is in the best interests of the City. Any request for lease shall contain, at a minimum, the following information:

1. The requesting party will specify the intended use of the property.¹
2. The description of the property and the amount of property must be clearly delineated.
3. The amount of property requested shall be justified.
4. Any other salient facts shall be identified.

The Term of the lease will be negotiable pending review by the City Administrator with final approval of the City Council.

City Council

The City Council shall publically review all request to lease City-owned real estate property at a scheduled meeting. Unless tabled for cause, the matter shall be voted on as soon as reasonably possible.²

City Attorney's Office

Upon City Council approval, the City Attorney's Office will draft a lease document within thirty (30) days of City Council authorization.

Each lease document prepared by the City Attorney's Office will contain covenants as follows:

1. Affixing responsibility upon the lessee for, upon termination of the lease, returning the property to the City in reasonable condition.

¹ A development plan showing the intended land use and proposed development integrates well with adjacent developments, minimizes nuisance impacts on adjoining parcels and insure safe and functional traffic access and parking and minimizes impacts on environmental resources may be requested at the discretion of the City Administrator.

² The final lease price will be determined as specified in the policy on the disposal of City-Owned Real Estate Property.

2. Any costs resulting in irreparable damage, removal of property, necessary repairs to property, or any other action necessary to return the property to a condition approximating the original status of the property will be a direct responsibility of the lessee.
3. In order to insure that the property is returned in acceptable condition, the City Council may demand a bond or cash deposit as security.
4. Insuring that the intended use of the leased property is not modified in such a way as to become incompatible with the character of the surrounding area, or to become a health or safety hazard, or to violate any local, State and/or federal laws. Any change in use must be approved by the City in a written amendment to the lease document.
5. That insurance exists to protect the City's interests as will be determined in each individual case by the City Attorney's Office. Proof of insurance must be furnished to the City at all times during the duration of the lease.
6. Any other covenant deemed essential by the City Administration, City Council, or City Attorney's Office to protect the City's interests will be added after analysis of each individual lease.
7. Upon completion of the lease document, the City Attorney's Office will notify the lessee, who will be required to execute the lease within two (2) weeks of notification. Failure to execute the document within the specified time will result in the lease document being null and void. Subsequent requests for lease of the property by the requesting party must be reinitiated through the City Administrator.

City Engineer's Office

The City Engineer's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Lessor

The Lessor will be responsible for either vacating the premises on the termination date, or requesting a renewal at least sixty (60) days prior to the expiration of the lease. Failure to comply with this requirement may result in a complete loss of lease rights by the Lessor and continued occupancy of the leased premises beyond the termination of the lease may constitute illegal or criminal trespass.

The Lessor will be responsible, upon termination of the lease, to return the property to a reasonable condition. Any costs resulting from irreparable damage, removal of property, necessary repairs to property, or any other action necessary to return the property to a condition approximating the original status of the property will be a direct responsibility of the Lessor.

The Term of any sale will be negotiable pending review by the City Administrator with final approval of the City Council.

The Term of any lease will be negotiable pending review by the City Administrator with final approval of the City Council.

Option

General Requirements

City Administrator

The City Administrator shall receive any request to option City-owned property. Such request shall be made in writing. Upon receipt of such a request, the property shall be reviewed in accordance with the provisions contained in Section III General Provisions. The Administrator shall then prepare a report to the City Council identifying the request and evaluating whether the option of such property is in the best interests of the City. Any requests for option shall contain, at a minimum, the following information:

1. The requesting party must specify the intended use of the property. ¹
2. The description of the subject option property must be clearly delineated.
3. The amount of property requested must be clearly justified.
4. Any other salient facts, such as projected employment figures, property investment or after improvement valuations should be addressed.
5. Length of time to be covered by the option. (The duration of an option to purchase City Owned real estate property will be one (1) year or less unless otherwise determined by the City Administrator with City Council approval).
6. All requests must clearly state what type of development will be built on the property and that said development shall be constructed on the property within eighteen (18) months from date of purchase.

City Council

The City Council shall publically review all request to option City-owned real estate property at a scheduled meeting. Unless tabled for cause, the matter shall be voted on as soon as reasonably possible.²

City Attorney's Office

1. Upon direction of the City Council, the City Attorney's Office shall draft an option. Upon receipt of the option the City Attorney's Office shall prepare the option for execution by the requesting party within ten (10) days of the City Council authorization.

¹ A development plan showing that the intended land use and proposed development integrates well with adjacent developments, minimizes nuisance impacts on adjoining parcels and insure safe and functional traffic access and parking and minimizes impacts on environmental resources may be requested at the discretion of the City Administrator.

² The final option price will be determined as specified in the policy on the disposal of City-Owned Real Estate Property.

2. Upon completion of the option document, the requesting party will be notified by the City Attorney's Office and must sign the document within seven (7) days and make the option payment of the option will be null and void. Subsequent request for option of the property must be through the City Administrator, Planning Commission, and City Council as for a new option.

City Engineer's Office

The City Engineer's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Costs/Benefits

The cost of the option will be determined as follows:

1. The City Administrator, based on an independent appraisal, shall determine a preliminary estimate of value.
2. The option price of City-owned real estate property shall be 1% of the estimated price, per month of option time with a maximum of 10%. The maximum duration of the option shall not exceed one year. The City Council may extend the option, for a dollar amount not less than the original option amount, in one-year increments.

In no event shall the option price be returned, but upon exercising the option, the fee will be credited to the purchase price. All appraisal fees are non-refundable.

Final Rights of Refusal or similar agreements shall not be granted unless there is a clear and immediate benefit to the City of East Grand Forks.

City Engineer's Office

The City Engineer's office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Option Extensions

All request to extend an existing option shall be processed as if it were a new request. The request, with all appropriate information, shall be submitted to the City Administrator.

Draft Date: 08/10/16

Request for Council Action

Date: Thursday, August 18, 2016

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 Dragich
Parks and Recreation

RE: Scoreboard Purchase for the VFW Arena

Our EGF Blue Line Club has budgeted money for the purchase of a new scoreboard at the VFW Arena. The existing scoreboard at the arena is 29 years old and becoming more of a challenge each year to maintain. It is also not energy efficient.

The Blue Line Club has agreed to fund the entire project and is requesting to be able to collect the advertising income the sign has potential to generate. There will be four advertising panels on the scoreboard and an estimated income of \$2000.00 per year. There is a possibility of adding four more ad panels to the scoreboard in future years.

Enclosure: Nevco bid information

Recommendation: Accept Blue Line Club offer to replace old scoreboard with new LED Scoreboard.

Hi Mark,

As discussed, here are the quotes we have obtained for the purchase of a new scoreboard for the VFW Arena. We have chosen to go with the NEVCO, the same brand as the current scoreboard, and their quote came in almost \$9000 less than Daktronics. We also have quotes for installation and electrical hook-up. Display Industries quoted \$600 to install the new board and we would have an electrician on hand to unhook power from the old and hook up the new.

Here is the breakdown of the costs:

Complete Scoreboard w/ advertising panels & small end clocks @ \$32,595.18
Installation @ \$600.00
Electrical Work @ \$450.00
Freight @ Approx.\$2000.00(their freight costs were much higher so Phil or I will handle it)
Total \$35,645.18

I have attached the quote from Nevco along with an illustration.

The Blue Line Club has approved funds in the amount of \$37,000 for this project and only requests the advertising rights for the panels on the scoreboard. There will be four advertising panels on the scoreboard and an estimated income of \$2000.00 per year. There could be a possibility of four additional panels in future years.

The new LED scoreboard should be 85-90 percent more efficient than the existing scoreboard with the incandescent lighting.

We feel it is necessary to run this as a city project since it is a city owned building and they have the liability insurance necessary should anything happen. It will be fully funded by the Blue Line Club and we will be glad to cut the city a check anytime to pay for it.

This has about a 5 week lead time so we should get it ordered ASAP so we can get it installed prior to the ice going on.

Let me know if you need anything else.

Craig Magnell
EGF Blue Line Club



4-Face 4750-ETN Hockey Scoreboard
 9715-M Timers & MPCW7 Receivers
 MPCW7 (wired and wireless)
 4-Face Sign Structure

QUOTATION

Account Name	City of East Grand Forks VFW Arena	Created Date	7/19/2016
Quote Number	00057971	Expiration Date	9/4/2016
Contact Name	Craig Magnell	Prepared By	Linda Leidel
Title	Blue Line Club	Title	Display & Scoring Consultant
Phone	(218) 686-5039	Phone	(618) 659-7505
Email Address	ccmagnell@gmail.com	Fax	(618) 659-1821
		Email Address	lleidel@nevco.com

Quantity	Model/Part #	Product Description	Line Item Description	Color	Dimensions L x H x W/D	Total Price
1.00	4-FACE-4750-ETN-NL	Hockey LED Scoreboard		#76 Print Black	12'1"x5'11"x9'6"	\$25,049.18
2.00	9715M	Locker Room Clock LED Display (Master)			14.25"x10.25" x1.5"	\$1,000.00
2.00	MPCW-7 Indoor Rec	Receiver MPCW-7 (Wireless) for indoor scoreboards	For 9715M Timers			\$922.00
1.00	MPCW-7	Controller MPCW-7 (Wired or Wireless)	To Operate Scoreboard Wired Using Existing Coaxial Cable. To Operate 9715M Timers Wireless with MPCW-7 Receivers		0.9"x0.8"x4"	\$994.00
1.00	MPC(W) Case	MPC/ MPCW Control Carrying Case			1.7"x1.1"x8"	\$0.00
1.00	4-FACE 8' Upper Structure (2 ft.)	Structure required to add signs/MC to 4-Face 8' Models	Upper or Lower - Must specify before ordering.		8'x2'	\$2,454.00
4.00	ADI 8-2	Non-illuminated Indoor Sign			8'x2'	\$1,500.00
1.00	B-7	4-Face 8' Model Bottom				\$676.00

Ttl Shipping Wt (lbs)	2,685	Subtotal	\$32,595.18
County	Polk	Freight	\$0.00
		Total	\$32,595.18

Additional Accessories/Options:

Quantity	Line Item Description	Ext. Price	Shipping
1.00	MPCW-7 Indoor Receiver (3 Required to go Wireless). Timers and Goal Lights can each share a Receiver.	\$461.00	Additional Shipping Charges May Apply

Additional Notes

3 Week Production Schedule
 5 Year Warranty

QUOTATION

Customer will Pick Up Freight at Nevco

Installation is NOT Included

The MPCW-7 Control has been quoted to operate the new 4-Face Scoreboard wired using the existing coaxial cable at VFW Arena. If you do need new coaxial cable, it can be added to this quote at a cost of \$.60 per foot.

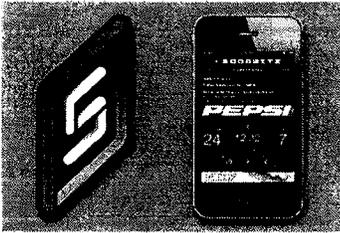
The MPCW-7 Indoor Receivers have been quoted to operate the Model 9715M Timers wireless using the same MPCW-7 Control

Please let me know if you have any questions

Thanks, Linda

Customers who purchased items in this quote also purchased the following:

Scorbitz



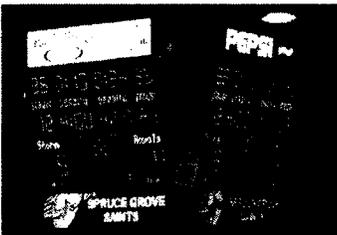
- Unlimited advertising revenue potential
- Real-time, streaming scores and updates on your smart phone and other internet devices
- Post or check upcoming game schedules
- Send notifications to phone to let fans know the game is about to start and after the game with the final score
- Enhance your relationships with fans and alumni

Electronic Team Names (ETN)



- Customize the team names
- Easily changed from game to game
- Program team names using the console control
- Bright, long-lasting, energy-efficient LED
- Perfect for Multi-team Complexes or facilities that host Tournaments
- Available on most models

Message Centers



- Flexible advertising solution
- Exciting in-game animations
- Display additional stats and player info
- Long-lasting LED technology
- Full color and monochrome (red or amber)
- Many sizes to fit your scoreboard and venue

Extended Warranty

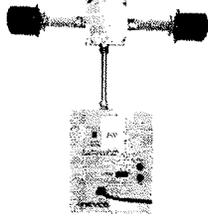


- Additional protection for 24 months
- Same terms as the included 5-year warranty
- Available for indoor or outdoor scoreboards
- Longest warranty available in industry



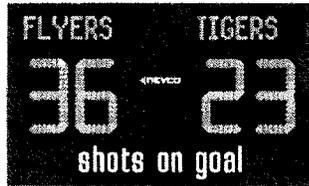
QUOTATION

Hockey Goal Lights



- Operate wired or wireless
- Includes switch for goal light operator
- Bright, long lasting, energy efficient LEDs
- Should be mounted outside of the rink
- Red and green lights automatically illuminate in accordance with widely recognized hockey rules

Shots on Goal Display



- Energy-efficient LEDs
- Ability to retrofit team name caption plates
- Bright, long lasting LED lamp banks when ordered with rear-lit team names
- Durable and lightweight cabinet design
- Universal—syncs with Nevco accessories
- Built-in Power Factor Correction

Locker Room Clocks



- Operate wired or wireless
- Bright, long lasting, energy efficient LEDs
- Displays same time as scoreboard timer
- Brushed aluminum frame with gloss black face
- Can also be used for monitoring exercise stations

Billing/Shipping Information

Bill To Name	City of East Grand Forks VFW Arena	Ship To Name	City of East Grand Forks VFW Arena
Bill To	Blue Line Club	Ship To	711 Third Street South East
	711 Third Street South East		East Grand Forks, MN 56721
	East Grand Forks, MN 56721		USA
	USA		

Quote Terms and Conditions

The above pricing is for equipment only and does not include installation (unless specified) or taxes (if applicable). Credit terms determined upon receipt of purchase order. Shipping terms are F.O.B. Greenville, IL USA.

Scoreboards and Message Centers are UL Listed and come with our free 5-year guarantee. Wireless components, UltraScore Portable Scoreboard and Solar Power Kit carry a 2-year guarantee. Hand-held controls and switches carry a 1-year guarantee.

Scoreboards are available in 15 standard colors at no extra charge. Please contact your consultant for production/shipping lead times.

Purchase Order	Nevco, Inc.	Remit To Address	Nevco, Inc.
Quote Number	00057071	Visit Our Website	www.nevco.com



NEVCO

4-Face 4750-ETN Hockey Scoreboard
9715-M Timers & MPCW7 Receivers
MPCW7 (wired and wireless)
4-Face Sign Structure

QUOTATION

Address

301 East Harris Ave
Greenville, IL 62246-2151

7957 Solution Center
Chicago, IL 60677-7009
800.851.4040 / 618.664.0360

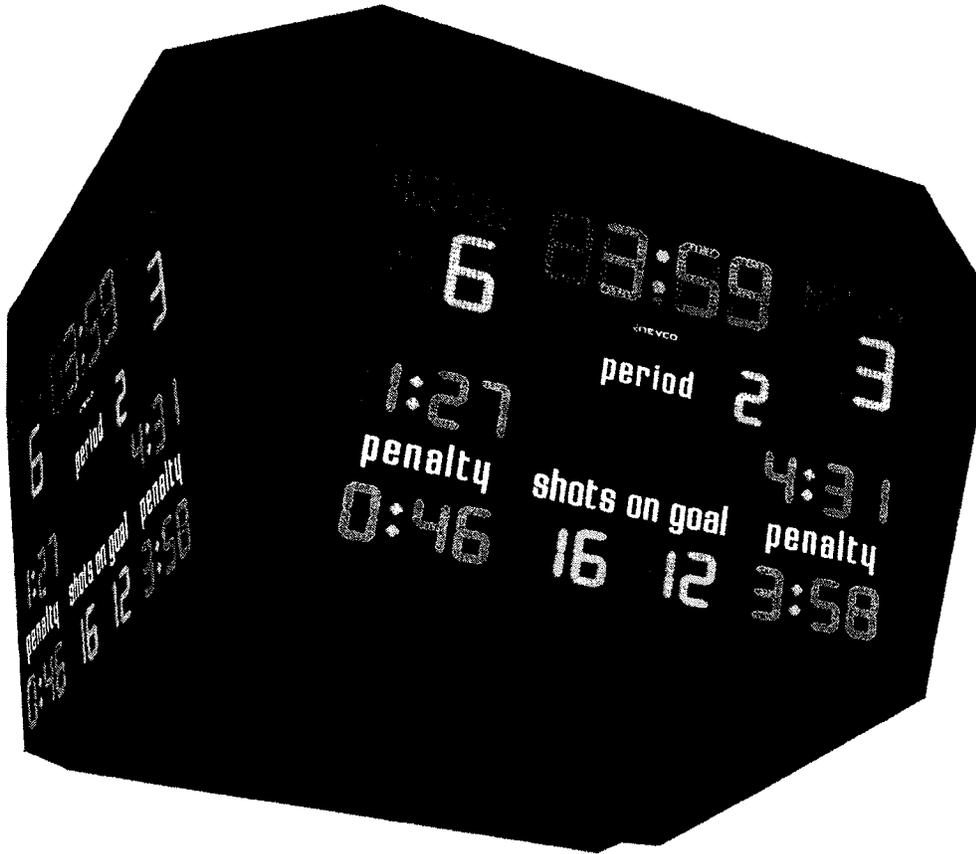
Quote Acceptance

Signature _____

Title _____

Name _____

Date _____



PROOF INCLUDES:

- **Model 4-FACE-4750-ETN-NL LED Scoreboard**
12'1" W x 5'11" H x 9'6"
Scoreboard Color: #76 Print Black
Electronic Team Name Color: Red
- **B-7 4-Face Model Bottom**
- **Non-Illuminated Sign**
(4) 8' W x 2' H

This rendering is for conceptual purposes only. It may not be to exact scale or specifications and should not be used for installation purposes. Every effort has been made to make it as accurate as possible. Beams and or pillars are for illustration only. Engineering specifications may require changes in the quantity, size and/or shape of beams and pillars to meet installation requirements. Nevco assumes no obligations or liability regarding the viability of applicability of existing structures. THIS DRAWING IS THE PROPERTY OF NEVCO INC. AND SHALL NOT BE REPRODUCED, COPIED, SHARED or DISTRIBUTED WITH ANYONE OTHER THAN THE INTENDED STAFF OR CLIENT OF THE PROPOSED PROJECT WITHOUT THE EXPRESSED PERMISSION OF NEVCO INC.

 **NEVCO**
INTEGRATED DISPLAY AND
SCORING SOLUTIONS
WWW.NEVCOCOM

Request for Council Action

Date: August 17, 2016

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: 1994 Chevrolet Suburban Replacement

400 is a 1994 Chevrolet Suburban at the Fire Department. It has just short of 110,000 miles on it. It is getting tired and we would like to replace it. The Suburban is used to transport people to and from calls, and it replaces 421 the rescue truck when it is in for repairs or out of service. The suburban allows us to get patients out of the weather and slide them inside on a back board.

Minnesota State bid on a new suburban is \$43646, lighting , council, and siren is \$8635, and striping is \$1000, for a total of 53,300.

Rydell Chevrolet has bid a new on for \$350. less than state bid. They have expressed interest in taking the old suburban in on trade. I have not followed up on that without council approval.

The suburban has been on the Capital Improvement Plan for the last 3 years and has been bumped because of shortage of funds.

Mr Murphy states we could use funds from the salt and sand shed which cannot be built by the end of the year and replace the monies in the 2017 budget.

It would be my recommendation to move ahead with this project as the old suburban is not in good shape for a front run emergency vehicle.

Fire Chief Gary Larson

Prepared For:
EAST GRAND FORKS FIRE DEPT

Prepared By:
STEVE FLAAT
RYDELL AUTO CENTER
2700 S. WASHINGTON STREET
GRAND FORKS, ND 58201
Phone: (701) 757-5833
Fax: (701) 795-6364
Email: sflaat@rydellcars.com

2017 Fleet/Non-Retail Chevrolet Suburban 4WD 4dr 1500 Commercial CK15

PRICING SUMMARY

PRICING SUMMARY - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

	<u>MSRP</u>
Base Price	W/A
Total Options:	W/A
Vehicle Subtotal	W/A
Advert/Adjustments	W/A
Destination Charge	W/A
GRAND TOTAL	W/A
	<hr/>
	\$ 53,772.00

Your price \$ 43,257.00

Steve Flaat 8-4-16

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 450.0, Data updated 8/2/2016
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Customer File:

Prepared For:
ERIC BULLIN
ALBERTVILLE FIRE

Prepared By:
BOB OHARA
RANGER GM
1502 E HOWARD ST
HIBBING, MN 55746
Phone: (218) 349-8855
Fax: (218) 263-7576
Email: rwohara01@aol.com



2016 Fleet/Non-Retail Chevrolet Suburban 4WD 4dr 1500 Commercial CK15

PRICING SUMMARY

PRICING SUMMARY - 2016 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

	VQ2
Base Price	\$47,430.00
Total Options:	-\$4,978.80
Vehicle Subtotal	\$42,451.20
Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
GRAND TOTAL	\$43,646.20

TKN74C

*130 Kow
x Spotlight
Kern
add
Spotlight*

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 427.0, Data updated 2/23/2016
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Customer File:

Quotation

Northern Safety Technology, Inc.
5708 Upper 147 Street West
Suite 107
Farmington, MN 55024

Quotation Number: MJD07282016

Date: 28-Jul-16

877-891-0333 Toll Free
 651-460-1293 Metro
 651-460-2499 Fax

Customer: East Grand Forks Fire
 Address: 415 Fourth St. N.W.

City,State,ZIP: East Grand Forks, MN 56721

Contact: Gary Larson, Chief
 Phone: (218) 773-2403
 Fax:
 email: glarson@egf.mn
 2016 Suburban

Item number	Description	Quant.		Quoted Price ea.	Ext. Price
A.	Whelen Legacy DUO LED lightbar, red/blue with white scene light override to the front and amber Traffic Advisor override o the rear, 54" with mount kit	1		2,169.00	2,169.00
B.	Grill Lights, Whelen ION series 1 red/white, 1 blue/white, 1 red and 1 blue	4		108.00	432.00
C.	Front Headlights, Vertex LEDs, 1 red/white, 1 blue/white	2		84.00	168.00
D.	Side Mirror Lights V Series LINZ6 with brackets, 1 red, 1 blue	2		174.45	348.90
E.	Tracer Series, left and right running board, 5 lamp heads on each side. Choice of colors (at time of order), red, blue, amber, white	1		1,386.00	1,386.00
F.	Outer Edge w/traffic Advisor, along with Rear Pillar lights, red driver side, blue passenger side (12 Micron lights total)	1		1,247.40	1,247.40
G.	Vertex for mounting in rear taillight and back up light fixture, 2 red, 2 white	4		81.00	324.00
H.	Cencom Sapphire 36 Series with rotary siren control function. [[Direct connects to lightbar]]. Siren speaker and bracket for mounting behind the grill on the driver side are included.	1		1,096.00	1,096.00
I.	Havis console for Chevy Suburban, 20" mounting space. Brackets for 2 radios and 1 siren light controller. Dual cup holder, plate with 2 12v outlets, 2 switch cutouts, one "On/Off" rocker switch and one dual port USB charging port. Armrests L & R	1		737.66	737.66
J.	Havis computer mount for installation at upper right side of console with positive locking rotation and 6" slide tray	1		726.46	726.46
Freight Charges are additional and added at time of shipment.					\$ 8,635.43

x

Michael Dow, Northern Safety Technology, Inc.
nstmike@frontier.com
 612-760-2224 Cell

Payment Terms Net 30

Quotation valid for 30 Days

Request for Council Action

Date: 08/12/2016

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Secretary/Dispatcher/Jailer Hiring Request – Request to Start a New Hiring Register

Background: The East Grand Forks Police Department is requesting permission to start a new hiring process for the position of Secretary/Dispatcher/Jailer. While the East Grand Forks Police Department does not currently have any openings, one of our two Secretary/Dispatcher/Jailers is planning to take maternity leave later this year and there is a distinct possibility that she may not return to work for the city. With that in mind we would like to start a hiring process for the position of Secretary/Dispatcher/Jailer with the plan to fill this position several weeks prior to the planned leave of our employee so we can have a training period. The position would be temporary with the possibility of being made permanent.

Recommendations: That the East Grand Forks City Council approve the start of a new hiring process for the position of Secretary/Dispatcher/Jailer.

Enclosures: None

Request for Council Action

Date: 08/12/2016

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Police Officer Hiring Request – Request to Start a New Hiring Register

Background: The East Grand Forks Police Department is requesting permission to start a new hiring process. The COPS Hiring Grant that the City of East Grand Forks/East Grand Forks Police Department accepted in 2015 requires that that position be filled by a military veteran. The officer that we hired to fill that position is currently a finalist for a position with another agency. Should he leave we need to fill his position with another officer who is a military veteran. Neither of the two remaining candidates on our existing register is a veteran, thus we need to begin a new process. It would be my recommendation that we advertise for veterans only since that is what this position requires.

Recommendations: That the East Grand Forks City Council approve the start of a new police officer hiring process for military veterans only.

Enclosures: None

Request for Council Action

Date: 8/18/16

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 to Renew MMUA Safety Management Program Contract

Background:

The City partners with the Water and Light Department each year to participate and pay for the safety management program through the Minnesota Municipal Utilities Association. The costs are split between the City and Water and Light. Quarterly payments are made and have been included in the budget each year. The City's portion in 2016 was \$4,000 per quarter. There is a proposed increase of \$125 per quarter for the next contract period. The additional costs for covering lineman are paid for by the Water and Light Department.

Action:

It is recommended to continue with this program due to its benefits for employees as well as providing the City a reduction in insurance costs.

Enclosures:

Included are a letter, contracts, and a breakdown of the costs for the cities that participate in the program.



Minnesota Municipal Utilities Association

3025 Harbor Lane N | Suite 400
Plymouth, MN 55447-5142
Phone 763.551.1230 | Toll Free 800.422.0119 (MN)
Fax 763.551.0459
www.mmua.org

July 14, 2016

MEMORANDUM

To: Safety Management Participants
From: Mike Willetts, Director of Job Training and Safety
Subject: 2016-17 Safety Management Program Contract

It is time to renew your safety management program contract. If we held a regional group meeting earlier this year, please note that the budgets have not changed since then, unless to make specific corrections. For those where we did not hold a group meeting this year, please note that the budgets have been created with the goal of having minimal price increases while covering MMUA's costs in providing your service. The contract amendments will cover October 1, 2016 through September 30, 2017, to coincide with MMUA's fiscal year.

Two copies of your contract amendment are enclosed. Please sign both contracts keeping one for your records and mailing the other to the address shown below. **Please do not send payment at this time.** You will be billed October 1. Mail your signed contract to:

Larry Pederson, Director of Finance
Minnesota Municipal Utilities Association
3025 Harbor Lane North, Suite 400
Plymouth, MN 55447-5142

If you have any concerns with the new contract, please contact me or Larry as follows:

Mike Willetts: phone 763-746-0705 or e-mail mwilletts@mmua.org
Larry Pederson: phone 763-746-0704 or e-mail lpederson@mmua.org

Thank you for being part of MMUA's safety management groups. With this program and your support we have proven that working together as a group we can develop a safety program that is affordable and at the same time works.

Minnesota Municipal Utilities Association
AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: July 14, 2016

Contract Number: 28-2017

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of East Grand Forks (East Grand Forks), dated July 7, 2015, contract number 28-2016, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2016 until September 30, 2017 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, East Grand Forks shall pay MMUA an annual fee of thirty-three thousand dollars and 00 cents (\$33,000.00) for the 2016-17 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- Annual Payment (\$33,000.00)
- Quarterly Payments (\$8,250.00 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of East Grand Forks
By _____
Title _____
Date _____
Purchase Order # _____

Minnesota Municipal Utilities Association
By  _____
Title Executive Director
Date July 14, 2016

Minnesota Municipal Utilities Association
 Safety Management Program

Northwest Group Fee Calculation (Joe Schmidt)

October 1, 2016 - September 30, 2017

City	Population	Strict List Price	2016-17 Annual Charge	2016-17 Quarterly Charge	2015-16 Annual Charge	Difference	Total 2016-17 with JTS	# of Days
Ada	1,645	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,200.00	2
Bagley	1,259	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,200.00	2
Baudette	1,067	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,200.00	2
East Grand Forks	7,934	\$34,000.00	\$33,000.00	\$8,250.00	\$32,000.00	\$1,000.00	\$36,600.00	3
Fosston	1,527	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,800.00	2
Halstad	596	\$9,000.00	\$8,400.00	\$2,100.00	\$8,100.00	\$300.00	\$9,600.00	1
Roseau	2,879	\$14,500.00	\$14,500.00	\$3,625.00	\$14,200.00	\$300.00	\$14,500.00	2
Thief River Falls	8,509	\$20,500.00	\$20,600.00	\$5,150.00	\$20,600.00	\$0.00	\$23,600.00	2
Warren	1,683	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,200.00	2
Totals:	27,099		\$146,500.00	\$36,625.00	\$141,900.00	\$4,600.00	\$160,900.00	18

Annual JTS (Electric)		2016-17	2015-16
	\$600.00 per lineman		
Ada	2	\$1,200.00	\$1,100.00
Bagley	2	\$1,200.00	\$1,100.00
Baudette	2	\$1,200.00	\$1,100.00
EGF	6	\$3,600.00	\$3,300.00
Fosston	3	\$1,800.00	\$1,650.00
Halstad	2	\$1,200.00	\$1,100.00
Roseau	0	\$0.00	\$0.00
TRF	5	\$3,000.00	\$2,750.00
Warren	2	\$1,200.00	\$1,100.00
Totals:	24	\$14,400.00	\$13,200.00

Please notify Larry Pederson of changes to your city.
 Call 763-746-0704, fax 763-551-0459 or e-mail to lpederson@mmua.org.

Request for Council Action

Date: August 23, 2016

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: City Administrator David Murphy

RE: CGMC Renewal.

Background

The City of East Grand Forks is a member of the Coalition of Greater Minnesota Cities. This organization represents the interests of outstate cities to the legislature and State Agencies. Each year the group sends out a Dues Assessment for each city based on an assessment policy voted on by the Board.

The dues for 2017 are **\$14,376** which is a 1.064% increase over the 2016 amount of **\$13,513**.

The Dues Assessment received also asks for a Voluntary Assessment of **\$3,031** for an environmental program. The voluntary assessment will be allocated to a separate Environmental Action Fund to be used to participate in rulemaking and legal challenges to unscientific and unnecessary regulations.

The City of East Grand Forks declined this assessment for 2016.

Staff Recommendation

Approval of 2017 Dues in the amount of **\$14,376**.