

**AGENDA
CITY COUNCIL
CITY OF EAST GRAND FORKS
JANUARY 3, 2012
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 maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 12-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 12-01-02 a Resolution to designate The Exponent as the official newspaper.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 12-01-03 a Resolution to designate the following financial depositories.

- a. American Federal
- b. Frandsen Bank & Trust
- c. Smith Barney
- d. Multi-Bank Securities
- e. Dain Rausher
- f. PMA – 4M Fund

Consider adopting Resolution No. 12-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

- (A) Lynn Stauss, Mayor
- (B) Scott Huizenga, City Administrator

- (C) Michelle French, Executive Assistant
- (D) Terry Knudson, Accounting Technician
- (E) Karla Anderson, Finance Director

APPROVAL OF MINUTES:

- 4. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 20, 2011.

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.

- 5. Consider adopting Resolution No. 12-01-05 a Resolution to designate “C&H Insurance” as the insurance agency to handle City Policy for 2011.
- 6. Consider adopting Resolution No. 12-01-06 a Resolution approving the 2011 Administrative Services Agreement with Discovery Benefits, Inc.
- 7. Consider adopting Resolution No. 12-01-07 a Resolution approving the following Boards & Commission appointments and reappointments as presented by the appropriate Elected Officials.
- 8. Consider adopting Resolution No. 12-01-08 a Resolution enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
- 9. Consider adopting Resolution No. 12-01-09 a Resolution approving the filing of plans and specification and ordering the advertisement for bids for 2012 City Project No. 4 – Paving Improvements – 15th Street NE.
- 10. Consider adopting Resolution No. 12-01-10 a Resolution approving the filing of plans and specification and ordering the advertisement for bids for 2012 City Project No. 5 – Sidewalk Project – TH220.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 11. Regular meeting minutes of the Water, Light, Power and Building Commission for November 17, 2011.
- 12. Regular meeting minutes of the Water, Light, Power and Building Commission for December 1, 2011.
- 13. Regular meeting minutes of the Water, Light, Power and Building Commission for December 8, 2011.

COMMUNICATIONS:

- 14. Hiring of Alexander Schilke, Police Officer, to replace Sgt William Solem effective January 3, 2012.
- 15. Appointment of Jason Stordahl as Interim Public Works Director effective January 9, 2012.

OLD BUSINESS: NONE.

NEW BUSINESS:

- 16. Consider adopting Ordinance No. 3, 4th Series, an Ordinance of the City of East Grand Forks, Minnesota, amending City Code Title XV entitled “Land Usage” by amending Chapter 151 “Subdivision Regulation” with the addition of Sections 151.030 “Development Agreement” and 151.121 “Improvement Financing”. Section 151.120 “Required Improvement” is also amended with the addition of the underlined portions. (2nd Reading)
- 17. Consider approving the purchase of 2 (two) 2011 Ford Crown Victorias for a total purchase price of \$47,370.00.

CLAIMS:

- 18. Consider adopting Resolution No. 12-01-11 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 11764 for a total of \$595.00 whereas Council Member Buckalew is personally interested financially in the contract.
- 19. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

ADJOURN:

Upcoming Meetings:

- Work Session – January 10, 2012 – 5:00 PM – Training Room
- Regular Meeting – January 17, 2012 – 5:00 PM – Council Chambers
- Work Session – January 24, 2012 – 5:00 PM – Training Room
- Work Session – January 31, 2012 – 5:00 PM – Training Room (If Needed)
- Regular Meeting - February 7, 2012 – 5:00 PM – Council Chambers

RESOLUTION NO. 12 – 01 – 01

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

BE IT RESOLVED, by the City Council of the City of East Grand Forks, Minnesota, regular city council meetings will be held on the first and third Tuesdays of each month at 5:00 p.m. and the work sessions will be held on the second and fourth Tuesdays of each month at 5:00 p.m. for the 2012 year.

Voting Aye:
Voting Nay: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

Mayor

RESOLUTION NO. 12 - 01 - 02

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that "The Exponent" is hereby designated as the 2012 official city newspaper, in which shall be published all matters indicated in Section 10.01 of the City Charter.

Voting Aye:
Voting Nay: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

Mayor

RESOLUTION NO. 12 - 01 - 03

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

WHEREAS, The following institutions have presented a proposal to act as depository of City funds and has filed an Assignment of Securities in Lieu of Bond by Public Depository with the Administrator/Clerk-Treasurer of the City of East Grand Forks, Minnesota; now therefore,

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the said proposal be hereby accepted and made a part hereof by reference and that the following listed financial institutions, be hereby designated as a depository for the next two years in which the Administrator/Clerk-Treasurer of said City shall keep and deposit monies of said City until a new designation is made, subject to the condition that other or additional depositories may be designated at any time:

American Federal
Frandsen Bank & Trust
Morgan Stanley-Smith Barney
Multi-Bank Securities
Dain Rausher
PMA - 4M Fund

BE IT FURTHER RESOLVED, That the securities as itemized on the Assignment of Securities filed with the Administrator/Clerk-Treasurer, be hereby approved as security for City Deposits and that the Assignment of Securities be made a part hereof by reference.

BE IT FURTHER RESOLVED, That the Administrator/Clerk-Treasurer is authorized to accept future securities as authorized by law for City deposits.

BE IT FURTHER RESOLVED, That there be no maximum amount which may so be deposited in said depository and that said depository shall furnish proper securities as stipulated by statute.

BE IT FURTHER RESOLVED, That the Administrator/Clerk-Treasurer is hereby authorized for and on behalf of the City to open or continue an account or accounts with and on behalf of the City to open or continue an account or accounts with said Bank and to execute and deliver to said Bank signature card or cards supplied by said Bank containing specimen signatures of officers or other persons hereinafter named and assenting to said Bank's Rules and Regulations Governing Bank Accounts, and is also authorized for and on behalf of the City to endorse or cause to be endorsed and to deposit or cause to be deposited in such account or accounts from time to time checks, drafts and other instruments and funds payable to or held by this corporation.

BE IT FURTHER RESOLVED, That checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of this corporation now or hereafter with said Bank may be signed by any two of the following, with the exception that the Administrator/Clerk-Treasurer is authorized to make withdrawals and deposits for investment by himself:

Lynn Stauss, Mayor
Scott Huizenga, City Administrator/Clerk-Treasurer
Jerry Lucke, Finance Director

and said Bank is hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account.

BE IT FURTHER RESOLVED, That the Administrator/Clerk-Treasurer is hereby directed to remit funds for payment of both principal and interest as the same become due on all issues of City of East Grand Forks Bonds, Certificates, and other instruments of indebtedness, to the paying agent specified therein.

Voting Aye:
Voting Nay: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd day of January, 2012.

Mayor

RESOLUTION NO. 12- 01- 04

CORPORATE AUTHORIZATION RESOLUTION

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

WHEREAS, The City Council of the City of East Grand Forks, Minnesota, has designated American Federal Bank as a depository with ACH origination and online banking; and

BE IT RESOLVED By the City Council of and for the City of East Grand Forks, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by any representative(s) of the City identified in the following Paragraph 2, and authorizes American Federal Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on American Federal Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for ACH origination and for online banking:

Name and Title	Signature
(A) Lynn Stauss, Mayor	_____
(B) Scott Huizenga, City Administrator	_____
(C) Michelle French, Executive Assistant	_____
(D) Terry Knudson, Accounting Technician	_____
(F) Karla Anderson, Finance Director	_____

BE IT HEREBY FURTHER RESOLVED that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

Voting Aye:
 Voting Nay: None.
 Absent:

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

Mayor

**UNAPPROVED
MINUTES OF THE
OF THE
EAST GRAND FORKS
CITY COUNCIL
TUESDAY, DECEMBER 20, 2011 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for December 20, 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; Brad Bail, City Engineer; Nancy Ellis, Planning & Zoning; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Dale Gulbranson, Parks Foreman; Mike Hedlund, Police Chief; Scott Huizenga, City Administrator; Dillon Nelson, Wastewater Operator; 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.

Presentation to John Wachter for his service to the City of East Grand Forks

Mayor Stauss presented a plaque to Mr. Wachter and thanked him for service. City Council also thanked him for his service.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 6, 2011.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of December 13, 2011.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE ITEMS ONE (1) AND TWO (2) AS SUBMITTED.

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.**SCHEDULED PUBLIC HEARINGS:**

3. Public hearing to consider adopting Ordinance No. 3, 4th Series, an Ordinance of the City of East Grand Forks, Minnesota, amending City Code Title XV entitled “Land Usage” by amending Chapter 151 “Subdivision Regulation” with the addition of Sections 151.030 “Development Agreement” and 151.121 “Improvement Financing”. Section 151.120 “Required Improvement” is also amended with the addition of the underlined portions.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH, TO OPEN THE PUBLIC HEARING.**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO CLOSE THE PUBLIC HEARING.**

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

Voting Nay: 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.

4. Consider approving the bid from Minco Technology Center for five (5) Panasonic Toughbook 31 Mobile Data Computers in the amount of \$20,000.59.
5. Consider adopting Resolution No. 11-12-124 a Resolution adjusting the winter interment fee to \$1,250 with the additional \$50 for snow removal for the Resurrection Cemetery.
6. Consider adopting Resolution No. 11-12-125 a Resolution approving the filing of plans and specifications and ordering the advertisement for bids for 2011 Assessment Job No. 2 & 3 – Utilities and Street Construction – Industrial Park Second Addition.

7. Consider approving the promotion of Dillon Nelson to Wastewater Operator effective January 2, 2012.
8. Consider approving the promotion of Dale Gulbranson to Parks Foreman effective January 2, 2012.

City Council congratulated Mr. Nelson and Mr. Gulbranson on their promotions.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO APPROVE CONSENT MOTIONS NUMBER FOUR (4) THROUGH EIGHT (8) 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:

9. Acknowledging the resignation of John Wachter effective January 6, 2012.

OLD BUSINESS: NONE.

NEW BUSINESS:

10. Consider adopting Resolution No. 11-12-126 a Resolution adjusting the waste water rates beginning April 1, 2012.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT RESOLUTION NO. 11-12-126 A RESOLUTION ADJUSTING THE WASTE WATER RATES BEGINNING APRIL 1, 2012.

Council Member Pokrzywinski stated that this is the first step in a long process.

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

Voting Nay: None.

11. Consider adopting Resolution No. 11-12-127 a Resolution to rescind the Transportation Enhancement award of \$90,000 back to the State of Minnesota Department of Transportation ATP District 2 and not construct the above referenced project.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT RESOLUTION NO. 11-12-127 A RESOLUTION TO RESCIND THE TRANSPORTATION ENHANCEMENT AWARD OF \$90,000 BACK TO THE STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION ATP DISTRICT 2 AND NOT CONSTRUCT THE ABOVE REFERENCED PROJECT.

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

Voting Nay: None.

12. Consider adopting Resolution No. 11-12-128 a Resolution to accept responsibility as the sponsoring agency for the Transportation Enhancement Proposed Project for 2014-2015.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 11-12-128 A RESOLUTION TO ACCEPT RESPONSIBILITY AS THE SPONSORING AGENCY FOR THE TRANSPORTATION ENHANCEMENT PROPOSED PROJECT FOR 2014-2015.

Council Member Leigh asked if this will be on the eastside of 5th. Ms Ellis stated that the current sidewalks are on private property and lead from the parking lot to the front door.

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

Voting Nay: None.

13. Consider adopting Resolution No. 11-12-129 a Resolution to construct a sidewalk along Hwy 220 from 14th St. NE and 20th St. NE using FTA operating funds.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 11-12-129 A RESOLUTION TO CONSTRUCT A SIDEWALK ALONG HWY 220 FROM 14TH ST. NE AND 20TH ST. NE USING FTA OPERATING FUNDS.

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

Voting Nay: None.

14. Consider adopting Ordinance No. 3, 4th Series, an Ordinance of the City of East Grand Forks, Minnesota, amending City Code Title XV entitled "Land Usage" by amending Chapter 151 "Subdivision Regulation" with the addition of Sections 151.030 "Development Agreement" and 151.121 "Improvement Financing". Section 151.120 "Required Improvement" is also amended with the addition of the underlined portions. (1st Reading)

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT ORDINANCE NO. 3, 4TH SERIES, AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE TITLE XV ENTITLED "LAND USAGE" BY AMENDING CHAPTER 151 "SUBDIVISION REGULATION" WITH THE ADDITION OF SECTIONS 151.030 "DEVELOPMENT AGREEMENT" AND 151.121 "IMPROVEMENT FINANCING". SECTION 151.120 "REQUIRED IMPROVEMENT" IS ALSO AMENDED WITH THE ADDITION OF THE UNDERLINED PORTIONS. (1ST READING)

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

Voting Nay: None.

15. Consider approving the transfer of liquor license of Applebee's to Thai Orchid, LLC dba Drunken Noodle pending background check.

Ms French stated that the background check came back good but we are waiting for the letter of transfer. She asked if we could amend the motion to approve the transfer/new application pending documentation. Discussion occurred regarding the liquor license process.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE TRANSFER/NEW APPLICATION OF LIQUOR LICENSE TO THAI ORCHID, LLC DBA DRUNKEN NOODLE PENDING DOCUMENTATION.

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

Voting Nay: None.

CLAIMS:

16. Consider adopting Resolution No. 11-12-130 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 11613 for a total of \$1,448.32 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 11-12-130 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 11613 FOR A TOTAL OF \$1,448.32 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.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss and Council Members wished everyone a Merry Christmas and Happy New Year. They also wished Mr. Wachter good luck in the future and congratulated the staff on promotions.

Mr. Huizenga stated that there will not be a work session on December 27, 2011.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE DECEMBER 20, 2011 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:32 P.M.

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

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer

RESOLUTION NO. 12 - 01 - 05

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that "C&H Insurance" is hereby designated as the insurance agency to handle City Policy for 2012.

Voting Aye:
Voting Nay: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

Mayor

RESOLUTION NO. 12 – 01 - 06

**RESOLUTION APPROVING THE 2012 ADMINISTRATIVE SERVICES AGREEMENT
WITH DISCOVERY BENEFITS, INC.**

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

WHEREAS, the City of East Grand Forks employs Discovery Benefits to administer the Flexible Benefits Plan for the City of East Grand Forks; and

BE IT RESOLVED, that the form of amended Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2012, presented Flexible Benefits Plan effective January 1, 2012, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

BE IT RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

BE IT RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form in hereby approved.

WHEREAS, The City Council of the City of East Grand Forks, Minnesota, has designated American Federal Bank as a depository.

BE IT RESOLVED By the City Council of and for the City of East Grand Forks, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by any representative(s) of the City identified in the following Paragraph 2, and authorizes American Federal Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on American Federal Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for online banking:

Name and Title

Signature

(A) Metavante/MBI

N/A

BE IT HEREBY FURTHER RESOLVED that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

Voting Aye:

Voting Nay: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

Mayor

RESOLUTION NO. 12 – 01 - 07**A RESOLUTION DESIGNATING THE MAYOR’S APPOINTMENT TO THE EAST GRAND FORKS PLANNING COMMISSION FOR 2012**

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

WHEREAS, the Mayor appoints citizens to fill vacancies on various Boards and Commissions of the City of East Grand Forks each year; and

WHEREAS, These Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Mayor Lynn Stauss to the respective Board and/or Commission for the designated term:

CEMETERY COMMISSION – Commissioners shall be appointed by the Mayor, by approval of the majority of the City Council for 3 year terms. Vacancies shall be filled in the same manner. Ordinance #208.

<u>Members</u>	<u>Expires</u>
Julie Marek (Reappoint)	12/31/14

CIVIL SERVICE BOARD – Members of the board shall be appointed by the Mayor, with approval of a majority of the City Council, for 3 year terms. Ordinance #152.

<u>Member</u>	<u>Expires</u>
Norm Vanderpan (Reappoint)	12/31/14

ECONOMIC DEVELOPMENT HOUSING AUTHORITY – Members (which includes two Council members) appointed by the Mayor, subject to approval by a majority of the City Council. Resolution #86-10-100. Six year terms.

<u>Members</u>	<u>Expires</u>
George Wogaman (Reappoint)	12/31/17

LIBRARY BOARD – Members appointed by the Mayor, subject to approval by a majority of the City Council. Members are allowed on the board for a maximum of three 3-year terms.

<u>Member</u>	<u>Expires</u>
Sharon Budge (Reappoint)	12/31/14
Kay Buckalew (Reappoint)	12/31/14

METROPOLITAN PLANNING ORGANIZATION (two year term)

<u>Members</u>	<u>Expires</u>
Mike Powers (Reappoint)	12/31/13

PLANNING COMMISSION – Members shall be appointed by the Mayor, with the approval of a majority of the City Council, for four year terms. Vacancies will be filled in the same manner. Ordinance #181, Section 2.

<u>Member</u>	<u>Expires</u>
Neil McWalter (Reappoint)	12/31/15

SENIOR CITIZEN BOARD – Board (which includes one City Council member) appointed by the Mayor, subject to approval by a majority of the City Council, for 3 year terms. See Ordinance #80 – 3rd Series.

<u>Members</u>	<u>Expires</u>
Bonnie Slette (Reappoint)	12/31/14
Lora Jean Kleven (Reappoint)	12/31/14

WATER, LIGHT, POWER & BUILDING COMMISSION – Commissioners appointed by the Mayor, subject to approval by the City Council, for 3 year terms.

<u>Members</u>	<u>Expires</u>
Mike Quirk (Reappoint)	12/31/14

Voting Aye:
Voting Nay: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd day of January, 2012.

Mayor

RESOLUTION NO. 12 – 01 – 08

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

BE IT RESOLVED, by the City Council of the City of East Grand Forks, Minnesota,

Whereas, the law enables elected or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law; and

Whereas, the East Grand Forks Mayor and East Grand Forks City Council members’ intent is that the Following Board Members be considered employees for the eligibility for Workers Comp coverage purposes.

Now Therefore, be it resolved, that the following number of board members be covered by the Minnesota Workers Compensation Law:

- Mayor & City Council: 8 members
- Cemetery Commission: 3 members
- Civil Service Board: 3 members
- Economic Development & Housing Authority Board: 7 Members
- Senior Citizen Board: 7 members
- Library Board: 7 members
- Planning Commission: 8 members
- Water, Light, Power, & Building Commission: 4 members
- Metropolitan Planning Organization: 3 members
- Red Lake River Corridor: 2 members

Voting Aye:
Voting Nay: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

Mayor

Request for Council Action

Date: December 27, 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: Plans and Specifications

Background:

As per previous City Council discussions, I would like to get authorization to prepare plans and specifications for the following projects:

- 1). 2012 City Project No. 4 – Paving Improvements – 15th Street NE (State Aid with no City costs)
- 2). 2012 City Project No. 5 – Sidewalk Project – TH220 (as per Nancy's RCA, City match is \$55,263)

Recommendation:

Authorize plans and specifications

Enclosures:

Cost estimates

STREET RECONSTRUCTION
15th St. NE from Hwy. 220 to 5th Ave. NE
EAST GRAND FORKS

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
2104.501	Remove Curb and Gutter	LF	3530	\$5.00	\$17,650.00
2104.505	Remove Concrete Pavement	SY	8000	\$5.00	\$40,000.00
2104.505	Remove Concrete Driveway Pavement	SY	710	\$6.00	\$4,260.00
2104.509	Remove Casting	EA	8	\$250.00	\$2,000.00
2104.511	Sawing Concrete Pavement (Full Depth)	LF	600	\$7.00	\$4,200.00
2105.501	Common Excavation (P)	CY	2,500	\$6.00	\$15,000.00
2105.525	Topsoil Borrow (LV)	CY	200	\$15.00	\$3,000.00
2105.604	Geogrid	SY	8,600	\$4.00	\$34,400.00
2112.604	Subgrade Preparation	SY	8,600	\$2.00	\$17,200.00
2211.607	Aggregate Base (10")	CY	2,389	\$20.00	\$47,780.00
2301.529	Reinforcement Bars (Epoxy Coated)	LB	4,000	\$3.00	\$12,000.00
2301.604	Concrete Pavement 7.0"	SY	7,134	\$45.00	\$321,030.00
2502.541	4" Perforated Drain Tile	LF	3,530	\$3.00	\$10,590.00
2503.511	18" RCP Storm Sewer	LF	600	\$40.00	\$24,000.00
2504.602	Adjust Gate Valve & Box	EA	4	\$300.00	\$1,200.00
2506.516	Casting Assembly, Type A	EA	8	\$1,000.00	\$8,000.00
2506.516	Casting Assembly Type C	EA	2	\$1,200.00	\$2,400.00
2506.602	Install Catch Basin	EA	2	\$3,000.00	\$6,000.00
2506.603	Construct Storm Manhole (48")	LF	10	\$250.00	\$2,500.00
2521.501	4" Concrete Walk	SF	8825	\$6.00	\$52,950.00
2531.501	Concrete Curb and Gutter, Design B624	LF	3,530	\$15.00	\$52,950.00
2531.507	6" Concrete Driveway Pavement	SY	710	\$50.00	\$35,500.00
2563.601	Traffic Control	LS	1	\$5,000.00	\$5,000.00
2573.530	Storm Drain inlet Protection	EA	10	\$100.00	\$1,000.00
2575.501	Seeding	SY	4000	\$2.00	\$8,000.00
2582.502	4" Broken Line Yellow - Epoxy	LF	450	\$4.00	\$1,800.00
TOTAL CONSTRUCTION COST					\$730,410.00
EALC					\$219,123.00
TOTAL					\$949,533.00

SIDEWALK CONSTRUCTION
TH220 - 14th Street NE to 20th Street NE
EAST GRAND FORKS

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
2021.501	Mobilization	LS	1	\$5,000.00	\$5,000.00
2104.501	Remove Curb and Gutter	LF	160	\$10.00	\$1,600.00
2104.505	Remove Concrete Pavement	SY	80	\$5.00	\$400.00
2104.509	Remove Sign Panel Type C	EA	6	\$150.00	\$900.00
2104.509	Remove Casting	EA	2	\$250.00	\$500.00
2104.511	Sawing Concrete Pavement (Full Depth)	LF	200	\$7.00	\$1,400.00
2104.523	Salvage Sign	EA	6	\$125.00	\$750.00
2105.501	Common Excavation (P)	CY	800	\$10.00	\$8,000.00
2105.525	Topsoil Borrow (LV)	CY	100	\$25.00	\$2,500.00
2211.607	Aggregate Base, Class 5	CY	350	\$30.00	\$10,500.00
2301.604	Concrete Pavement 7.0"	SY	80	\$75.00	\$6,000.00
2504.602	Adjust Gate Valve & Box	EA	4	\$300.00	\$1,200.00
2506.522	Adjust Frame and Ring Casting	EA	3	\$1,000.00	\$3,000.00
2521.501	4" Concrete Walk	SF	15,750	\$8.00	\$126,000.00
2531.501	Concrete Curb and Gutter, Design B624	LF	160	\$25.00	\$4,000.00
2531.618	Truncated Domes	SF	120	\$60.00	\$7,200.00
2563.601	Traffic Control	LS	1	\$10,000.00	\$10,000.00
2564.536	Install Sign Panel	EA	6	\$500.00	\$3,000.00
2564.602	F&I Sign Panel Type C	EA	12	\$500.00	\$6,000.00
2573.530	Storm Drain inlet Protection	EA	6	\$100.00	\$600.00
2575.501	Seeding	SY	2000	\$2.00	\$4,000.00
2582.502	Cross-walk Marking - Epoxy	LS	1	\$10,000.00	\$10,000.00
TOTAL CONSTRUCTION COST					\$212,550.00
EALC					\$63,765.00
TOTAL					\$276,315.00

RESOLUTION NO. 12 – 01 - 09**RESOLUTION APPROVING THE FILING OF PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS**

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

WHEREAS, the city engineer (consulting engineer retained for the purpose) has prepared plans and specifications for the improvement of 2012 City Project No. 4 – Paving Improvements – 15th Street NE and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 14 days. The advertisement shall specify the work to be considered by the council of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:

Voting Nay: None.

Absent: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

Mayor

RESOLUTION NO. 12 – 01 - 10**RESOLUTION APPROVING THE FILING OF PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS**

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

WHEREAS, the city engineer (consulting engineer retained for the purpose) has prepared plans and specifications for the improvement of 2012 City Project No. 5 – Paving Improvements – Sidewalk Project – TH220 and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 14 days. The advertisement shall specify the work to be considered by the council of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:

Voting Nay: None.

Absent: None.

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

Mayor

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held November 17, 2011 at 5:00 P.M.

Present: Quirk, Brickson, Tweten

Absent: Ogden

It was moved by Commissioner Tweten second by Commissioner Brickson that the minutes of the previous meeting of November 7, 2011 be approved as read.

Voting Aye: Quirk, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,043,879.19.

Voting Aye: Quirk, Brickson, Tweten

Voting Nay: None

Commissioner Ogden entered the meeting at 5:05 P.M.

It was moved by Commissioner Brickson second by Commissioner Tweten to authorize the preparation of plans and specs for the 2012 watermain replacement project.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Ogden second by Commissioner Brickson to approve the quote from Delta Variable Speed Drives for the Water Treatment Plant water intake pump variable speed drive in the amount of \$34,883.18.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Ogden second by Commissioner Brickson to approve the 2012 electrical rates as presented by the general manager.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Ogden to adopt the 2012 wage schedule for the General Manager, Distribution System Superintendent, and the Water Treatment Plant Superintendent with a 1% increase in the base salary that the W&L Commission was considering back in 2010.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

Discussion was held at length on current health insurance plans and the premiums paid by the department and the employee for single and family plans.

It was moved by Commissioner Brickson second by Commissioner Ogden to suspend the rules in order to take action on the wind energy easement agreement.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Ogden second by Commissioner to authorize to fund the purchase and enter into the MMPA Wind Energy Easement Agreement and forward the recommendation to the council for the City purchase of the land occupied by the MMPA wind turbine.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Ogden second by Commissioner Brickson to approve the 2012 health insurance premiums benefit for the Distribution System Superintendent and the Water Treatment Plant Superintendent to be the same as the City rates.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Ogden second by Commissioner Brickson to approve vacation carry over for Water Treatment Plant employees who have more than 160 hours into 2012 at the General Manager's discretion because of extenuating circumstances.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Brickson to adjourn to the next regular meeting on December 1, 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 December 1, 2011 at 5:00 P.M.

Present: Quirk, Ogden, Brickson, Tweten

Absent: None

It was moved by Commissioner Tweten second by Commissioner Brickson that the minutes of the previous meeting of November 17, 2011 be approved as read.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Ogden to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$158,098.65

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

Dan Boyce is the 2011 recipient of the prestigious AWWA Minnesota Section's Leonard N. Thompson Award. The award is presented at the Annual Conference to one member for their distinguished service to the water supply field. The award was presented to Dan by Carol Blommel Johnson, AWWA MN Section Chair. Bert Tracy and Brian Bergantine were also present.

It was moved by Commissioner Ogden second by Commissioner Brickson to approve North Holt Electric's Change Order #1 for the 2011 miscellaneous projects in the amount of \$6,005.75.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

The Water Treatment Plant Superintendent presented the water treatment chemical bids as follows:

NAME	CHEMICAL	ITEM #	AMOUNT	TOTAL
Graymont	Pebbled Quicklime	1	\$ 0.1025 /lb	\$102,500.00
Hawkins	Liquid Aluminum Sulfate	2	\$ 0.1157 /lb	\$ 68,263.00
General Chemical	Liquid Aluminum Sulfate	2	\$ 0.16 /lb	\$ 94,400.00
USALCO	Liquid Aluminum Sulfate	2	\$ 0.175 /lb	\$103,250.00
Hawkins	Liquid Chlorine	3	\$ 0.3375 /lb	\$ 12,150.00
DPC	Liquid Chlorine	3	\$ 0.3435 /lb	\$ 12,366.00
Thatcher	Light or Dense Soda Ash	4	\$ 0.173366 /lb	\$ 20,804.00
Hawkins	Light or Dense Soda Ash	4	\$ 0.1815 /lb	\$ 21,780.00
Killoran Trucking	Light or Dense Soda Ash	4	\$ 0.2025 /lb	\$ 24,300.00
Univar	Light or Dense Soda Ash	4	\$ 0.1891 /lb	\$ 22,692.00
Hawkins	Hydrofluosilicic Acid	5	\$ 0.54 /lb	\$ 12,960.00
DPC Industries	Hydrofluosilicic Acid	5	\$ 0.578 /lb	\$ 13,872.00
F2 Industries	Potassium permanganate	6	\$ 2.26 /lb	\$ 18,080.00
Hawkins	Potassium permanganate	6	\$ 3.20 /lb	\$ 25,600.00
Thatcher	Potassium permanganate	6	\$ 2.12 /lb	\$ 16,960.00
Amer Int Chemical	Potassium permanganate	6	\$ 2.07 /lb	\$ 16,560.00
Continental Carbonic	Liquid Carbon Dioxide	7	\$ 0.076 /lb	\$ 24,320.00
Poet Ethanol	Liquid Carbon Dioxide	7	\$ 0.09 /lb	\$ 28,800.00
Cal Pacific Carbon	Powdered Activated Carbon	8	\$ 0.48 /lb	\$ 24,000.00
F2 Industries	Powdered Activated Carbon	8	\$ 0.49 /lb	\$ 19,600.00
F2 Industries	Powdered Activated Carbon	8	\$ 0.735 /lb	\$ 4,410.00
Norit Americas	Powdered Activated Carbon	8	\$ 0.71 /lb	\$ 35,500.00
Donau Carbon	Powdered Activated Carbon	8	\$ 0.77 /lb	\$ 38,500.00
Hawkins	Powdered Activated Carbon	8	\$ 0.84 /lb	\$ 42,000.00
Hawkins	Liquid Sodium Aluminate	9	\$ 0.54 /lb	\$ 83,700.00
Carus Corp	Polyphosphate	10	\$ 1.03 /lb	\$ 30,900.00
Hawkins	Polyphosphate	10	\$ 1.65 /lb	\$ 49,500.00
Pristine	Polyphosphate	10	\$ 1.84 /lb	\$ 55,213.00
DPC Industries	Anhydrous Ammonia	11	\$ 1.50 /lb	\$ 13,500.00
Hawkins	Anhydrous Ammonia	11	\$ 1.63 /lb	\$ 14,670.00

The chemical bids were awarded by resolution for a total amount of \$362,197.00.

It was moved by Commissioner Ogden second by Commissioner Brickson to authorize the preparation of plans and specs for the 2012 south water tower project.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Ogden to approve the specs and advertise for bids on the bucket truck replacement.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Brickson to adjourn to a closed meeting.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

The closed meeting was called to order at 6:45 P.M.

Present: Quirk, Ogden, Brickson, Tweten

Also Present: Ron Galstad, Randy Rapacz, Dan Boyce, and Lori Maloney.

Discussion was held on classified non-public data which contains active investigative data concerning allegations and charges against a Water & Light Department employee.

It was moved by Commissioner Brickson second by Commissioner Tweten to adjourn to a special meeting on Thursday, December 8 at 5:30 P.M.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

Lori Maloney
Sec'y

Minutes of a special closed meeting of the Water, Light, Power and Building Commission held December 8, 2011 at 5:30 P.M.

Present: Quirk, Ogden, Brickson, Tweten

Also Present: Dan Boyce, Randy Rapacz, Ron Galstad, Lori Maloney, and Scott Huizenga.

Discussion was held on the legal issues concerning a Water & Light employee.

It was moved by Commissioner Ogden second by Commissioner Brickson to adjourn to the next regular meeting on December 15, 2011 at 5 P.M., and will be held at the Distribution Service Center in the training room.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

Lori Maloney
Sec'y

Memo

To: Mayor Stauss, City Council Members and Mr. Huizenga

From: Michael Hedlund – Chief of Police

CC:

Date: 12/29/2011

Re: Notification of the hiring of a new police officer

Alexander Schilke has been hired as a new police officer effective Tuesday January 3, 2012. Officer Schilke replaces Sgt. William Solem who retired effective December 29, 2011.

ORDINANCE NO. 3 4TH SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE TITLE XV ENTITLED "LAND USAGE" BY AMENDING CHAPTER 151 "SUBDIVISION REGULATION" WITH THE ADDITION OF SECTIONS 151.030 "DEVELOPMENT AGREEMENT" AND 151.121 "IMPROVEMENT FINANCING". SECTION 151.120 "REQUIRED IMPROVEMENTS" IS ALSO AMENDED WITH THE ADDITION OF THE UNDERLINED PORTIONS.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. That Chapter 151 entitled "Subdivision Regulations" shall have the following additions:

Section 151.030 Development Agreement

Before a final plat may be approved by the city council, the owners of the development shall execute and submit to the council an agreement, subject to review and approval by the City Attorney, which shall be binding on the owners and their heirs, personal representatives and assigns, that no private construction on said land will occur except with approval of the city engineer, until all improvements required under this chapter have been petitioned for arranged for, or have been constructed. The developers agreement embodies the modifications and conditions of approval of the plat, and contains such other terms and conditions as the City may require to impose, enforce and make effective such modifications and conditions. The development agreement shall be recorded if requested by the City, at the expense of applicant.

Section 151.121 Improvement Financing

All utilities and streets shall be financed by one of the following methods. Regardless of the method used, all utilities and streets shall be installed according to city construction specifications and shall be approved by the city engineer prior to commencement of any construction activity. All public improvements shall be subject to review and approval by the city engineer. Improvement financing shall as follows:

1. Provided by the City of East Grand Forks through a special assessment at the developer's request;
2. Developer obtained financing; or
3. Under special circumstances the developer may request alternate payment arrangements.

Section 1. That Chapter 151 entitled "Subdivision Regulations" shall have the following modification, adding the underlined portions:

Section 151.120 Required Improvements, Streets, Street Paving, and Sidewalks.

All the streets shall be provided in accordance with engineering specifications established by the Council. Street paving shall be installed on a schedule as outlined in the development agreement, with non-binding, good-faith cost estimates provided for each lot. Sidewalks shall be

installed per 151.106(12). Street paving and sidewalks shall be installed within three (3) years of City Council approval of the Development Agreement.

Section 3. City Code Title I, Chapter 10 entitled "General Provisions" applicable to entire city code including penalty for violation and Section 10.99 entitled "General Penalty" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 4. This ordinance shall take effect and be in force from and after its passage and publication and be given the Number 31_, 3rd Series.

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

The President declared the Ordinance passed.

ATTEST:

PASSED: December ____, 2011

City Administrator

President of Council

I hereby approve the foregoing Ordinance this ____ day of December, 2011.

Mayor

Request for Council Action

Date: December 23, 2011

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Police Squad Car Order

Background: As discussed during the 2012 budget preparation meetings it has been the intent of the East Grand Forks Police Department to order two (2) new squad cars for the Police Department for 2012. In the City of East Grand Forks 2012 Budget there is \$55,000 set aside for the purchase of two (2) new squad cars. The EGFPD has historically used Ford Crown Victorias for the Department's squad cars. Ford made the decision that 2011 was going to be the last year that they manufactured Crown Victorias. Our department had begun to do research on our options for squad cars in 2012. The main options include the new Ford Police Interceptor, the Dodge Charger, the Chevrolet Impala and the new Chevrolet Caprice. Most if not all of these vehicles would require some new equipment to be purchased and installed as the cages and potentially some other equipment from our current vehicles would not fit in the new vehicles. This would add to our costs and I do not believe we would be able to get two new vehicles for under our budgeted figure.

Recommendation:

I recently became aware of a dealership in Greenfield, IL that has new 2011 Ford Crown Victorias in stock. I have made contact with them and received pricing information (see attachment). Based upon the listed price and the cost for the change overs and striping (based upon similar work completed in 2011) we could purchase two of these vehicles and come in under budget. I am recommending that the City Council approve the purchase of two (2) 2011 Ford Crown Victorias for use as police squad cars. This will allow us to budget for the additional equipment that will be required when we do change from our current Fords (currently scheduled for 2014 for the vehicles purchased in 2011). It also allows us to better research our available options. Both the new Ford and the Chevrolet Caprice are new police packages and I think we will be well served by having other departments use those vehicles and allow additional data to be developed on them before we need to move away from the Ford Crown Victorias.

Enclosures:

1. Pricing information from Murrow Ford showing costs for the above vehicles.



WWW.MORROWBROTHERSFORDINC.COM

Route 267 South • RR 2 Box 120 • GREENFIELD IL 62044
 (217) 368-3037 • Fax (217) 368-3517 • Toll free 1-877-368-3038

October 17, 2011

Minnesota Government Agency

To Whom It May Concern:

Thank you for allowing us to quote on your squad car specifications. We have figured the following:

(1) New 2011 Ford Crown Victoria Police Interceptor

With the following optional equipment:

Clearcoat Exterior Paint
 Cloth Front Bucket Seats
 Cloth Rear Bench Seat
 Driver's Side Spotlight
 Courtesy Lamps - Inoperative
 Grill Lamp/Speaker Wiring
 Bodyside Moldings
 Limited Slip Rear Axle 3.55
 Power Heated Mirrors
 All Other Standard Equipment - See Attached Page

Price \$23685.00 Each

NOTE: Units are in stock and available on a first come first serve basis.

If you have any questions, please do not hesitate to contact my office.

Sincerely,

Richie Morrow Wellenkamp, Fleet Manager
 Morrow Brothers Ford, Inc.

2011 CROWN VICTORIA POLICE INTERCEPTOR STANDARD EQUIPMENT

PROPRIETARY

The following items are standard on every 2011MY POLICE INTERCEPTOR vehicle:

POWERTRAIN/FUNCTIONAL

- Air induction system – unique police air induction system
- Ball joints – low friction, non-greasable upper ball joints
- Battery – maintenance-free 78-AH, 750 CCA
- Body on frame construction
- **Brakes**
 - Brake shift interlock isolation from tail lights
 - Manual parking brake release
 - Power Anti-lock Braking System (ABS)
 - Single stroke parking brake
- Drive shaft – aluminum
- Drivetrain – Rear Wheel Drive (RWD)
- **Engine**
 - 4.6L FFV OHC SEFI V8 (250 HP)
 - Engine Idle Meter
 - Engine oil cooler
- Exhaust system – stainless steel, dual
- Fail safe cooling
- Fuel tank – 19-gallon
- Generator – high output, 200-Amps max output, 132-Amps at idle (80 deg F)
- Heat ducts – rear floor-mounted
- Hood assist – gas cylinder
- Horn – dual-note
- Ignition system – electronic distributorless; coil-on-plug ignition system
- Jack – scissors
- Multi-speed electrodrive fan
- **Steering**
 - Power rack & pinion
 - Power steering oil cooler
 - Variable-assist power steering
- **Suspension**
 - Front & rear stabilizer bars
 - Heavy duty frame
 - Heavy duty nitrogen pressurized monotube shock absorbers
 - Heavy duty suspension
 - Short-long arm front suspension
 - Watt's linkage rear suspension
- **Transmission**
 - 4-Speed automatic transmission
 - Oil-to-air transmission oil cooler
- Voltage regulator – electronic, integral to generator

EXTERIOR

- Bumpers – body color, concealed w/1-piece full wrap cover
- Decklid – low liftover design
- Glass – solar tinted
- Grille – black, center Ford oval design
- Mirrors – black fold-away dual remote control power
- **Tires**
 - 17" spare tire/wheel – conventional size
 - P235/55R17 A/S BSW
- **Wheels** – heavy duty steel rims (17"x7.5")

INTERIOR

- Air conditioning – manual
- **Audio**
 - AM/FM stereo
 - Radio speakers – door-mounted, located above armrests
 - Rear windshield radio antenna
- Door locks – power
- Floor covering – heavy duty rubber
- Footrest – driver footrest
- Glove box – illuminated lockable
- **Instrument panel**
 - 140-mph certified calibration speedometer
 - Analog gauges instrument cluster
 - Easy access labeled fuse panel
- **Lights**
 - Dome & luggage compartment lamps
 - Dual beam map lamp
 - Light bar connector, 40-Amps battery circuit at front right corner of trunk
- Mirror – day/night inside Rear-View
- Power Point – rear power access point (power junction box providing power to trunk-mounted equipment)
- **Seats**
 - 2-way head restraints
 - Anti-Stab Plates
 - Cloth buckets in front (manual adjust), vinyl bench in rear
- Steering wheel – tilt
- Sunvisors – cloth covered
- **Trim**
 - Color-keyed front & rear scuff plates
 - Dual ashtray-mounted cupholders
 - Integral front door map pockets
 - Luxury full carpet luggage compartment trim
 - Removable headliner w/high intensity dome lamp
- Trunk – deep well
- **Windows**
 - Defroster grill w/integral vertical ribs
 - Power, express-down feature on driver side
 - Rear window defroster

SAFETY/SECURITY

- **Air bags**
 - Side (driver & passenger)
 - Driver & front passenger
 - Dual 2nd generation front supplemental restraint system
- Battery saver (turns-off lights after 30 minutes)
- Belt-Minder® System
- Child safety latches on rear doors
- Emergency interior trunk release
- Personal Safety System® w/dual-stage air bags, 2nd generation – driver & right front passenger including safety belt pretensioners, seat position & weight sensors
- Side door intrusion beams
- Tire Pressure Monitoring System (TPMS)

The following features are standard on select all-new 2011MY POLICE INTERCEPTOR vehicles:

POWERTRAIN FUNCTIONAL	720A	730A	750A	770A
Axle ratio	3.27	3.55	3.27	3.55
KEY EXTERIOR FEATURES				
Cladding				
Color-keyed bodyside rear moldings	•	•	•	•
Color-keyed bodyside moldings (Deluxe)	•	•	•	•
Wheel covers				
Hub caps	•	•	•	•
Deluxe	•	•	•	•

* = New for this model year

• = Available Ford Division

RESOLUTION NO. 12 – 01 – 11

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 11764 for a total of \$595.00.

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 \$595.00 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 January 3, 2012.

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

The President declared the resolution passed.

Passed: January 3, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of January, 2012.

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 11764 for a total of \$595.00.
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 January 3, 2012.

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: cgreicar
 Printed: 12/29/2011 - 9:02 AM



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
11726	01/03/2012	ADV001	Advanced Business Methods Inc	391.77	0
11727	01/03/2012	AMA001	Amazon.com	86.65	0
11728	01/03/2012	AME005	Ameripride Linen & Apparel Services	395.00	0
11729	01/03/2012	BAK001	Baker & Taylor Co	34.01	0
11730	01/03/2012	BAR002	Alex Barta	378.00	0
11731	01/03/2012	BER007	Michael & Heather Bergeron	3,068.58	0
11732	01/03/2012	BIG001	Big Jim's East Side Tire	13.54	0
11733	01/03/2012	BLU001	Blue Cross Blue Shield of ND	6,483.10	0
11734	01/03/2012	BLU002	Blue Moose Bar & Grill	13.00	0
11735	01/03/2012	BRA001	Brady Martz & Associates	5,400.00	0
11736	01/03/2012	BRO002	Brodart Co	210.46	0
11737	01/03/2012	BUL002	Building Vision LLC	6,754.00	0
11738	01/03/2012	BYD001	Bydal Designs	312.07	0
11739	01/03/2012	CAB001	Cabela's Retail	53.42	0
11740	01/03/2012	CDW001	CDW Government Inc	148.38	0
11741	01/03/2012	CEN001	Center Point Large Print	1,574.64	0
11742	01/03/2012	CIT001	Cities Area Transit	729.74	0
11743	01/03/2012	COL002	Cole Papers Inc	302.72	0
11744	01/03/2012	COM003	Complete Pest Control Inc	561.12	0
11745	01/03/2012	DAY002	Daydream Specialties, LLC	48.04	0
11746	01/03/2012	DEM001	Demco Educational Corp	313.16	0
11747	01/03/2012	DIA001	Richard Papenfuss Diamond Cleaning	186.71	0
11748	01/03/2012	ESS004	Chad & Danika Essery	1,804.01	0
11749	01/03/2012	EXP003	Explorer Post #38	50.00	0
11750	01/03/2012	EXP002	Exponent	107.88	0
11751	01/03/2012	FAM001	Family Institute	340.00	0
11752	01/03/2012	FIS002	Jake Fisher	93.00	0
11753	01/03/2012	FRO002	Francis Froehlich	2,102.84	0
11754	01/03/2012	FLO001	FS Engineering	10,405.50	0
11755	01/03/2012	G&K001	G&K Services	176.25	0
11756	01/03/2012	GAL001	Gale	221.44	0
11757	01/03/2012	GGF001	GGF Convention & Visitors Bureau	1,467.83	0
11758	01/03/2012	GOD001	Godfathers Exterminating Inc	133.59	0
11759	01/03/2012	GRA020	Grand Forks Lions Club	45.00	0
11760	01/03/2012	GRA022	Granit Bronz	250.09	0
11761	01/03/2012	GRE022	Greater Grand Forks Jaycees	1,560.00	0
11762	01/03/2012	GUL001	Dale Gulbranson	100.00	0
11763	01/03/2012	HAJ002	Rick Hajicek	285.00	0
11764	01/03/2012	HAR001	Hardware Hank	595.00	0
11765	01/03/2012	HEA001	Heartland Paper	806.70	0
11766	01/03/2012	HEL001	Charlotte Helgeson	82.12	0
11767	01/03/2012	HOL002	Holiday Credit Office	340.12	0
11768	01/03/2012	HOL0010	Kelly & Jay Holm	1,087.69	0
11769	01/03/2012	HOM001	Home of Economy	19.20	0
11770	01/03/2012	HUG001	Hugo's	127.93	0
11771	01/03/2012	IND002	Indigo Signworks	1,765.01	0
11772	01/03/2012	JPC001	J. P. Cooke Company	75.41	0
11773	01/03/2012	JOH014	Catherine Johnson	151.81	0
11774	01/03/2012	SIG001	Loreene Keehr	250.00	0
11775	01/03/2012	KEE002	Keeps Inc	129.96	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
11776	01/03/2012	LIB001	Liberty Business Systems	73.59	0
11777	01/03/2012	MAC004	Jason Mack	24.00	0
11778	01/03/2012	MAR004	Marco	188.36	0
11779	01/03/2012	MAR001	Marco Inc	294.31	0
11780	01/03/2012	MCN001	Peggy McNelis & John McNelis	2,767.80	0
11781	01/03/2012	MPO001	Metropolitan Planning Organization	6,044.95	0
11782	01/03/2012	MIN007	Minco Technology Center	19,812.21	0
11783	01/03/2012	MNC007	MN Chiefs of Police Assoc ETI	265.00	0
11784	01/03/2012	MND006	VOID****VOID****VOID*** MN I	754.00	0
11785	01/03/2012	MND013	MN Dept of Transportation	2,237.28	0
11786	01/03/2012	MND009	MN Drivers & Vehicle Services	22.00	0
11787	01/03/2012	MNI001	MN Ice Arena Mgr's Association	145.00	0
11788	01/03/2012	MOE002	Ben & Keleigh Moen	2,651.84	0
11789	01/03/2012	NEL002	Nelson Business Forms	1,735.85	0
11790	01/03/2012	NET004	Marlan & Diane Netterlund	2,662.59	0
11791	01/03/2012	ODL001	Odland Fitzgerald Reynolds & Harbot	112.50	0
11792	01/03/2012	OTI001	Otis Elevator Company	3,646.56	0
11793	01/03/2012	PAM001	Pamida	32.78	0
11794	01/03/2012	POL012	Police Association	6,900.00	0
11795	01/03/2012	PRA001	Praxair Distribution	22.07	0
11796	01/03/2012	PUM001	Pumpkin Books	182.05	0
11797	01/03/2012	QUI001	Quill Corp	744.69	0
11798	01/03/2012	RAS001	Keelan & Holly Rasmusson	2,152.64	0
11799	01/03/2012	RIC001	James Richter	185.96	0
11800	01/03/2012	RMB001	RMB Environmental Lab Inc	193.00	0
11801	01/03/2012	OST001	Ryan Ostlund & Wells Fargo Bank	5,000.00	0
11802	01/03/2012	RYS001	Brian Rystad	90.00	0
11803	01/03/2012	SAN002	Chassity Sanner	1,950.49	0
11804	01/03/2012	SCH015	Mark Schafer	68.00	0
11805	01/03/2012	SGC001	SGC Horizon LLC	206.50	0
11806	01/03/2012	SKI001	Skinner Roofing	5,400.00	0
11807	01/03/2012	STA006	Jon & Delores Stattine	2,583.35	0
11808	01/03/2012	STE001	Stennes Granite	625.00	0
11809	01/03/2012	STO008	Greg Stortroen	3,479.01	0
11810	01/03/2012	STU001	Stuart's Towing	160.32	0
11811	01/03/2012	CHA001	The Chamber of EGF/GF	100.00	0
11812	01/03/2012	TIG001	Tiger Direct.com	457.02	0
11813	01/03/2012	USF001	US Figure Skating Association	1,335.00	0
11814	01/03/2012	VIL001	Vilandre Heating & A/C	163.00	0
11815	01/03/2012	VON002	Terry Vonasek	75.00	0
11816	01/03/2012	WAT001	Water & Light Department	37,027.49	0
11817	01/03/2012	WIZ001	Wizard's Enterprises Inc.	490.00	0
11818	01/03/2012	XCE001	Xcel Energy	5,978.76	0
11819	01/03/2012	ZEE001	Zee Medical Service	568.01	0
				171,639.47	
Check Total:					