

**SPECIAL ASSESSMENT COMMISSION MEETING
Minutes**

Wednesday, March 5th, 2025 - 8:30 a.m. - 2nd Floor Conference Room and Teams

**Commission Members Present: Allan Page, Bryan Poykko, Emily Fossen
Finance Departments: Samantha Bergan, Stefanie Coleman
Engineering Staff: Ed Liberman, Matt Maguire**

- 1. Approve Minutes**
 - a. February 21st, 2025 – Special Assessment Commission Meeting**

Minutes for February 21st, 2025, were tabled.

- 2. Assign Benefit to the following projects:**

- a. Project #8933, District #792 - Altru Sports Complex Paving, Storm Sewer, Paving, Street Lights, & Landscapes**

Project location area consists of area east of Interstate 29, West of S 42nd Street, South of the Alerus Center lot, and North of 17th Ave S.

To serve the following platted lands to the City of Grand Forks: Lots 2-5, Block 1; Danks Fourth Resubdivision

The benefits received from the project are for access, both for property and fire protection, dust suppression, drainage to public and private property, pedestrian accommodations and to allow drainage to public and private property to include streets, allowing increased impervious surface areas caused by development, also to safely convey storm water from the benefiting area and provide sanitary method of moving storm water and provide lighting for traffic and pedestrian safety. Based on these factors, we anticipate that the benefits will exceed the cost of the project.

The maps of the project were presented by the Finance and Engineering Departments.

Motion by Fossen, second Page, to assign benefit, pending a positive cost benefit analysis is presented by city staff at the time of bid, as follows:

- The Commissioners assigned benefit to the district based on square footage.**
- All lots in the district (Lots 2-5, Block 1, Danks Fourth Resubdivision), received full benefit for the entire area of the lot.**

- b. Project #8927, District #791 – Reconstruct & CPR for 24th Ave S (S Columbia Rd – S 34th St)**

Project location area consists of area on 24th Ave South (S Columbia Rd to South 34th Street)

To serve the following platted lands to the City of Grand Forks: Lots A-C, F, G, Block 1, Columbia Park 3rd Addition; Lot 1, Block 1, Columbia Park 4th Addition; Lot 1, Block 1, Columbia Park 5th Addition; Lots 1 - 6, Block 1, Columbia Park 6th Addition; Lots I - 49, Block 2, Columbia Park 8th Addition; Lots 1 & 2, Block 1, Columbia Park 9th Addition; Lots A, E, G, J-L and M, Block 1, Columbia Park 10th; Lot 3, Block 1; Lots 9 - 13, Block B, Columbia Park 13th Addition; Lots A - C, Block 1, Columbia Park 16th Addition; Lot 1, Block 1, Columbia Park 19th Addition; Lots 18, 21, A - D, G, H and J - P, Block 1; Lots 1- 23, Block 3, Columbia Park 20th Addition; Lots 16,17, 107-111, 114, 118, B, C, Block 1, Columbia Mall Addition; Lots A & B, 4 & 5, Block 1, Columbia Mall 2nd Resubdivision; Lot 1, Block 1, Columbia mall 3rd Resubdivision; Lot 2, Block 1, Columbia Mall 4th Resubdivision; Lots A, B and 2, Block 1, Columbia Mall 5th Resubdivision; Lots 1 & 2, Block 1, Columbia Mall 6th Resubdivision; Lots 1-5, Block 1, Columbia Mall 7th Resubdivision; Lot A, Block 1, Columbia Mall 8th Resubdivision; Lot I, Block 1, Mall View First Resubdivision; Lots 1 - 3, Block 1, Veterans Memorial Park Resubdivision.

The benefits received from the project are for access, both for property and fire protection, dust suppression, pedestrian accommodations and providing some drainage control. Based on these factors, we anticipate that the benefits will exceed the cost of the project.

The map of the project was presented by the Finance and Engineering Department.

Motion by Page, second Fossen, to assign benefit, pending a positive cost benefit analysis is presented by city staff at the time of bid, as follows:

- **The Commissioners assigned benefit to the district based on square footage, with 1.0 for frontage and ¼ for sideage.**
- **Lot 1, Block 1, Veterans Memorial Park Resubdivision; received full benefit for 140' back from 24th Ave S, less 140' back from S 34th St and ¼ benefit for the remaining area.**
- **Lots A, B, and G, Block 1, Columbia Park 3rd Addition; Lot B, Block 1 & Lots 1-3 & E ½ of vac St adj thereto Block 2 & Lot B, Block 1, Lots 1 - 49, Block 2, Columbia Park 8th Resubdivision; Lot C, Block 1, Columbia Park 16th Addition; Lot 1, Block 1, mall View First Resubdivision; Lots A & B, Block 1, Columbia Mall 2nd Resub-Division; received full benefit for 140' back from 24th Ave S and ¼ for the remaining area of the lot.**
- **Lot B, Block 1, Columbia Park 16th Addition; received full benefit for 140' back from 24th Ave S for the length of the lot fronting the project on 24th Ave S to the point where S 34th St and 24th Ave S meet, and ¼ benefit for the remaining area of the lot.**
- **All other areas in the district received ¼ benefit.**

3. Other

- a. **Special Assessment Commission policy discussion**

Bergan informed the Commission that she is in the process on scheduling a time that City Attorney Dan Gaustad could meet to discuss updates to the Special Assessment Commission Policy.

Poykko proposed that the Commission amend their policy to state that motions to approve are contingent on a positive cost benefit analysis performed by city staff. He also suggested that the engineering department develop a policy, as well, detailing how the cost benefit analysis is determined.

It was discussed that details of how a cost benefit analysis is concluded are reflected in an analysis conducted for a prior project, and that the commission would seek the advice from Gaustad on where and how to reflect that information in department and commission policies.

Meeting adjourned at 8:54 a.m.

Respectfully submitted,

Stefanie Coleman
Accountant – Special Assessments