

**AGENDA
CITY COUNCIL
CITY OF EAST GRAND FORKS
FEBRUARY 17, 2009
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 February 3, 2009.
2. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of February 10, 2009.

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.

3. Consider approving the request for the establishment of "Lieutenant" position within the East Grand Forks Police Department.
4. Consider approving the Memorandum of Understanding between Law Enforcement Labor Services, In., Local No. 152 (LELS) and the City of East Grand Forks.
5. Consider acknowledging the retirement of Detective Rick A. Blazek effective February 28th, 2009.
6. Consider approving the request to hire a Detective to fill the vacancy created by Mr. Blazek's retirement.

7. Consider approving the Towing Service Agreement with Grand Cities Towing and the City of East Grand Forks for a term commencing February 17, 2009 and terminating February 17, 2010.
8. Consider approving the request that the north side of 17th Street NW from 3rd Avenue NW to 5th Avenue NW be declared a "no parking zone."
9. Consider approving the application for a Parade Permit for the Kem Shrine and Maltalodge 131, on, March 14, 2009 from 3:00 P.M. to 3:30 P.M.
10. Consider approving the application for an Exempt Gambling Permit for a raffle for North Star Quilters Guild to be held June 7, 2009 at Sacred Heart School, 200 3rd St. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
11. Consider approving the application for an Exempt Gambling Permit for a raffle for Heritage Village Foundation to be held April 17, 2009 at the VFW Club, 312 DeMers Ave., East Grand Forks, MN 56721 and waive the 30-day waiting period.
12. Consider approving the following Second Hand Dealer Licenses:
 - a. Louie Martinez, 1406 Central Ave. NE, East Grand Forks, MN 56721.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

13. The correspondence of the East Grand Forks Planning Commission for January 8, 2009.

COMMUNICATIONS: NONE.

OLD BUSINESS: NONE.

NEW BUSINESS:

14. Consider adoption of Ordinance No. 308 3rd Series and Ordinance an ordinance of the City of East Grand Forks, Minnesota, repealing Subd 7 Resident Manager or Agent of City Code Chapter 3, Entitled "3.2 Percent Malt Liquor, Wine and Intoxicating Liquor Licensing" and by promulgating Subd. 7 designated agent, to code Chapter 3; and adding Subd .25 "Designated Agent" to Section 3.01 definitions and by adopting by reference City Code Chapter 1, which among other things, contain penalty provisions. (1st Reading)

CLAIMS:

15. Consider adopting Resolution No. 09-02-16 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 2290 for a total of \$861.63 whereas Council Member Buckalew is personally interested financially in the contract.
16. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

ADJOURN:

Upcoming Meetings:

Work Session – February 24, 2009 – 5:00 PM – Training Room
Regular Meeting - March 3, 2009 – 5:00 PM – Council Chambers
Work Session – March 10, 2009 – 5:00 PM – Training Room

**UNAPPROVED
MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL**

Tuesday, February 3, 2009 – 5:00 PM

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for February 3, 2009 was called to order by Council Vice President Henry Tweten at 5:03 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 Vice President Henry Tweten, Council Member Marc Demers, Craig Buckalew (5:04 pm), Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Scott Huizenga, City Administrator; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Greg Boppre, City Engineer; Nancy Ellis, Planning & Zoning; Earl Haugen, Planning & Zoning; John Wachter, Public Works Superintendent; Jerry Skyberg, Building Official, Charlotte Helgeson, Library Director; Dave Aker, Parks & Rec Superintendent; Mike Hedlund, Police Chief; and Dan Boyce, Water & Light Manager.

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 "Regular Meeting" for the East Grand Forks, Minnesota City Council of January 20, 2009.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE "REGULAR MEETING" FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF JANUARY 20, 2009.

EAST GRAND FORKS CITY COUNCIL

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

Voting Nay: None.

Absent: Grassel.

2. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of January 27, 2009.

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE "WORK SESSION" FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF JANUARY 27 2009.

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

Voting Nay: None.

Absent: Grassel.

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 chose.

3. Consider approving the request to raise the rate of the columbarium at the cemetery from \$400 to \$800.
4. Consider approving the successful completion of the six month probationary period of Michelle Manias, Police Sergeant in the East Grand Forks Police Department.
5. Consider approving the application for an Exempt Gambling Permit for a raffle for Sacred Heart Church & School to be held April 25, 2009 at Sacred Heart Church & School, 200 3rd St. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
6. Consider approving the application for an Exempt Gambling Permit for a raffle for Our Saviors Lutheran Church to be held May 15, 2009 at Our Saviors Lutheran Church, 1515 5th Ave. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
7. Consider approving the request for a Special Event for a Winter Carnival (5K race, snowmobile races, soup cook off) beginning at 7:00 a.m. and ending at 5:00 p.m. along the banks of the Red River on February 14, 2009.
8. Consider approving the following Gas & Oil Installer Licenses pending required bond:
 - a. Q&Z Enterprises, Inc., 1555 52nd St. N, Grand Forks, ND 58203.
9. Consider approving the following Master Plumber Licenses pending required bond & license:
 - a. Q&Z Enterprises, Inc., John Naastad, 1555 52nd St. N, Grand Forks, ND 58203.

10. Consider approving the following Second Hand Dealer License:
 - a. Todd Enterprises, 2520 Business Hwy 2, East Grand Forks, MN 56721.
11. Consider approving the following Show License:
 - a. River Cinema, 211 DeMers Ave., East Grand Forks, MN 56721.
12. Consider approving the following Vending Wagon License pending approval by the Minnesota Department of Health:
 - a. Brain Freeze, Dwight Love, 511 25th Ave. S, Grand Forks, ND 58201.
 - b. Santa Lucia, 1109 38th St., Fargo, ND 58103.
13. Consider approving the transfer of Cuckoo's Nest liquor license to Boardwalk Bar & Grill, Inc.
14. Consider approving the "On Sale" Wine and "On Sale" Non-Intoxicating Liquor License Application for Mamma Marias Italian Restaurant, Inc. located at 211 DeMers Avenue, East Grand Forks, MN 56721 pending background check and proper documentation.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE CONSENT MOTIONS NUMBER THREE (3) THROUGH FOURTEEN (14) AS SUBMITTED.

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

Voting Nay: None.

Absent: Grassel.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

15. The minutes of the Water, Light, Power and Building Commission for January 5, 2009.
16. The minutes of the East Grand Forks Campbell Library Board Meeting for January 27, 2009.

COMMUNICATIONS: NONE.

OLD BUSINESS: NONE.

NEW BUSINESS:

17. Consider approving the economic recovery project list in priority order and submit to the MPO for inclusion into the 2009-2012 Transportation Improvement Program (TIP).

Mr. Boppre announced that he took off 15th and added Greenway Blvd and 11th Ave SE to Rhinehard Drive. He also stated that he talked to Bernie Lieder regarding assistance on the 23rd Street project. Council Member Buckalew inquired about 5th Ave. NW. He stated that his concern is emergency vehicles.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE ECONOMIC RECOVERY PROJECT LIST IN PRIORITY ORDER

February 3, 2009

AND SUBMIT TO THE MPO FOR INCLUSION INTO THE 2009-2012 TRANSPORTATION IMPROVEMENT PROGRAM (TIP).

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

Voting Nay: None.

Absent: Grassel.

18. Consider approving the Pay Equity Implementation Report for FY2008.

Mr. Huizenga informed City Council that we are in compliance and this report is for the 2008 salaries.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE THE PAY EQUITY IMPLEMENTATION REPORT FOR FY2008.

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

Voting Nay: None.

Absent: Grassel.

CLAIMS:

19. Consider adopting Resolution No. 09-02-14 a Resolution authorizing the City of East Grand Forks to approve purchases from Bert's Truck for the goods referenced in check number 2122 for a total of \$224.04 whereas Council Member Gregoire is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 09-02-14 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BERT'S TRUCK FOR THE GOODS REFERENCED IN CHECK NUMBER 2122 FOR A TOTAL OF \$224.04 WHEREAS COUNCIL MEMBER GREGOIRE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Gregoire.

Absent: Grassel.

20. Consider adopting Resolution No. 09-02-15 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 2166 for a total of \$280.85 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 09-02-15 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 2166 FOR A TOTAL OF \$280.85 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, and DeMers.
Voting Nay: None.
Abstain: Buckalew.
Absent: Grassel.

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

Acme Electric Companies	Elastic Back Support	\$57.61
Advanced Business Methods	Copier Maint Lease	\$144.40
Advanced Fire Protection	Repair On Sprinkler	\$1,745.00
Aggregate Industries	Est No.10 - Revised Final	\$7,509.32
Albrecht Manufacturing	Time & Material #362	\$357.14
Alltel	Cell Phone	\$139.14
American Tire Service	Tire Repair #144	\$16.00
Ameripride Linen & Apparel Services	Towels, Linens, Soap	\$415.38
Auto Glass & Aftermarket	Windshield #320	\$295.00
Babe Ruth League	Registration For Cal Ripken Teams	\$472.00
Barta Alex	Finance Charge	\$15.60
Batteries Plus #24	12V 1.5 Amp Battery Charger, Battery Lift	\$206.01
Bert's Truck Equipment	Mirrors #320, Light	\$224.04
Business & Legal Reports	Environmental Compliance Subscription	\$634.95
Blue Cross Blue Shield of ND	Blue Cross Blue Shield EDA	\$4,482.60
Bobcat of Grand Forks	Filters, Mirror #144	\$306.29
Boen Andrew	Travel Expense Interrogation	\$35.00
Border States Industries	Maint Supplies, F032/735 RS Ocron Fir	\$246.80
Brodart Co	Books	\$267.89
Bud & Ralph's Appliance Service Inc	Door Catch, Door Pin	\$24.56
Business Essentials	Office Supply Paper/Folders	\$91.23
Butler Machinery Co	Bulbs	\$9.82
Bydal Designs	Waters Edge, Riverwalk, DeMers Bldg Signs	\$911.64
C&L Pest Control	Demand CS	\$133.13
Carquest Auto Parts	Blower Motor #301	\$73.63
Center Point Large Print	Books	\$34.42
CENGAGE Learning	Books	\$334.62
Claitor's Law Book & Publishers	Books	\$44.77
Coalition of Greater MN Cities	CGMC Fall Conference	\$345.00
Cole Papers Inc	Toilet Tissue, Cleaning Supplies, Vacuum Repair	\$1,353.74
Custom Stripes Inc	Graphics # 614	\$480.00
D&D Heating & Sheet Metal	Repair/Supplies - HVAC For Council Chambers	\$1,197.30
D&M Auto Body	Body Repair #311	\$438.27
Daydreams Specialities	Plaque For Rod's Retirement	\$43.00
DeMers Marc	CGMC Conference	\$108.00
Dempsey Katie	Housing Incentive Program Tax Rebate	\$822.06
Discovery Benefits	Health Benefits Jan 09	\$206.00
Dvorak Eric and Sara	Replace Ck 1842 Housing Incentive Prog Tax Rebate	\$2,070.15
Electric Pump	Mini-CASSII/FUS	\$743.37
Explorer Post #38	Squad Car Cleaning	\$40.00
Farnams Genuine Parts Inc NAPA	Posi-Lock Connectors, Connector Bulb, Lights	\$122.88
FedEx	Fed Assist Application For Industrial Park	\$27.90

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Filter Care	Washed Filters, Filter Credits	\$181.17
Floan Sanders	Prof Services	\$31,972.00
G&K Services	Rugs	\$338.69
Gaffaneys	Fasterner, Staples	\$71.49
Gale	Books	\$46.74
Galstad, Jensen, & Olson	Prof Services	\$1,239.40
Garden Hut	Inc	\$203.40
GF Fire Equipment	28 Cairns 6" Leather Fronts	\$784.00
GGF Convention & Visitors Bureau	Lodging Tax	\$1,818.05
Glass Pro's Inc	Repair Panic Exit	\$102.00
Grassel Richard	CGMC Fall Conference	\$466.48
Grand Cities Towing	Towing	\$150.00
Hajicek Rod	Meal/Crookston	\$7.00
Hajicek Rick	Cleaning 1/12 - 1/16	\$118.75
Hardware Hank	Supplies	\$280.85
Hart's Auto Supply	Brake Parts	\$375.03
Heartland Paper	Paper, Towels, Buffer Pads, Tissue	\$1,648.40
Home of Economy	PVC	\$18.41
Hugo's	Cleaning Supplies	\$54.10
Huizenga Scott	CGMC Fall Conference	\$108.00
The H.W. Wilson Comp	Books	\$420.00
Kar Products	Stock Parts	\$878.64
Kellermeyer Building Service	Dec 08 Service	\$426.00
Learning Opportunities Inc	Books	\$53.61
Lithia Payment Processing	TPS Sensor, Axels, Repair Work	\$590.69
Mack Jason	Gas Reimb	\$80.25
Marco - Fargo Inc	Copier	\$278.57
Marshall Cavendish	Books	\$146.90
McDonald's of EGF	Prisoner Meals Account Adjustment	\$17.57
Medica	08 Health Adjustment	\$2,035.50
Menards	(2) Single Insul Batt, Paint, Garbage	\$176.41
Micro-Marketing LLC	Books	\$26.50
MN Dept of Public Safety	Mobile Devices, CJDN Connect/Operations	\$1,530.00
MN Dept of Revenue	Dec 08 Tax	\$6,039.00
MN Pollution Contrl	2009 Training Registration	\$280.00
MN State Retirement System	Health Care Savings Plan	\$23,337.00
MN Transportion Alliance	Membership Dues 09	\$265.00
Metropolitan Planning Organization	Hours / Local Share	\$10,375.00
North Dakota Quarterly	One Year Subscription	\$30.00
Nelson Katie	Reimb Holiday Party	\$54.05
Northern Safety Tech	Inv Parts	\$536.44
North Central Rental & Leasing	Equip Rental 1/7/09 - 2/3/09	\$2,025.00
Odland	Fitzgerald	\$440.00
Olson Chris	Replace Mailbox	\$50.00
Olson James and Diane	Housing Incentive Program Tax Rebate	\$2,177.87
Opp Construction	906 16th Ave St SE - Street Repair, Estimate No. 4 Final	\$17,727.72
O'Reilly Auto Parts	Shop Supply	\$924.14
OSI Environmental Inc.	Used Filters	\$100.00
Overhead Door Co	Belt	\$71.87
Pamida	Christmas Supplies & Music, cleaning Supplies	\$92.31

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Peak Performance	Typewriter Repair	\$95.00
Pesch Tim	Gas Reimb	\$23.70
Praxair Distribution	Tanks	\$17.08
Quill Corp	Supplies	\$429.07
Radio Shack Corporation	Switches	\$12.77
RDO Equipment Co	Hose & Fitting, Bolts	\$431.08
Resharpit Inc	Blade Sharpening	\$110.00
Roto Rooter	Fix Floor Drain	\$78.00
Rotary Club of East Grand Forks	Dues Jan-March 09	\$100.00
Rydell Chevrolet	Fuel Pump & Filter	\$379.40
Safety Kleen Corp	Washer Parts, Vacum Service	\$2,277.94
Schumacher Todd	Gas Reimb	\$31.73
Scholand Tyler	Gas Reimb	\$16.86
Stauss Lynn	CGMC Fall Conference	\$466.48
State Industrial Products	Glue	\$71.78
Stone's Mobile Radio	Antena Extensions	\$73.54
Straw William	Reimb Gas PeeWee Tourn	\$81.37
Thomas Bouregy & Co	Books	\$139.50
Tiger Direct.com	DVD's	\$32.58
Tretter Tyler	Gas Reimb	\$52.00
Tri-Star Recycling Inc	Hazardous Waste Cleanup	\$5,954.07
True Temp	Service Labor, Filters	\$220.23
Try-County Refrigeration	Service Furnace	\$408.50
UPS Store	Shipping	\$103.07
Valley Petroleum Equipment	Lump Pump Repair	\$397.61
Valley Truck	Bus Repair #320, Bumper Guides, Filters	\$2,690.24
Vilandre Heating & A/C	Boiler Repair, Urinal Repair	\$125.03
Waste Mgmt	2405 Homes/Sun Ter Recyclable Dec 09	\$6,292.25
Water & Light Department	Corey/Kris Oct-Dec, W&L Bill	\$56,693.80
Xcel Energy	Elect Service	\$39,533.52
Zee Medical Service	Refill First Aid Kit	\$44.78
Ziegler	Cutting Edges	\$3,017.04
	TOTAL	\$258,795.68

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

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

Voting Nay: None.

Absent: Grassel.

COUNCIL/STAFF REPORTS:

Mayor Stauss announced that he attended the Tri-Cities Meeting in Thief River Falls and discussed City cuts.

Council Member Gregoire stated that the Intergovernmental Retreat in Mahnomen was very informational.

Council Member Pokrzywinski expressed his concern regarding the cuts in school funding.

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Council Vice President Tweten stated that if the Council would like information regarding the stimulus projects, the Administration office will have updates. He informed Council that the City will be facing a challenge with the LGA cuts. He encouraged the Council to attend the Tri-Cities Meeting in Thief River Falls.

Mr. Galstad informed Council that he met with the Wavra's and they will be moving forward on the 23rd Street right-of-way.

Mr. Boppre gave an update on his research regarding special assessments and stated that Thief River Falls does a 60/40 split but he will continue looking at other Cities.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE FEBRUARY 3, 2009 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:29 P.M.

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

Voting Nay: None.

Absent: Grassel.

Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED
WORK SESSION
MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL
Tuesday, February 10, 2009 – 5:00 PM**

CALL TO ORDER

The Work Session of the East Grand Forks City Council for February 10, 2009 was called to order by Council Vice President Henry Tweten 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 (5:03 pm), Council Vice President Henry Tweten, Council Members Marc DeMers, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Scott Huizenga, City Administrator/Clerk Treasurer; Michelle French, Executive Assistant; Greg Boppre, City Engineer; Ron Galstad, City Attorney; Jim Richter, EDHA Director; Mike Hedlund, Police Chief; and Dan Boyce, Water & Light Director.

DETERMINATION OF A QUORUM

The Council President Determined a Quorum was present

- 1. Plans and Specifications – “2009 Assessment Job No. – Paving – Peabody 1st Addition/Greenway 1st Addition – Greg Boppre

Mr. Boppre announced that he spoke to Mr. Peabody regarding this paving project. Mr. Peabody is concerned with 13th St. SE and 11th Ave. SE because has not sold many lots. Mr. Boppre stated that he may be interested in paving Laurel Drive. Mr. Boppre announced that this project will require another hearing since it has been longer than six months. Council Member Leigh agreed that this project needs to be completed this year. He stated that Mr. Peabody agreed last year to do it in 2009 however the housing market hasn't turned around yet. Mr. Boppre will revise the plans and specifications and schedule a public hearing. Mayor Stauss stated that it is difficult to be a developer these days. Discussion occurred regarding what roads should be done. Mr. Boppre suggested doing an alternate bid since they did not have a consensus from Mr. Peabody. Mr. Boppre will revise the plans and specifications and submit to an upcoming Council Meeting to file the report of feasibility and set public hearing.

- 2. 5th Ave. NW STIP Project- Greg Boppre

This item will be tabled.

**EAST GRAND FORKS WORK SESSION
FEBRUARY 10, 2009**

3. Towing Contract – Michael Hedlund

Chief Hedlund announced that the bid was awarded last fall and now he is looking for approval on a one year contract. Discussion occurred regarding the service and charges of Grand Cities Towing. Council Member DeMers asked why the contract will be a one year contract from now rather than when we awarded the bid. Chief Hedlund stated that Grand Cities Towing had a six month probationary period and they met the all requirements so he is suggesting a one year contract. Council Member Pokrzywinski asked what the procedure would be once the contract is up. Mr. Huizenga stated that the contract reads that the City could extend the contract up to three years. This item will be referred to City Council for action.

4. Lieutenant Position – Michael Hedlund

Chief Hedlund stated that he discussed the creation of the Lieutenant position in August 20, 2008 and was directed to search for a pay structure. He would like to have a true “second in command” in the Police Department. Council Member Leigh stated that he would like to have a “second in command” in all departments and he also suggested that in the event that a position becomes vacant, the City needs to evaluate the position prior to replacing the vacancy. This would be a promotional process and would not be an additional position but a changing of one of our current sergeant positions to the higher rank of Lieutenant. This position would remain in the LELS bargaining unit. Discussion occurred regarding the current staffing level and the safety of the public and officers.

Mr. Huizenga also informed City Council that Detective Blazek will be retiring and Chief Hedlund felt that this position is needed. Chief Hedlund stated that this would also be an internal position and they would not replace the Police Officer at this time.

5. Liquor License Ordinance – Scott Huizenga

Mr. Huizenga stated that the City requires the business to have a manager or agent live in East Grand Forks. He informed City Council that there is one business that would like to serve beer and wine at the establishment but is unable to comply with the City ordinance. Mr. Huizenga inquired on whether or not this is necessary and should it be changed. Council Vice President Tweten gave a brief history on the ordinance and stated that the City would like the licensee be more involved in the City. Council Member Leigh stated that he would like to see this change to increase our businesses in the downtown area. Mr. Galstad will amend the ordinance to reflect the change and will be referred to City Council for action.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE FEBRUARY 10, 2009 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:58 P.M.

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

Voting Nay: None.

Absent: Gregoire, Grassel, and Buckalew.

Scott Huizenga, City Administrator/Clerk-Treasurer

Request for Council Action

Date: 02/04/2009

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

Cc: File

From: Michael Hedlund – Chief of Police

RE: Request for the establishment of a position of "Lieutenant" within the East Grand Forks Police Department

Background:

An initial proposal for the creation of this position was brought forward by Chief Hedlund on August 20, 2008. At that time I was directed to do additional follow-up and work with the City Administrator to determine how this position would fit into the City of East Grand Forks pay structure. I have since completed a Position Analysis Questionnaire for Springsted Incorporated. A copy of their point recommendation is attached to this RCA. Based upon the information that I provided, Springsted assigned this position 447 points. As a comparison they point out that the Police Chief position is currently assigned 595 and Police Sergeant is assigned 378 points. Positions with comparable points were Building Official with 415 points and Fire Marshall/Assistant Fire Chief with 402.

The East Grand Forks Police Department's rank structure is presently: Chief of Police, Sergeant (7) and Officer (15). There is currently no true "second in command" within our organization. At various times the East Grand Forks Police Department has had a Deputy Chief Position but that position was eliminated at some time in the past.

Recommendation:

It is my request that the City Council approve moving forward with a Lieutenant promotional process. The first step in this process would be to obtain a MOU with Law Enforcement Labor Services, Inc, Local No. 152. We would then hold a promotional process by which a "Lieutenant" would be selected to move into a true "second in command" position within the East Grand Forks Police Department. This would not be an additional position but a changing of one of our current sergeant positions to the higher rank of Lieutenant. This position would remain part of the Local

No. 152 Law Enforcement Labor Services, Inc. for purposes of bargaining and contractual stipulations. (Pending approval of an MOU by LELS Local #152 and the City of East Grand Forks.) The person selected for the position would take on additional administrative responsibilities (assist with budgetary responsibilities, researching technology issues, etc.) and would serve as the Acting Chief of Police in the absence of the Chief of Police. Please see attached job description for further details. Comparable sized police agencies in our region that have a true "second in command" include; Thief River Falls Police Department (Deputy Chief), Bemidji Police Department (Captain) and Crookston Police Department (Lieutenant).

Enclosures:

1. Memorandum from Springsted Incorporated with assigned points for the position of Lieutenant within the East Grand Forks Police Department.
2. Job Description for the position of Lieutenant with the East Grand Forks Police Department.
3. City of East Grand Forks Job Description for the position of Police Sergeant.
4. Salary Recommendation.



Springsted

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

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

MEMORANDUM

TO: Scott Huizenga, City Administrator

FROM: Sharon Klumpp

DATE: November 5, 2008

SUBJECT: Police Lieutenant Job Evaluation

Springsted was asked to review materials related to the establishing the new position of Police Lieutenant. Using that information, we recommend that the position be assigned 447 points. For comparison, the Police Chief position has 595 points and the Police Sergeant position has 378 points as of the December 27, 2007 project summary prepared for the City of East Grand Forks.

Other positions with comparable points include the Building Official with 415 points, and the Fire Marshall/Assistant Fire Chief with 402 points.

The job evaluation defines the Lieutenant position as a technical skill level position requiring a two year associate degree and considerable to extensive experience. As a result of its supervisory responsibilities, the position is rated as being difficult, requiring proactive/influential human relations skills. The position requires moderate physical requirements; associated working conditions can range from disagreeable to dangerous. Independence of action is rated as broad to strategic, and the impact of end results is rated as contributory to primary.

CITY OF EAST GRAND FORKS POLICE LIEUTENANT JOB DESCRIPTION

(FSLA Non-Exempt)

GENERAL PURPOSE

Administrative and supervisory position serving as first assistant to the Chief of Police and assumes complete command of the Department in the absence of the Chief of Police. The Police Lieutenant is in command and responsible for all field operations including patrol and investigations, subject to policies and procedures developed by the Chief of Police.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police.

SUPERVISION EXERCISED

Exercises supervision over all subordinate officers and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Meet all of the requirements of and perform all of the duties of the position of "Police Sergeant" for the East Grand Forks Police Department (See Police Sergeant Job Description for additional information).
- Coordinate the proper investigation of all citizens' complaints against the Police Department as well as the investigation of all internal affairs problems involving any police personnel.
- Assume oversight of the holding facility within the East Grand Forks Police Department and ensure that all regulations and requirements are complied with in a timely manner.
- Assist the Chief of Police with the formal personnel evaluations for all East Grand Forks Police Sergeants.
- Oversee the retention of evidence and maintain property inventory forms until appropriately disposed of.
- Assist the Chief of Police in the development, revision and implementation of Department Policy.

- Represent the Police Chief and the Department at various meetings and assume public speaking engagements as assigned.
- Assist in the administration, development and monitoring of the Police Department budget.
- Assists in the preparation and application of grants for the Police Department.

MINIMUM QUALIFICATIONS

- Minnesota POST Board Licensed.
- Minimum of an Associate's Degree in Criminal Justice or Law Enforcement.
- Minimum of ten (10) years of experience as a licensed peace officer.
- Minimum of three (3) years experience as a police supervisor.

DESIRABLE QUALIFICATIONS

- Experience in law enforcement management, administration of programs or supervision of personnel.
- Experience in management or supervision outside of law enforcement.
- Bachelor's Degree (or higher) in law enforcement, public administration, management or other related field.

Police Sergeant

FLSA: Non-Exempt

General Definition of Work

Performs difficult protective service work supervising patrol officers and investigating criminal activity; does related work as required. Work is performed under the general supervision of the Police Chief.

Essential Functions/Typical Tasks

Patrolling the city; providing first response services at incidents; enforcing laws; investigating criminal activity; interrogating suspects and witnesses; maintaining records and files; testifying in court; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates, schedules and directs the activities of patrol officers on assigned shifts.
- Operates a patrol vehicle; observes violations of traffic laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints.
- Enforces traffic laws; issues citations for traffic violations; assists motorists in distress.
- Makes arrests, forcibly if necessary; transports suspects to the jail.
- Directs activities at crime and accident scenes; gathers evidence; takes victim and witness statements.
- Performs criminal investigations; interrogates suspects; gathers evidence; conducts surveillance; develops informants; obtains search warrants; apprehends violators.
- Provides testimony in court.
- Prepares and maintains a variety of records and reports; reviews officers' reports for thoroughness and accuracy.
- Performs dispatch/jailer duties as required.
- Performs background investigations for police department and other city agencies.
- Assists in and attends ongoing training in procedures, tactics, weapons, computer systems, and related subjects.
- Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of law enforcement methods, practices and procedures; general knowledge of the street system and physical layout of the city; thorough knowledge of the rules and regulations of the department; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to coordinate and supervise the work of others; ability to deal courteously, firmly and tactfully with the public under stressful situations; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates and the public.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in law enforcement or criminal justice and considerable law enforcement experience.

Physical Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and detailed or loud talking to convey detailed or important spoken instruction to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth and color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions; worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the state of Minnesota. Possession of a Minnesota Peace Officer Standards and Training (POST) license; possession of CJIS certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

CITY OF EAST GRAND FORKS

POLICE LIEUTENANT

HOURLY WAGE REQUEST

Current Situation

The current labor agreement between the City of East Grand Forks and the Law Enforcement Labor Services, Inc., Local No. 152 – Police Department Employees calls for a hourly wage of \$25.14 for the top pay for the position of Police Sergeant in 2009. The difference in salary between top level pay for Patrol and Sergeant is approximately 6.6%. I considered this same differential for my request for the position of Police Lieutenant but felt that this level was not commensurate with the level or responsibility expected from this position, particularly when the subject is serving as Acting Chief of Police. I am requesting a pay rate that is 9.9% above Sergeant pay for 2009. This results in an hourly wage of \$27.632 in 2009. This equates to an annual salary of \$57,474.56 in 2009. This compares to annual salary of \$52,291.20 in 2009 for Sergeants. For comparison the current hourly wage for the building official position stands at \$26.96 and this position was scored significantly lower by Springsted then the Police Lieutenant position.

The below pay range would be recommended if the city chose to hire from outside the Department. It would not be my desire to do so as I feel we have several well qualified candidates within our organization. As is the current practice within the Police Department for sergeant promotions I would request that an internal candidate would immediately go to the top step.

Proposed Pay Range:

Starting:	\$26.1456 (4 % over top sergeant pay)
Over 6 months:	\$26.6685 (2 % increase)
Over 12 months:	\$27.2018 (2% increase)
Over 24 months:	\$27.632

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into by and between the City of East Grand Forks (the “City”) and Law Enforcement Labor Services, Inc., Local No. 152, (“LELS”).

WHEREAS, LELS is the exclusive representative for certain employees employed by the City in the appropriate unit (“Bargaining Unit”).

Now therefore, all parties hereto, in consideration of their mutual covenants and agreements to be performed, as hereinafter set forth, agree as follows:

Article 1. Salary Adjustment for Selected Positions

Effective , March 1, 2009, Schedule A of Labor Agreement between the City and LELS, January 1, 2009 through December 31, 2009 (“Labor Agreement”), is hereby amended to included a position of Lieutenant as follows.

	<u>2009</u>
Lieutenant	
Starting	\$26.14
Over 6 months	\$26.67
Over 12 months	\$27.20
Over 24 months	\$27.62

Article 2. No Precedent or Past Practice

All parties to this MOU hereby acknowledge and agree that it does not establish any precedent or past practice of the City or LELS. This MOU must not be introduced, referred to, or in any other way utilized in any subsequent negotiations, mediation, arbitration, litigation, or administrative hearing except as may be necessary to enforce its provisions and terms.

Article 3. Approval

This MOU is subject to the approval of the appropriate governing bodies and/or representatives for the City and LELS. Representatives for all parties hereto agree to seek such approval through their best efforts.

Article 4. Amendment, Modification, or Termination

This MOU or any of its terms may only be amended, modified, or terminated by a written instrument signed by or on behalf of all of the parties hereto or their successors in interest.

Article 5. Entire MOU

This MOU constitutes the entire MOU among the parties hereto and no representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU.

Article 6. Binding Effect

This MOU is binding upon, and inures, to the benefit of the successors, assigns, executors, administrators, heirs and legal representatives of the parties hereto, provided, however, that no assignment by any party shall operate to relieve such party of its obligations hereunder.

Article 7. Effective Date

This MOU is effective on the latest date affixed to the signatures hereto.

Article 8. Incorporation

This MOU shall be attached to and incorporated into the Labor Agreement.

Article 9. Provisions Remain in Full Force and Effect

All provisions of the Labor Agreement not in conflict with the terms of this MOU shall remain in full force and effect.

IN WITNESS HEREOF, the parties hereto have caused this MOU to be executed on the latest date affixed to the signatures hereto.

City of East Grand Forks

**Law Enforcement Labor Service, Inc.
Local No. 152
(Police Department Employees)**

By: _____
Mayor

By: _____
Business Agent

Dated: _____

Dated: _____

By: _____
City Administrator/Clerk-Treasurer

By: _____
Union Steward

Dated: _____

Dated: _____

EAST GRAND FORKS
POLICE DEPARTMENT



Michael Hedlund
Chief of Police

520 DeMers Avenue East Grand Forks, MN 56721
Phone (218) 773 - 1104 Fax (218) 773 - 1108

Rick Blazek
1517 21st St. N.W.
East Grand Forks, MN 56721

2-12-2009

Mike Hedlund
Chief of Police
East Grand Forks Police Department
East Grand Forks, MN 56721

Dear Mr. Hedlund

Please accept the change in my retirement date from March 2nd 2009 to February 28th 2009. Due to some concerns regarding my pension I am making this change. Thank you.

Sincerely,

Rick A. Blazek, Badge #552 East Grand Forks Police Department.

EAST GRAND FORKS

POLICE DEPARTMENT



Michael Hedlund
Chief of Police

520 DeMers Avenue East Grand Forks, MN 56721
Phone (218) 773 - 1104 Fax (218) 773 - 1108

Rick Blazek
1517 21st St. N.W.
East Grand Forks, MN 56721
(218) 773-8742

2-4-2009

COPY

Mike Hedlund
Chief of Police
East Grand Forks Police Department
520 Demers Ave
East Grand Forks, MN 56721

Dear Mr. Hedlund

Please accept this letter as formal notification that I am retiring from my position with the East Grand Forks Police Department on March 2nd 2009.

Thank you for the opportunities you have provided me during my time with the police department.

I have enjoyed my career with the East Grand Forks Police Department tremendously.

I have enjoyed the opportunity to work with so many different Law Enforcement agencies and to be able to have experienced the professionalism within these agencies.

Most of all I consider myself lucky to have been able to have worked with so many professional coworkers over the years that I have the ultimate respect for and will miss dearly.

The city and this department have been good to me through out my career and I very much appreciate that fact.

If I can be of any assistance during this transition please let me know.

Sincerely,

Rick A. Blazek, Badge # 552 East Grand Forks Police Department.

Request for Council Action

Date: February 13, 2009

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

Cc: File

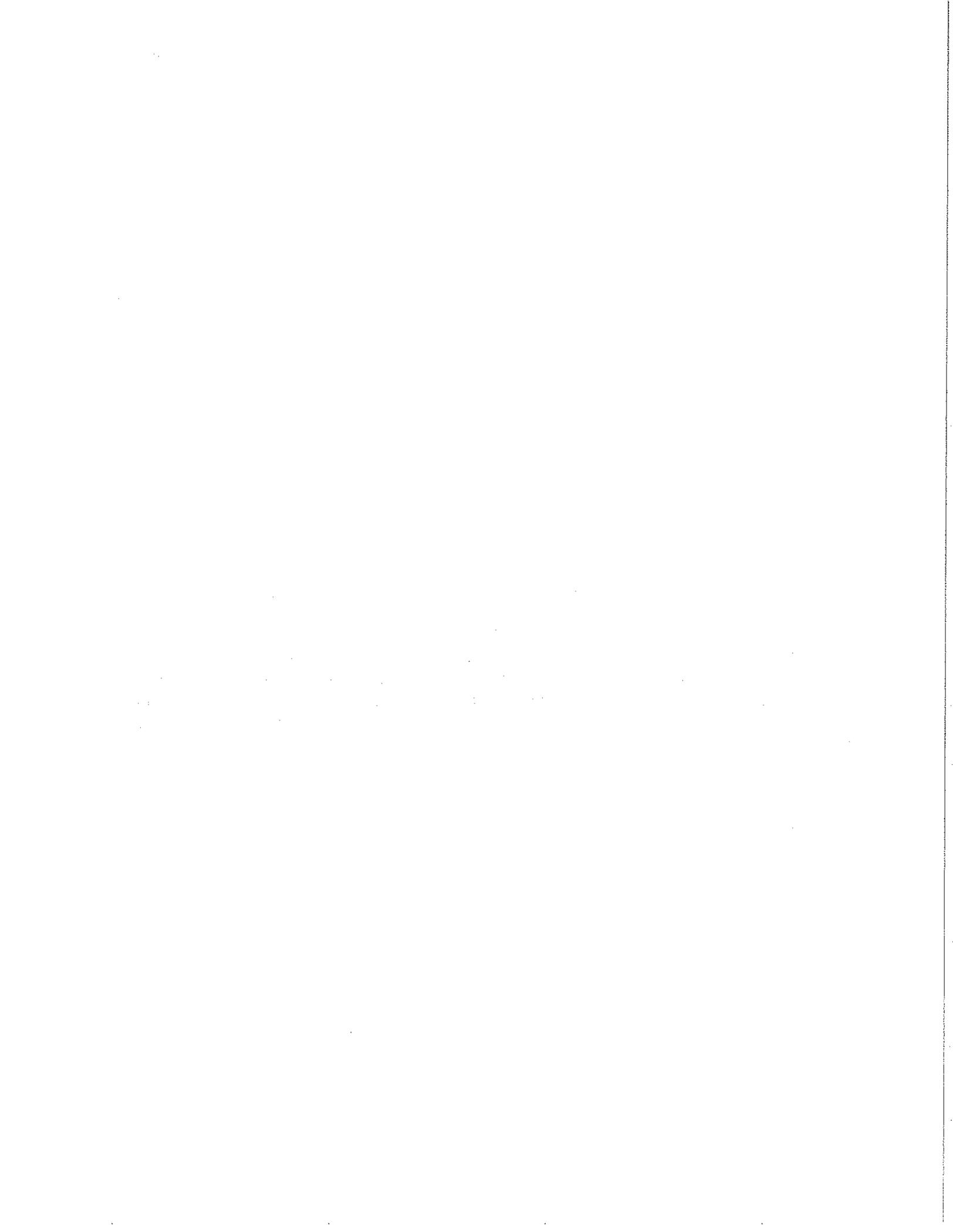
From: Michael S. Hedlund – Chief of Police

RE: Police Investigator Position

Background: With the pending retirement of Detective Sergeant Rick Blazek (February 28, 2009) the EGFPD will only have one regular investigator on staff (Officer Scott Jordheim is also serving as an investigator in a grant funded position with the Pine to Prairie Drug Task Force). At this time I am requesting that the East Grand Forks City Council approve the implementation of a promotional process for the position of Investigator. Per the LELS contract the position of Investigator is paid at the same level as the position of Sergeant, thus a promotional process is required. The person filling the position does not have to be made the official rank of sergeant but the process would be open to sergeants and officers so it is possible that the position could be a detective sergeant. This process does not create a new position, but just fills a pending opening internally.

Recommendation: Approval of the implementation of a promotional process for the position of Investigator.

Enclosures: None



Request for Council Action

Date: February 4, 2009

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Towing Contract – Grand Cities Towing

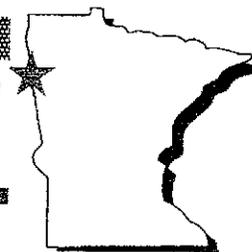
Background: In July 2008 the City of East Grand Forks awarded a city towing contract to Grand Cities Towing of East Grand Forks, MN. This award was made with a six month probationary period. A formal contract was not developed during the early stages of this agreement. In October 2008 I brought to Council a variety of information regarding the status of this arrangement and the performance of Grand Cities Towing during the first few months of this arrangement. At that time myself and City Attorney Ron Galstad were directed to develop a formal contract between Grand Cities Towing and the City of East Grand Forks. This contract has been developed and Mr. Galstad has met with the owners of Grand Cities Towing (Kirk Driscoll and Bryan Kozel) and it is my understanding that they are in agreement with it. At the October 2008 meeting I brought forth a log of compliments and complaints reference the service provided by Grand Cities. Since that meeting there have only been three additional entries and those detail only minor complaints (see attachment).

Recommendation: After speaking with Mr. Huizenga and Mr. Galstad it is our recommendation that this contract be enacted for a period of one year from the date of the next full city council meeting – February 17, 2009.

Enclosures:

1. Towing service log.
2. Proposed contract between the City of East Grand Forks and Grand Cities Towing.

EAST GRAND FORKS
POLICE DEPARTMENT



Michael Hedlund
Chief of Police

520 Demers Avenue East Grand Forks, MN 56721
Phone (218) 773 - 1104 Fax (218) 773 - 1108

**Towing Service Log – Grand Cities Towing
October 2008 to Present**

October 18 – Unk. Officer – Spoke to Kirk at 1648 hours and advised him we needed a flatbed. The flatbed showed up at approx. 1710 hours.

December 9, 2008 – Sgt. Anderson – Vehicle over 24 – Waited 20 minutes for the wrecker to move one for over 24. Once there Kirk handled the impound fine.

December 21, 2008 – Officer Merkens/Officer Thompson – Called GCT for relocates downtown so the plows can move snow. Called both cell phones with no answer from both phones. Approx. 15 minutes later Kozel called the PD and responded approx. 15 minutes after that. GCT moved all vehicles required. One vehicle fell off the wheel lift and damaged the car's rear bumper.

No other entries.



TOWING SERVICES AGREEMENT

This agreement made and entered into by and between the city of East Grand Forks, Minnesota, municipal corporations duly organized and existing under the laws of the State of Minnesota, hereinafter referred to as the "City", and Grand Cities Towing, a corporation duly organized and existing under the laws of the State of Minnesota, hereinafter referred to as the "Company".

WITNESSETH:

In consideration of the mutual undertaking and agreements hereinafter set forth, the City and the Company agreed as follows:

1. SERVICES

- (a) The Company shall perform the towing and removal of impounded or illegally parked motor vehicles upon the request of the City Police or Department of Public Works for such services. Towing and removal of motor vehicles shall include storage (as set forth in Paragraph 6 of this Agreement), unless the Company is directed to take the towed vehicle to another location specified by the City.
- (b) In the case of disabled vehicles where the police summon a tow truck pursuant to the vehicle owner's or possessor's request where the owner or possessor does not express a preference for the provider of towing service, the company shall be summoned.
- (c) This contract and the storage fees and the towing charges fee referred to in this agreement pertain only to towing services for the City of East Grand Forks. (examples, snow removal relocations, impoundment towing for evidentiary purposes and forfeitures)

2. HOURS

The Company shall provide service twenty-four (24) hours a day and seven (7) days a week.

3. CITY TOWING

Nothing herein shall be deemed to apply to towing City emergency vehicles.

4. RESPONSE TIME

When summoned, the Company shall dispatch sufficient personnel and equipment within ten (10) minutes from the time of notification by the City of the need for towing services.

5. EQUIPMENT

The Company shall own/lease equipment to enable it to remove any motor vehicle from any city street and respond in the time frame listed in paragraph 4. All equipment shall be maintained in a safe operating condition to insure safe and efficient towing.

6. STORAGE

The Company shall provide storage for towed vehicles. Such storage shall be in conformance with Chapter 152 of the East Grand Forks City Code. Specifically, but not limited to, the storage lot must meet the following requirements:

- a. be completely fenced security lot located within the corporate limits of the city;
- b. the surface of the storage area must be maintained and graded to provide proper drainage;
- c. the storage area shall be properly maintained, with weeds, brush, and other vegetation controlled and/or removed;
- d. the fence securing the property shall be effectively screened and be at least 80% opaque and be not less than 6 feet or more than 8 feet in height;
- e. the yard of the storage area shall meet the minimum building setback, impervious lot and required off street parking requirements; and
- f. the areas used to store junked or wrecked motor vehicles shall be completely screened from view from abutting public streets and abutting properties

The Company shall be responsible for all stored vehicles and shall comply with all applicable ordinances, laws or regulations governing such storage. The location of the primary storage lot is at 622 – 10th Street NE, East Grand Forks, MN 56721 or at such other locations as designated by the City. The Company shall notify and get approval by the City before any changes or additions to the storage locations.

7. PERMITS AND LICENSES

The Company shall obtain and maintain all licenses or permits required by a government body, including the City. The Company shall be responsible for all license fees. The Company shall observe and comply with all State, Federal and local laws and regulations governing the provision of towing and impoundment services.

8. ZONING COMPLIANCE

The Company shall implement improvements to the impoundment yard that shall bring the property into conformance with Chapter 152 of the East Grand Forks City Code.

9. INSURANCE

The Company will procure and maintain during the entire term of this Agreement, or any renewal or extension thereof, a public liability insurance policy with the City stated as named insured's to protect the City and the Company. Said policy shall also contain an endorsement for contractual liability coverage for the protection of the parties hereto under the Indemnify and Hold Harmless provision of this Agreement. Said policy must be issued by an insurance company or companies authorized to do business in the State of Minnesota and licensed by the Department of Commerce thereof. Liability coverage shall be provided at all times therein of a minimum of Three Hundred Thousand (\$300,000.00) Dollars personal liability per person, per occurrence and a total of One Million (\$1,000,000.00) Dollars per occurrence. The Company, within thirty (30) days after executing this document, shall furnish a certificate of insurance indicating compliance with the foregoing to the City Attorney for his approval. The insurance policy or policies shall contain a clause that in the event any policy issued is cancelled for any reason, or any material changes are made therein, the City Administrator/Clerk Treasurer will be notified, in writing, by the insurer at least twenty (20) days before any cancellation or change takes effect. If the Company does not furnish the required certificates within thirty (30) days after execution of this Agreement, this Agreement shall become void. If insurance coverage required herein lapses, this Agreement shall become void as of the date no valid approved insurance policy is in effect. The Company shall maintain Worker's Compensation insurance in such form and amount as required by the laws of the State of Minnesota and certify the same to the City Administrator/Clerk Treasurer.

10. INDEMNITY AND HOLD HARMLESS

The Company does hereby agree that it will, at all times during the initial term of this agreement, or any extended term of this agreement, indemnify and hold harmless the City and its officers, agents, employees or representatives, against any and all liability, loss, charges, damages, costs, expenses or attorney's fees, which they may hereafter sustain, incur or be required to pay as a result of the willful or negligent act or omission of the Company or its employees, or resulting from the Company's failure to perform or observe any of the terms, covenants and conditions of this Agreement to be performed by the Company, or by reason of any person suffering injury, death or property loss or damage while on the premises of the storage lot(s) provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, expenses, or attorney's fees caused or resulting from the acts and omissions of the City or any of the officers, employees, agents or representatives of the City, which may result in any person suffering personal injury, death or property loss or damage.

11. NON-ASSIGNABILITY

This agreement shall not be assignable without the written consent of the City.

12. PERSONNEL

The Company shall provide sufficient personnel for the safe and efficient removal of motor vehicles. The Company shall only employ personnel trained in the operation of the equipment and the safe and proper methods of towing motor vehicles. Drivers working for the towing company will be required to undergo a criminal history check and at a minimum, an annual driver's license check, before towing vehicles in the city.

13. RECORDS

The Company shall maintain written records on all motor vehicles towed by the Company pursuant to this Agreement. Information on vehicles towed pursuant to this Agreement shall be recorded by the Company by make, license number and location, date and time from which it was towed. These records shall be made available to the City for their inspection and shall be maintained as to each vehicle for one year after disposition of each vehicle. The Company agrees to complete State required law enforcement tow reports during snow emergencies.

14. STORAGE FEES

A charge of \$10.00 per day, or fraction thereof, shall be imposed for each twenty-four (24) hour period.

15. AVAILABILITY FOR REDEMPTION OF VEHICLES

The Company will ensure a person is available within fifteen (15) minutes for response to release any vehicle. Company shall provide a single phone number for this purpose.

16. TERM

This Agreement shall be for the term commencing February 17, 2009 and terminating February 17, 2010. Extension of this contract shall be limited to no more than three (3) additional years. Extensions, if approved shall be in one (1) year increments and shall be approved based on performance of the Company.

17. TOWING CHARGES

The Company shall charge \$35.00 to relocate vehicles for snow removal and street cleaning, \$45.00 plus applicable sales tax for towing within the City' limits, a passenger car, van or light truck or motor cycle pursuant to a citation for parking violation, impoundment by the police or other City ordered towing which are towed to the city shop or to the East Grand Forks Police station. However, the removal of damaged vehicles from accident scenes or other towing requiring the use of special equipment or extraordinary effort the company may charge the following rates:

Tows needing a flatbed \$75.00

Tows needing a dolly \$65.00

Add On charges

Use of go jacks \$15.00

The removal of excessive
snow, \$15.00

(Only one add on charge is allowed for each vehicle tow for example relocation of a vehicle for snow removal that needs go jacks and removal of snow will be one add on charge of \$15.00)

The charge for all other towing (private towing) shall be at the Company's standard service rate as posted in the Company's place of business and at the East Grand Forks Police Department. The cost of towing and storage shall be paid by the owner of the vehicle. The City shall not be responsible for such charges for any vehicle. The City shall not be charged for a towed emergency vehicle that is owned by the City in which event it shall be towed to the City's garage or other location specified by the City.

18. DISPOSAL OF UNCLAIMED TOWED VEHICLES

The Company, pursuant to State and local laws, will dispose of unclaimed vehicles. The City shall not be responsible for the cost of the towing or any accumulated storage charges. Proceeds on sales of unclaimed vehicles shall be retained by the Company. The company shall comply fully with the requirements of Section 168B.06 of the Minnesota Statutes and any corresponding section of the East Grand Forks City Code, relating to its obligation to notify the owner of the taking of a vehicle into custody by the Company. Copies of all such notices shall be furnished to the Police. In the event an owner consents to disposal of a vehicle by the towing Company in lieu of redemption, the Company shall have the owner execute a form to be prescribed by the City, releasing and transferring the vehicle to the Company.

19. CHECKS FOR PAYMENT

If the Company accepts a check in payment for charges hereunder, it may charge an additional fee of \$2.00 for accepting payment by check. The Company shall in no manner be required to accept other than United States currency in payment of charges.

20. EXTRA SERVICE

In case of vehicles covered or surrounded by snow in excess of 24 inches which must be removed to allow for the vehicle's towing, the Company may charge up to \$15.00 as specified in Paragraph 17. The determination that the snow conditions allowing the additional charge exist shall be made by a representative of the City and noted on the parking citation by such representative

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates given below.

DATED: _____

CITY OF EAST GRAND FORKS, MINNESOTA

BY: _____
Scott Huizenga, City Administrator/Clerk Treasurer

BY: _____
Lynn Stauss, Mayor

DATED: _____

GRAND CITIES TOWING

BY: _____
Kirk Driscoll

By: _____
Bryan Kozel

Request for Council Action

Date: February 10, 2009

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

Cc: File

From: Michael S. Hedlund – Chief of Police

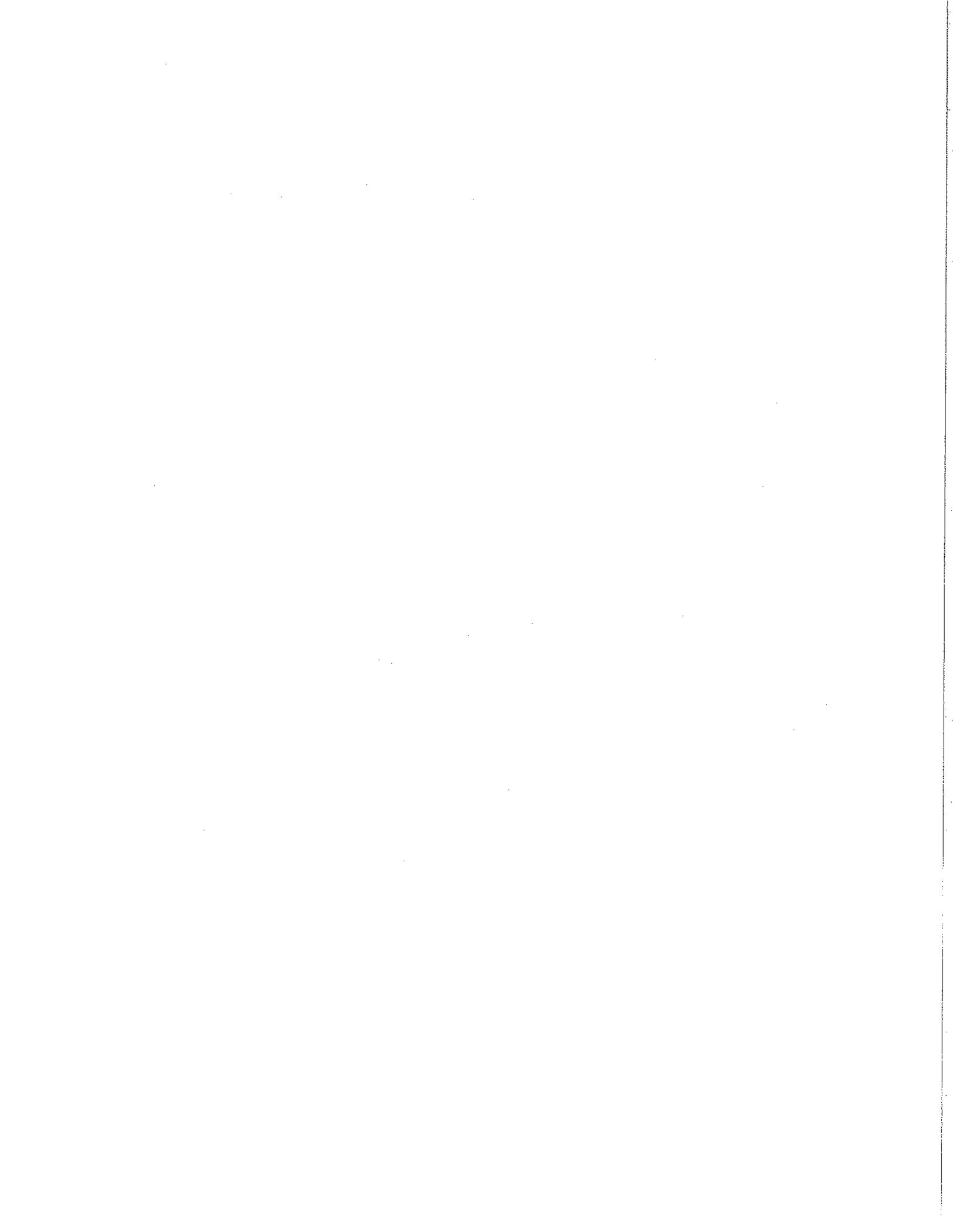
RE: Request that the North side of 17th Street NW from 3rd Avenue NW to 5th Avenue NW be declared a no parking zone.

Background: The intersection of 4th Avenue NW and 17th Street NW has been a problem intersection for an extended period of time. This is a heavily traveled area with large amounts of through traffic and traffic from East Grand Forks Senior High School and the Brentwood Estates apartment complex. Currently parking is allowed for the majority of this two block section. The allowed parking causes visibility problems at the intersection of 4th Avenue NW and 17th Street NW and for vehicles exiting Valley Dairy and for vehicles exiting the Brentwood Estates lots. This problem becomes worse in the winter when snow accumulation in the streets tends to further narrow the travel lane.

On 02/09/2009 Mr. Huizenga and I met with Adam Cichon, a representative of IMM Property Management and Real Estate the corporation that owns and manages the Brentwood Estates. Mr. Cichon stated that they would have no objection to this proposal and were in fact in favor of it. He is aware of the parking problem in this area and felt that the safety of their tenants would be enhanced if this proposal was put in place.

Recommendation: Declare the North side of 17th Street NW a “No Parking” zone from 3rd Avenue NW to 5th Avenue NW.

Enclosures: None



+ map

CITY OF EAST GRAND FORKS
APPLICATION FOR PARADE PERMIT

Name of Applicant: Ken Shrive and Malta Lodge 131

Address: 423 Bruce Avenue Phone No: 218-791-6162

Contact Name: Bill Steckler Date of Parade: March 14, 2009

Start Time: 3:00 End Time: 3:30

Composition of parade (Cars, band, etc.): Floats, cars, people walking

Route: Begin @ corner of River St. and 5th Ave go to DeMers Ave and proceed across bridge into Grand Forks

Bill Steckler 10-21-08
Signature Date

TO BE COMPLETED BY POLICE CHIEF

Recommendations: Approval. DOT application sub. held
waiting response

[Signature] 2-10-2009
Signature Date

TO BE COMPLETED BY CLERK-TREASURER

Permit No: _____

_____ is granted a PARADE PERMIT to be held

on _____, 200__.

Filed this _____ day of _____, 200__.

City Administrator/Clerk-Treasurer

Minnesota Lawful Gambling

LG220 Application for Exempt Permit Fee \$50

For Board Use Only	
Fee Paid	_____
Check No.	_____

Organization Information			
Organization name <i>North Star Quilters Guild</i>		Previous lawful gambling exemption number	
Street <i>P.O. Box 5814</i>	City <i>Grand Forks</i>	State/Zip Code <i>ND 58206</i>	County <i>Grand Forks</i>
Name of chief executive officer (CEO) First name <i>Pam</i>		Daytime phone number of CEO <i>218-791-1891</i>	
Last name <i>Peterson</i>			
Name of treasurer First name <i>Suzanne</i>		Daytime phone number of treasurer: <i>777-4516 #</i>	
Last name <i>Gandrud</i>			

Type of Nonprofit Organization

Check the box that best describes your organization:

Fraternal Religious
 Veteran Other nonprofit organization

Check the box that indicates the type of proof your organization attached to this application:

IRS letter indicating income tax exempt status
 Certificate of Good Standing from the Minnesota Secretary of State's Office
 A charter showing you are an affiliate of a parent nonprofit organization
 Proof previously submitted and on file with the Gambling Control Board

Gambling Premises Information

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)
Sacred Heart School

Address (do not use PO box)	City <i>East Grand Forks</i>	State/Zip Code <i>MN 56721</i>	County <i>Polk</i>
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Date(s) of activity (for raffles, indicate the date of the drawing)
June 7, 2009

Check the box or boxes that indicate the type of gambling activity your organization will be conducting:

*Bingo Raffles (cash prizes may not exceed \$12,000) *Paddlewheels *Pull-Tabs *Tipboards

***Gambling equipment for pull-tabs, tipboards, paddlewheels, and bingo (bingo paper, hard cards, and bingo ball selection device) must be obtained from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors. Or call 651-639-4000.**

This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested, the Board will be able to process your application.

Your name and your organization's name and address will be public information when received by the Board. All the other information that you provide will be private data about you until the Board issues your permit. When the Board issues your permit, all of the information that you have provided to the Board in the process of applying for your permit will become public. If the Board does not issue you a permit, all the information you have provided in the process of applying for a permit remains private, with the exception of your name and your organization's name and address which will remain public. Private data about you are available only to

the following: Board members, staff of the Board whose work assignment requires that they have access to the information; the Minnesota Department of Public Safety; the Minnesota Attorney General; the Minnesota Commissioners of Administration, Finance, and Revenue; the Minnesota Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

Organization Name _____

Local Unit of Government Acknowledgment

If the gambling premises is within city limits, the city must sign this application.

On behalf of the city, I acknowledge this application.

Check the action that the city is taking on this application.

The city approves the application with no waiting period.

The city approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a first class city).

The city denies the application.

Print name of city _____

(Signature of city personnel receiving application)

Title _____

Date ____/____/____

If the gambling premises is located in a township, both the county and township must sign this application.

On behalf of the county, I acknowledge this application.

Check the action that the county is taking on this application.

The county approves the application with no waiting period.

The county approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

The county denies the application.

Print name of county _____

(Signature of county personnel receiving application)

Title _____

Date ____/____/____

TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application (Minnesota Statute 349.213, subd. 2).]

Print name of township _____

(Signature of township official acknowledging application)

Title _____

Date ____/____/____

Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature _____

Name (please print) _____ Date ____/____/____

Mail Application and Attachments

- At least 45 days prior to your scheduled activity date send:
- the completed application,
 - a copy of your proof of nonprofit status, and
 - a \$50 application fee (make check payable to "State of Minnesota").
- Application fees are not prorated, refundable, or transferable.

Send to: **Gambling Control Board**
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

If your application has not been acknowledged by the local unit of government or has been denied, do not send the application to the Gambling Control Board.

LG220 Application for Exempt Permit Fee \$50

For Board Use Only
Fee Paid _____
Check No. _____

Organization Information	
Organization name <i>Heritage Village Foundation</i>	Previous lawful gambling exemption number <i>3791</i>
Street <i>219 20th ST. NE.</i>	City <i>East Grand Forks</i>
State/Zip Code <i>MN 56721</i>	County <i>Polk</i>
Name of chief executive officer (CEO)	
First name <i>Teri</i>	Last name <i>HAMMARBACK</i>
Daytime phone number of CEO <i>218-773-1141</i>	
Name of treasurer	
First name <i>Karen</i>	Last name <i>Useldinger</i>
Daytime phone number of treasurer: <i>701-746-7491</i>	

Type of Nonprofit Organization

Check the box that best describes your organization:

Fraternal Religious
 Veteran Other nonprofit organization

Check the box that indicates the type of proof your organization attached to this application:

IRS letter indicating income tax exempt status
 Certificate of Good Standing from the Minnesota Secretary of State's Office
 A charter showing you are an affiliate of a parent nonprofit organization
 Proof previously submitted and on file with the Gambling Control Board

Gambling Premises Information

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

VFW Club

Address (do not use PO box) <i>312 Demers Ave</i>	City <i>East Grand Forks</i>	State/Zip Code <i>MN 56721</i>	County <i>Polk</i>
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Date(s) of activity (for raffles, indicate the date of the drawing)

April 17th 2009

Check the box or boxes that indicate the type of gambling activity your organization will be conducting:

*Bingo Raffles (cash prizes may not exceed \$12,000) *Paddlewheels *Pull-Tabs *Tipboards

***Gambling equipment for pull-tabs, tipboards, paddlewheels, and bingo (bingo paper, hard cards, and bingo ball selection device) must be obtained from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors. Or call 651-639-4000.**

This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested, the Board will be able to process your application.

Your name and your organization's name and address will be public information when received by the Board. All the other information that you provide will be private data about you until the Board issues your permit. When the Board issues your permit, all of the information that you have provided to the Board in the process of applying for your permit will become public. If the Board does not issue you a permit, all the information you have provided in the process of applying for a permit remains private, with the exception of your name and your organization's name and address which will remain public. Private data about you are available only to

the following: Board members, staff of the Board whose work assignment requires that they have access to the information; the Minnesota Department of Public Safety; the Minnesota Attorney General; the Minnesota Commissioners of Administration, Finance, and Revenue; the Minnesota Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

LG220 Application for Exempt Permit

Organization Name _____

Local Unit of Government Acknowledgment

If the gambling premises is within city limits, the city must sign this application.

On behalf of the city, I acknowledge this application.

Check the action that the city is taking on this application.

The city approves the application with no waiting period.

The city approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a first class city).

The city denies the application.

Print name of city _____

(Signature of city personnel receiving application) _____

Title _____

Date ____/____/____

If the gambling premises is located in a township, both the county and township must sign this application.

On behalf of the county, I acknowledge this application.

Check the action that the county is taking on this application.

The county approves the application with no waiting period.

The county approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

The county denies the application.

Print name of county _____

(Signature of county personnel receiving application) _____

Title _____

Date ____/____/____

TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application (Minnesota Statute 349.213, subd. 2).]

Print name of township _____

(Signature of township official acknowledging application) _____

Title _____

Date ____/____/____

Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature _____

Name (please print) _____ Date ____/____/____

Mail Application and Attachments

At least 45 days prior to your scheduled activity date send:

- the completed application,
- a copy of your proof of nonprofit status, and
- a \$50 application fee (make check payable to "State of Minnesota").

Application fees are not prorated, refundable, or transferable.

Send to: **Gambling Control Board**
1711 West County Road B, Suite 300 South
Roseville, MN 55113

If your application has not been acknowledged by the local unit of government or has been denied, do not send the application to the Gambling Control Board.

CITY OF EAST GRAND FORKS APPLICATION FOR SECOND HAND DEALER LICENSE

Business/Applicant
Name

Louie Martinez

(Business/Contact Name or Applicant Name)

Home

Address: 1406 Central Ave NE. East Grand Forks MN 56721
(Include street address, city, state, and zip code)

Home Phone: 218 773 0148

Business Address: 1406 Central Ave NE E Grand Forks MN 56721
(Include street address, city, state, and zip code)

Business Phone: 218 773-1896
773 1553

Date of Birth: 9-6-31

Citizenship: USA

Length of time applicant has lived at above stated address: _____

Occupation: Used Car Dealer/owner used trucks

Length of time at above stated occupation: 36 yr

Addresses and occupations for the three years preceding the date of application:

List four character references and their addresses if applicant has not resided in City for two years preceding the date of applicant.

Name	Address
<u>Community Bank E.G.F.</u>	
<u>Rydell's Grand Forks NO DAK</u>	
<u>Lyons Auto Parts</u>	
<u>American Fed's E.G.F. MN</u>	

OFFICE USE ONLY

Receipt # 0038900 Method of Pmt: Cash Check # 18789

PROOF OF WORKERS' COMPENSATION INSURANCE COVERAGE

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181, Subd. 2. The information required is: The name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Sec. 176.181, Subd. 2.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely reported, it may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry payable to the Special Compensation Fund.

Provide the information specified above in the spaces provided, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation.

Insurance Company Name:

Community Inv Co. /
(Not the insurance agent)

Policy Number or Self-Insurance Permit Number:

Auto owners
96-880-441-61

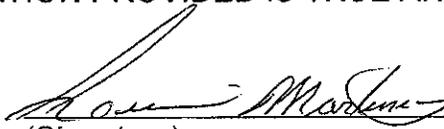
Dates of Coverage:

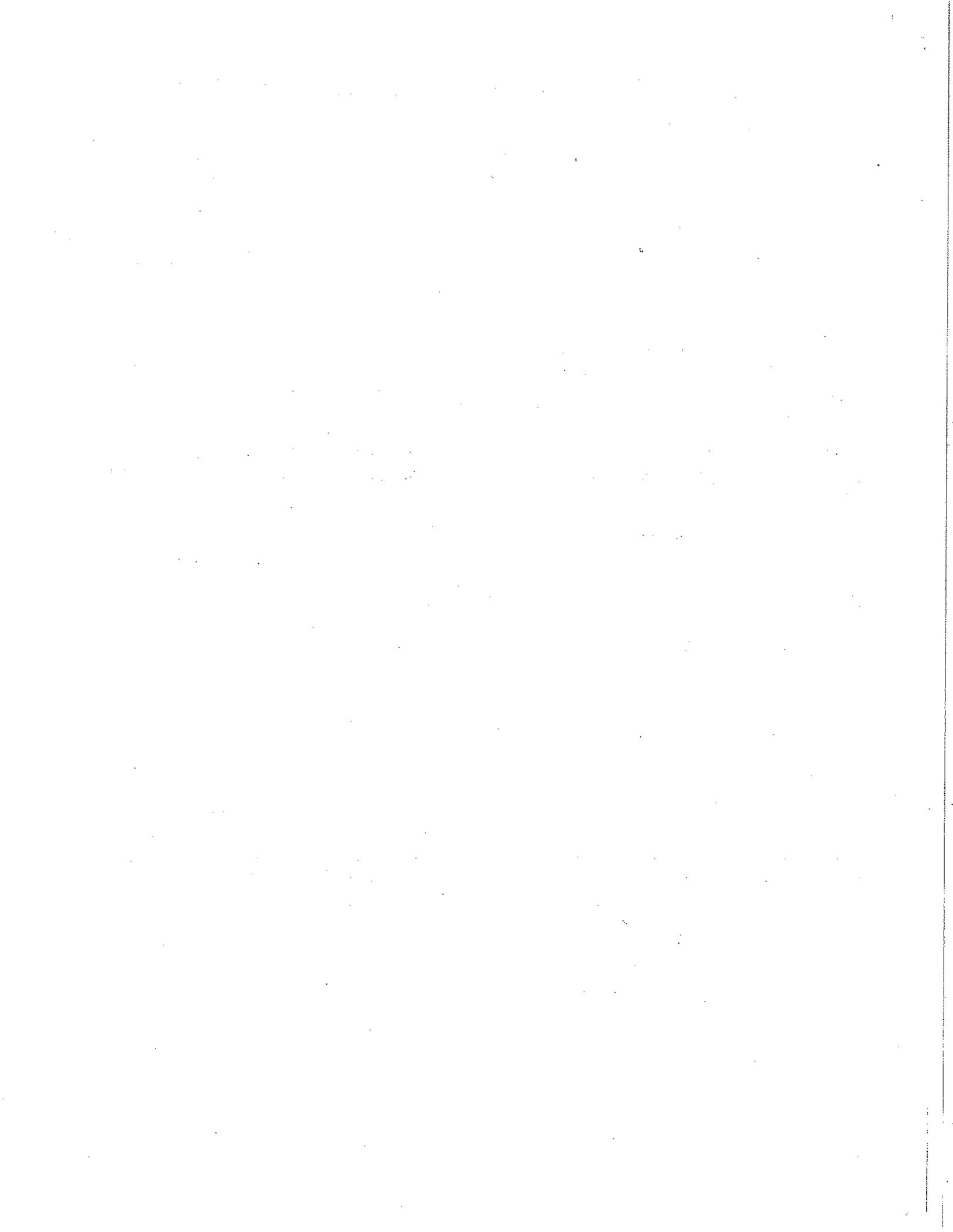
(Or)

I am not required to have workers' compensation liability coverage because:

- I have no employees covered by the law.
- Other (specify)

I HAVE READ AND UNDERSTAND MY RIGHTS AND OBLIGATIONS WITH REGARDS TO BUSINESS LICENSES, PERMITS AND WORKERS' COMPENSATION COVERAGE, AND I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.


(Signature)



E.G.F. Planning Commission

P.O. Box 373, East Grand Forks, Minnesota 56721 – Phone Number: (218) 773-0124

January 8, 2009

East Grand Forks City Council
600 DeMers Avenue
East Grand Forks, MN 56721

RE: Consistent Planning Practices

East Grand Forks City Council and Mayor Stauss:

At the January 8th, 2009 Planning Commission Meeting, a hearing and discussion was held regarding the vacation and dedication of a pedestrian easement in Peabody's First Addition. This pedestrian easement is required by Ordinance, adopted in 2003. During discussion, Mr. Peabody expressed concern to the Planning Commission regarding why the City of East Grand Forks does not have any pedestrian easements on the city-developed lots in the Waters Edge Additions. Therefore, we are forwarding this concern to you, the City Council, to address Mr. Peabody's question as to why these pedestrian easements were not required in City owned subdivisions. We would also like to express our concern as to why the City did not appear to follow their adopted zoning ordinance or seek a variance in the sited case.

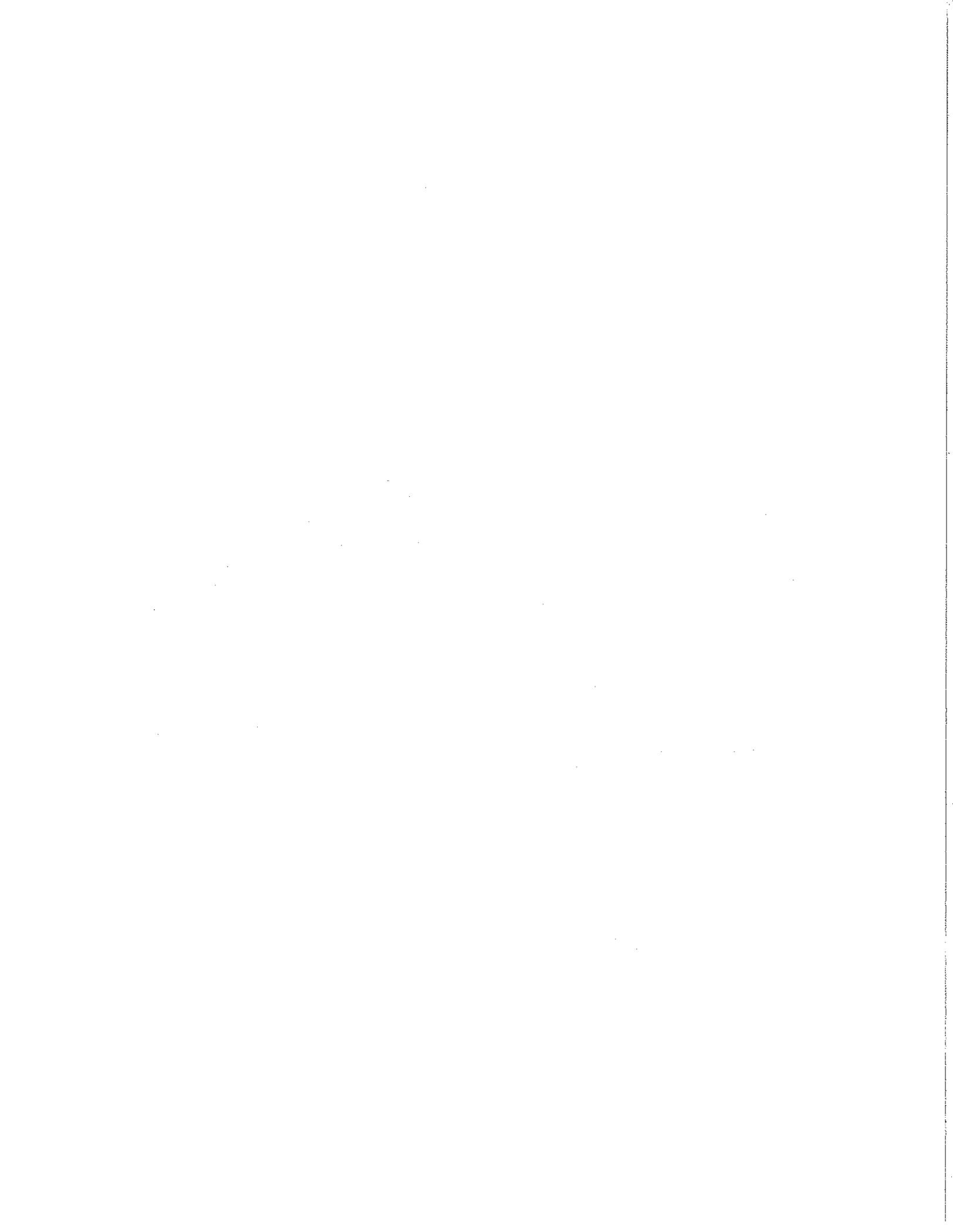
As Planning Commission, we are hopeful that this issue can be addressed with a response by Council as to why it wasn't required; or with action by the addition of pedestrian easements, where required, to the Waters Edge Additions. We are hopeful that the City Council will address this issue to the best of it's ability and support the idea that the City of East Grand Forks will follow those regulations that any citizen or developer must follow. We thank you for your attention to this matter.

Sincerely,



Gary Christianson
EGF Planning Commission Chairmen on behalf of the EGF Planning Commission

Cc: Mr. Robert Peabody



ORDINANCE NO. 308 3RD SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, REPEALING SUBD. 7. RESIDENT MANAGER OR AGENT OF CITY CODE CHAPTER THREE ENTITLED "3.2 PERCENT MALT LIQUIOR, WINE AND INTOXICATING LIQUIOR LICENSING" AND BY PROMULGATING SUBD. 7 DESIGNATED AGENT, TO CODE CHAPTER THREE; AND ADDING SUBD. 25 "DESIGNATED AGENT" TO SECTION 3.01. DEFINITIONS AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1, WHICH AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. Purpose and Intent. The purpose and intent of this ordinance is to add the definition of "Designated Agent" to the definitions to Chapter 3 of the City of East Grand Forks City Code and to repeal Subd. 7 Resident Manager or Agent of Chapter 3 of the City of East Grand Forks City Code to eliminate the requirement to have an East Grand Forks resident act as manager or agent and to have the licensee appoint a "Designated Agent" to take full responsibility for the conduct of the licensed premises and to act as agent for service of process for the licensee.

Section 2. Amendments.

Chapter Three (3) of the East Grand Forks City Code is hereby amended as follows:

Section 3.01 Definitions 25. "Designated Agent" means the manager or other designated individual appointed by the licensee to take full responsibility for the conduct of the licensed premises and for service of process relating to the license; and

Section 3.02 Subd. 7. Designated Agent. The manager or other designated individual shall, by the terms of his or her written consent: take full responsibility for the conduct of the licensed premises; and serve as "Designated Agent" for service of process relating to the license. The appointed individual must be a person who, by reason of age, character, reputation, and other attributes, could qualify individually as a licensee. If the appointed Designated Agent ceases to act in such capacity for the licensee without appointment of a successor, the license issued pursuant to the appointment shall be subject to revocation or suspension.

Section 3. City Code Chapter 1 entitled "Definitions and General Provisions Applicable to Entire City Code Including Penalty for Violation" 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 308, 3rd Series.

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

The President declared the Ordinance passed.

Passed: March 3, 2009

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing ordinance this 3rd of March, 2009.

Mayor

RESOLUTION NO. 09 - 02 - 16

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 2290 for a total of \$861.63.

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 \$280.85 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 February 17, 2009.

Voting Aye:
 Voting Nay:
 Abstain:
 Absent:

The President declared the resolution passed.

Passed: February 17, 2009

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 17th of February, 2009.

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 2290 for a total of \$861.63.
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 February 17, 2009

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: ejohnson
Printed: 2/11/2009 - 1:52 PM



City of East Grand Forks

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
2239	02/17/2009	ACM001	Acme Electric Companies	100.08	0
2240	02/17/2009	ADV001	Advanced Business Methods	426.45	0
2241	02/17/2009	AKE001	Dave Aker	332.51	0
2242	02/17/2009	ALB001	Albrecht Manufacturing	217.04	0
2243	02/17/2009	AME006	AMEM	100.00	0
2244	02/17/2009	AME005	Ameripride Linen & Apparel Services	490.97	0
2245	02/17/2009	ANY001	Anytime Plumbing	599.50	0
2246	02/17/2009	AQU001	Aqua Water Solutions	32.37	0
2247	02/17/2009	BAT001	Batteries Plus #24	63.71	0
2248	02/17/2009	BEC001	Becker Arena Products Inc	277.54	0
2249	02/17/2009	BES002	Best Western Kelly Inn St Paul	851.67	0
2250	02/17/2009	BLA001	Rick Blazek	11.00	0
2251	02/17/2009	BOR001	Border States Industries	133.25	0
2252	02/17/2009	BRI004	Brians Flooring	1,026.77	0
2253	02/17/2009	BRI003	Brite-Way Window Cleaning	45.00	0
2254	02/17/2009	BUT001	Butler Machinery Co	565.75	0
2255	02/17/2009	C&R001	C&R Laundry & Cleaners	539.42	0
2256	02/17/2009	CAN001	Canon Financial Services	166.58	0
2257	02/17/2009	COA001	Coalition of Greater MN Cities	240.00	0
2258	02/17/2009	COL002	Cole Papers Inc	136.49	0
2259	02/17/2009	COM001	Commercial Maintenance Chemical C	1,299.96	0
2260	02/17/2009	CUM001	Cummins NPower LLC	3,147.21	0
2261	02/17/2009	DAK006	Dakota TV & Appliance	106.99	0
2262	02/17/2009	DAV001	Dave's Snow Removal	180.00	0
2263	02/17/2009	DEM002	Marc DeMers	90.20	0
2264	02/17/2009	DOR001	Dorsey & Whitney LLP	8,000.00	0
2265	02/17/2009	DRU001	Drummer's Diesel, Inc	71.31	0
2266	02/17/2009	EAG001	Eagle Electric	3,761.62	0
2267	02/17/2009	EGE002	Bobbie Egeland	22.40	0
2268	02/17/2009	ELV001	Elvin Safety LLC	400.64	0
2269	02/17/2009	ENV002	Environmental Equipment	44.41	0
2270	02/17/2009	EXP002	Exponent	650.68	0
2271	02/17/2009	FED002	FedEx	133.45	0
2272	02/17/2009	FIL001	Filter Care	64.85	0
2273	02/17/2009	FIR002	First Mechanical Construction	1,063.00	0
2274	02/17/2009	FLO001	Floan Sanders	13,906.40	0
2275	02/17/2009	FOR008	Matt Fore	46.00	0
2276	02/17/2009	G&K001	G&K Services	301.60	0
2277	02/17/2009	GAF001	Gaffaneys	102.25	0
2278	02/17/2009	GAL003	Galstad, Jensen, & Olson, PA	11,075.06	0
2279	02/17/2009	GCD001	GC Distributing Co	1,825.74	0
2280	02/17/2009	GEO001	George's Quick Printing	95.85	0
2281	02/17/2009	GFC001	GF City Utility Billing	11,005.70	0
2282	02/17/2009	GFF001	GF Fire Equipment	37.82	0
2283	02/17/2009	GFH002	GF Herald	992.06	0
2284	02/17/2009	GLA001	Glass Pro's Inc	234.00	0
2285	02/17/2009	GRA004	Grand Cities Towing	45.00	0
2286	02/17/2009	GRE008	Danny Green	22.00	0
2287	02/17/2009	GRE003	Wayne Gregoire	45.10	0
2288	02/17/2009	HAJ002	Rick Hajicek	256.50	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
2289	02/17/2009	HAJ001	Rod Hajicek	22.00	0
2290	02/17/2009	HAR001	Hardware Hank	861.63	0
2291	02/17/2009	HAW001	Hawkins Chemical	163.00	0
2292	02/17/2009	HEA003	Jason Hearn	67.78	0
2293	02/17/2009	HEA001	Heartland Paper	36.50	0
2294	02/17/2009	HED001	Mike Hedlund	29.00	0
2295	02/17/2009	HEN001	Henke - Alamo Group Company	94.87	0
2296	02/17/2009	HOL002	Holiday Credit Office	37.82	0
2297	02/17/2009	HOL011	Holiday Inn and Suites Duluth	277.98	0
2298	02/17/2009	HUG001	Hugo's	90.10	0
2299	02/17/2009	HUI001	Scott Huizenga	145.20	0
2300	02/17/2009	INT003	Integra Telecom	216.43	0
2301	02/17/2009	JOS001	Josh Jones Productions	150.00	0
2302	02/17/2009	KAR001	Kar Products	60.04	0
2303	02/17/2009	KEI001	Keith's Lock & Key	176.47	0
2304	02/17/2009	KEL001	Kellermeyer Building Service	2,896.80	0
2305	02/17/2009	LAS001	Laser Systems	685.96	0
2306	02/17/2009	LEA002	League of MN Cities	9,400.00	0
2307	02/17/2009	LUC001	Gerald Lucke	549.80	0
2308	02/17/2009	LUK001	Karen Lukasz	278.52	0
2309	02/17/2009	LUM001	Lumber Mart	76.96	0
2310	02/17/2009	LUN003	Ross Lund	80.00	0
2311	02/17/2009	LUN001	Luneth Plumbing & Heating	82.50	0
2312	02/17/2009	M&W001	M&W Services	424.00	0
2313	02/17/2009	MAI001	Maintainer Custom Bodies Inc	28.86	0
2314	02/17/2009	MCD001	McDonald's of EGF	51.13	0
2315	02/17/2009	MER001	Meritcare	116.00	0
2316	02/17/2009	MID004	Midcontinent Communications	3,960.00	0
2317	02/17/2009	MIT001	Mitch Yoney Snow Removal	471.25	0
2318	02/17/2009	MNC003	MN Commissioner of Transport	6,265.48	0
2319	02/17/2009	MNI001	MN Ice Arena Mgr's Association	140.00	0
2320	02/17/2009	MNP002	MN Pollution Contrl	780.00	0
2321	02/17/2009	MNR001	MN Rec & Park Association	60.00	0
2322	02/17/2009	NEW001	Newman Signs	4,419.70	0
2323	02/17/2009	NOR012	Troy Norman	90.00	0
2324	02/17/2009	NOR003	Northern Lights Figure Skating	393.18	0
2325	02/17/2009	NOR004	Northern Plumbing Supply	102.48	0
2326	02/17/2009	NWM001	NW MN Household Hazardous Waste	326.28	0
2327	02/17/2009	ORE001	O'Reilly Auto Parts	66.81	0
2328	02/17/2009	ORC002	Orchard Oil Company	26,154.84	0
2329	02/17/2009	PAM001	Pamida	12.98	0
2330	02/17/2009	PES002	Tim Pesch	49.73	0
2331	02/17/2009	POL004	Polk County Recorder	52.00	0
2332	02/17/2009	POW001	Power Equipment Shop	358.48	0
2333	02/17/2009	PRE001	Premium Waters Inc	71.59	0
2334	02/17/2009	PSD001	PS Door Services	2,083.66	0
2335	02/17/2009	QUI001	Quill Corp	684.85	0
2336	02/17/2009	QWE001	Qwest	173.11	0
2337	02/17/2009	RDO004	RDO Equipment Co	464.70	0
2338	02/17/2009	RDO003	RDO Truck Centers	146.16	0
2339	02/17/2009	ZAV001	RJ Zavoral & Sons	45,056.26	0
2340	02/17/2009	ROL001	Dan & Irene Rolczynski	500.00	0
2341	02/17/2009	ROT001	Roto Rooter	149.00	0
2342	02/17/2009	RUS001	Rafal and Stacey Rusek	2,095.81	0
2343	02/17/2009	SAF002	Safety Kleen Corp	686.18	0
2344	02/17/2009	SAM001	Sam's Club	55.69	0
2345	02/17/2009	SEW001	Sew Fine	28.82	0
2346	02/17/2009	SIG002	Sigma Controls Inc	1,126.52	0
2347	02/17/2009	SIG001	Signs By Design	64.05	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
2348	02/17/2009	SIM001	Simonson Station Stores	20.77	0
2349	02/17/2009	SON002	Sonnis Specialties Inc	1,181.25	0
2350	02/17/2009	STA004	Lynn Stauss	269.50	0
2351	02/17/2009	STE001	Stennes Granite	625.00	0
2352	02/17/2009	STR001	Warren Strandell	802.50	0
2353	02/17/2009	STR005	William Straw	24.31	0
2354	02/17/2009	SUN002	Sun Dot Communications	138.49	0
2355	02/17/2009	SUN001	Sunshine Terrace	83.20	0
2356	02/17/2009	SWA001	Mike Swang	108.51	0
2357	02/17/2009	CHA001	The Chamber of EGF/GF	504.00	0
2358	02/17/2009	TIG001	Tiger Direct.com	32.98	0
2359	02/17/2009	TOD001	Todays Organized Living LLC	93.72	0
2360	02/17/2009	TON001	Tony Dorn Inc	136.36	0
2361	02/17/2009	TRE002	Tyler Tretter	24.00	0
2362	02/17/2009	TRU001	True Temp	796.68	0
2363	02/17/2009	VAL002	Valley Truck	366.08	0
2364	02/17/2009	VAS001	Ron Vasek	50.00	0
2365	02/17/2009	VER001	Verizon Wireless	477.42	0
2366	02/17/2009	WAS001	Waste Mgmt	9,104.36	0
2367	02/17/2009	WAT001	Water & Light Department	50,959.90	0
2368	02/17/2009	WEB002	James Weber	26.70	0
2369	02/17/2009	WHI001	Whitey's Cafe Inc	72.31	0
2370	02/17/2009	WID001	Widseth Smith Nolting & Associates	321.00	0
2371	02/17/2009	WIZ001	Wizard's Enterprises, Inc.	490.00	0
2372	02/17/2009	WUM001	Wumbus Corp	495.00	0
2373	02/17/2009	XER001	Xerox Corporation	115.09	0

Check Total:

246,891.99

