

**AGENDA
CITY COUNCIL
CITY OF EAST GRAND FORKS
NOVEMBER 1, 2011
5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action may be deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of October 18, 2011.
2. Consider approving the minutes of the “Budget Work Session” for the East Grand Forks, Minnesota City Council of October 19, 2011.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 25, 2011.
4. Consider approving the minutes of the “Budget Work Session” for the East Grand Forks, Minnesota City Council of October 26, 2011.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS:

5. Public Hearing to consider adopting Resolution number 11-11-102 approving the adoption of assessment roll #320 for 2010 Assessment Job No.2 – Storm Sewer Improvements – North Star Terrace for a total assessment amount of \$227,487.34.

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

6. Consider adopting Resolution No. 11-11-103 a Resolution authorizing the City Council to order that the following costs, with interest charged at 10% per year beginning on January 1, 2012 for mowing grass on the listed properties be certified to the County Auditor for collection with the 2012 real estate taxes.
7. Consider adopting Resolution No. 11-11-104 a Resolution authorizing the City Council to order that the stated costs beginning on January 1, 2012 for sidewalk replacement on the listed properties be certified to the County Auditor for collection with the 2012 real estate taxes.
8. Consider adopting Resolution No. 11-11-105 a Resolution authorizing the City Council to order that the following costs beginning on January 1, 2012 for delinquent utilities on the listed properties be certified to the County Auditor for collection with the 2012 real estate taxes.
9. Consider adopting Resolution No. 11-11-106 a Resolution approving the proposal from Springsted, Inc. to conduct a complete update to the classification and compensation plan.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

10. Regular meeting minutes of the Water, Light, Power and Building Commission for September 15, 2011.
11. Regular meeting minutes of the Water, Light, Power and Building Commission for October 6, 2011.

COMMUNICATIONS: NONE.

OLD BUSINESS:

12. Reconsider adopting Resolution No. 11-10-99 a Resolution supporting the proposed Cost of Service Analysis (COSA) and authorize the City Attorney to incorporate the COSA into a proposed Waste Water Interconnect Intergovernmental Agreement.

NEW BUSINESS:

13. Consider adopting Resolution No. 11-11-107 a Resolution to submit a technical assistance grant application to Minnesota Clean Energy Resource Teams (CERTs).
14. Consider approving the quote from Eagle Electric in the amount of \$24,688 for updating the existing lighting in the VFW Arena.

CLAIMS:

15. Consider adopting Resolution No. 11-11-108 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 11164 for a total of \$1,138.56 whereas Council Member Buckalew is personally interested financially in the contract.

16. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

ADJOURN:

**UNAPPROVED
MINUTES OF THE
OF THE
EAST GRAND FORKS
CITY COUNCIL
TUESDAY, OCTOBER 18, 2011 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for October 18, 2011 was called to order by Council President Buckalew at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Wayne Gregoire, Council Members Marc DeMers, Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Randy Gust, Fire Chief; Rod Hajicek, Lieutenant; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Jim Richter, EDHA Director; and John Wachter, Public Works Superintendent.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.” If you would like to address the City Council, please come up to the podium to do so.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of October 4, 2011.
2. Consider approving the minutes of the “Budget Work Session” for the East Grand Forks, Minnesota City Council of October 5, 2011.

3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 11, 2011.
4. Consider approving the minutes of the “Budget Work Session” for the East Grand Forks, Minnesota City Council of October 12, 2011.
5. Consider approving the minutes of the “Special Work Session” for the East Grand Forks, Minnesota City Council of October 13, 2011.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE ITEMS ONE (1) THROUGH FIVE (5) AS SUBMITTED.

Voting Aye: Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

Council Member Vonasek asked that item number 9 be pulled. Council Member Pokrzywinski asked that item number 11 be pulled.

6. Consider approving the request hire a Police Officer from the current hiring register for the upcoming vacancy.
7. Consider approving the request to hire Carrie Greicar as the new Accounting Technician to fill the vacancy starting October 31, 2011.
8. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Law Enforcement Labor Services Police Department Local No. 152 (LELS 152).
9. Consider approving the Lease Agreement with Butler Machinery Company for two motor graders at \$2100 per month plus \$63 per hour.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE LEASE AGREEMENT WITH BUTLER MACHINERY COMPANY FOR TWO MOTOR GRADERS AT \$2100 PER MONTH PLUS \$63 PER HOUR.

Voting Aye: Leigh, Pokrzywinski, DeMers, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

Abstain: Vonasek.

10. Consider adopting Resolution No. 11-10-95 a Resolution declaring that the City of East Grand Forks acts as the legal sponsor for an application for the FY 2011/2012 funding to the State of Minnesota Department of Natural Resources for the trail maintenance of snowmobile trails managed by the Red River Snowmobile Club.
11. Consider adopting Resolution No. 11-10-96 a Resolution ordering a feasibility study for the East Grand Forks Swimming Pool renovations and complete reconstruction.

Council Member Pokrzywinski stated that he is in favor of doing a study to find out what the renovations will cost, however, he is not in favor of a new pool. Discussion occurred to change the motion and resolution not to exceed \$8,000.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO AMEND RESOLUTION NO. 11-10-96 A RESOLUTION ORDERING A FEASIBILITY STUDY FOR THE EAST GRAND FORKS SWIMMING POOL RENOVATIONS NOT TO EXCEED \$8,000.

Voting Aye: Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH, TO ORDER A FEASIBILITY STUDY FOR THE EAST GRAND FORKS COMPLETE RECONSTRUCTION AND ALTERNATE FACILITIES NOT TO EXCEED \$5,000.

Council Member Leigh stated that the City doesn't have money for the study so he suggests community input and fundraisers. Council Member Vonasek agrees with Council Member Leigh. Council Member Pokrzywinski stated that if the City can't afford the sewage, the City can't afford the pool then. He also informed City Council that an indoor pools needs to be a partnership with the college and City. Discussion occurred regarding the current location. Mr. Boppre explained why the City needs to do a report of feasibility on the pool.

Voting Aye: DeMers.

Voting Nay: Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

12. Consider adopting Resolution No. 11-10-97 a Resolution approving the placement of banners for Sacred Heart School.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VONASEK, TO APPROVE CONSENT MOTIONS NUMBER SIX (6) THROUGH EIGHT (8) AND TEN (10) AND ELEVEN (11) AS SUBMITTED.

Voting Aye: Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

NONE.

COMMUNICATIONS: NONE.

OLD BUSINESS: NONE.

NEW BUSINESS:

13. Consider adopting Resolution No. 11-10-98 a Resolution approving State of Minnesota Joint Powers Agreements with the City of East Grand Forks on behalf of its City Attorney and Police Department.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 11-10-98 A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF EAST GRAND FORKS ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT.

Voting Aye: Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

14. Consider adopting Resolution No. 11-10-99 a Resolution supporting the proposed Cost of Service Analysis (COSA) and authorize the City Attorney to incorporate the COSA into a proposed Waste Water Interconnect Intergovernmental Agreement.

Council Member Leigh stated that he has been going back and forth on this issue and he would like to see a letter saying why this needs to be done and then the City would look at options. The taxes are already going up. Council Member Tweten informed City Council that he will also vote no because he doesn't like the way this was handled. Council Member Vonasek stated that with his ward on a fixed income and taxes increasing, he will also need to vote no. Mayor Stauss stated that he has been talking with the State and he is waiting for more information. He announced that the presentation was excellent and thanked those involved.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT RESOLUTION NO. 11-10-99 A RESOLUTION SUPPORTING THE PROPOSED COST OF SERVICE ANALYSIS (COSA) AND AUTHORIZE THE CITY ATTORNEY TO INCORPORATE THE COSA INTO A PROPOSED WASTE WATER INTERCONNECT INTERGOVERNMENTAL AGREEMENT.

Voting Aye: Pokrzywinski, DeMers, Buckalew, and Gregoire.

Voting Nay: Leigh, Vonasek, and Tweten.

15. Consider approving the following proposals for Phases 1-4 of the Library roof repair not to exceed \$58,500.00:

- a. Braun Intertec \$30,950.00
- b. McFarlane \$12,000.00
- c. Kraus-Anderson \$11,700.00

Council Member Leigh asked why we need three firms involved. Ms Helgeson stated that with a team approach we will have answers. Discussion occurred regarding payments. Mayor announced that we need to fix the problem and quit putting Band-Aids on it.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE FOLLOWING PROPOSALS FOR PHASES 1-4 OF THE LIBRARY ROOF REPAIR NOT TO EXCEED \$58,500.00:

- A. BRAUN INTERTEC \$30,950.00**
- B. MCFARLANE \$12,000.00**
- C. KRAUS-ANDERSON \$11,700.00**

Voting Aye: Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

CLAIMS:

16. Consider adopting Resolution No. 11-10-100 a Resolution authorizing the City of East Grand Forks to approve purchases from Berts Truck Equipment the goods referenced in check number 10966 for a total of \$315.13 whereas Council Member Gregoire is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 11-10-100 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BERTS TRUCK EQUIPMENT THE GOODS REFERENCED IN CHECK NUMBER 10966 FOR A TOTAL OF \$315.13 WHEREAS COUNCIL MEMBER GREGOIRE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, and Tweten.

Voting Nay: None.

Abstain: Gregoire.

17. Consider adopting Resolution No. 11-10-101 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 11014 for a total of \$5,675.50 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 11-10-101 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 11014 FOR A TOTAL OF \$5,675.50 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Leigh, Pokrzywinski, DeMers, Vonasek, Tweten, and Gregoire.

Voting Nay: None.

Abstain: Buckalew.

18. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

Voting Aye: Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

Absent: Leigh.

COUNCIL/STAFF REPORTS:

Mayor Stauss announced that Whitey's will be holding a soft opening on Sunday at 5:00 pm. If anyone is interested, please contact Michelle.

Mr. Huizenga reminded Council of the budget meeting on Wednesday.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE OCTOBER 18, 2011 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:40 P.M.

Voting Aye: Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

Absent: Leigh.

Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL
BUDGET MEETING
TUESDAY, OCTOBER 19, 2011 – 5:00 PM**

CALL TO ORDER

The Budget Work Session Meeting of the East Grand Forks City Council for October 19, 2011 was called to order by Council President Buckalew at 5:00 P.M.

CALL OF ROLL

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Wayne Gregoire, Council Members Marc DeMers, Ron Vonasek, Henry Tweten, and Mike Pokrzywinski.

STAFF PRESENT

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Charlotte Helgeson, Library Director; and Scott Huizenga, City Administrator.

DETERMINATION OF A QUORUM

1. Parks & Recreation – Dave Aker

Council Members and staff toured the city swimming pool, the Civic Center parking lot, and Stauss Park. Mr. Aker presented the 2012 Parks and Recreation Budget. He gave an overview of each department within Parks & Rec as well as their individual budgets and staffing levels. Mr. Aker concluded his presentation with a “wish list” of Parks and Recreation requests for 2012.

2. Library – Charolette Helgeson

Ms. Helgeson presented the 2012 Library Budget. She gave an overview of the four Library departments and their responsibilities, current programs for adults and children, and Library statistics. Proposed projects for 2012 include roof repair, public art (grant funded), software updates, and electronic books and equipment. Discussion ensued regarding the roof repair.

3. Administration & Finance – Scott Huizenga

Mr. Huizenga provided a brief overview of the Administration, Finance, Council, and Elected Officials budgets. Mr. Huizenga said that the only significant changes to the budget were salaries and benefits.

MEETING ADJOURNED AT 7:13 P.M.

Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED
MINUTES OF THE
OF THE
EAST GRAND FORKS
CITY COUNCIL
TUESDAY, OCTOBER 25, 2011 – 5:00 PM**

CALL TO ORDER

The Work Session of the East Grand Forks City Council for October 25, 2011 was called to order by Craig Buckalew, Council President at 5:00 P.M.

CALL OF ROLL

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice-President Wayne Gregoire (5:01), Council Members Marc DeMers, Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Dave Aker, Parks & Recreation Superintendent; Brad Bail, City Engineer; Michelle French, Executive Assistant; Randy Gust, Fire Chief; Mike Hedlund, Police Chief; Scott Huizenga, City Administrator; Terry Knudson, Accounting Technician; Jim Richter, EDHA Director; and John Wachter, Public Works Superintendent.

DETERMINATION OF A QUORUM

1. Land Development on 4th and Demers – Jim Richter

Mr. Richter suggested a Request for Proposal (RFP) for consideration to develop the City owned property on 4th and DeMers. He stated that the Downtown Land Development Plan suggested a potential residential/commercial development. Council Member Tweten suggested looking at the utilities in that area. Mayor Stauss stated that this is really the only great corner left and could be used for future development. Council Member Leigh suggested moving forward on the RFP and see what we get and we can always reject. Council Member Richter stated that the RFP has similar language as the Urban

2. Pay Plan – Scott Huizenga

Mr. Huizenga gave a brief history of the pay plan process. He suggested a market study due to the age of the previous study. He stated that the study is budgeted and the completion date would be June 30, 2012.

3. Other

Mr. Huizenga gave a brief Health Insurance update. He stated that the City has gone out for bids and with the high usage the past couple of years, he recommended changing to Medica which is a cost savings for

the employees. He stated that the Council will need to formally approve Medica and the Unions will need to sign the Memorandum of Understanding do to the aggregate changes of fertility and bariatric.

Mr. Huizenga asked the City Council to meet at 4:00 pm on November 8th rather than 5:00 due to Election Day.

Mr. Galstad discussed the picket staging area by American Crystal Sugar. He announced that he wrote a letter stating that they are in the right-of-way. Discussion occurred regarding the dirty roads.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE OCTOBER 11, 2011 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:38 P.M.

Voting Aye: Leigh, Pokrzywinski, DeMers, Vonasek, Buckalew, Tweten, and Gregoire.

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL
BUDGET MEETING
TUESDAY, OCTOBER 26, 2011 – 5:00 PM**

CALL TO ORDER

The Budget Work Session Meeting of the East Grand Forks City Council for October 26, 2011 was called to order by Council President Buckalew at 5:00 P.M.

CALL OF ROLL

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Wayne Gregoire, Council Members Marc DeMers, Ron Vonasek, Henry Tweten, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT

Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Scott Huizenga, City Administrator; and Jim Richter, EDHA Director; Scott Gravseth, Water and Light Distribution Superintendent, Randy Rapacz, Water Plant Superintendent

OTHERS PRESENT

Pat Krug, FS Engineering; Earl Haugen, MPO; Teri Kouba, MPO; Marilyn Odgen, Water and Light Commissioner; Mark Brickson, Water and Light Commissioner; Mike Quirk, Water and Light Commissioner

DETERMINATION OF A QUORUM

1. Planning and Transit

Mr. Haugen presented the Proposed 2012 Budget for the Planning and Zoning. Majority of expense from the General Fund for Planning is from salaries. Ms. Kouba reported that bus ridership is up significantly in the last three-four years.

Mr. Bail and Mr. Krug provided a proposal to the City Council to update various city plat records that have not been changed since the Flood of 1997 changed the configuration of several neighborhoods. The proposal could be based on a five-year term, not to exceed \$70,000. Council Member DeMers stated that platting updates are needed especially in areas adjacent to the city's rivers. Council Member Tweten stated that the City should not approve any platting proposal until advice is sought from attorneys.

2. Water and Light

Mr. Boyce presented a summary of Water and Light operations and the 2012 Proposed Budget. Council discussed the department's energy conservation policies and the capital improvements plan. The commission and council also discussed options for the proposed storm water monitoring addition, the lime pond project, and the building maintenance fund.

3. EDHA – Jim Richter

Mr. Richter presented a summary of EDHA operations including staff and annual expenditures. Council discussed housing issues including Section 8 programs and down payment assistance. Future development plans include a Request for Proposals (RFP) to develop city-owned land.

MEETING ADJOURNED AT 7:03 P.M.

Scott Huizenga, City Administrator/Clerk-Treasurer

RESOLUTION NO. 11 – 11 - 102

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 “2010 Assessment Job No. 2 – Storm Sewer Improvements, North Star Terrace”; for a total assessment of \$227,487.34. and

WHEREAS, Said calculations known as the proposed assessments were filed with the Administrator/Clerk-Treasurer on November 1, 2011; and

WHEREAS, On October 19, 2011 and October 23, 2011, published notice was given in the official newspaper of a meeting of the Council to consider the said proposed assessment, and a copy of said published notice was mailed on October 18, 2011, to the owner(s) of the tract(s) or parcel(s) of land as provided by law, and the public hearing was held on November 1, 2011 and all objections to said proposed assessment have been considered by the Council, and

BE IT RESOLVED, That the City Council of the City of East Grand Forks, Minnesota, hereby determines that the property in the said proposed assessment is benefited by the improvement and that the amount of said assessment is based upon the benefit received, without regard to cash valuation, and that every lot, piece and parcel or parcels of land set out therein as assessable and that said proposed assessment has been calculated in accordance with the law, and

BE IT FURTHER RESOLVED, That said proposed assessments for said improvement be and hereby are adopted as the special assessments against the tracts of land stated in the assessment roll in the amount set out therein and that this assessment roll be given the descriptive name of “Assessment Roll No. 320- Storm Sewer Improvements – North Star Terrace”.

BE IT FURTHER RESOLVED, That the said assessment shall be payable in equal installments over a period of fifteen (15) years.

BE IT FURTHER RESOLVED, That interest at the rate of 6.5 percent per annum on the entire assessment from the date of the resolution levying said assessment to December 31, 2012, and each subsequent installment will be payable with one year’s interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the City Administrator/Clerk-Treasurer within 30 days from the date of adoption of the assessment roll. No partial prepayment has been authorized by ordinance.

Voting Aye:
Voting Nay: None.

The President declared the resolution passed.

Passed: November 1, 2011

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of November, 2011.

Mayor

Request for Council Action

Date: October 4, 2011

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council Members: Marc Demers, Henry Tweten, Greg Leigh, Mike Pokrzywinski and Ron Vonasek.

Cc: File

From: Greg Boppre, P.E.

RE: Assessment Roll – 2010 AJ#2 – Storm Sewer North Star Terrace

Background:

Please find attached the assessment roll for the storm sewer project that was completed for the North Star Terrace property. Also attached is a copy of the assessment letter from the Property Owners regarding the assessment and the public hearing.

Recommendation:

File assessment roll and forward to the County

Enclosures:

Assessment roll
Copy of Owner's letter

2010 ASSESSMENT JOB NO. 2
 STORM SEWER IMPROVEMENTS
 EAST GRAND FORKS, MINNESOTA
ASSESSMENT ROLL CALCULATIONS

STORM SEWER CONSTRUCTION COSTS

Construction	\$190,051.00
Plans & Specifications	\$18,994.30
Staking & Inspection	\$10,840.00
Assessment Roll (1%)	\$1,900.51
Administrative costs	\$5,701.53
Total Amount to be assessed	\$227,487.34

AREA TO BE ASSESSED

AUD PLAT OF OUTLOTS 17 THRU 64	435,603.47
AUD PLAT OF OUTLOTS 65 THRU 94	459,448.45
TOTAL	895,051.92

Square Feet

\$0.25441611 per SQUARE FOOT

**2010 ASSESSMENT JOB No. 2 - STORM SEWER IMPROVEMENTS
EAST GRAND FORKS, MINNESOTA
ASSESSMENT ROLL**

PARCEL No.	OWNER	DESCRIPTION	SQUARE FOOTAGE	STORM SEWER BENEFIT	TOTAL ASSESSMENT BEFORE INTEREST
AUD PLAT OF OUTLOTS 17 THRU 64]					
R 83.02277.00	EAST FORKS LIMITED PARTNERSHIP	Lot-017 *	435,603.47	\$110,713.44	\$110,713.44
SUBTOTAL AUD PLAT OF OUTLOTS 17 THRU 64]			435,603.47	\$110,713.44	\$110,713.44
AUD PLAT OF OUTLOTS 65 THRU 94					
R 83.02847.00	EAST FORKS LIMITED PARTNERSHIP	ALL	459,448.45	\$116,773.90	\$116,773.90
SUBTOTAL AUD PLAT OF OUTLOTS 65 THRU 94			459,448.45	\$116,773.90	\$116,773.90
GRAND TOTALS			895,051.92	\$227,487.34	\$227,487.34

Mark Saliterman

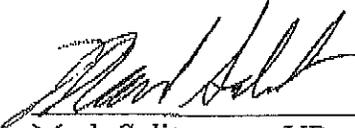
Subject: FW: north star

East Forks Limited Partnership
North Star Terrace
101 Jupiter Drive
East Grand Forks, MN 56721

August 18, 2010

RE: Storm Sewer

This correspondence is to officially state that we accept the assessment for the storm sewer at our property, and ask the City Administrator to waive the public hearing on the matter provided the maximum assessed will be no more than \$230,000.00



Mark Saliterman, VP
North Star Terrace
East Forks Limited Partnership
Owner

RESOLUTION NO. 11 - 11 - 103

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

WHEREAS, The following listed properties did not comply with City grass control regulations; and

WHEREAS, The City's Public Works Department did maintain said properties after due notice was given; now therefore

BE IT RESOLVED, That the City Council hereby orders that the following costs, with interest charged at 10% per year beginning on January 1, 2012, for mowing grass on the respective properties be certified to the County Auditor for collection with the 2012 real estate taxes:

<u>Parcel #</u>	<u>Legal Description of Property</u>	<u>Original Mowing Cost</u>
83.04049.00	Greenway Crossing 2 nd Resub Lot 021 Block 004	\$339.86
83.01617.00	Wurdens 2 nd Add Lot 006 Block 004	\$254.91
83.02287.02	Auditors Plat of Outlots 17 Thru 64, Lot 27	\$396.67
83.00192.00	Trails Add Lot 035 Block 003	\$169.94
83.03197.00	Replat of Outlot 53 & 55 Outlot F	\$339.87
83.03863.00 & 83.03864.00	Replat of Outlot 10 Lot 3 & 4	\$254.90
83.00291.00	Trails Add Lot 003 Block 013	\$ 84.97
83.02162.00	Folsom Park Addition Lot 6 Block 2	\$ 84.97

Voting Aye:

Voting Nay: None.

Absent: None.

The President declared the resolution passed.

Passed: November 1, 2011

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of November, 2011.

Mayor

RESOLUTION NO. 11 – 11 - 104

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

WHEREAS, The City of East Grand Forks has offered sidewalk replacement program with reimbursement incentive and a special assessment financing option to property owners within the community; and

WHEREAS, the City of East Grand Forks has obtained a signed copy of the sidewalk assessment form from the property owners and paid the contractor for the sidewalk replacement; and

WHEREAS, the amount assessed against the property is the total amount paid to the contract less the sidewalk reimbursement incentive. The entire amount assessed against the parcel of land, unless prepaid, at an interest rate of 5.5% and in five or seven equal installments depending on the lot type, as outlined in the sidewalk replacement program; and

WHEREAS, three property owners have chosen to defer the cost of their sidewalk replacement through the city's special assessment financing option known as Roll#998, and now therefore;

BE IT RESOLVED, That the City Council of and for the City of East Grand Forks, Minnesota, authorizes the City Clerk-Treasurer per City Code Section 12.04, Subdivision 8, Paragraph B, to certify the following delinquent accounts to the County Auditor for collection with the 2012 Real Estate Taxes:

<u>Parcel Number</u>	<u>Property Owner</u>	<u>Address</u>	<u>Lot Type</u>	<u>Number of Installments</u>	<u>Total Assessment Amount</u>
83.01359.00	Tom Corcoran	521 12 th St. NW	Reg	5	\$1,172.50

Voting Aye:

Voting Nay: None.

Absent: None.

The President declared the resolution passed.

Passed: November 1, 2011

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of November, 2011.

Mayor

RESOLUTION NO. 11 – 11 - 105

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

WHEREAS, The City Water and Light Department has extended services to owners of property within the community; and

WHEREAS, one property owner's account is delinquent in payment for said services; and

WHEREAS, The Water and Light Department can request the City to pass a resolution and extend the delinquent account to the County Auditor for placement on the tax rolls which are collected by the County Treasurer; now therefore

BE IT RESOLVED, That the City Council of and for the City of East Grand Forks, Minnesota, authorizes the City Administrator per City Code Title V, Section 50.27, Paragraph B, to certify the following delinquent accounts to the County Auditor for collection with the 2012 Real Estate Taxes:

<u>Name of Property Owner</u>	<u>Address</u>	<u>Delinquent Amount</u>
Troy Lafferty	901 2 nd Ave. NE	\$685.38
Adam Lind	1915 5 th Ave. NW	\$330.28

Voting Aye:
Voting Nay: None.

The President declared the resolution passed.

Passed: November 1, 2011

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of November, 2011.

Mayor

RESOLUTION NO. 11 – 11 - 106

A RESOLUTION APPROVING THE PROPOSAL FROM SPRINGSTED, INC. TO CONDUCT A COMPLETE UPDATE TO THE CLASSIFICATION AND COMPENSATION PLAN

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

WHEREAS, the City Council adopted a uniform Citywide Classification and Compensation plan via Resolution 10-01-07;

WHEREAS, all City the Classification and Compensation Plan has been implemented in all non-union and labor agreements;

WHEREAS, the current compensation study is nearly seven years old;

WHEREAS, the City’s current labor agreements expire at the end of 2012;

WHEREAS, the City Council desires and current classification and compensation plan, including market data, prior to labor negotiations in 2012;

THEREFORE, BE IT RESOLVED, that the Council of the City of East Grand Forks approves the proposal from Springsted, Inc. in the amount of \$19,500 plus reimbursable expenses not to exceed \$2000 to conduct a complete update to the Classification and Compensation Plan;

BE IT FURTHER RESOLOVED, that the plan shall be completed and submitted to the City Council no later than June 30, 2012.

Voting Aye:
Voting Nay: None.
Absent: None.

The President declared the resolution passed.

Passed: November 1, 2011

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of November, 2011.

Mayor

Request for Council Action

Date: October 19, 2011

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: Update to Citywide Classification and Compensation Plan

The City passed a uniform Citywide Job Classification and Compensation Plan ("pay plan") effective January 2010. The Water and Light Department labor agreement adopted the plan effective January 2011. Therefore, all non-union (except EDHA) and bargaining unit agreements reflect the current compensation plan.

The City began the pay plan process in 2005. Therefore, nearly six years elapsed between the first phase of preparation and the plan's full adoption. Typically, pay plans should be updated every 5-7 years to reflect changes to internal job duties and positions as well as external job markets. Labor negotiations will start next fall for contract years 2013 and beyond. Therefore, the City should have an updated plan before labor negotiations start.

Springsted, Inc. has submitted a proposal that includes a completion date of June 30, 2012. The process is a complete review the city's compensation system. It includes input from employees, supervisors, and administration. The review includes an external market survey to ascertain how the City compares to its peers and to its competitors in the labor market. Finally, the review adjusts for pay equity compliance reporting as required.

The proposed cost for the entire study is \$19,500 plus reimbursable not to exceed \$2000. The 2012 Proposed Budget contains \$30,000 in professional services in the Administration budget to perform the study. This study will guide the City in its compensation structure for at least the next 5-7 years. Considering the work that has already been invested to adopt a formal citywide play plan, the timing is ideal to update the plan to current market conditions.

Recommendation:

Approve the proposed compensation plan update in the amount of \$19,500 reimbursable not to exceed \$2000.



Springsted Incorporated
380 Jackson Street, Suite 300
St. Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

October 19, 2011

Mr. Scott Huizenga, City Administrator
City of East Grand Forks
600 Demers Avenue
East Grand Forks, Minnesota 56721

Re: Work Plan to Update the City's Classification and Compensation Plan

Dear Mr. Huizenga:

Springsted Incorporated is pleased to submit our work plan to update the City's classification and compensation plan. We generally recommend updating classification and compensation plans every five years to capture changes occurring in City positions and to take a comprehensive look at the wage market. Updates play an important role in helping the City attract and retain employees.

Our firm has assisted numerous jurisdictions in Minnesota and throughout the United States in addressing their classification, compensation and human resources issues, and in performing specialized management studies. Based on our previous involvement with the City of East Grand Forks, we look forward to working with you to update the City's classification and compensation system.

We would be happy to discuss this work plan with you and to adjust the scope of services as needed to meet the City's needs.

Respectfully submitted,

Sharon G. Klumpp

Sharon G. Klumpp, Senior Vice President
Consultant

City of East Grand Forks, Minnesota
Update the Classification and Compensation System

Work Plan

October 2011

Update of the Classification and Compensation System

Springsted will assist the City in updating its classification and compensation system to:

- Establish fair and equitable compensation relationships between positions within the City and Water & Light and the Economic Development and Housing Authority (EDHA)
- Provide for employee input and participation throughout the process of updating the City's classification and compensation system
- Update job descriptions reflecting changes that have occurred since the original study
- Update job evaluations using the most recent version of Springsted's job evaluation system
- Identify relevant market conditions in comparable organizations
- Recommend policies and procedures to maintain the new classification and compensation plan in accordance with best practices

We will conduct individual meetings with the chief administrative officers of the City, Water & Light and the EDHA to gather information on how the pay plan has been working and to note any issues with respect to hiring and retaining employees that should be addressed in this study.

Employees play a major role in providing the data needed for this study. Therefore, it is imperative that employees receive information about the study, why it is being conducted, opportunities for employee involvement throughout the process, and expected outcomes.

Springsted will conduct employee informational meetings to introduce the study, explain study procedures and answer any questions employees may have about the process. Union representatives are invited to attend these meetings.

Employees will receive a Position Analysis Questionnaire (PAQ) at this time. The questionnaire provides an opportunity for each employee to describe their job duties, responsibilities and essential functions in detail, the required knowledge, skills and abilities, and provide input on the various job factors that affect the position. Employees will also identify the specific physical requirements and working conditions of their position to assist in the consultant's review for compliance with the Americans with Disabilities Act. Springsted will spend time at the meeting reviewing the PAQ and responding to employee questions. The information gathered from the PAQs will provide the information to be used in developing new position descriptions.

During informational meetings, we will also explain the supervisors' role in completing and signing off on the PAQs. The questionnaire is designed to allow supervisors to comment on employee responses without altering employee responses. This allows the consultant to review complete, unedited responses from employees and supervisors. In instances where the employee and supervisor view the position requirements differently, Springsted will conduct job audits to obtain more information. Audits will be scheduled to minimize disruption to City, Water & Light and EDHA operations. If necessary, meetings can be scheduled at the beginning or end of a shift to facilitate employee attendance.

Upon receipt of the completed PAQs, Springsted will review the information provided by employees and their supervisors. Based on the information provided, Springsted will update or develop new job descriptions for City and Water & Light positions. At this time we will also review each position's designation under the Federal Fair Labor Standards Act.

Revised job descriptions will be submitted to the City and Water & Light for review and comment. Springsted will make modifications to the descriptions as deemed appropriate. Any disputed content in job descriptions will be presented to the City Administrator, the General Manager, or the EDHA Executive Director.

In order to determine appropriate salary levels of positions in the workforce and to address the issue of comparable compensation, Springsted will conduct an extensive salary and benefits survey to compare City, Water & Light, and EDHA positions with analogous positions in other comparable agencies in the area labor market. By gathering and analyzing information on wages, wage equivalents and benefits, a comparison of East Grand Forks' total compensation package can be reviewed in comparison to its defined market area. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with the City, Water & Light, and EDHA to identify appropriate sources of survey data. Emphasis will be placed on inviting organizations to participate in the survey that are comparable to the City, Water & Light, EDHA as well as those with which the City, Water & Light, and EDHA competes for employees. Springsted will develop the salary survey and submit it to the City for review prior to its dissemination.

There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with the City in determining the appropriate labor market for positions.

While salary and benefits survey data will assist the City in establishing its position in the competitive market, job evaluation is the mechanism that ensures that internal relationships are fair and equitable.

Since the original East Grand Forks study was completed, Springsted has updated its copyrighted job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE[®]) System to reflect the increasing technical and administrative requirements of municipal positions. The SAFE[®] system is a unique job evaluation method designed to measure job factors which apply specifically to local government. This system has been successfully used by local governments for many years; the United States District Court also found it to be an acceptable system for resolving internal pay relationships at issue in an Equal Employment Opportunity (EEO) suit.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among classes and minimizes the appearance of bias in evaluating, rating and ranking jobs.

Each classification will be evaluated and placed within the proposed compensation plan based on the job evaluation system and the market rates paid by survey participants.

The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Education and Experience
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

The updated system can continued to be maintained by the City. Springsted will provide training to City human resources staff on utilizing the SAFE System to evaluate newly created positions or positions that have changed.

Based on the market wage and benefits data analysis and the job evaluation system, Springsted will update the City's compensation plan. The compensation plan will be revised in accordance with information obtained from the City regarding its pay philosophy as well as goals and objectives established for its compensation program. The proposed plan will incorporate market conditions and take into account existing labor agreements. Springsted will review options with the City to address the spread for pay ranges, the relationship between ranges, and methods to ensure that the City remains competitive with the labor market while maintaining internal equity among positions.

Springsted will prepare an estimate of the costs to implement the study recommendations that coincides with the City's financial and budgetary requirements.

Project Schedule

Springsted is prepared to start the study immediately upon receipt of a notice to proceed. We are available to conduct employee orientations in November. The wage and benefits salary survey would be administered in the first quarter of 2012 to ensure that we collect current information from entities invited to participate in the study. The project will be completed by June 30, 2012.

Cost

Springsted Incorporated will perform the tasks as outlined in this work plan as follows:

- A professional fee of \$19,500 to update the classification and compensation study
- Out-of-pocket expenses for the study will be invoiced at actual cost and will not exceed \$2,000 based on three on-site visits
- Option to purchase the classification and job evaluation database at a cost of \$2,500, including 12 months of technical support

Deliverables

Deliverables for this project include:

- Individual meetings with the chief administrative officers for the City, Water & Light, and the EDHA
- Employee information meetings
- Employee job audits reflecting a cross-section of the organization
- Updated job descriptions
- Updated job evaluation using Springsted's most recent version of SAFE
- Comprehensive compensation and benefits survey
- Updated pay plan
- Final report and presentation to the City Council and Water & Light Commission
- Database and training manual (optional)

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held September 15, 2011 at 5:00 P.M.

Present: Ogden, Brickson, Tweten

Absent: Quirk

It was moved by Commissioner Brickson second by Commissioner Tweten that the minutes of the previous meeting of September 1, 2011 be approved as read.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Brickson to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,082,458.68.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

CHECK NO	VENDOR	DESCRIPTION	AMOUNT
505165	Verizon Wireless	Cell phones	288.44
505166	McClure Derek	Reimbursement	233.80
505167	American Public Power Assoc	Training & school	3,610.00
505168	AmeriPride Services	Cleaning supplies/services	288.47
505169	Atchico Lee & Tiffany	Refund Check	19.07
505170	Batteries Plus	Supplies	62.18
505171	Baune James	CIP / 1900 7th Ave NW	500.00
505172	Border States Electric	Inventory; supplies	1,424.18
505173	Business Essentials	Supplies	40.87
505174	CDW Government Inc	Supplies; software	3,263.06
505175	Commissioner of Revenue	Sales; use; grbg surchrg	49,764.00
505176	Delisle Douglas D	Refund Check	76.25
505177	EGF City	Transfer	361,871.03
505178	Exponent	Advertising/publishing	1,210.27
505179	FedEx	Freight	35.65
505180	Feltman Lisa	Refund Check	59.31
505181	FS Engineering	Professional fees	58,024.44
505182	Galstad Jensen & McCann	Legal fees / Aug	2,222.00
505183	George's Quick Printing	Advertising	150.00
505184	Gerszewski Andrew	Refund Check	44.42
505185	Gopher State One-Call	Locates / Aug	180.10
505186	Grand Forks Utility Billing	Water tests	260.00
505187	Graymont Western Canada	Wtr treat chemicals	9,502.23
505188	Hardware Hank	Supplies	194.58
505189	Hawkins Inc	Wtr treat chemicals	5,185.57
505190	Heartland Paper Company	Supplies	12.13
505191	Holweger Mike	Expenses	362.26
505192	Hough Inc of Detroit Lakes	Professional fees	31,161.24
505193	Hugo's	Supplies	27.44
505194	Independent Emergency Serv	911 service - Sep	18.35
505195	Johnson David & Lynn	Refund Check	80.42
505196	Juhl Derek	Refund Check	12.19
505197	KBM Inc	Professional fees	24,348.80
505198	Kolstoe Nicole	CIP / 1225 9th Ave SE	500.00

505199	Kuglin Stacy	Refund Check	94.76
505200	Leighton Broadcasting	Advertising	549.00
505201	Link Melissa & Christopher	Refund Check	31.41
505202	Lundberg Lynette	Refund Check	26.77
505203	M&W Services Inc	Services	912.45
505204	Marco Inc	Copier mtce	104.76
505205	McMahon Becca	Refund Check	30.01
505206	Midcontinent Communications	Advertising / Aug	468.00
505207	MMPA	Energy/demand	417,389.13
505208	MN Dept of Commerce	Alternate energy chrg	2,769.07
505209	MN Municipal Utilities Assoc	Training & school	450.00
505210	Monarch Travel & Tours	Training & school	982.60
505211	Nelson Daniel	Refund Check	85.27
505212	Orchard Oil Company	Lubricant	57.54
505213	Pitney Bowes	Postage / #34003640	5,000.00
505214	Power Equipment Shop	Supplies	18.15
505215	Bob Pulkrabek	AC Tune-up/Monarch Travel	60.00
505216	Rapacz Randy	Expenses	741.12
505217	Resco	Supplies	211.08
505218	Siemens Industry Inc	Freight	122.05
505219	Slette Lloyd	CIP / 906 19th St NW	500.00
505220	Spruce Valley Corporation	Professional fees	64,886.86
505221	Tesoro	Fuel	297.06
505222	TigerDirect	Supplies	107.19
505223	Tri-Valley Opportunity Council	Direct install program	4,311.30
505224	Troitte Chad	Expenses	362.26
505225	University of North Dakota	Miscellaneous	502.60
505226	Water & Light Department	Rebates	698.00
505227	Xcel Energy	Gas utilities	27.52
505228	Xcel Energy	Distrib/Facilities	5,549.29
505229	CenturyLink	Phones	656.73
505230	Flaherty & Hood PA	Legal fees - Aug	150.00
505231	League of MN Cities Ins Trust	Property / liability ins	16,470.89
505232	Midcontinent Communications	Internet / Phones	1,743.06
505233	Bob Pulkrabek	AC Tune-Up/American Family	60.00
505234	Tri-Valley Opportunity Council	ROFW donation	1,000.00
	TOTAL		<u><u>\$1,082,458.68</u></u>

Commissioner Quirk entered the meeting at 5:07 PM.

It was moved by Commissioner Ogden second by Commissioner Brickson to authorize an increase, not to exceed \$5,400.00 (twice the initial bid price), for replacement siding which will still meet the initial specs for the WTP window and siding replacement project.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Ogden that Brian Johnson, having satisfactorily completed his six months probation, be certified as a full time employee effective September 14.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Ogden to approve the 2012 Water Treatment Plant chemical specifications; advertise for bids; and set the bid opening for 10 A.M. on November 14, 2011.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Ogden second by Commissioner Brickson to adjourn to the next regular meeting on October 6, 2011 at 5:00 P.M.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

Lori Maloney
Sec'y

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held October 6, 2011 at 5:00 P.M.

Present: Quirk, Ogden, Brickson, Tweten

Absent: None

It was moved by Commissioner Ogden second by Commissioner Brickson that the minutes of the previous meeting of September 15, 2011 be approved as read.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Ogden to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$503,423.45.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

CHECK NO	VENDOR	DESCRIPTION	AMOUNT
505235	Abel Bonnie	Expenses	630.05
505236	Acme Electric Company	Supplies; equipment	714.02
505237	Anderson Karla	Expenses	513.50
505238	Big Jim's East Side Tire	Repairs	73.50
505239	Border States Electric	Supplies	298.83
505240	Boyce Dan	Expenses	701.23
505241	Business Essentials	Supplies	88.53
505242	Cardmember Service	Training & school; supplies	1,645.16
505243	Complete Pest Control	Contracted services	320.64
505244	Cooper Jordan	Refund Check	50.09
505245	Custom Aire Inc	Service agreement	958.83
505246	Dakota Supply Group	Inventory	294.98
505247	Dept of Energy / WAPA	Demand / energy	180,002.58
505248	Digi Key Corp	Supplies	39.98
505249	Eagle Electric	Professional fees	50,530.50
505250	EGF City	Transfer	80,249.45
505251	Exponent	Subscriptions	64.00
505252	Fargo Water Equipment	Supplies	63.59
505253	Forx Builders Assoc	Dues	350.00
505254	FS Engineering	Professional fees	19,261.00
505255	George's Quick Printing	Supplies	701.10
505256	GF Thur-O-Clean	Janitorial services / Sep	432.84
505257	Graymont Western Canada	Water treat chemicals	4,676.20
505258	HeatShare	Donation	2,000.00
505259	Hell Wesley & Patricia	CIP / 807 19th St NW	500.00
505260	Herman Deborah	Refund Check	86.61
505261	Holiday Fleet	Fuel	238.25
505262	Home Energy Science	Energy audits	600.00
505263	Hough Inc of Detroit Lakes	Professional fees	67,463.46
505264	J & W Instruments Inc	Supplies	564.71
505265	Kram Dave	Refund Check	8.72
505266	Lakeland	Supplies	701.39
505267	League of MN Cities Ins Trust	Worker's comp ins	6,993.94
505268	Leisureland RV	CIP/windows@1819 Central Ave	1,088.82

505269	Lunseth Plumbing/Heating	Repairs	200.07
505270	Marco Inc	Copier mtce	206.01
505271	Matt Sr Nicholas J	Collection fees / Aug	301.87
505272	Midcontinent Communications	Advertising / Sep	468.00
505273	MN Dept of Labor & Industry	Permits & fees	50.00
505274	MMUA	Services	250.00
505275	National Drive	Teamster "Drive" / Sep	8.00
505276	North-Holt Electric	Professional fees	27,346.20
505277	Nudell Mary Jane	CIP/ 1428 5th Ave NW	500.00
505278	O'Reilly Automotive	Parts	43.22
505279	Partridge Alicia	Refund Check	15.14
505280	Patio World	Supplies	196.39
505281	Patterson Rachael	Refund Check	41.88
505282	Pitney Bowes	Equip lease / Jun - Sep	560.46
505283	Pitney Bowes Inc	Supplies	668.52
505284	Polk County Hwy Dept	CIP/windows @ 220 17 St NW	3,436.41
505285	Resco	Inventory	751.55
505286	RJ Zavoral & Sons Inc	Commercial CIP program	6,481.92
505287	Salwei Whitney	Refund Check	117.72
505288	Schauer Bob	CIP / 428 River Dr SE	500.00
505289	Sydell John	CIP/central air@ 415 River Dr	200.00
505290	Tesoro	Fuel	111.41
505291	TigerDirect	Supplies	43.05
505292	Tri-Valley Opportunity Council	CIP/DI programs	6,602.16
505293	University of North Dakota	EERC agreement	2,999.48
505294	US Geological Survey	Permits & fees	2,135.00
505295	Valley Markets Inc	CIP / Wine & Spirits	5,686.67
505296	Veit & Company Inc	Service/river intake	3,675.00
505297	Verizon Wireless	Cell phones	289.28
505298	VFW Post 3817	CIP / commercial cooling	1,950.00
505299	Water & Light Department	Utilities; rebates	14,410.17
505300	Westphal Reggan	Refund Check	63.10
505301	Wilkie Jill	Refund Check	28.23
505302	Xcel Energy	Gas utilities	55.04
505303	Dept of Energy / WAPA	O&M-Ind Park Sub / FY12	125.00
TOTAL			<u><u>\$503,423.45</u></u>

It was moved by Commissioner Ogden second by Commissioner Brickson to approve an additional \$275.00 for the purchase of siding for the WTP window/residing project and authorize to continue work to achieve energy efficiency on the existing WTP windows as shown by the EERC thermal imaging performed at the WTP.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to approve the proposal from Energy Management Solutions, Inc to perform commercial energy audits for the Conservation Improvement Program to begin as soon as possible as recommended by Bonnie, Customer & Energy Services Manager.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Ogden second by Commissioner Brickson to adjourn to the next regular meeting on October 20, 2011 at 5:00 P.M.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

Lori Maloney
Sec'y

RESOLUTION NO. 11 – 10 – 99

A RESOLUTION AUTHORIZING THE CITY ATTORNEY TO INCORPORATE THE COST OF SERVICE ANALYSIS (COSA) INTO A PROPOSED WASTE WATER INTERCONNECT INTERGOVERNMENTAL AGREEMENT

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

WHEREAS, the City Council approved Resolution 11-05-39, which amended the facility plan to include a proposed waste water treatment interconnect solution with Grand Forks, North Dakota;

WHEREAS, the Minnesota Pollution Control Agency (MPCA) has approved amended facility plan;

WHEREAS, the Cities of East Grand Forks and Grand Forks have developed a Cost of Service Analysis (COSA) that would structure the proportional waste water treatment costs for East Grand Forks and Grand Forks;

WHEREAS, the COSA will be a primary component of an intergovernmental agreement if the proposed interconnect solution is adopted;

WHEREAS, the process cannot continue with Council support of the COSA model;

THEREFORE, BE IT RESOLVED that the City Council of East Grand Forks supports and ratifies the Cost of Service Analysis (COSA) as presented;

BE IT FURTHER RESOLVED that the City Council of East Grand Forks encourages the City Council of Grand Forks, North Dakota, to support and ratify the COSA as presented;

BE IT FURTHER RESOLVED that the City Council directs the City Attorney to incorporate the COSA into a proposed waste water interconnect intergovernmental agreement to be presented to the Council within 30 days unless otherwise directed by the City Council.

Voting Aye:
Voting Nay:
Absent: None.

The President declared the resolution passed.

Passed: November 1, 2011

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of November, 2011.

Mayor



City of East Grand Forks

600 DeMers Ave • P.O. Box 373 • East Grand Forks, MN 56721
218-773-2483 • 218-773-9728 fax www.eastgrandforks.net

October 24, 2011

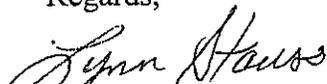
Pursuant to City Charter Section 3.10, I hereby exercise my right to veto Resolution No. 11-10-99. I feel at this time we are being rushed into making a decision that will affect the residents of our community for the next 30 years or longer. The Council is split on this decision and the department heads have mixed feelings on what direction East Grand Forks needs to take for our future.

In talking with some members of the MPCA, I got the feeling they will work with us as long as we are moving forward in trying to find and solve the problem. We all realize that the economy is not our friend at this time. Any increase in taxes will place a heavy burden on the residents of our community.

Even though I am vetoing Resolution No. 11-10-99, I will continue to work on resolving this issue by working with the MPCA to find a way that will unite the Council to come to an agreement in moving East Grand Forks forward. We need to work with our Legislators to acquire funds if any are available to help keep costs down as much as possible. If no agreement can come from the Council, we will take this issue to the tax payer for a vote.

I want to thank the engineering firms, attorneys, and both East Grand Forks and Grand Forks staff who has worked on this project. Their information will be critical in moving forward to solve what is best for the City of East Grand Forks.

Regards,


Mayor Lynn Stauss

RESOLUTION NO. 11 – 11 - 107

A RESOLUTION TO SUBMIT A TECHNICAL ASSISTANCE GRANT TO MINNESOTA CLEAN ENERGY RESOURCE TEAMS (CERTS)

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

WHEREAS, the Minnesota Clean Energy Resource Teams (CERTs) seek to provide limited financial assistance for energy efficiency and/or renewable energy projects requiring technical assistance.

WHEREAS, the City has selected its arena facilities as facilities with high energy consumption that could benefit from a comprehensive energy study.

WHEREAS, the City requires technical and professional assistance to perform an energy study of its arena facilities in order to seek long-term, sustainable, energy efficient alternatives at the facilities.

NOW, THEREFORE, BE IT RESOLVED that the City Council of East Grand Forks supports an application to CERTs to provide seed funding for technical assistance related to the City’s arena facilities and encourages strong consideration of the application.

BE IT FURTHER RESOLVED that the City Council agrees to provide matching local funds for technical assistance as stated in the application should CERTs award the application.

BE IT FURTHER RESOLVED that the City agrees to make the project must make itself available for tours, interviews, etc. during and after the project and have a case study written about the project should CERTs award the application.

Voting Aye:
Voting Nay: None.
Absent: None.

The President declared the resolution passed.

Passed: November 1, 2011

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of November, 2011.

Mayor

Request for Council Action

Date: October 14, 2011

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: Minnesota CERTs Technical Assistance RFP

Minnesota CERTs (Clean Energy Resource Teams) has issued an RFP for grant submissions to provide technical assistance funding for energy conservation studies. The application is due on November 15.

I contacted EAPC Architects and Engineers immediately upon receiving the RFP notice just last week. EAPC agreed to assist in developing an application to study energy efficiency alternatives at the City-owned arenas. The Parks Superintendent, EAPC staff, and I toured the arena facilities last week.

The grant application is to fund the study portion only. The City Council would decide at a later date whether or not to fund any building improvements. The cost to the City to fund this portion of the project is minimal. The proposed resolution simply states the Council's support to submit the grant application for technical assistance.

Recommendation:

Approve the resolution to submit a technical assistance grant application to Minnesota CERTs.

Attachment:

Minnesota CERTs Technical Assistance RFP



CERTs 2011-2012 Request for Proposals

Technical Assistance for Energy Efficiency & Renewable Energy Projects

The Minnesota Clean Energy Resource Teams (CERTs) seek to provide limited financial assistance for energy efficiency and/or renewable energy projects requiring technical assistance.

Project funding can support technical assistance services (i.e. **labor costs only**, such as for a consultant, design professional, installer or student labor), for projects in all seven **Minnesota** CERT regions: Central, Metro, Northeast, Northwest, Southeast, Southwest and West Central.

The primary objectives of this funding project are to:

- Encourage the implementation of community-based energy efficiency and renewable energy projects in CERT regions
- Provide a forum for community education about energy efficiency and renewable energy technologies and their economic, ecological and community benefits.

For full details and all materials, visit <http://rfp.mncerts.org>.

Funding for these projects is provided through the MN Department of Commerce, Division of Energy Resources.

Regional Funding Availability for 2011 – 2012

Each region has its own pool of funding—in all regions this is \$10,000—available for technical assistance to catalyze community energy efficiency and renewable energy projects. Each Regional Team's Steering Committee will make its own selections and project funding levels will vary by region. Projects approved for funding must be completed by December 1, 2012. Due to external constraints, **no extensions will be given on deadlines.**

Materials & Submission Information

CERT Funding Applications for each CERT region and Project Impact Worksheets (to accompany the application) can be found at <http://rfp.mncerts.org>.

Please submit all proposals electronically to RFP@CleanEnergyResourceTeams.org no later than 5:00pm, November 15, 2011. Be sure to include your CERT Application in Word or PDF format and any necessary documentation of project impacts and letters of support.

Eligibility

- Project must be located within one of the seven Minnesota CERT regions: Central, Metro, Northeast, Northwest, Southeast, Southwest or West Central (<http://cleanenergyresourceteams.org/files/MinnMap-popup.gif>);
- Project must seek funding for technical assistance support: **Labor costs ONLY** (Ineligible costs include: materials, hardware, printing, food and travel);
- Project must demonstrate that the project will be completed within the funding period, or by December 1, 2012;
- Project must demonstrate the ability and commitment to serve as a community-wide educational resource for renewable energy and energy efficiency;
- Project **cannot** seek funding for work completed prior to award of project funding.

Timeline

Deadline/Date	
November 15, 2011 5:00pm	Proposals MUST BE SUBMITTED ELECTRONICALLY to RFP@CleanEnergyResourceTeams.org using the CERT Funding Application form for the CERT region in which you are applying
January 2, 2012	Selections made by each regional CERT
January 6, 2012	Awards announced
May 1, 2012	Project Interim Report Due (form provided by CERTs). Projects may also submit an interim invoice with their Interim Report for eligible expenses up to 60% of the full project award.
June 1, 2012	Any project that has yet to begin project activities may have funding revoked. Funds will be redirected to other project(s) in the region.
December 1, 2012	Project must be completed and Final Report submitted electronically (form provided by CERTs). Project must submit an invoice with their Final Report for eligible expenses up to the remainder of the full project award. Invoices must be dated December 1, 2012 or earlier. Early project completion will expedite payment.

Evaluation Process

Proposals will be reviewed by each regional CERT Steering Committee. Each regional Steering Committee will present a slate of recommended projects to the regional CERT either via small presentations from the recommended grantees at a regional team meeting or via project write-ups distributed via the regional list serves. Regional CERTs will then vote to approve or amend the Regional Steering Committee's funding suggestions.

Project Criteria

Projects will be evaluated on Statewide Criteria as well as Regional Criteria (and requirements). Please review the statewide criteria below and the additional criteria specific to your region.

Statewide Criteria:

1. Projects that advance community energy efficiency and/or renewable energy
2. Ideally, projects that provide measurable savings/offsets
3. Projects that have high potential to provide replicable models
4. Projects that engage and involved a variety of community partners
5. Projects that have clear goals, benchmarks, timelines and budgets
6. Projects that have a well-articulated plan to share their work and use it to educate a broader audience
7. Project must make itself available for tours, interviews, etc. during and after the project
8. Project must be willing to have a case study written about the project

Additional Regional Criteria and Notes:

Central CERT	<ul style="list-style-type: none">• Central CERT is interested in working with awarded applicants on developing the “well-articulated plan to share their work and use it to educate a broader audience,” as stated above in Criteria #6.
Metro CERT	<ul style="list-style-type: none">• Interested in projects that are highly visible, inspirational and educational• Preference for projects that have significant social impact (i.e. a ripple effect)• Applicants should have a clear plan for how they will publicize and share the story of their project
Northeast CERT	<ul style="list-style-type: none">• Preference given to projects not previously funded• 25% match required (in-kind allowed)
Northwest CERT	<ul style="list-style-type: none">• n/a
Southeast CERT	<ul style="list-style-type: none">• Special emphasis will be placed on local projects that promote resilient, self-reliant communities.
Southwest CERT	<ul style="list-style-type: none">• Demonstrable results AND clear about results, in particular about the educational results.• Preference to focus on youth, partnerships, mixed/gap funding sources and education• Non-profit and public sectors eligible• Minimum 25% cash match required
West Central CERT	<ul style="list-style-type: none">• Projects that have a strong public purpose and provide strong public value• Project that engage and involve youth

Questions

Please consult the list of Frequently Asked Questions (FAQ) at <http://rfp.mncerts.org>, to find an answer to your question. FAQ will be updated on an ongoing basis. Questions regarding the proposal process may also be directed to CERT coordination staff, listed below.

Central, Northeast, Northwest, Southeast and West Central Regions:

Lissa Pawlisch and Joel Haskard, University of Minnesota’s Regional Sustainable Development Partnerships (612) 624-2293 or pawl0048@umn.edu and (612) 625-8759 or haska004@umn.edu

Southwest Region:

Annette Bair, SW Regional Development Commission (507) 836-1631 or phydev@swrdc.org

Metro Region:

Julia Eagles, Eureka Recycling (612) 455-9174 or juliae@eurekarecycling.org

Request for Council Action

Date: October 25, 2011

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Henry Tweten, Council Members: Marc Demers, Wayne Gregoire, Greg Leigh, Mike Pokrzywinski and Ron Vonasek

Cc: File

From: Dave Aker

RE: Eagles Electric for the work at the VFW

Background:

The VFW arena is getting updates on the existing lighting by replacing the existing light fixtures with new high-energy efficient type light fixtures. The change will give us less amps to use for the same voltage. The Water and Light Board through their CIP program has OK'd the estimate cost for work, the council would have to OK Eagle Electric for the work.

Recommendation: Eagle Electric has been a very good company for the City of East Grand Forks and I see no reason we cannot approve them to go ahead with the job.

Enclosures: Information included.



PO Box 637
East Grand Forks, MN 56721
PH: 701-746-0449 FAX: 218-773-2203

TO: City of East Grand Forks
Park Dept.
East Grand Forks, MN 56721

Attention: Dave Aker
Phone: 773-8000
Fax: 773-8003

VFW Memorial Arena
East Grand Forks, MN

Estimate for the replacement of the existing lighting throughout the areas of the arena as listed below in order to conserve energy by replacing the existing light fixtures with new high-energy efficient type light fixtures

LOBBY AREA

- Remove 1-existing incandescent type exit sign and 1-emergency light (ea. .17 amps input @ 120 volts)
- Supply and install 1-LED type exit sign and 1-LED type emergency light (ea. .07 amps input @ 120 volts)

RINK AREA

- Remove 4-existing incandescent type exit signs and 5-emergency lights (ea. .17 amps input @ 120 volts)
- Supply and install 4-LED type exit sign and 5-LED type emergency light (ea. .07 amps input @ 120 volts)
- Remove 13-existing 2/lamp 4ft T12 wrap around type fluorescent light fixture with lens and bulbs (ea. .63 amps input @ 120 volts)
- Supply and install 13-2/lamp 4ft 18 wrap around type fluorescent light fixture with lens and lamps, controlled from existing switching (ea. .45 amps input @ 120 volts)

WEIGHT ROOM

- Remove 6-existing 2/lamp 8ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.35 amps input @ 120 volts)
- Supply and install 6-4/lamp 8ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .94 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

NORTHWEST STAIRWAY

- Remove 2-existing 4/lamp 4ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.26 amps input @ 120 volts)
- Supply and install 2-4/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .94 amps input @ 120 volts)
- Supply and install 2-new motion/ultrasonic switch controls

LOCKER ROOMS #2 AND #4 (EACH)

- Remove 4-existing 2/lamp 8ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.35 amps input @ 120 volts)
- Remove 1-existing 2/lamp 4ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. .63 amps input @ 120 volts)

Quoted by Jody Beauchamp 10/14/2011
This quote good for 30 days.
Payment Method: Payment in full within 30 days of job completion.

- Supply and install 4-4/lamp 8ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .96 amps input @ 120 volts)
- Supply and install 1-2/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .45 amps input @ 120 volts)
- Supply and install 2-new motion/ultrasonic switch controls

STORAGE ROOM

- Remove 4-existing 2/lamp 8ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.35 amps input @ 120 volts)
- Supply and install 4-4/lamp 8ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .96 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

EAST AND WEST LOCKER HALLWAY

- Remove 5-existing 2/lamp 4ft T12 wrap around type fluorescent light fixture with lens and bulbs (ea. .63 amps input @ 120 volts)
- Supply and install 5-2/lamp 4ft T8 wrap around type fluorescent light fixture with lens and lamps, controlled from existing switching (ea. .45 amps input @ 120 volts)

MENS AND WOMENS BATHROOMS

- Remove 2-existing 2/lamp 8ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.35 amps input @ 120 volts)
- Remove 1-existing 2/lamp 4ft T12 wrap around type fluorescent light fixture with lens and lamps (ea. .63 amps input @ 120 volts)
- Supply and install 2-4/lamp 8ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .96 amps input @ 120 volts)
- Supply and install 1-2/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .45 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

LOCKER ROOM #3

- Remove 3-existing 2/lamp 8ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.35 amps input @ 120 volts)
- Remove 1-existing 2/lamp 4ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. .63 amps input @ 120 volts)
- Supply and install 3-4/lamp 8ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .96 amps input @ 120 volts)
- Supply and install 1-2/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .45 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

LOCKER ROOM #1

- Remove 5-existing 2/lamp 8ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.35 amps input @ 120 volts)
- Remove 1-existing 2/lamp 4ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. .63 amps input @ 120 volts)
- Supply and install 5-4/lamp 8ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .96 amps input @ 120 volts)

LOCKER ROOM #1—cont'd

- Supply and install 1-2/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .45 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

REFEREE ROOM

- Remove 2-existing 2/lamp 8ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.35 amps input @ 120 volts)
- Supply and install 2-4/lamp 8ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .94 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

SOUTH STAIRWAY AND BALCONY

- Remove 3-existing incandescent type exit signs and 3-emergency lights (ea. .17 amps input @ 120 volts)
- Supply and install 3-LED type exit sign and 3-LED type emergency light (ea. .07 amps input @ 120 volts)
- Remove 8-existing 4/lamp 4ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.26 amps input @ 120 volts)
- Supply and install 8-4/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .94 amps input @ 120 volts)

BLUE LINE BANQUET ROOM

- Remove 14-existing 4ft 4/lamp T12 ballasts and bulbs in fluorescent light fixtures (ea. 1.26 amps input @ 120 volts 1PH)
- Install 14-4ft 4/lamp T8 type ballast kits and bulbs in existing fluorescent light fixtures (ea. .94 amps input @ 120 volts 1PH)
- Supply and install 2-new motion/ultrasonic switch controls

BLUE LINE OFFICE

- Remove 9-existing 4ft 4/lamp T12 ballasts and bulbs in fluorescent light fixtures (ea. 1.26 amps input @ 120 volts 1PH)
- Install 9-4ft 4/lamp T8 type ballast kits and bulbs in existing fluorescent light fixtures (ea. .94 amps input @ 120 volts 1PH)
- Supply and install 1-new motion/ultrasonic switch control

SECOND FLOOR SMALL OFFICE

- Remove 1-existing 2/lamp 4ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. .63 amps input @ 120 volts)
- Supply and install 1-2/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .45 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

UPPER STORAGE AREA OF COMPRESSOR ROOM

- Remove 1-existing 400 watt MH low-bay light fixture (ea. 4.0 amps input @ 120 volts)
- Remove 2-existing 2/lamp 8ft T12 wrap around type fluorescent light fixtures with lamps (ea. 1.35 amps input @ 120 volts)
- Supply and install 3-4/lamp 8ft T8 wrap around type fluorescent light fixtures and lamps (ea. .94 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

COMPRESSOR ROOM

- Remove 8-existing 2/lamp 4ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. .63 amps input @ 120 volts)
- Supply and install 8-2/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .45 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

ZAMBONI ROOM

- Remove 6-existing 4/lamp 4ft T12 wrap around type fluorescent light fixtures with lens and lamps (ea. 1.26 amps input @ 120 volts)
- Supply and install 6-4/lamp 4ft T8 wrap around type fluorescent light fixtures with lenses and lamps (ea. .94 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

RINK ATTENDANT OFFICE

- Remove 2-existing 2/lamp 8ft T12 fluorescent light fixtures with lens and lamps (ea. 1.35 amps input @ 120 volts)
- Supply and install 2-4/lamp 8ft T8 wrap around type fluorescent light fixtures and lamps (ea. .94 amps input @ 120 volts)
- Supply and install 1-new motion/ultrasonic switch control

NOTES

- Any additions or subtractions to the scope of work as listed above will be completed on a time and material basis
- All new fluorescent lighting will be controlled from the existing switching and existing branch circuit controls

Estimate cost for work as described above

\$ 24,688.00

Thank you.....Jody Beauchamp

RESOLUTION NO. 11 – 11 – 108

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

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased from Hardware Hank the goods referenced in check number 11164 for a total of \$1,138.56.

WHEREAS, Craig Buckalew, was personally interested financially in the contract, but the purchases were made because the price was as low as or lower than other local vendors.

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

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$1,138.56 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on November 1, 2011.

Voting Aye:
 Voting Nay: None.
 Abstain: Buckalew.

The President declared the resolution passed.

Passed: November 1, 2011

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of November, 2011.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

STATE OF MINNESOTA)
COUNTY OF POLK) ss
CITY OF EAST GRAND FORKS)

I, Craig Buckalew, being duly sworn states the following:

1. I am 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 11164 for a total of \$1,138.56.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on November 1, 2011.

Affiant states further that to the best of his knowledge and belief (a) the contract price was as low as or lower than the price at which the services could be obtained from other sources.

Affiant further states that the affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part thereof has been paid.

Dated: _____

(Signature of Official)

Accounts Payable

Check Register Totals Only

User: mfrench
 Printed: 10/27/2011 - 2:43 PM



City of East Grand Forks

P. O. Box 373
 East Grand Forks, MN 56721
 (218) 773-2483

Check	Date	Vendor No	Vendor Name	Amount	Voucher
11109	11/01/2011	ACM001	Acme Electric Companies	8,399.83	0
11110	11/01/2011	ADV001	Advanced Business Methods Inc	255.72	0
11111	11/01/2011	ALB001	Albrecht Manufacturing	405.66	0
11112	11/01/2011	AME005	Ameripride Linen & Apparel Services	260.28	0
11113	11/01/2011	AUT001	Auto Glass & Aftermarket Inc	68.00	0
11114	11/01/2011	BAK001	Baker & Taylor Co	735.79	0
11115	11/01/2011	BAL001	Balco Uniforms Co Inc	4.00	0
11116	11/01/2011	BJE001	Bjerk Enterprises, Inc.	67,850.00	0
11117	11/01/2011	BLU001	Blue Cross Blue Shield of ND	6,483.10	0
11118	11/01/2011	BOA002	Boardwalk Entertainment Group, LLC	100,000.00	0
11119	11/01/2011	BOR001	Border States Electric Supply	151.14	0
11120	11/01/2011	BOR002	Border States Trophy & Awards	74.73	0
11121	11/01/2011	BRE007	Steven & Desile Brekke	450.83	0
11122	11/01/2011	BRO002	Brodart Co	369.05	0
11123	11/01/2011	BRU001	Jay Bruce	100.37	0
11124	11/01/2011	BCA003	Bureau of Crim Apprehension	1,530.00	0
11125	11/01/2011	BUS002	Business Essentials	26.27	0
11126	11/01/2011	BYD001	Bydal Designs	37.40	0
11127	11/01/2011	C&R001	C&R Laundry & Cleaners	13.85	0
11128	11/01/2011	CAL001	Calvary Lutheran Church	401.25	0
11129	11/01/2011	CAR504	Cardmember Service	85.88	0
11130	11/01/2011	GFT003	Donald Scott Cash	2,353.33	0
11131	11/01/2011	CEN006	Century Link	46.38	0
11132	11/01/2011	COM003	Complete Pest Control Inc	80.16	0
11133	11/01/2011	CRO006	Colleen Crow	42.92	0
11134	11/01/2011	CUL001	Culinex	9.51	0
11135	11/01/2011	CUM001	Cummins NPower LLC	42.62	0
11136	11/01/2011	DEM001	Demco Educational Corp	1,120.08	0
11137	11/01/2011	DIA001	Richard Papenfuss Diamond Cleaning	163.25	0
11138	11/01/2011	DIV001	Diverse Media Inc	22.44	0
11139	11/01/2011	DUA001	Duane W. Nielsen Company	596.65	0
11140	11/01/2011	EGF012	East Grand Forks Sports Boosters	3,300.00	0
11141	11/01/2011	ECO001	Economy Plumbing	1,996.25	0
11142	11/01/2011	EGF005	EGF Firemen's Relief Association	36,203.00	0
11143	11/01/2011	EXP003	Explorer Post #38	50.00	0
11144	11/01/2011	EXP002	Exponent	44.95	0
11145	11/01/2011	FER001	Ferrellgas	174.89	0
11146	11/01/2011	FLA001	Flaherty & Hood PA	26.72	0
11147	11/01/2011	FLE001	Flexible Pipe Tool Company	154.63	0
11148	11/01/2011	FOR014	Donald Forsman	275.00	0
11149	11/01/2011	FRE003	Michael Frederick	50.00	0
11150	11/01/2011	FLO001	FS Engineering	23,497.80	0
11151	11/01/2011	G&K001	G&K Services	218.91	0
11152	11/01/2011	GAF002	Gaffaney's	411.21	0
11153	11/01/2011	GAL001	Gale	94.88	0
11154	11/01/2011	GAR001	Garden Hut Inc	2,433.69	0
11155	11/01/2011	GER001	Gerrells Sport Center	104.61	0
11156	11/01/2011	GFF001	GF Fire Equipment	99.16	0
11157	11/01/2011	GFH002	GF Herald	299.00	0
11158	11/01/2011	GFW001	GF Welding & Machine	128.48	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
11159	11/01/2011	GGF001	GGF Convention & Visitors Bureau	609.53	0
11160	11/01/2011	GRA011	Jane Grandboise	307.50	0
11161	11/01/2011	GRE004	John Grenier	69.06	0
11162	11/01/2011	HAI002	Rick Hajicek	285.00	0
11163	11/01/2011	HAN001	Leisa Hanson	10.00	0
11164	11/01/2011	HAR001	Hardware Hank	1,138.56	0
11165	11/01/2011	HEA001	Heartland Paper	13.06	0
11166	11/01/2011	HEL001	Charlotte Helgeson	50.00	0
11167	11/01/2011	HOG001	Hoglund Bus & Truck	125,607.00	0
11168	11/01/2011	HOL002	Holiday Credit Office	155.51	0
11169	11/01/2011	HOM001	Home of Economy	96.84	0
11170	11/01/2011	HOP001	Hope Evangelical Covenant Church	405.00	0
11171	11/01/2011	HUG001	Hugo's	78.23	0
11172	11/01/2011	INT003	Integra Telecom	76.15	0
11173	11/01/2011	INT011	Integrated Process Solutions Inc	380.00	0
11174	11/01/2011	INV001	Inventory Trading Company	167.00	0
11175	11/01/2011	JOH002	John Anderson Painting Co.	720.00	0
11176	11/01/2011	DAY001	Jolanda Streifel	42.70	0
11177	11/01/2011	KIW001	Kiwanis Sunrisers GF	251.25	0
11178	11/01/2011	KLE003	Sara Kleinvachter	12.00	0
11179	11/01/2011	LAK001	Laker Chemical	1,015.31	0
11180	11/01/2011	LEA002	League of MN Cities	471.00	0
11181	11/01/2011	LIB001	Liberty Business Systems	73.59	0
11182	11/01/2011	LOC001	Locators & Supplies Inc	288.42	0
11183	11/01/2011	SIG001	Lorene Keehr	26.69	0
11184	11/01/2011	LUN001	Lunseth Plumbing & Heating	7,269.00	0
11185	11/01/2011	LYN002	Gladwin Lynne	75.64	0
11186	11/01/2011	M&W001	M&W Services	288.56	0
11187	11/01/2011	MAC002	MacQueen Equipment	5,290.55	0
11188	11/01/2011	MAN001	Michelle Manias	24.75	0
11189	11/01/2011	MAR004	Marco	129.49	0
11190	11/01/2011	MAR001	Marco Inc	375.61	0
11191	11/01/2011	MEN001	Menards	26.92	0
11192	11/01/2011	MIC001	Micro-Marketing LLC	8.50	0
11193	11/01/2011	MID003	Midcontinent Communications	861.02	0
11194	11/01/2011	MND009	MN Drivers & Vehicle Services	43.00	0
11195	11/01/2011	NAR001	Nardini Fire Equipment Co.	71.95	0
11196	11/01/2011	NDS002	NDSU Chemistry & Biochemistry Clu	360.00	0
11197	11/01/2011	NEW001	Newman Signs	1,561.82	0
11198	11/01/2011	NOR011	Northern Trucking Corp.	211.05	0
11199	11/01/2011	ORE001	O'Reilly Auto Parts	214.47	0
11200	11/01/2011	PAM001	Pamida	19.97	0
11201	11/01/2011	PAP003	Penny Pape	133.46	0
11202	11/01/2011	PAU004	Paul Grzadzieleski	425.00	0
11203	11/01/2011	PDQ001	PDQ Sanitary Services	105.96	0
11204	11/01/2011	PET001	Peterson Veterinarian Clinic P.C.	453.15	0
11205	11/01/2011	PLA002	Playcraft Direct, Inc.	14.80	0
11206	11/01/2011	POL009	Polk County DAC	49.62	0
11207	11/01/2011	QUI001	Quill Corp	642.76	0
11208	11/01/2011	RDO001	RDO Powerplan OIB	54.50	0
11209	11/01/2011	RED005	Red River Lions Club	465.00	0
11210	11/01/2011	ZAV001	RJ Zavoral & Sons	131,702.06	0
11211	11/01/2011	RMB001	RMB Environmental Lab Inc	207.00	0
11212	11/01/2011	ROT001	Roto Rooter	990.00	0
11213	11/01/2011	SCH003	Karen Schiller	62.26	0
11214	11/01/2011	SCH002	Scholastic Library Publishers	152.10	0
11215	11/01/2011	SER003	Sertoma Club of Grand Forks	457.50	0
11216	11/01/2011	SIM003	Simonsen Lumber & Hardware	75.18	0
11217	11/01/2011	SLE001	Llyod Slette	52.26	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
11218	11/01/2011	SPE001	Speedy Sign LLC	352.28	0
11219	11/01/2011	SPI004	Spicer Container & Salvage Service	163.25	0
11220	11/01/2011	SPR001	Springsted	1,475.00	0
11221	11/01/2011	STM001	St. Mark's Lutheran Church Boyscout	461.25	0
11222	11/01/2011	STE001	Stennes Granite	475.00	0
11223	11/01/2011	STO007	Ray Stocker	51.00	0
11224	11/01/2011	STR003	Streichers	100.00	0
11225	11/01/2011	STU001	Stuart's Towing	53.44	0
11226	11/01/2011	SUR001	Surplus Center	5.32	0
11227	11/01/2011	RET001	The Retrofit Companies Inc	3,236.17	0
11228	11/01/2011	TIG001	Tiger Direct.com	638.70	0
11229	11/01/2011	TON002	Tony Anderson Construction	108,090.86	0
11230	11/01/2011	TRU001	True Temp	223.56	0
11231	11/01/2011	USB003	US Bearings & Drives	118.99	0
11232	11/01/2011	VAL002	Valley Truck	35.09	0
11233	11/01/2011	VAN001	Lynda Vanderhoof	119.66	0
11234	11/01/2011	VIL001	Vilandre Heating & A/C	862.92	0
11235	11/01/2011	WAS001	Waste Mgmt	72.00	0
11236	11/01/2011	WAT001	Water & Light Department	19,234.75	0
11237	11/01/2011	WEL001	Wells Fargo Brokerage Services LLC	83,645.86	0
11238	11/01/2011	WIZ001	Wizard's Enterprises Inc.	490.00	0
11239	11/01/2011	XCE001	Xcel Energy	2,215.13	0
11240	11/01/2011	XER001	Xerox Corporation	63.79	0
11241	11/01/2011	HIG001	Paul Zavoral	19,860.93	0
11242	11/01/2011	ZEE001	Zee Medical Service	63.24	0
				789,076.17	
Check Total:					