

**AGENDA
CITY COUNCIL
CITY OF EAST GRAND FORKS
DECEMBER 18, 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.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 4, 2012.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA: NONE

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

2. Regular Meeting minutes of the Water, Light, Power and Building Commission Meeting for November 15, 2012.
3. Regular Meeting minutes of the Planning Commission Meeting for July 12, 2012.
4. Regular Meeting minutes of the Planning Commission Meeting for November 15, 2012.

COMMUNICATIONS: NONE

OLD BUSINESS:

5. Consider adopting Ordinance No. 5, 4th Series, an Ordinance of the City of East Grand Forks,

Minnesota, annexing that part of the Southeast Quarter of the Southwest Quarter of Section 31, Township 152 North, Range 49 West of the 5th Principal Meridian, lying easterly of the Industrial Park 1st Resubdivision to the City of East Grand Forks. (Second Reading)

NEW BUSINESS:

6. Consider approving the final Plat for Zavoral's Industrial 1st Addition.
7. Consider approving Resolution No. 12-12-119 supporting the local Deputy Registrar Maintenance of local Driver License and State I.D. Services.
8. Consider approving Resolution No. 12-12-120 authorizing the City Administrator to implement the Compensation Plan.
9. Consider approving Resolution No. 12-12-121 increasing the city contribution health insurance.

CLAIMS:

10. Consider adopting Resolution No. 12-12-122 a Resolution authorizing the City of East Grand Forks to approve purchases from Bert's Truck Equipment the goods referenced in check number 14543 for a total of \$1,692.88 whereas Council Member Gregoire is personally interested financially in the contract.
11. Consider adopting Resolution No. 12-12-123 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 14588 for a total of \$1,207.23 whereas Council Member Buckalew is personally interested financially in the contract.
12. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

ADJOURN:

Upcoming Meetings:

Organization Meeting – January 8, 2013 – Council Chambers – 5:00 PM

**UNAPPROVED
MINUTES OF THE
EAST GRAND FORKS
CITY COUNCIL MEETING
TUESDAY, DECEMBER 4, 2012 - 7:00 P.M.**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for December 4, 2012 was called to order by Council President Buckalew at 7:00 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: DO NOT READ

Karla Anderson, Finance Director; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, Planning & Zoning; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Gary Larson, Fire Chief; Megan Nelson, Administrative Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

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.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Budget Meeting” for the East Grand Forks, Minnesota City Council of November 19, 2012.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of November 20, 2012.

- 3. Consider approving the minutes of the Budget Meeting for the East Grand Fork, Minnesota City Council of November 26, 2012.
- 4. Consider approving the minutes of the “Work/Budget Session” for the East Grand Forks, Minnesota City Council of November 27, 2012.
- 5. Consider approving the minutes of the “Budget Meeting” for the East Grand Forks, Minnesota City Council of November 28, 2012.

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

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, Vonasek, and Buckalew.
Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

- 6. Public hearing to consider adopting Ordinance No. 5, 4th Series, an Ordinance of the City of East Grand Forks, Minnesota, annexing that part of the Southeast Quarter of the Southwest Quarter of Section 31, Township 152 North, Range 49 West of the 5th Principal Meridian, lying easterly of the Industrial Park 1st Resubdivision to the City of East Grand Forks. (1st Reading)

MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VONASEK, TO OPEN THE PUBLIC HEARING FOR THE FIRST READING AND THE CONSIDERATION OF ADOPTION OF ORDINANCE NO. 5, 4TH SERIES.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, Vonasek, and Buckalew.
Voting Nay: None.

Ms. Ellis informed the council the property that is to be annexed has already been rezoned to be consistent with this section of the Industrial Park. Every necessary step has been taken by both the Planning Commission and the City Council for this process to keep moving forward. Once the approval has been given by the council the next step is to send this information to the state to be finalized.

MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO CLOSE THE PUBLIC HEARING FOR THE FIRST READING AND THE CONSIDERATION OF ADOPTION OF ORDINANCE NO. 5, 4TH SERIES.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, Vonasek, and Buckalew.
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.
7. Consider approving promotions to Assistant Chief and Engineer and the recruitment and hiring of a firefighter in the Fire Department.
 8. Consider approving the promotion to Executive Assistant and the recruitment and hiring of an Accounting Technician in the Administration/Finance Office.
 9. Consider approving the recruitment and hiring of a Truck Driver for the Public Works Department.
 10. Consider approving the request to increase winter burial internment rates to \$1250.00 which includes a deposit.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT ITEMS SEVEN (7) AND TEN (10) AS SUBMITTED.

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

11. Regular Meeting minutes of the Water, Light, Power and Building Commission Meeting for November 1, 2012.
12. Special Meeting minutes of the Water, Light, Power, and Building Commission Meeting for November 9, 2012.
13. Regular Meeting minutes of the Resurrection Cemetery Commission Meeting for November 28, 2012.

COMMUNICATIONS:

14. Hiring of Linda Wald as the Secretary/Dispatcher/Jailer in the Police Department effective November 26, 2012.

OLD BUSINESS: NONE

NEW BUSINESS:

15. Consider approving the recruitment and hiring of a new city planner.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE THE RECRUITMENT AND HIRING OF A NEW CITY PLANNER.

Council member Leigh told the council he is in favor of this position as long as the city will not be subsidizing any fees. Council member Tweten also told the council the sooner the better to hire a full

time building inspector but he will support the hiring of a city planner.

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

Voting Nay: None.

16. Consider adopting Resolution No. 12-12-115 transferring \$500,000.00 to the Water and Light Department for reimbursement for the lime sludge pond project.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 12-12-115 TRANSFERRING \$500,000.00 TO THE WATER AND LIGHT DEPARTMENT FOR REIMBURSEMENT FOR THE LIME SLUDGE POND PROJECT.

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

Voting Nay: None.

17. Consider adopting Resolution No. 12-12-116 approving the 2012 Tax Levy, Collectable in 2013.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO ADOPT RESOLUTION NO. 12-12-116 APPROVING THE 2012 TAX LEVY, COLLECTABLE IN 2013.

Council member DeMers told the council he felt they were still undecided about what the levy should be set at. He proposed an amendment to change the levy from increasing by 4% to decreasing by 1%. Discussion followed about not setting money aside for the pool until there is a plan to move forward with. Council President Buckalew did remind the council that it might be a good idea to set something aside in case something major happens.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH TO AMEND THE RESOLUTION TO DECREASE THE LEVY BY 1%.

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

Voting Nay: Buckalew

A vote followed to approve Resolution No. 12-12-116 with the new amendment.

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

Voting Nay: Buckalew

18. Consider adopting Resolution No. 12-12-117 approving the 2013 Budget and to authorize specific financial related activities.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 12-12-117 APPROVING THE 2013 BUDGET AND TO AUTHORIZE SPECIFIC FINANCIAL RELATED ACTIVITIES.

Council member DeMers introduced an amendment to the budget which was to exclude the money which was to be set aside for a pool project.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE TO AMEND THE BUDGET FROM \$8,636,749 TO \$8,489,223.

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

Voting Nay: Buckalew

A vote followed to approve Resolution No. 12-12-117 with the new amendment.

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

Voting Nay: Buckalew

CLAIMS:

19. Consider adopting Resolution No. 12-11-118 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 14475 for a total of \$462.43 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. 12-11-118 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 14475 FOR A TOTAL OF \$462.43 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss thanked the Public Works Department for doing such a nice job clearing the streets after it had snowed the other weekend.

Council Member Vonasek expressed how he hopes with the council changing they can stay more resolved, not be so divided, and get things accomplished for the city.

Council Member Tweten informed both current and future council members they need to follow what is happening in the state legislature because of how it can affect the city.

Council Member Leigh thanked the staff for working so hard on their budgets and for their presentations to the council.

Council Member Pokrzywinski sends his condolences to the family of the slain police officer. This is a reminder of what can happen and how thankful we are to those who protect us.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE DECEMBER 4, 2012 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:36 P.M.

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

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held November 15, 2012 at 5:00 P.M.

Present: Ogden, Brickson, Quirk, Tweten

Absent: None

It was moved by Commissioner Tweten second by Commissioner Quirk that the minutes of the previous meetings of November 1 and 9, 2012 be approved as read.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,152,327.14.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Brickson to approve plans and specs for the 15kV switchgear rebid for the Central Substation Rehab project; advertise for bids, and set the bid opening for 2 P.M. on December 20, 2012.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Quirk to authorize the preparation of plans and specs for the 2013 Miscellaneous project.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Quirk to approve supervised access to the Water Treatment Plant for UND student, Derrick Deering, in order to collect data for his master's research project.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Quirk to adjourn to the next regular meeting on December 6, 2012 at 5:00 P.M.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

Lori Maloney
Sec'y

**EAST GRAND FORKS
PLANNING COMMISSION MINUTES
Thursday, July 12, 2012 – 12:00 Noon
East Grand Forks City Hall Training Room**

CALL TO ORDER

Chairman Christianson called the July 12th, 2012, meeting of the East Grand Forks Planning Commission to order at 12:10 p.m.

CALL OF ROLL

On a Call Of Roll the following members were present: Chairman Christianson; Commissioners Nelson, Bail, and McWalter.

Absent were: Commissioners DeMers, Erickson, and Powers.

Guest(s) present were: Ron Galstad, EGF City Attorney; Tom Spoor, EGF Building Inspector; Scott Huizenga, City Administrator; Scott Gravseth, Water and Light; Steve Adams, Crary Development; Kevin Ritterman, Dakota Commercial; Duane Wages, Dakota Commercial; Nick Jensen, JLG Architects; Jim Galloway, JLG Architects; Dave Pace, Property Owner; Craig Tweten, Developer.

Staff present was: Nancy Ellis, GF/EGF MPO Senior Planner; and Peggy McNelis, GF/EGF MPO Office Manager.

DETERMINATION OF A QUORUM

A quorum was present.

COMMUNICATION

None.

APPROVAL OF MINUTES

Matter Of Approval Of The June 14th, 2012, Minutes Of The East Grand Forks Planning Commission

A MOTION WAS MADE BY COMMISSIONER BAIL, SECONDED BY COMMISSIONER NELSON, TO APPROVE THE MINUTES OF THE JUNE 14TH, 2012, MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION, AS SUBMITTED.

Voting Aye: Christianson, Nelson, Bail, and McWalter.

Voting Nay: None.

OLD BUSINESS

None.

NEW BUSINESS

- 1) Matter Of The Request From Crary Development, Inc., For Preliminary Approval Of Riverview 10th Addition Plan, Being A Replat Of Outlot A, Block 2; Outlot A, Block 3; And Lot 12, Block 2 Of Riverview 9th Addition

Ellis stated that this is a public hearing.

A MOTION WAS MADE BY COMMISSIONER NELSON, SECONDED BY COMMISSIONER BAIL, TO OPEN THE PUBLIC HEARING.

Voting Aye: Christianson, Nelson, Bail, and McWalter.

Voting Nay: None.

Spoor asked about the lot that is currently in Riverview 9th, but will be in Riverview 10th once this approved, does the homeowner need to be notified of this change. Ellis responded that the homeowner is on the plat, and will need to sign off on it so he is aware of the change.

Gravseth stated that Water and Light is interested to know the timing of this project as they will need to get utilities to the development. He asked if they were planning on building any homes this fall. Adams responded that they are hoping to at least build on the two lots on 20th, but unless the utilities are put in in time they don't know how many more they might get done at this time. Gravseth stated that they do have power existing right now on the backside of those lots on the southside of 10th Street, so everything along the north of Riverview Lane they could serve without doing any additional work. He added that the only other power they have is located on the northeast corner of Lot 19. They have a transformer that serves property to the east of it.

Adams commented, again, that they hope to start with the two lots along 20th, which will actually be facing Riverview Lane. Adams then asked as to whether or not the addresses can be changed to reflect this for those two lots. Gravseth stated that they do not serve those two lots yet, and they are actually at the far end of where they have to install. Gravseth stated that these probably are the two worst ones to develop.

Gravseth reported that they have a contractor working with them now, but with the amount of work in the contract, and the amount of work he has already added to that contract; once you go over 25% of a contract you have to rebid it. This is an issue as well.

Adams stated that he would come in and go over all this with Mr. Gravseth.

McWalter asked if what they are saying is that they want to begin construction on the north side, and is there a plan. Adams responded that because this is a relatively new plat, and they weren't sure what utilities were there. He did assume that because the lots about 20th there would already be utilities to them and they could start on the two center lots. However if that isn't the case they may have to re-evaluate their plans. McWalter asked when construction would begin. Adams responded that it would start as soon as they can get in the ground.

Bail asked if they could start building on Lot 11. Adams commented that, unfortunately, they don't own that lot.

Galstad commented that, as part of the process, they had to enter into the developer's agreement that we just passed by ordinance. He stated that he did get a copy of it, and with the modification made, he doesn't see any problems with it. But he does have to run it by the engineer as there was a modification made to it. He said that if this body approves the plat, it should be approved subject to the development agreement being reviewed by the City Engineer.

A MOTION WAS MADE BY COMMISSIONER BAIL, SECONDED BY COMMISSIONER NELSON, TO CLOSE THE PUBLIC HEARING.

***Voting Aye: Christianson, Nelson, Bail, and McWalter.
Voting Nay: None.***

Ellis reported that we typically grant preliminary approve of plats in order to ensure that if there are any additions, deletions, easements, right-of-way issues, etc., they can address them. However since the City of East Grand Forks has a process whereby these go to their Utility Groups, thus allowing engineering , public works, water and light, etc., to review the plat beforehand, changes have already been made. She briefly went over some of those changes.

Ellis pointed out that this is the first plat for which we will be following the Development Agreement we recently put in place, as well as the new sidewalk ordinance.

Ellis reported that the Development Agreement is a contract between the City of East Grand Forks and the developer that basically states how they are going to pay for their utility and street improvements; whether it will be city installed, or developer installed. She stated that Crary Development has decided to go with city installed. She said that she reviewed it, and reminded everyone that there is an option available so that if the developer doesn't want to install the entire street at one time they can do it in phases, and they can pick which lots they want in phase 1, which lots in phase 2, etc.. She stated that they have decided to forgo the phasing, so once the City Council approves this, and the document is notarized, the three year window begins. So within three years, the street and utilities will all be installed as will the sidewalks.

A MOTION WAS MADE BY COMMISSIONER BAIL, SECONDED BY COMMISSIONER NELSON, TO APPROVE THE REQUEST FROM CRARY DEVELOPMENT, INC., TO GRANT FINAL APPROVAL OF RIVERVIEW 10TH ADDITION PLAT WITH THE FOLLOWING CONDITIONS:

- 1) **SUBMIT A DIGITAL FILE TO PLANNING OFFICE OF FINAL PLAT**
- 2) **SUBMIT SIGNED DEVELOPMENT AGREEMENT AND HAVE CITY COUNCIL APPROVE BEFORE FINAL APPROVAL OF PLAT.**

Voting Aye: Christianson, Nelson, Bail, and McWalter.

Voting Nay: None.

2. Matter Of The Request From Dakota Commercial For Review Of The Downtown Design Guidelines And To Recommend Approval Of Construction Of The New Minnesota Heights Building Subject To Compliance In Meeting The Elements Of Those Design Guidelines.

Ellis reported that she would like to go over a few things briefly. She commented that after the flood of 1997 they adopted downtown design guidelines. She stated that you need to remember that guidelines are not requirements, but they do provide developers and architects things to consider as we want a unique yet uniform downtown area. One that it has cohesiveness and flows well.

Ellis stated that we can approve this; conditionally approve this, or deny this request. She said, however, that she doesn't see any reason to deny the request, but rather, if there are changes you would like to see made, approve it conditionally instead.

Ellis said that Nick Jensen, JLG, will give a brief overview on the design elements for the proposed project.

Presentation ensued.

Ellis stated that she has one comment she would like to make on the site plan, before we get too in-depth, because she was verifying with Nicole at JLG. But at the last meeting, when they reviewed the plat and had some neighbors here, their biggest concern was parking: where residents will park, how much parking would be available, etc. She said that one of the things in the downtown design guidelines is that new developments are not required to have on-site parking. She added, however, that based on what an apartment like this one, if it were located in another zoning district, you would need 89 spaces, and you are providing 58, so, again, based on different zoning requirements you would be about 30 spaces short. She stated that she knows this will be a concern because of the on-street parking, street maintenance, etc., but one thing to note is that almost all of the parking lots in the downtown area are city owned public lots. Therefore, she knows there is parking across the street by the VFW, and also on the east side of 3rd as well. She feels would be the better location for overflow parking.

Jensen stated that they were also concerned with parking, and the configuration shown on the site plan gives them the most spaces possible. Ellis added that, again, you don't need to meet any requirement, but bike racks obviously make a big difference by allowing a reduction in the amount of spaces required, as will the fact that the project is located on a transit route.

Christianson asked how many apartment units are being planned. Jensen responded that they have 39 units. Christianson asked how many parking spots are there going to be. Jensen responded there will be 58 parking stalls.

Presentation continued.

Jensen reported that the biggest part of the guidelines that they don't appear to meet is the use of brick as the main surface material. He stated that they talked about using the lap board siding as an in-fill material at other locations, but they are using it a little more than that. Brick is the main material at the corners and they are trying to bring it in as much as possible at the pedestrian level as well.

Jensen commented that they are also looking at keeping all mechanical units either on the roof or in the back of the development; and are keeping all of their service access toward the back of the lot as well.

Christianson asked if they had a breakout of the commercial spaces, or is that kind of dependent on who will be there. Tweten responded that right now it is drawn for three or four tenants, so it will fluctuate a little. Also, the door entrances might change a little but they will have it nailed down shortly. Christianson asked what the typical size of a unit will be. Tweten responded that they will be around 1,000 to 2,000 square feet.

Spoor asked if the parking lot in the back is grade level. Jensen responded it was. Spoor said that a step up or step down was mentioned for the residential units, and he is wondering if that is from grade. Jensen responded that, from grade, residential would be up about three feet, and all the commercial will be on-grade.

Spoor asked how far off the public way the awnings are located. Jensen responded that they are approximately 7-feet. Spoor stated that the ordinance requires they be 8-feet, and no more than 60% of the sidewalk. Jensen said that they could adjust that. Bail suggested that they might want to run this design by MnDOT as well, just to verify that we don't encroach on their space. Ellis commented that she thinks they are allowed a percent over the public right-of-way with the awning.

Ellis commented that she did go through the Downtown Design Guidelines, and some of the things she highlighted that they did and didn't meet are:

1. They don't have any vehicle entry points on DeMers – which is discouraged.

2. They do provide landscaping as a buffer for the parking lot – which is a requirement of the guidelines.
3. Their first floor should have a minimum ceiling height of 10-feet, which they do meet with their elevations.
4. They should maintain building facades along the street property line – they do do this.
5. It should have a rhythm.
6. It should be brick with brick piers.
7. They should define spaces and increments – which they meet.
8. Store fronts should be set back slightly – they meet this because the piers at the end do project to the property line and the store does off-set off the property line a little.
9. They do have varied roof forms.
10. Street front establishments should have their primary access directly to street.
11. Entry doors should be at intervals no greater than 60 feet – it appears from the size of the lot that the doors will be less than 60 feet.
12. Windows should not extend all the way down to the ground level.
13. Store fronts should be in brick, which they are.

Ellis stated that they have met a number of the elements, but some of the ones they don't meet is they discourage anything but awnings or signs to project up to the property line. They do have some decks, but it is really hard to have residential space without some sort of deck facility. Jensen commented that the decks are actually shallow enough that with the recess of the building they don't come out past the lot line.

Ellis reported that double-faced projecting signs are encouraged, which is what they have. She said that the only issue with the sign would be that they might want to run it by MnDOT as well just to make sure they aren't concerned it blocks any street signage and lighting.

Ellis stated that, in all, they did a nice job of meeting most of the requirements. Jensen said that they hope to have everything pulled together by the end of the month.

Ellis said that there was a question about the signal box on the corner of 4th and DeMers. She asked that Mr. Gravseth address what the plans are for that box. Gravseth reported that he suggested that they move it to the very north corner of the property into the easement back there. Jensen said that he talked to someone at MnDOT in Bemidji, and they said that they were planning on taking it from the corner on DeMers and moving it around the corner onto 4th. So when they spoke to them about it they actually talked about moving it further down 4th, back closer to where they have their driveway cut-in. But they can talk to them again about moving it into the easement instead. Ellis asked, then, if they are going to be moving it this year. Jensen responded that MnDOT said they are planning on bidding it in December, and doing the work early next spring. They asked if that could be moved up, but it might not be possible. Tweten

commented that it is right in the way of their foundation, so hopefully it can be moved sooner. Gravseth stated that he would talk to them as well.

Discussion on color choices ensued.

Nelson asked what will and won't be allowed on the decks. Ritterman responded that this will be handled by the landlord.

A MOTION WAS MADE BY COMMISSIONER NELSON, SECONDED BY COMMISSIONER BAIL, TO APPROVE THE REQUEST FROM DAKOTA COMMERCIAL TO CONSTRUCT THE NEW MN HEIGHTS BUILDING AS SUBMITTED.

***Voting Aye: Christianson, Nelson, Bail, and McWalter.
Voting Nay: None.***

OTHER BUSINESS

1. Long Range Transportation Plan Update

Ellis reported that there will be a second public open house on the Long Range Transportation Plan Update on Thursday, July 26th. She said that an e-mail with the time and location will be sent out soon.

2. Update On Fantasy's Lawsuit

Ellis asked if Mr. Galstad had any idea when they would be getting a decision on the Fantasy's lawsuit. Galstad responded that he hasn't heard anything as yet. He gave a brief overview on what has transpired to date.

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER BAIL, SECONDED BY COMMISSIONER MCWALTER, TO ADJOURN THE JULY 12TH, 2012, MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION AT 1:05 P.M.

***Voting Aye: Christianson, Nelson, Bail, and McWalter.
Voting Nay: None.***

Respectfully submitted by,

Peggy McNelis
Office Manager

**EAST GRAND FORKS
PLANNING COMMISSION MINUTES
Thursday, November 15, 2012 – 12:00 Noon
East Grand Forks City Hall Training Room**

CALL TO ORDER

Vice-Chair McWalter called the November 15th, 2012, meeting of the East Grand Forks Planning Commission to order at 12:29 p.m.

CALL OF ROLL

On a Call Of Roll the following members were present: Vice-Chair McWalter; Commissioners Bail, Erickson, and Powers.

Absent were: Commissioners Christianson, DeMers, and Nelson.

Guest(s) present were: Ron Galstad, EGF City Attorney; Dan Boyce, Water and Light; Peter Zavoral, RJ Zavoral & Sons, Inc; Dan Zavoral, RJ Zavoral & Sons, Inc; Curtis Amundson, Representative for Sullivan Township.

Staff present was: Nancy Ellis, GF/EGF MPO Senior Planner; and Megan Nelson, Administrative Assistant.

DETERMINATION OF A QUORUM

A quorum was present.

COMMUNICATION

None.

APPROVAL OF MINUTES

Matter Of Approval Of The July 12th, 2012, Minutes Of The East Grand Forks Planning Commission

A MOTION WAS MADE BY COMMISSIONER POWERS, SECONDED BY COMMISSIONER ERICKSON, TO APPROVE THE MINUTES OF THE JULY 12th, 2012, MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION, AS SUBMITTED.

Voting Aye: Bail, Erickson, Powers, and McWalter.

Voting Nay: None.

OLD BUSINESS

None.

NEW BUSINESS

- 1) Matter Of The Request From Zavoral and Sons Inc to Rezone 5 acres located just North of 10th St NE and just East of Lots D and E in the Industrial Park 1st Resubdivision from the UER District to a I-1 District

Ellis stated that this is a public hearing.

A MOTION WAS MADE BY COMMISSIONER POWERS, SECONDED BY COMMISSIONER ERICKSON, TO OPEN THE PUBLIC HEARING.

Voting Aye: Bail, Erickson, Powers, and McWalter.

Voting Nay: None.

Ellis explained the process of how the Zavorals received a permit from Sullivan Township to start building a shop and after running into complications the decision was made to having the property annexed into city limits to get hooked up to the city system which solved the problems. Ellis continued with how the city council will need to approve the annexation but the Planning Commission will need to establish the zoning for this property. Zavorals is asking for this property to be established as Industrial I-1 District. Ellis pointed out that this zoning meets both the comprehensive and land use plans set up by the commission. Nothing would need to be altered.

A MOTION WAS MADE BY COMMISSIONER POWERS, SECONDED BY COMMISSIONER ERICKSON, TO CLOSE THE PUBLIC HEARING.

Voting Aye: Bail, Erickson, Powers, and McWalter.

Voting Nay: None.

A MOTION WAS MADE BY COMMISSITIONER ERICKSON, SECONDED BY COMMISSIONER POWERS, TO CHANGE THE ZONING FROM UER DISTRICT TO I-1 DISTRICT FOR THE PROPERTY OWNED BY ZAVORALS JUST EAST OF THE INDUSTRIAL PARK 1ST RESUBDIVISION.

Voting Aye: Bail, Erickson, Powers, and McWalter.

Voting Nay: None.

- 2) Matter Of The Request From Zavoral and Sons Inc for Preliminary Plat Approval of Zavoral's Industrial 1st Addition

Ellis stated that this is a public hearing.

A MOTION WAS MADE BY COMMISSIONER POWERS, SECONDED BY COMMISSIONER BAIL, TO OPEN THE PUBLIC HEARING.

Voting Aye: Bail, Erickson, Powers, and McWalter.

Voting Nay: None.

There was no discussion.

A MOTION WAS MADE BY COMMISSIONER POWERS, SECONDED BY COMMISSIONER ERICKSON, TO CLOSE THE PUBLIC HEARING.

Voting Aye: Bail, Erickson, Powers, and McWalter.

Voting Nay: None.

Ellis reported the preliminary plat shows: a) the utilities easement, b) as of now there is no dedicated public right-of-way, and c) that the legal description on the plat is not correct. Galstad added the current description is not correct but the process has started to have it correct on the final plat. Ellis recommended the preliminary plat be approved with the legal description change even though the legal description is wrong since it will be corrected on the final plat and it will keep the process moving along.

McWalter pointed out that with the utilities access running along 10th St NE it would allow for an expansion in the future on this property.

Ellis stated that since Zavoral had first obtained their permit from the township their developer's agreement is a little different but still up to the city standards. Since the road already existed it will not be required to be paved. Ellis did recommend the parking lot be paved if there will be many employees and customers out at this location. Peter Zavoral explained that this is to be a maintenance shop and there would be around eight employees at this location. Ellis stated it was not necessary to require Zavoral's to pave the parking lot since customers will not be going to this location because it is a maintenance shop and they received their permit from Sullivan Township.

Peter Zavoral added they have noticed some issues so there will more than likely be some areas that will eventually be paved. Dan Zavoral stated they just want to make sure they are in compliance with city standards.

Ellis recommended to the board to approve the preliminary plat knowing the legal description will be changing and with the zoning of I-1 District.

A MOTION WAS MADE BY COMMISSIONER ERICKSON, SECONDED BY COMMISSIONER POWERS, TO APPROVE THE PRELIMINARY PLAT FOR INDUSTRIAL PARK 1st RESUBDIVISION ESTABLISHING ZONING OF I-1 DISTRICT AND KNOWING THE LEGAL DISCRPTION WILL CHANGE.

EAST GRAND FORKS
PLANNING COMMISSION MEETING
THURSDAY, November 15th, 2012

***Voting Aye: Bail, Erickson, Powers, and McWalter.
Voting Nay: None.***

OTHER BUSINESS

None

ADJOURNMENT

***A MOTION WAS MADE BY COMMISSIONER POWERS, SECONDED BY
COMMISSIONER BAIL, TO ADJOURN THE NOVEMBER 15th, 2012, MEETING OF
THE EAST GRAND FORKS PLANNING COMMISSION AT 1:00 P.M.***

***Voting Aye: Bail, Erickson, Powers, and McWalter.
Voting Nay: None.***

Respectfully submitted by,

Megan Nelson
Administrative Assistant

ORDINANCE NO. 5 4th SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, ANNEXING THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 152 NORTH, RANGE 49 WEST OF THE 5th PRINCIPAL MERIDIAN, LYING EASTERLY OF THE INDUSTRIAL PARK 1st RESUBDIVISION TO THE CITY OF EAST GRAND FORKS, MINNESOTA.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. This annexation is being passed and adopted pursuant to the provisions of Minnesota Statute § 414.033 subd. 2 clause 3.

Section 2. The City of East Grand Forks, Minnesota (hereinafter referred to the “City”) was petitioned by the land owners RJ Zavoral & Sons Inc (hereinafter “RJ Zavoral & Sons Inc”).

Section 3. The land is unincorporated, abuts the City of East Grand Forks along its Northeastern boundary and is urban or about to become urban or suburban in nature.

Section 4. None of the property is located in an area designated for orderly annexation pursuant to Minn. State Section 414.0325.

Section 5. The area to be annexed is 120 acres or less; (5 acres), unplatted, unpopulated property, not located within the City, and is not presently served by public sewer facilities or public sewer facilities are not otherwise available.

Section 6. The land is not located within the floodplain or shoreland area.

Section 7. That the Notice requirement for the Public hearing of Minnesota Statute § 414.033 subd. 2b has been met as all interested parties; the town and all landowners within and contiguous to the area to be annexed have been served by certified mail.

Section 8. The Public hearing required under Minnesota Statute § 414.033 subd. 2b has been held.

Section 9. That Minnesota Statute § 414.033 subd. 3 does not apply because it is appropriate for annexation under Minnesota Statute § 414.033 subd. 2, clause 3.

Section 10. The Petitioners were provided the 30 day notice required by Minnesota Statute § 414.033 subd. 13, however the provisions are not applicable as the cost of electric utility service to the Petitioners will not change as a result of the annexation of the territory into the municipality.

Section 11. The Corporate limits of the City of East Grand Forks are hereby extended to include the following described property situated in the County of Polk, State of Minnesota, legally described as follows, to wit:

Commencing at the southwest corner of said Section 31; thence northerly along the west line of said Section 31 having an assumed bearing of North 00°01'27" West a distance of 116.00 feet; thence South 89°43'19" East parallel with the south line of said Section 31 a distance of 1864.00 feet to the Southeast corner of said Industrial Park 1st Resubdivision AND the point of beginning of the tract to be described; thence North 03°00'45" West along the east boundary line of said Industrial Park 1st Resubdivision a distance of 376.52 feet to the northeast corner of Lot "D", Block 2; thence East along a line being the easterly extension of the north line of said Lot "D", Block 2 of said Industrial Park 1st Resubdivision a distance of 578.46 feet thence South 03°00'45" East on a line parallel to the east line of said Lot "D" a distance of 376.52 feet, more or less to a point 116.00 feet North of the south line of said SE ¼ SW ¼ Section 31; thence west along a line 116.00 feet North of and parallel to the south line of said SE ¼ SW ¼ Section 31, a distance of 578.46 feet more or less to the point of beginning containing 5 acres more or less.

Copies of the of the Corporate Boundary map showing the property to be annexed and its relationship to the corporate boundaries are hereby attached.

Section 12. Reimbursement of the property taxes to the Town shall be based on the property taxes collected by the Town in the last year it collected taxes on the annexed area. The reimbursement shall be paid in substantially equal payments over two to eight years in accordance with the 2006 amendments to Minn. Stat. §414.036.

Section 13. That pursuant to Minnesota Statutes § 414.036 with respect to any special assessments assigned by the Town to the annexed property and any portion of debt incurred by the Town prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described herein and there are no special assessments or debt incurred by the Town on the subject are for which reimbursement is required.

Section 14. The City Administrator/Clerk Treasurer is hereby directed to file certified copies of this ordinance with the Minnesota Municipal Board of the Office of Administrative Hearings, Sullivan Township Clerk, Polk County Auditor, and the Minnesota Secretary of State.

Section 15. City Code Chapter 10 entitled Definitions and General Provisions Applicable to the Entire City Code Including Penalty for violation is hereby adopted in its entirety, by reference, as repeated verbatim herein.

Section 16. This ordinance shall take effect and be in force from and after its passage and publication and final upon the date this Ordinance is approved by the Office of Administrative Hearings. Further it shall be given number 5 4th series, and after its approval by the Office of Administrative Hearings.

Voting Aye:
Voting Nay:
Absent:

The President declared the Ordinance passed.

ATTEST:

PASSED: December 4th, 2012

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing Ordinance this 4th day of December, 2012.

Mayor

Request for Council Action

Date: December 18, 2012
To: East Grand Forks City Council and Mayor Lynn Stauss
From: Nancy Ellis, Senior Planner
RE: Approval of Final plat for Zavoral's Industrial 1st Addition

BACKGROUND AND SUPPORTING DOCUMENTATION OF REQUEST:

This is the final plat for the 5 acre piece the Zavorals currently own and where they are constructing a storage building. This property parallels their property just to the west in the Industrial Park. The Zavorals have petitioned the City of East Grand Forks to annex the 5 acres into the City Limits and the City held its first reading of the annexation ordinance on December 4, 2012. In addition, you approved the rezoning of the property to I-1 at the November 20, 2012 Council meeting.

PLANNING COMMISSION RECOMMENDATION

Planning Commission recommends final approval of Zavoral's Industrial 1st Addition with the following comments:

- 1) **Submit a digital file to planning office.**

GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: Zavoral and Sons Inc.

REQUESTED ACTION: Applicant is requesting final plat approval for Zavoral's Industrial 1st Addition being the plat of 5 acres on the northeast edge of the Industrial Park 1st Resubdivision, outside of City limits.

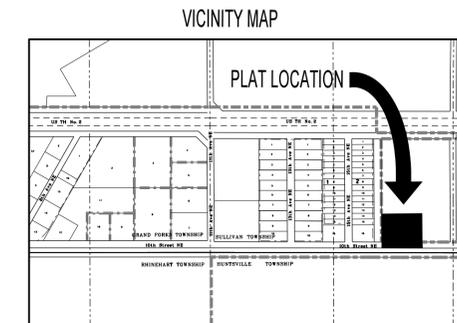
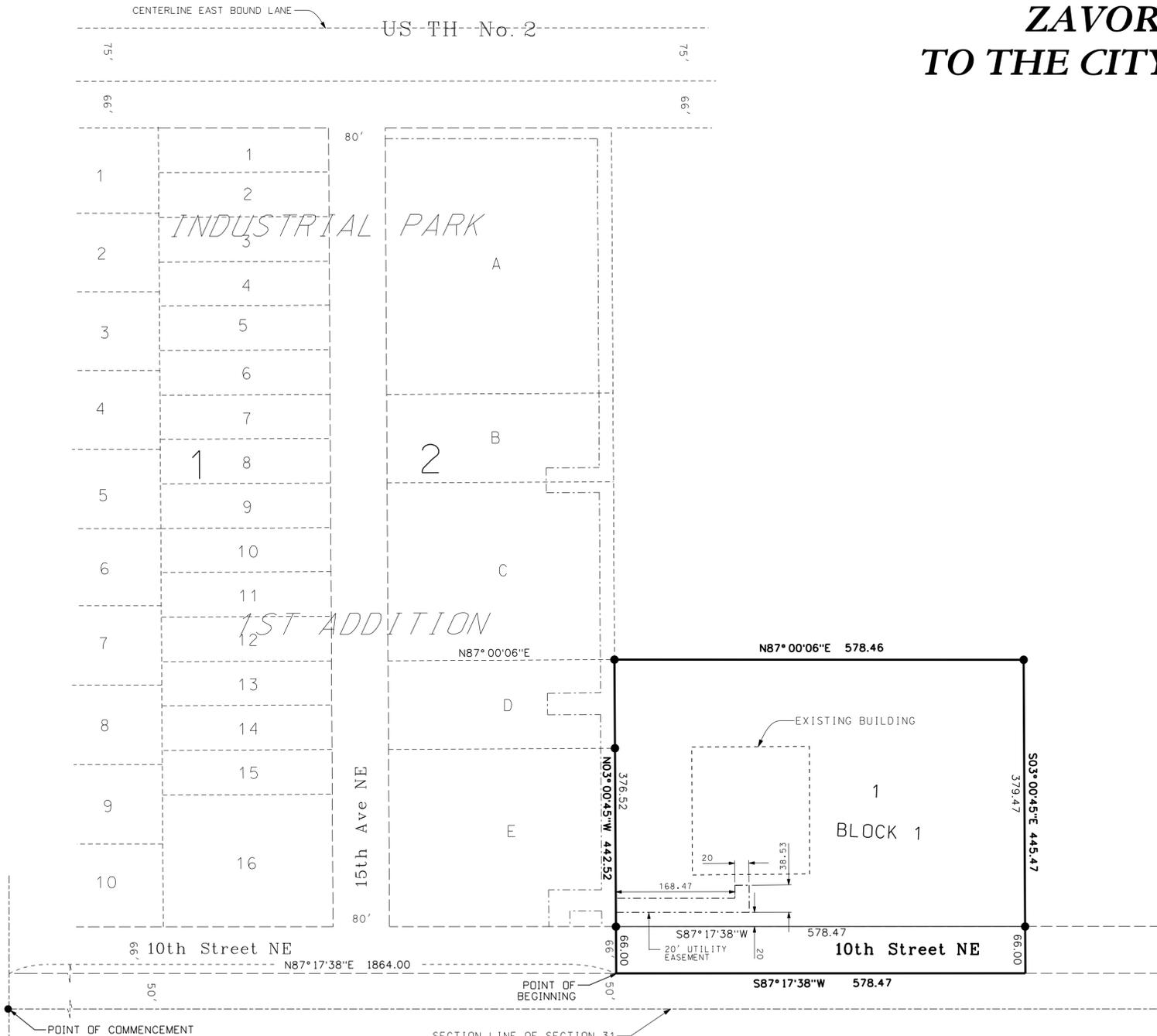
SITE ZONING/LAND USE: I-1 Light Industrial is the zoning district

SURROUNDING ZONING/LAND USE:

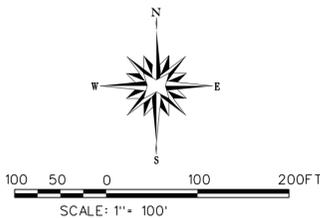
- North: Out of City limits - farm land
- West: I-1 zoning - Industrial Park 1st Resubdivision
- South: I-2 zoning - American Crystal Sugar
- East: Out of City limits - wind tower and DOT shop

LOCATION: The parcels are located north of 10th St NE and east of 15th Ave NE and the Industrial Park 1st Resubdivision. The property is 5 acres.

PLAT OF ZAVORAL'S INDUSTRIAL 1ST ADDITION TO THE CITY OF EAST GRAND FORKS, MINNESOTA



NOTES:
 (A) All monuments from this survey were found monuments. The northwest corner was an orange cap stamped MN LS 47922. The northeast, southeast and southwest corners were yellow caps stamped 48129 from a certificate of survey dated 11/07/2012.
 (B) The City of East Grand Forks, MN, its successors and/or assigns, shall have the right to keep all utility easements shown hereon free from hazards, structures, and other improvements which might hinder the cities ability to serve and maintain such utilities.
 (C) All bearings are grid based on the North Dakota State Plane coordinate system - North Zone of 1983 (NAD83). All distances are ground.
 (D) The northerly 66.00 feet of the southerly 116.00 feet of Section 31, Township 152 North, Range 49 West West being the right of way for 10th Street NE was dedicated to the City of East Grand Forks, Minnesota by Ordinance No. 118-Second Series on May 22, 1975.



LEGEND
 EASEMENT LINE
 SECTION LINE
 NEW LOT LINE
 EXISTING MONUMENT
 PLAT BOUNDARY
 EXISTING PROPERTY LINES
 CITY LIMITS
 CONTOUR LINE (2' INTERVAL)

INSTRUMENT OF DEDICATION

"KNOW ALL MEN BY THESE PRESENTS": That the City of East Grand Forks, Minnesota and Zavoral and Son's, Inc. the owners and proprietors of the following described property:

That part of the Southeast Quarter of the Southwest Quarter of Section 31, Township 152 North, Range 49 West of the 5th Principal Meridian, lying easterly of the Industrial Park 1st Resubdivision to the City of East Grand Forks, Minnesota, Polk County, Minnesota according to the plat thereof on file and of record in the office of the County Recorder, Polk County, Minnesota described as follows:

Commencing at the southwest corner of said Section 31; thence northerly along the west line of said Section 31 having a grid bearing of North 03 degrees 00 minutes 45 seconds West a distance of 50.00 feet to a line being 50.00 feet northerly of and parallel with the south line of said Section 31; thence easterly along said parallel line North 87 degrees 17 minutes 38 seconds East a distance of 1864.00 feet to the point of beginning; thence North 03 degrees 00 minutes 45 seconds West along the east boundary line of said Industrial Park 1st Resubdivision a distance of 442.52 feet to the northeast corner of Lot "D", Block 2, Industrial Park 1st Resubdivision; thence North 87 degrees 00 minutes 06 seconds East along the easterly extension of the north line of said Lot "D", Block 2, Industrial Park 1st Resubdivision a distance of 578.46 feet to a line being 578.46 feet easterly of and parallel with the easterly line of said Industrial Park 1st Resubdivision; thence South 03 degrees 00 minutes 45 seconds East along said parallel line a distance of 445.47 feet to a line being 50.00 feet northerly of and parallel with the south line of said Section 31; thence South 87 degrees 17 minutes 38 seconds West along said parallel line a distance of 578.47 feet to the point of beginning. Containing 5.90 acres more or less.

has caused the same to be surveyed and platted as "PLAT OF ZAVORAL'S INDUSTRIAL 1ST ADDITION" to the City of East Grand Forks, Minnesota and do hereby dedicate to the public, all of the streets and alleys, and utility easements as shown on this plat; the dimensions of which are as designated on the plat.

Lynn Stauss, Mayor

Scott M. Huizenga, City Administrator

STATE OF)
) SS
 COUNTY OF)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Lynn Stauss, Mayor of the City of East Grand Forks, Minnesota, known to be the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public, _____ County
 State of _____
 My Commission Expires: _____

STATE OF)
) SS
 COUNTY OF)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Scott M. Huizenga, City Administrator to the City of East Grand Forks, Minnesota, known to be the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public, _____ County
 State of _____
 My Commission Expires: _____

Peter M. Zavoral, President, Zavoral and Son's, Inc.

STATE OF)
) SS
 COUNTY OF)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Peter M. Zavoral known to be the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public, _____ County
 State of _____
 My Commission Expires: _____

SURVEYORS CERTIFICATE

I hereby certify that I have surveyed and platted the property described on this plat as "PLAT OF ZAVORAL'S INDUSTRIAL 1ST ADDITION", that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments will be correctly placed in the ground as designated, that the outside boundary lines are correctly designated on the plat and that there are no wetlands as defined in MS 505.02, Subd. 1 or public highways to be designated other than as shown.

Patrick M. Krug, Land Surveyor
 Minnesota Registration No. 47922

STATE OF)
) SS
 COUNTY OF)

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 20____ by Patrick M. Krug, Minnesota Registration No. 47922

Notary Public, _____ County
 State of _____
 My Commission Expires _____ N

CITY COUNCIL APPROVAL:

I hereby certify that the within plat of "PLAT OF ZAVORAL'S INDUSTRIAL 1ST ADDITION" to the City of East Grand Forks, Minnesota, was approved by Resolution of the City Council of the City of East Grand Forks, Minnesota, at a regular scheduled meeting of the City Council held on the _____ day of _____, 20____.

Scott M. Huizenga, City Administrator
 City of East Grand Forks, Minnesota

Lynn Stauss, Mayor

Scott M. Huizenga, City Administrator

STATE OF)
) SS
 COUNTY OF)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Lynn Stauss, Mayor of the City of East Grand Forks, Minnesota, known to be the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public, _____ County
 State of _____
 My Commission Expires: _____

STATE OF)
) SS
 COUNTY OF)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Scott M. Huizenga, City Administrator to the City of East Grand Forks, Minnesota, known to be the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public, _____ County
 State of _____
 My Commission Expires: _____

Peter M. Zavoral, President, Zavoral and Son's, Inc.

STATE OF)
) SS
 COUNTY OF)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Peter M. Zavoral known to be the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public, _____ County
 State of _____
 My Commission Expires: _____

CITY PLANNING COMMISSION APPROVAL:

I hereby certify that the within plat of "PLAT OF ZAVORAL'S INDUSTRIAL 1ST ADDITION" to the City of East Grand Forks, Minnesota, was approved by the City Planning Commission of the City of East Grand Forks, Minnesota, at a meeting of said City Planning Commission on the _____ day of _____, 20____.

City Planning Commission of the City of East Grand Forks, Minnesota

By: _____, its Secretary
 Brad Bail

TAX STATEMENT:

COUNTY AUDITOR TAX STATEMENT
 No delinquent taxes due and transfer entered this _____ day of _____, 20____.

Polk County Auditor, State of Minnesota

COUNTY TREASURER TAX STATEMENT:

I hereby certify that all taxes for 20____ on the land described herein are paid.

Polk County Treasurer, State of Minnesota

RECORDING CERTIFICATE COUNTY RECORDER CERTIFICATE DOCUMENT NUMBER

I hereby certify that this instrument was filed in the office of the Polk County Recorder for record on this _____ day of _____, 20____, at _____ o'clock _____ M, and was duly recorded in Book _____ of _____ on page _____.

Polk County Recorder, State of Minnesota

RESOLUTION NO. 12 – 12 – 119

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

RESOLUTION SUPPORTING LOCAL DEPUTY REGISTRAR MAINTENANCE OF LOCAL DRIVER LICENSE AND STATE I.D. SERVICES

WHEREAS, the State of Minnesota has long established a public/private deputy registrar system to provide citizens convenient locations to conduct local driver license and title registration services for motor vehicles and DNR recreational vehicles; and,

WHEREAS, the State of Minnesota in 1949 established a user service fee on motor vehicle related transactions to be retained by the deputy registrar to cover the costs of providing the local service; and,

WHEREAS, a deputy registrar office is not subsidized by the State of Minnesota and relies solely on this user service fee revenue to maintain their office operation including all salaries, rent, equipment, utilities, and associated office costs; and,

WHEREAS, the State of Minnesota has shifted increased costs and responsibilities for driver license transactions onto the deputy registrar such as regular replacement schedules of computers and associated electronic equipment, printing of previously supplied state forms, and expanded auditing tasks such as identification triple check and commercial driver medical forms which require additional time and carry additional risks and potential liability for agents that was previously the responsibility of the State; and,

WHEREAS, the State of Minnesota requires a 15 year retention schedule of all driver license transaction documents in a secure storage facility at cost to the deputy; and,

WHEREAS, Minnesota statute 171.061 subdivision 4 (b) specifically states that the filing fee for driver license transactions by the deputy agent “shall cover all expenses involved in receiving, accepting, or forwarding to the department the applications and fees required”; and,

WHEREAS, the user service fee that should fully support the cost for providing driver license transactions no longer covers the operational costs to maintain deputy registrar offices. Public deputy registrars must use property tax levy proceeds to subsidize this service. Rural areas with lower volumes are in jeopardy of losing this service; and,

WHEREAS, the last user fee increase for driver license agents was enacted in 2005;

NOW, THEREFORE, BE IT RESOLVED the city of East Grand Forks supports the State Legislature in authorizing a user service fee increase in the year 2013 to maintain local driver license and state identification card service to the citizens of Minnesota.

Passed and adopted this ____ day of _____, 201__.

Voting Aye:
Voting Nay

The President declared the resolution passed.

Passed: December 18, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 18th of December, 2012.

Mayor

Request for Council Action

Date: 12/14/12

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: Classification and Compensation Update

The City Council procured Springsted, Inc. in early 2012 update the City's Classification and Compensation Plan. The city's current plan was already five years old when the City Council adopted it in 2010. Human resources best practices call for a plan update every 5-7 years.

The City Council received the final draft in October. The plan updates the job points and pay grades to account for market changes, new job classifications, and new job duties that have occurred since 2005. The plan endeavors to keep consistent as many elements of the current plan as possible including eight steps for each pay grade, a 6.5 percent spread between each pay grade, and a 4.0 percent spread between each step.

The pay plan includes an embedded citywide increase to current employee wages of 1.86 percent. This increase results from changes to employee steps and pay grades. There is no Cost Of Living Adjustment (COLA) in the proposal. The same proposal has been shared with City's bargaining units in labor negotiations.

Each employee will be adjusted to the new pay scale on his or her anniversary date. Employees eligible for steps will receive at least a 4.0 percent step adjustment, which is essentially the same as the current pay scale. This proposal does not grant "extended service" steps or adjustments for employees whose current pay is above the pay scale.

Recommendation:

Council President Buckalew and Council Member Leigh, who are the Council designees to the City Council labor negotiations team, recommend adopting the Classification and Compensation Update.

RESOLUTION NO. 12 - 12 - 120

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

WHEREAS, the City Council of East Grand Forks incorporated a citywide Compensation Plan via Resolution 10-01-07 to create a long-term sustainable, long-term compensation solution that complies with Minnesota State Statutes regarding pay equity;

WHEREAS, human resources best practices call for updates to compensation plans every 5-7 years to account for market adjustments and internal equity;

WHEREAS, the City Council of East Grand Forks procured a Classification and Compensation Plan update, which was completed in final draft form in October 2012;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, that the City of East Grand Forks ratifies the "Classification and Compensation Update" dated October 9 2012;

BE IT FURTHER RESOLVED that the City Council authorizes the City Administrator to implement the Compensation Plan attached herein;

BE IT FURTHER RESOLVED, that the City adopts the following provisions for the implementation of the Compensation Plan.

Employees shall be compensated according to the schedule contained herein. Commencing January 1, 2013, an employee that is not at or above the maximum step in the employee's pay grade will receive a one-step increase of at least four percent on the employee's anniversary date if the employee received an annual review of at least "Meets Expectations" in the prior annual rating period. The rates contained in the Compensation Plan herein refer to annual salaries upon which salaries are based.

An employee receiving a promotion shall be placed on the appropriate Grade and Step on the Compensation Plan that is at least 4% above current compensation not to exceed senior members of promoted classification. Upon being promoted, the employee's anniversary date for the purposes of steps shall be based on the date the employee began employment in the promoted position. The length of service of employees for the purposes of accruing sick leave and vacation shall be based on the date the employee began employment with the City.

Any provisions not amended in this resolution shall be addressed through the City of East Grand Forks Personnel Policy Manual under the sections including, but not limited to, **POSITION CLASSIFICATION PLAN, RECLASSIFICATION, and COMPENSATION.**

City of East Grand Forks Compensation Plan

Grade	Step							
	Start	6	12	24	36	48	60	72
1	19,000.00	19,500.00	20,000.00	21,000.00	22,000.00	23,000.00	24,000.00	25,000.00
2	20,235.00	20,767.50	21,300.00	22,365.00	23,430.00	24,495.00	25,560.00	26,625.00
3	21,550.28	22,117.39	22,684.50	23,838.73	24,952.95	26,087.18	27,221.40	28,355.63
4	22,951.04	23,555.02	24,158.99	25,366.94	26,574.89	27,782.84	28,990.79	29,198.74
5	24,442.86	25,086.09	25,729.33	27,015.79	28,302.26	29,588.73	30,875.19	32,161.66
6	26,031.65	26,716.69	27,401.73	28,771.82	30,141.91	31,511.99	32,882.08	34,252.17
7	27,723.70	28,453.27	29,182.85	30,641.99	32,101.13	33,560.27	35,019.42	36,478.56
8	29,525.74	30,302.74	31,079.73	32,633.72	34,187.70	35,741.69	37,295.68	38,849.66
9	31,444.92	32,272.42	33,099.91	34,754.91	34,409.90	38,064.90	39,719.90	41,374.89
10	33,488.84	34,370.12	35,251.41	37,013.98	38,776.55	40,539.12	42,301.69	44,064.26
11	35,665.61	36,604.18	37,542.75	39,419.89	41,297.02	43,174.16	45,051.63	46,928.44
12	37,983.88	38,983.03	39,983.03	41,982.18	43,981.33	45,980.48	47,979.63	49,978.79
13	40,452.83	41,517.38	42,581.92	44,711.02	46,840.12	48,969.21	51,098.31	53,227.41
14	43,082.26	44,216.01	45,349.75	47,617.24	49,884.72	52,152.21	54,419.70	56,687.19
15	45,882.61	47,090.05	48,297.48	50,712.36	53,127.23	55,542.11	57,956.98	60,371.85
16	48,864.98	50,145.90	51,436.82	54,008.66	56,580.50	59,152.34	61,724.18	64,296.03
17	52,041.20	53,410.71	54,780.21	57,519.22	60,258.23	62,997.25	65,736.26	68,475.27
18	55,423.88	56,882.40	58,340.93	61,257.97	64,175.02	67,092.07	70,009.11	72,926.16
19	59,026.43	60,979.76	62,133.09	65,239.74	68,346.40	71,453.05	74,559.71	77,666.36
20	62,863.15	64,517.44	66,171.74	69,480.33	72,788.94	76,097.50	79,406.09	82,714.67
21	66,949.26	68,711.08	70,472.90	73,996.55	77,520.19	81,043.84	84,567.48	88,091.13
22	71,300.96	73,177.30	75,053.64	78,806.32	82,559.00	86,311.69	90,064.37	93,817.05
23	75,935.52	77,933.82	79,932.13	83,928.73	87,925.34	91,921.95	95,918.55	99,915.16
24	80,871.33	82,999.52	85,127.71	89,384.10	93,640.49	97,896.87	102,153.26	106,409.64
25	86,127.97	88,394.49	90,661.02	95,194.07	99,727.12	104,260.17	108,793.22	113,326.27

Voting Aye:
Voting Nay:

The President declared the resolution passed.

Passed: December 18, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 18th of December, 2012.

Mayor

Request for Council Action

Date: 12/14/12

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: 2013 Health Insurance Contribution

The City's Health Insurance total premium rates are slated to increase by a 13.5 percent in 2013. This represents the third double digit increase in five years, even as the City has solicited competing bids from insurers to contain costs. The City's precedent in recent years has been to increase the employer contribution by 4.0 percent. This would result in an employee contribution of \$454.76 for a family plan in 2013 even under the City's highest deductible plan. That represents increase of 45 percent to the employee contribution relative to 2012. Employee rates already doubled last year.

Council President Buckalew and Council Member Leigh, who are the Council's designees to the City's labor negotiations team, recommend an employer contribution increase of 10 percent. The proposed increase is divided into two components. The first is the traditional four percent increase to the employer contribution for health insurance premiums. The second component is a six percent increase above the current contribution that to be directed specifically to an employee Health Savings Accounts (HSA). The HSA contribution both reduces employee cost and encourages employees to enroll in lower-cost, higher deductible plans if they have not already done so.

The total cost to the City (all funds) is approximately \$60,000 (approximately \$40,000 to the General Fund), of which approximately \$25,000 is already budgeted in 2013 Budget. High deductible family plans will still see employee contribution increases of nearly \$80 per month, or about 25 percent. Therefore, some employee paychecks, particularly those who are at the top of their respective pay scales, still will see net decreases in 2013. This proposal, however, spreads the costs between the City and the employees.

Recommendation:

Approve the resolution to increase employer health insurance contributions by four percent and to contribute the equivalent of a six percent increase to the City-sponsored Health Savings Account for enrollees.

RESOLUTION NO. 12 - 12 - 121

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

WHEREAS, the City Council of East Grand Forks desires to balance the impacts of employer and employee contributions to health insurance with continued increases to health insurance premiums;

WHEREAS, the City of East Grand Forks expects a total premium increase of 13.5 percent in 2013;

WHEREAS, the City Council of East Grand Forks supports the employees' choices to elect high deductible insurance plans combined with employer-sponsored Health Savings Accounts (HSAs) to stabilize medical costs;

WHEREAS, the City Council of East Grand Forks desires to continue its historical pattern of a four percent increase to the employer health insurance contribution;

WHEREAS, the City Council desires to offer incentives to employees who choose high deductible insurance plans combined with employer-sponsored Health Savings Accounts (HSAs) by offering an additional six percent increase in the employer contribution in the form of an contribution to an HSA;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, that the City of East Grand Forks ratifies the "Classification and Compensation Update" dated October 9 2012;

BE IT FURTHER RESOLVED that the City Council authorizes the following contributions to health insurance premiums for 2013:

Non Dependent (single) Coverage: Effective January 1, 2013, the City shall contribute up to \$472.56 of the premium cost per month of the single plan health insurance policy for each full time employee who requests such coverage and who qualifies for and is enrolled in the City's group health and hospitalization plan.

Effective January 1, 2013, the City shall contribute up to \$27.26 per month to the city-sponsored Health Savings Account for each full time employee who requests single plan health insurance and who qualifies for and is enrolled in the City's group health and hospitalization plan.

Dependent (family) Coverage: Effective January 1, 2013, the City shall contribute up to \$1081.85 of the premium cost per month for a family plan health insurance for each full-time employee who requests such coverage and who qualifies and is enrolled in the City's group health and hospitalization plan.

Effective January 1, 2013, the City shall contribute up to \$62.41 per month to the city-sponsored Health Savings Account for each full time employee who requests family plan health insurance and who qualifies for and is enrolled in the City's group health and hospitalization plan.

Voting Aye:
Voting Nay:

The President declared the resolution passed.

Passed: December 18, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 18th of December, 2012.

Mayor

RESOLUTION NO. 12 – 12 – 122

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

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased the following goods from Bert’s Truck Equipment:

<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Total Amount</u>
10/22/12	54232	Repair to City Truck	481.80
12/12/12	54976	Cutting Edges for Plow	1211.08

WHEREAS, Wayne Gregoire, 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 \$1,629.22 on check number 14543 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 December 18, 2012.

Voting Aye:
Voting Nay:

The President declared the resolution passed.

Passed: December 18, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 18th of December, 2012.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

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

I, Wayne Gregoire, being duly sworn states the following:

- 1. I am 5th Ward Council Member of the City of East Grand Forks.
- 2. The following goods were furnished to the City of East Grand Forks by Bert’s Truck Equipment:

<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Total Amount</u>
10/22/12	54232	Repair to City Truck	481.80
12/12/12	54976	Cutting Edges for Plow	1211.08

- 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 December 18, 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)

RESOLUTION NO. 12 – 12 - 123

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 14588 for a total of \$1,207.23.

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 \$1,207.23 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 December 18, 2012.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: December 18, 2012

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 18th of December, 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 14588 for a total of \$1,207.23.
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 December 18, 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



City of East Grand Forks

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

User: mnelson
 Printed: 12/14/2012 - 2:37 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
14534	12/18/2012	ACM001	Acme Electric Companies	389.57	0
14535	12/18/2012	ADV001	Advanced Business Methods Inc	342.59	0
14536	12/18/2012	AME002	American Tire Service	743.84	0
14537	12/18/2012	AME008	American Tire Service Inc	882.57	0
14538	12/18/2012	AME005	Ameripride Linen & Apparel Services	167.91	0
14539	12/18/2012	AQU001	Aqua Water Solutions	50.60	0
14540	12/18/2012	AUT001	Auto Glass & Aftermarket Inc	182.00	0
14541	12/18/2012	BAL001	Balco Uniforms Co Inc	577.46	0
14542	12/18/2012	BKA001	Ballard King & Associates	6,577.34	0
14543	12/18/2012	BER001	Bert's Truck Equipment	1,692.88	0
14544	12/18/2012	BOB001	Bobcat of Grand Forks	1,245.65	0
14545	12/18/2012	BOR001	Border States Electric Supply	201.90	0
14546	12/18/2012	BRI003	Brite-Way Window Cleaning	60.00	0
14547	12/18/2012	BUD002	Bryanna Budge	20.00	0
14548	12/18/2012	C&R001	C&R Laundry & Cleaners	68.25	0
14549	12/18/2012	CAN001	Canon Financial Services	167.10	0
14550	12/18/2012	CAR002	Carquest Auto Parts	186.54	0
14551	12/18/2012	GFT003	Donald Scott Cash	3,295.50	0
14552	12/18/2012	CED001	Cedar Rapids Tire	960.66	0
14553	12/18/2012	CEN006	Century Link	1,022.44	0
14554	12/18/2012	CHR005	Gary Christianson	2,278.00	0
14555	12/18/2012	CHU002	Cory & Nicole Chupka	2,853.69	0
14556	12/18/2012	COL002	Cole Papers Inc	153.37	0
14557	12/18/2012	COM003	Complete Pest Control Inc	1,368.30	0
14558	12/18/2012	D&M001	D&M Auto Body	871.16	0
14559	12/18/2012	DAK006	Dakota TV & Appliance	580.86	0
14560	12/18/2012	DAN003	Paul & Kristine Danielson	2,220.55	0
14561	12/18/2012	DIA001	Richard Papenfuss Diamond Cleaning	397.47	0
14562	12/18/2012	DRU001	Drummer's Diesel Inc	162.00	0
14563	12/18/2012	EDV001	Wayne & Carol Edvall	2,145.59	0
14564	12/18/2012	ELE001	Electric Pump	1,231.18	0
14565	12/18/2012	EXP003	Explorer Post #38	50.00	0
14566	12/18/2012	EXP002	Exponent	561.10	0
14567	12/18/2012	EZL001	EZ Locksmith	63.54	0
14568	12/18/2012	FER001	Ferrellgas	130.89	0
14569	12/18/2012	FIL001	Filter Care	689.81	0
14570	12/18/2012	FLA002	Flat Plains Services Inc	1,257.00	0
14571	12/18/2012	FTT001	Forks Truck & Trailer Repair	325.23	0
14572	12/18/2012	FRA002	Kelsey Franks	20.00	0
14573	12/18/2012	FRE002	Fred Pryor Seminars	242.55	0
14574	12/18/2012	FRE005	William and Molly Fredlund	3,098.26	0
14575	12/18/2012	G&K001	G&K Services	143.11	0
14576	12/18/2012	GAF002	Gaffaney's	149.72	0
14577	12/18/2012	GAL003	Galstad Jensen & McCann PA	7,619.65	0
14578	12/18/2012	GAR001	Garden Hut Inc	1,114.63	0
14579	12/18/2012	GER001	Gerrells Sport Center	31.99	0
14580	12/18/2012	GFC001	GF City Utility Billing	14,261.28	0
14581	12/18/2012	GFH002	GF Herald	79.82	0
14582	12/18/2012	GFW001	GF Welding & Machine	32.22	0
14583	12/18/2012	GRA004	Grand Cities Towing	120.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
14584	12/18/2012	GRE013	Greater MN Regional Parks and Trails	150.00	0
14585	12/18/2012	GRI001	Josh & Nicole Grinde	2,165.99	0
14586	12/18/2012	HLM001	H&L Mesabi	2,378.64	0
14587	12/18/2012	HAI002	Rick Hajicek	285.00	0
14588	12/18/2012	HAR001	Hardware Hank	1,207.23	0
14589	12/18/2012	HEA001	Heartland Paper	1,934.88	0
14590	12/18/2012	HUG001	Hugo's	54.27	0
14591	12/18/2012	INT003	Integra Telecom	80.32	0
14592	12/18/2012	INT008	Intoximeters Inc	192.38	0
14593	12/18/2012	JPC001	J. P. Cooke Company	105.10	0
14594	12/18/2012	JAC006	Therese Jacobson	800.00	0
14595	12/18/2012	K&K001	K&K Trucking Inc	1,799.00	0
14596	12/18/2012	KEL001	Kellermeier Building Service	1,603.13	0
14597	12/18/2012	LOW001	Lowes	15.65	0
14598	12/18/2012	MAC002	MacQueen Equipment	331.85	0
14599	12/18/2012	MAR004	Marco	48.16	0
14600	12/18/2012	MCD001	McDonald's of EGF	54.01	0
14601	12/18/2012	MEN001	Menards	152.13	0
14602	12/18/2012	MPO001	Metropolitan Planning Organization	10,863.30	0
14603	12/18/2012	MID003	Midcontinent Communications	1,397.79	0
14604	12/18/2012	MPW001	Minnesota Pump Works	11,941.72	0
14605	12/18/2012	MND006	VOID****VOID****VOID*** MN I	188.39	0
14606	12/18/2012	MND009	MN Drivers & Vehicle Services	22.00	0
14607	12/18/2012	MYE001	Melanee Myers	2,092.56	0
14608	12/18/2012	NEW001	Newman Signs	1,820.00	0
14609	12/18/2012	NOR010	North Central Rental & Leasing	3,372.87	0
14610	12/18/2012	NOR003	Northern Lights Figure Skating	1,335.92	0
14611	12/18/2012	NOR005	Northern Safety Tech	869.83	0
14612	12/18/2012	ORE001	O'Reilly Auto Parts	31.97	0
14613	12/18/2012	ODL001	Odland Fitzgerald Reynolds & Harbot	852.25	0
14614	12/18/2012	OPP001	Opp Construction	8,682.64	0
14615	12/18/2012	PAR005	Paras Contracting	39,531.68	0
14616	12/18/2012	PEA001	Peak Performance	85.00	0
14617	12/18/2012	PET001	Peterson Veterinarian Clinic P.C.	359.10	0
14618	12/18/2012	POL007	Polk County Environmental Services	6,288.00	0
14619	12/18/2012	POL004	Polk County Recorder	46.00	0
14620	12/18/2012	POO0001	Mark & Leanne Poolman	4,467.92	0
14621	12/18/2012	PRA001	Praxair Distribution	24.45	0
14622	12/18/2012	PRE001	Premium Waters Inc	14.50	0
14623	12/18/2012	PSD001	PS Door Services	71.85	0
14624	12/18/2012	QUI001	Quill Corp	481.02	0
14625	12/18/2012	ZAV001	RJ Zavoral & Sons	79,081.83	0
14626	12/18/2012	RMB001	RMB Environmental Lab Inc	56.00	0
14627	12/18/2012	ROT001	Roto Rooter	200.00	0
14628	12/18/2012	RUD003	Thomas Rudd	2,276.73	0
14629	12/18/2012	RUD008	Jan & Laurel Rude	2,544.02	0
14630	12/18/2012	RUD007	Christopher & Amanda Rudy	2,114.44	0
14631	12/18/2012	RYA002	Hilary & Cathy Ryan	1,149.29	0
14632	12/18/2012	RYA004	Ryan Contracting	19,984.01	0
14633	12/18/2012	SAN002	Chassity Sanner	2,208.63	0
14634	12/18/2012	SER004	Service Shoe Shop	40.00	0
14635	12/18/2012	SIG002	Sigma Controls Inc	1,141.72	0
14636	12/18/2012	SSU001	Sports Systems Unlimited Corp	162.88	0
14637	12/18/2012	STE001	Stennes Granite	625.00	0
14638	12/18/2012	STO001	Stone's Mobile Radio Inc	1,186.44	0
14639	12/18/2012	STU001	Stuart's Towing	53.44	0
14640	12/18/2012	SUN002	Sun Dot Communications	105.99	0
14641	12/18/2012	TAB001	Tab Products Co	75.24	0
14642	12/18/2012	TIG001	Tiger Direct.com	2,882.98	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
14643	12/18/2012	TRU001	True Temp	316.73	0
14644	12/18/2012	TRY001	Try-County Refrigeration	189.00	0
14645	12/18/2012	BAR008	Tyler & Tom Barrett	1,471.15	0
14646	12/18/2012	USB002	US Bank Trust N.A.	750.00	0
14647	12/18/2012	USF002	US Foodservice Inc TM	32.68	0
14648	12/18/2012	VAL002	Valley Truck	1,832.54	0
14649	12/18/2012	VER001	Verizon Wireless	467.89	0
14650	12/18/2012	WAL006	Daniel & Jessica Walter	2,365.26	0
14651	12/18/2012	WAS001	Waste Mgmt	31,526.63	0
14652	12/18/2012	WAT001	Water & Light Department	648,154.31	0
14653	12/18/2012	WID001	Widseth Smith Nolting & Associates	29,367.80	0
14654	12/18/2012	ZAM001	Frank J. Zamboni & Co. Inc.	47.41	0
				1,003,696.31	
Check Total:					