

**AGENDA  
SPECIAL COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
AUGUST 13, 2013  
5:00 P.M.**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**NEW BUSINESS:**

- 1. Consider awarding the job of repairing storm sewer pipes on Demers Ave.**

**ADJOURN:**

**Upcoming Meetings**

Regular Council Meeting – August 20, 2013 – 5:00 PM – Council Chambers  
Work Session – August 27, 2013 – 5:00 PM – Training Room  
Regular Council Meeting – September 3, 2013 – 5:00 PM – Council Chambers  
Work Session – September 10, 2013 – 5:00 PM – Training Room

# Request for Council Action

Date: 8/9/2013

To: East Grand Forks City Council, Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council members: Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Jason Stordahl, Public Work Director

RE: Storm Sewer Repair

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Background:

MN DOT will be starting an ADA project along Demers Ave. and 4<sup>th</sup> Street at the end of the month. Along with the sidewalk work, they will also be replacing the pavement at the intersection of 2<sup>nd</sup> street and Demers Ave.

I had the storm sewer under Demers and 2<sup>nd</sup> televised and found that there is significant damage in two areas.

MNDOT approved us to repair our City storm sewer while they have the street torn out. I'm receiving estimates to repair/replace the damaged storm sewer and will bring them, and my recommendation to the special meeting.

**AGENDA  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 13, 2013 - 5:00 P.M.**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

- 1. Bid Opening for Cleaning Services – Nancy Ellis**
- 2. Approval of the 2014 MNDOT Transit Application – Nancy Ellis**
- 3. Microprocessor Panel for Civic Center – Dave Aker**
- 4. PLC SCADA System – Jason Stordahl**
- 5. Massage Ordinance – Megan Nelson**
- 6. Part-Time Management Intern – Karl Lindquist**
- 7. Pay Equity Reporting – Karl Lindquist & Dan Boyce**
- 8. Discussion on Auditing Services – Karl Lindquist & Karla Anderson**
- 9. Discussion on Refuse Collection – Karl Lindquist & Jason Stordahl**

**ADJOURN:**

**Upcoming Meetings**

Regular Council Meeting – August 20, 2013 – 5:00 PM – Council Chambers  
Work Session – August 27, 2013 – 5:00 PM – Training Room  
Regular Council Meeting – September 3, 2013 – 5:00 PM – Council Chambers  
Work Session – September 10, 2013 – 5:00 PM – Training Room

# Request for Council Action

**Date:** August 13, 2013

**To:** East Grand Forks City Council and Mayor Lynn Stauss

**From:** Nancy Ellis, City Planner

**RE:** Opening of Bids for Cleaning Services and consideration of the lowest bidder for contract

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## **RECOMMENDATION:**

Staff recommends opening and review of cleaning bids. The lowest bid shall be forward to City Council for a one-year contract after contacting their references and receiving positive responses.

## **GENERAL INFORMATION:**

The Community Development Office was asked by the past City Administer to review the current cleaning contract and visit with other Departments regarding the cleaning of their facilities. After review and discussion, both Police and Public Works were interested in joining City Hall and look for bids to clean all three buildings: City Hall, the Police Building and the Public Works Building. (It currently costs \$1800/month to clean the three buildings.)

Therefore, a RFB or Request for Bids was advertised and released in early July. The RFB outlines the cleaning duties of each building, when and what days to be cleaned, supplies and needs, and the requirements of the cleaning contract. It is our hope that we will receive a number of requests and can both consolidate and possibly reduce our cleaning costs.

Bid packets were due on August 7, 2013 with the bid opening at the August 13<sup>th</sup> Work Session. If the lowest bid is acceptable, the City will enter into contract with the bidder to clean City Hall, the Public Works Building and the Police Building from October 1<sup>st</sup>, 2013 to September 30<sup>th</sup>, 2014.

# Request for Council Action

**Date:** August 15, 2013  
**To:** East Grand Forks City Council and Mayor Lynn Stauss  
**From:** Nancy Ellis, Planner – EGF Transit  
**RE:** Approval of 2014 MnDOT Transit Application

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## **RECOMMENDATION:**

Staff recommends approval for the City of East Grand Forks to enter into an agreement with MnDOT for FY2014 transit funding.

## **BACKGROUND INFORMATION:**

The city has entered into a contract with MnDOT every year for transit services. The contract states that the City of East Grand Forks will provide Fixed Route and Paratransit/Senior Rider service and in turn, the City will receive state funds to help with operating costs for both Fixed Route and DAR. This contract will run from January 1, 2014 to December 31, 2014.

The estimated budget for both Fixed Route and DAR in East Grand Forks has gone up a small percentage every year and will again increase a small percentage this year. Last year, the state has determined the East Grand Forks fixed route operating budget to be \$224,000 and the DAR/Senior Rider operating budget at \$52,000. As our estimate stands for this year, operational costs for our fixed route will be \$284,218 (estimate from CAT with my administrative costs and training included). It is estimated that the City will receive \$13,900 in revenue from the farebox (\$6900) and the contract with NCTC (\$7000 max). The DAR estimated budget is \$58,174 – up 3% from last years' estimate – and our revenues from fare collection are an estimated \$12000.

It is expected that the state will continue to estimate the East Grand Forks Transit budget for 2014 (as they have done in the past) at a lower estimate than ours. Keep in mind that we receive fed operating funds as well to help pay for each service.

## **FINDINGS AND ANALYSIS:**

- This is an annual contract with MnDOT to receive operating funds for the Fixed Route and Paratransit/Senior Rider (DAR) service.
- I have not received any indication yet as to what the State may estimate our budget to be.

**SUPPORT MATERIALS:**

Resolutions for both Fixed Route and DAR contracts

Paratransit/Senior Rider (DAR) Budget for 2014

Fixed Route (RR) Budget for 2014

RESOLUTION NO \_\_\_\_\_

CITY OF EAST GRAND FORKS

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_, introduced the following resolution and moved its adoption:

BE IT HEREBY RESOLVED, By the City Council of the East Grand Forks, Minnesota, that the City of East Grand Forks enter into an agreement with the State of Minnesota, to provide fixed route transportation services in East Grand Forks, Minnesota for period between January 1, 2014 and December 31, 2014; and

BE IT FURTHER RESOLVED, That the City of East Grand Forks agrees to provide 20% of the total operating costs for the fixed route service and up to 20% of the total capital costs; and

BE IT FURTHER RESOLVED, that authorization to execute the aforementioned Contract and any amendments thereto is hereby given to the Mayor and the Interim Administrator/Clerk Treasurer.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed:

Passed: \_\_\_\_\_, 2013

ATTEST:

\_\_\_\_\_  
Interim Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2013, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Notary

RESOLUTION NO \_\_\_\_\_

CITY OF EAST GRAND FORKS

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_, introduced the following resolution and moved its adoption:

BE IT HEREBY RESOLVED, By the City Council of the East Grand Forks, Minnesota, that the City of East Grand Forks enter into an agreement with the State of Minnesota, to provide paratransit transportation services in East Grand Forks, Minnesota for period between January 1, 2014 and December 31, 2014; and

BE IT FURTHER RESOLVED, That the City of East Grand Forks agrees to provide 15% of the total operating costs for the paratransit service and up to 20% of the total capital costs; and

BE IT FURTHER RESOLVED, that authorization to execute the aforementioned Contract and any amendments thereto is hereby given to the Mayor and the Interim Administrator/Clerk Treasurer.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed:

Passed: \_\_\_\_\_, 2013

ATTEST:

\_\_\_\_\_  
Interim Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2013, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Notary

<b>Legal Name:</b>	City of East Grand Forks- RR			
<b>OPERATING BUDGET</b>				
<b>PERSONNEL SERVICES</b>				
		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
<b>1010 Administrative, Management and Supervisory Services</b>				
Description: Payment to the MPO for admistrative services				
	1010 Sub Total	\$8,080.42	\$3,297.87	\$8,000.00
<b>1020 Operator's Wages</b>				
Description:				
	1020 Sub Total	\$0.00	\$0.00	\$0.00
<b>1030 Vehicle Maintenance Wages</b>				
Description:				
	1030 Sub Total	\$0.00	\$0.00	\$0.00
<b>1032 Vehicle Repair Wages</b>				
Description:				
	1032 Sub Total	\$0.00	\$0.00	\$0.00
<b>1040 General Office Support Wages</b>				
Description:				
	1040 Sub Total	\$0.00	\$0.00	\$0.00
<b>1050 Operations Support Wages</b>				
Description:				
	1050 Sub Total	\$0.00	\$0.00	\$0.00
<b>1060 Fringe Benefits</b>				
Description:				
	1060 Sub Total	\$0.00	\$0.00	\$0.00
<b>1000 TOTAL PERSONNEL EXPENSES</b>		<b>\$8,080.42</b>	<b>\$3,297.87</b>	<b>\$8,000.00</b>
<b>ADD LINES 1010 THROUGH 1060</b>				Category Total
<b>ADMINISTRATIVE CHARGES</b>				
		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
<b>1110 Management Fees</b>				
Description:				
	1110 Sub Total	\$0.00	\$0.00	\$0.00
<b>1120 Drug and Alcohol Testing and Administration Expenses</b>				
Description:				
	1120 Sub Total	\$0.00	\$0.00	\$0.00
<b>1130 Advertising, Marketing and Promotional Charges</b>				
Description:				

		1130 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1140 Legal, Auditing and Other Professional Fees</b>						
Description:						
		1140 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1150 Staff Development Costs</b>						
Description:		Training to stay current.				
		Gross		\$0.00	\$3,000.00	
		Subtract RTAP Reimbursement		\$0.00	\$0.00	
		1150 Net	\$0.00	\$0.00	\$3,000.00	
<b>1160 Office Supplies</b>						
Description:						
		1160 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1170 Leases and Rentals - Administrative Facilities</b>						
Description:						
		1170 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1180 Utilities</b>						
Description:						
		1180 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1190 Other Direct Administrative Charges</b>						
Description:						
		1190 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1100 TOTAL ADMINISTRATIVE EXPENSES</b>			\$0.00	\$0.00	\$3,000.00	Category Total
<b>ADD LINES 1110 THROUGH 1090</b>						
<b>VEHICLE CHARGES</b>			<b>2012</b>	<b>2013 Projected</b>	<b>2014 Proposed</b>	
			<b>Year End Actual</b>	<b>Year End</b>		
<b>1210 Fuel</b>						
Gas		Gross	\$0.00	\$0.00	\$0.00	
Diesel		Tax Refund	\$0.00	\$0.00	\$0.00	
Alternative		Net	\$0.00	\$0.00	\$0.00	
<b>1220 Maintenance Parts and Material Expenses</b>						
Description:						
		1220 Subtotal	\$0.00	\$0.00	\$0.00	
<b>1222 Repair Parts and Material Expenses</b>						
Description:						
		1222 Subtotal	\$0.00	\$0.00	\$0.00	
<b>1230 Contract Maintenance Labor</b>						
Description:						
		1230 Subtotal	\$0.00	\$0.00	\$0.00	
<b>1232 Contract Maintenance Parts and Material Expenses</b>						

Description:					
		1232 Subtotal	\$0.00	\$0.00	\$0.00
<b>1234 Contract Repair Labor</b>					
Description:					
		1234 Subtotal	\$0.00	\$0.00	\$0.00
<b>1236 Contract Repair Parts and Material Expenses</b>					
Description:					
		1236 Subtotal	\$0.00	\$0.00	\$0.00
<b>1240 Tires</b>					
Description:					
		1240 Subtotal	\$0.00	\$0.00	\$0.00
<b>1250 Other Vehicle Charges</b>					
Description:					
		1250 Sub Total	\$0.00	\$0.00	\$0.00
<b>1200 TOTAL VEHICLE CHARGES</b>			\$0.00	\$0.00	\$0.00
<b>ADD LINES 1210 THROUGH 1250</b>					
<b>OPERATIONS CHARGES</b>			<b>2012</b>	<b>2013 Projected</b>	<b>2014 Proposed</b>
			<b>Year End Actual</b>	<b>Year End</b>	
<b>1310 Purchase of Service</b>					
Description:		Cost according to Cost Allocation agreement.			
		1310 Sub Total	\$258,508.00	\$230,674.00	\$273,128.00
<b>1330 Mileage Reimbursement for Passenger Service</b>					
Description:					
		1330 Sub Total	\$0.00	\$0.00	\$0.00
<b>1340 Repair and Maintenance of Other Property</b>					
Description:					
		1340 Sub Total	\$0.00	\$0.00	\$0.00
<b>1350 Leases and Rentals (Garages, Vehicles, etc.) (list agreement(s) in Tab 9)</b>					
Description:					
		1350 Sub Total	\$0.00	\$0.00	\$0.00
<b>1360 Other Operation Charges</b>					
Description:					
		1360 Sub Total	\$0.00	\$0.00	\$0.00
<b>1300 TOTAL OPERATIONS CHARGES</b>			\$258,508.00	\$230,674.00	\$273,128.00
<b>ADD LINES 1310 THROUGH 1360</b>					
<b>INSURANCE CHARGES</b>			<b>2012</b>	<b>2013 Projected</b>	<b>2014 Proposed</b>
			<b>Year End Actual</b>	<b>Year End</b>	

Category Total  
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<b>1410 Public Liability and Property Damage on Vehicles</b>				
Description:				
		1410 Sub Total	\$0.00	\$0.00
<b>1420 Public Liability and Property Damage on Other than Vehicles</b>				
Description:				
		1420 Sub Total	\$0.00	\$0.00
<b>1400 TOTAL INSURANCE CHARGES ADD LINES 1410 THROUGH 1420</b>			\$0.00	\$0.00
<b>TAXES AND FEES</b>			<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>
<b>1510 Vehicle Registration and Permit Fees</b>				
Description:				
		1510 Sub Total	\$0.00	\$0.00
<b>1520 Federal Fuel, Lubricant Taxes and Excise Taxes on Tires</b>				
Description:				
		1520 Sub Total	\$0.00	\$0.00
<b>1540 Other Taxes and Fees</b>				
Description:				
		1540 Sub Total	\$0.00	\$0.00
<b>1500 TOTAL TAXES AND FEES ADD LINES 1510 THROUGH 1540</b>			\$0.00	\$0.00
<b>1600 TOTAL OPERATING EXPENSES ADD LINES 1000, 1100, 1200, 1300, 1400 AND 1500</b>			\$266,588.42	\$233,971.87
<b>EXPENSE ANALYSIS</b>			Percent increase over 2012 year end actual	6.6%
			Percent increase over 2013 projected year end	21.4%

<b>CAPITAL BUDGET</b>					
<b>CAPITAL EXPENSES</b>					
		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>	
<b>1710 Vehicle</b>					
Description:					
		1710 Sub Total	\$0.00	\$0.00	\$0.00
<b>1720 Lift</b>					
Description:					
		1720 Sub Total	\$0.00	\$0.00	\$0.00
<b>1730 Communication Equipment</b>					
Description:					
		1730 Sub Total	\$0.00	\$0.00	\$0.00
<b>1740 Farebox</b>					
Description:					
		1740 Sub Total	\$0.00	\$0.00	\$0.00
<b>1750 Other Capital Expenses</b>					
Description:					
		1750 Sub Total	\$0.00	\$0.00	\$0.00
<b>1760 Facility Purchase and/or Construction Cost</b>					
Description:					
		1760 Sub Total	\$0.00	\$0.00	\$0.00
<b>1700 TOTAL CAPITAL EXPENSES</b>					
<b>ADD LINES 1710 THROUGH 1760</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
					<b>Category Total</b>

REVENUES							
REVENUES FROM OPERATIONS (FARES)				2012 Year End Actual	2013 Projected Year End	2014 Proposed	
<b>2010 Farebox Revenues</b>							
1. Cash Fares							
Description: Cash from box and Advanced Ticket sales							
Cash Sub Total				\$6,896.99	\$5,957.85	\$6,900.00	
2. Coupons, Passes and Tokens							
Description:							
Coupons, Passes, Tokens Sub Total				\$0.00	\$0.00	\$0.00	
<b>TOTAL FAREBOX REVENUES</b>				<b>\$6,896.99</b>	<b>\$5,957.85</b>	<b>\$6,900.00</b>	Category Total
REVENUES FROM SYSTEM OPERATIONS				2012 Year End Actual	2013 Projected Year End	2014 Proposed	
<b>2020 System Operating Revenue</b>							
1. Special Route Guarantees							
Description:							
Guarantees Sub Total				\$0.00	\$0.00	\$0.00	
2. Contract Revenues							
Description: Contract with Northland College							
Contract Sub Total				\$6,000.00	\$5,957.85	\$7,000.00	
3. Advertising and Concession Revenues							
Description:							
Advertising Sub Total				\$0.00	\$0.00	\$0.00	
4. Vehicle/Facility Leasing Revenues							
Description:							
Leasing Sub Total				\$0.00	\$0.00	\$0.00	
5. Other Revenues							
Description:							
Other Sub Total				\$0.00	\$0.00	\$0.00	
<b>TOTAL SYSTEM OPERATING REVENUES</b>				<b>\$6,000.00</b>	<b>\$5,957.85</b>	<b>\$7,000.00</b>	Category Total
<b>2000 TOTAL OPERATING REVENUES</b>				<b>\$12,896.99</b>	<b>\$11,915.70</b>	<b>\$13,900.00</b>	Category Total
<b>ADD LINES 2010 THROUGH 2020</b>							
<b>REVENUE ANALYSIS</b>				Percent increase over 2012 year end actual		7.8%	Total
				Percent increase over 2013 projected year end		16.65%	Total

<b>FEDERAL GRANTS</b>				
<b>FEDERAL GRANTS (5307 and 5309 Recipients Only)</b>		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
2110 Federal Operating Grants (5307 Recipients Only)		\$0.00	\$0.00	\$0.00
2120 Federal Capital Grants (5307 Recipients Only)		\$0.00	\$0.00	\$0.00
2130 Federal Capital Grants ( 5309 Recipients Only)		\$0.00	\$0.00	\$0.00
<b>LOCAL SHARE</b>				
<b>LOCAL FUNDING SOURCES</b>		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
<b>Name</b>	<b>Amount</b>			
	\$0.00			
	\$0.00			
	\$0.00			
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SPECIAL FUNDING</b>				
3001 (none identified for 2009)				
<b>3000 TOTAL SPECIAL FUNDING</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

SYSTEM STATISTICS				
DEMOGRAPHIC BREAKDOWN - PASSENGER TRIPS				
	2012 Year End Actual	2013 Projected Year End	2014 Proposed	
2510 People with Disabilities	1,225	1,418	1,300	
2511 Elderly (60+ years of age)	3,124	2,270	3,200	
2512 Adults (18-59 years of age)	31,933	29,162	32,000	
2513 Youth (6-17 years of age)	274	350	300	
2514 Children (0-5 years of age)	291	158	250	
<b>2500 TOTAL NUMBER OF ONE WAY PASSENGER TRIPS</b>	<b>36,847</b>	<b>33,358</b>	<b>37,050</b>	Category Total ↙
ONE-WAY PASSENGER TRIPS				
	2012 Year End Actual	2013 Projected Year End	2014 Proposed	
2515 Dial-A-Ride	0	0	0	
2516 Fixed Route Trips (Sec. 5307 and Mankato Only)	36,847	33,358	37,050	
2517 Volunteer Driver Passenger Trips	0	0	0	
2518 Route Deviation Passenger Trips	0	0	0	
HOURS OF SERVICE				
	2012 Year End Actual	2013 Projected Year End	2014 Proposed	
2521 Fixed Route (sec. 5307 and Mankato Only)	3,335	2,774	3,374	
2522 Dial-A-Ride	0	0	0	
2524 Route Deviation	0	0	0	
2526 Subscription	0	0	0	
2528 Special Route Guarantee	0	0	0	
<b>2530 TOTAL NUMBER OF BUS SERVICE HOURS</b>	<b>3,335</b>	<b>2,774</b>	<b>3,374</b>	Category Total ↙
<b>2531 TOTAL NUMBER VOLUNTEER DRIVER HOURS</b>	<b>0</b>	<b>0</b>	<b>0</b>	Category Total ↙
MILES				
	2012 Year End Actual	2013 Projected Year End	2014 Proposed	
2531 Fixed Route (sec. 5307 and Mankato Only)	53,908	43,569	54,436	
2532 Dial-A-Ride	0	0	0	

2534 Route Deviation	0	0	0	
2536 Subscription	0	0	0	
2538 Special Route Guarantee	0	0	0	
<b>2540 Total Number of Miles</b>	<b>53,908</b>	<b>43,569</b>	<b>54,436</b>	Category Total
<b>2541 VOLUNTEER DRIVER MILES</b>				Category Total

<b>Legal Name:</b>	City of East Grand Forks- DAR			
<b>OPERATING BUDGET</b>				
<b>PERSONNEL SERVICES</b>				
		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
<b>1010 Administrative, Management and Supervisory Services</b>				
Description:	This is amount paid to the MPO for administrative costs.			
	1010 Sub Total	\$8,095.42	\$4,371.63	\$8,000.00
<b>1020 Operator's Wages</b>				
Description:				
	1020 Sub Total	\$0.00	\$0.00	\$0.00
<b>1030 Vehicle Maintenance Wages</b>				
Description:				
	1030 Sub Total	\$0.00	\$0.00	\$0.00
<b>1032 Vehicle Repair Wages</b>				
Description:				
	1032 Sub Total	\$0.00	\$0.00	\$0.00
<b>1040 General Office Support Wages</b>				
Description:				
	1040 Sub Total	\$0.00	\$0.00	\$0.00
<b>1050 Operations Support Wages</b>				
Description:				
	1050 Sub Total	\$0.00	\$0.00	\$0.00
<b>1060 Fringe Benefits</b>				
Description:				
	1060 Sub Total	\$0.00	\$0.00	\$0.00
<b>1000 TOTAL PERSONNEL EXPENSES</b>		<b>\$8,095.42</b>	<b>\$4,371.63</b>	<b>\$8,000.00</b>
<b>ADD LINES 1010 THROUGH 1060</b>				Category Total
<b>ADMINISTRATIVE CHARGES</b>				
		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
<b>1110 Management Fees</b>				
Description:				
	1110 Sub Total	\$0.00	\$0.00	\$0.00
<b>1120 Drug and Alcohol Testing and Administration Expenses</b>				
Description:				
	1120 Sub Total	\$0.00	\$0.00	\$0.00
<b>1130 Advertising, Marketing and Promotional Charges</b>				
Description:				

		1130 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1140 Legal, Auditing and Other Professional Fees</b>						
Description:						
		1140 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1150 Staff Development Costs</b>						
Description:		Training to keep staff up to date.				
		Gross		\$0.00	\$3,000.00	
		Subtract RTAP Reimbursement		\$0.00	\$0.00	
		1150 Net	\$0.00	\$0.00	\$3,000.00	
<b>1160 Office Supplies</b>						
Description:						
		1160 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1170 Leases and Rentals - Administrative Facilities</b>						
Description:						
		1170 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1180 Utilities</b>						
Description:						
		1180 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1190 Other Direct Administrative Charges</b>						
Description:						
		1190 Sub Total	\$0.00	\$0.00	\$0.00	
<b>1100 TOTAL ADMINISTRATIVE EXPENSES</b>			\$0.00	\$0.00	\$3,000.00	Category Total
<b>ADD LINES 1110 THROUGH 1090</b>						
<b>VEHICLE CHARGES</b>			<b>2012</b>	<b>2013 Projected</b>	<b>2014 Proposed</b>	
			<b>Year End Actual</b>	<b>Year End</b>		
<b>1210 Fuel</b>						
Gas		Gross	\$0.00	\$0.00	\$0.00	
Diesel		Tax Refund	\$0.00	\$0.00	\$0.00	
Alternative		Net	\$0.00	\$0.00	\$0.00	
<b>1220 Maintenance Parts and Material Expenses</b>						
Description:						
		1220 Subtotal	\$0.00	\$0.00	\$0.00	
<b>1222 Repair Parts and Material Expenses</b>						
Description:						
		1222 Subtotal	\$0.00	\$0.00	\$0.00	
<b>1230 Contract Maintenance Labor</b>						
Description:						
		1230 Subtotal	\$0.00	\$0.00	\$0.00	
<b>1232 Contract Maintenance Parts and Material Expenses</b>						

Description:					
		1232 Subtotal	\$0.00	\$0.00	\$0.00
<b>1234 Contract Repair Labor</b>					
Description:					
		1234 Subtotal	\$0.00	\$0.00	\$0.00
<b>1236 Contract Repair Parts and Material Expenses</b>					
Description:					
		1236 Subtotal	\$0.00	\$0.00	\$0.00
<b>1240 Tires</b>					
Description:					
		1240 Subtotal	\$0.00	\$0.00	\$0.00
<b>1250 Other Vehicle Charges</b>					
Description:					
		1250 Sub Total	\$0.00	\$0.00	\$0.00
<b>1200 TOTAL VEHICLE CHARGES ADD LINES 1210 THROUGH 1250</b>			\$0.00	\$0.00	\$0.00
					Category Total
<b>OPERATIONS CHARGES</b>			<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
<b>1310 Purchase of Service</b>					
Description:		The cost of the third party provider for service.			
		1310 Sub Total	\$44,477.42	\$44,952.74	\$47,174.00
<b>1330 Mileage Reimbursement for Passenger Service</b>					
Description:					
		1330 Sub Total	\$0.00	\$0.00	\$0.00
<b>1340 Repair and Maintenance of Other Property</b>					
Description:					
		1340 Sub Total	\$0.00	\$0.00	\$0.00
<b>1350 Leases and Rentals (Garages, Vehicles, etc.) (list agreement(s) in Tab 9)</b>					
Description:					
		1350 Sub Total	\$0.00	\$0.00	\$0.00
<b>1360 Other Operation Charges</b>					
Description:					
		1360 Sub Total	\$0.00	\$0.00	\$0.00
<b>1300 TOTAL OPERATIONS CHARGES ADD LINES 1310 THROUGH 1360</b>			\$44,477.42	\$44,952.74	\$47,174.00
					Category Total
<b>INSURANCE CHARGES</b>			<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>

<b>1410 Public Liability and Property Damage on Vehicles</b>						
Description:						
1410 Sub Total			\$0.00	\$0.00	\$0.00	
<b>1420 Public Liability and Property Damage on Other than Vehicles</b>						
Description:						
1420 Sub Total			\$0.00	\$0.00	\$0.00	
<b>1400 TOTAL INSURANCE CHARGES ADD LINES 1410 THROUGH 1420</b>			\$0.00	\$0.00	\$0.00	Category Total
<b>TAXES AND FEES</b>			<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>	
<b>1510 Vehicle Registration and Permit Fees</b>						
Description:						
1510 Sub Total			\$0.00	\$0.00	\$0.00	
<b>1520 Federal Fuel, Lubricant Taxes and Excise Taxes on Tires</b>						
Description:						
1520 Sub Total			\$0.00	\$0.00	\$0.00	
<b>1540 Other Taxes and Fees</b>						
Description:						
1540 Sub Total			\$0.00	\$0.00	\$0.00	
<b>1500 TOTAL TAXES AND FEES ADD LINES 1510 THROUGH 1540</b>			\$0.00	\$0.00	\$0.00	Category Total
<b>1600 TOTAL OPERATING EXPENSES ADD LINES 1000, 1100, 1200, 1300, 1400 AND 1500</b>			\$52,572.84	\$49,324.37	\$58,174.00	Total
<b>EXPENSE ANALYSIS</b>			Percent increase over 2012 year end actual		10.7%	Total
			Percent increase over 2013 projected year end		17.9%	Total

<b>CAPITAL BUDGET</b>					
<b>CAPITAL EXPENSES</b>					
		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>	
<b>1710 Vehicle</b>					
Description:					
		1710 Sub Total	\$0.00	\$0.00	\$0.00
<b>1720 Lift</b>					
Description:					
		1720 Sub Total	\$0.00	\$0.00	\$0.00
<b>1730 Communication Equipment</b>					
Description:					
		1730 Sub Total	\$0.00	\$0.00	\$0.00
<b>1740 Farebox</b>					
Description:					
		1740 Sub Total	\$0.00	\$0.00	\$0.00
<b>1750 Other Capital Expenses</b>					
Description:					
		1750 Sub Total	\$0.00	\$0.00	\$0.00
<b>1760 Facility Purchase and/or Construction Cost</b>					
Description:					
		1760 Sub Total	\$0.00	\$0.00	\$0.00
<b>1700 TOTAL CAPITAL EXPENSES</b>					
<b>ADD LINES 1710 THROUGH 1760</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
					<b>Category Total</b>

REVENUES					
REVENUES FROM OPERATIONS (FARES)			2012 Year End Actual	2013 Projected Year End	2014 Proposed
<b>2010 Farebox Revenues</b>					
1. Cash Fares					
Description: Fares collected by drivers.					
Cash Sub Total			\$11,652.50	\$11,826.00	\$12,000.00
2. Coupons, Passes and Tokens					
Description:					
Coupons, Passes, Tokens Sub Total			\$0.00	\$0.00	\$0.00
<b>TOTAL FAREBOX REVENUES</b>			<b>\$11,652.50</b>	<b>\$11,826.00</b>	<b>\$12,000.00</b>
					Category Total
REVENUES FROM SYSTEM OPERATIONS			2012 Year End Actual	2013 Projected Year End	2014 Proposed
<b>2020 System Operating Revenue</b>					
1. Special Route Guarantees					
Description:					
Guarantees Sub Total			\$0.00	\$0.00	\$0.00
2. Contract Revenues					
Description:					
Contract Sub Total			\$0.00	\$0.00	\$0.00
3. Advertising and Concession Revenues					
Description:					
Advertising Sub Total			\$0.00	\$0.00	\$0.00
4. Vehicle/Facility Leasing Revenues					
Description:					
Leasing Sub Total			\$0.00	\$0.00	\$0.00
5. Other Revenues					
Description:					
Other Sub Total			\$0.00	\$0.00	\$0.00
<b>TOTAL SYSTEM OPERATING REVENUES</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
					Category Total
<b>2000 TOTAL OPERATING REVENUES</b>			<b>\$11,652.50</b>	<b>\$11,826.00</b>	<b>\$12,000.00</b>
<b>ADD LINES 2010 THROUGH 2020</b>					Category Total
<b>REVENUE ANALYSIS</b>			Percent increase over 2012 year end actual		3.0%
			Percent increase over 2013 projected year end		1.47%
					<b>Total</b>
					<b>Total</b>

<b>FEDERAL GRANTS</b>				
<b>FEDERAL GRANTS (5307 and 5309 Recipients Only)</b>		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
2110 Federal Operating Grants (5307 Recipients Only)		\$0.00	\$0.00	\$0.00
2120 Federal Capital Grants (5307 Recipients Only)		\$0.00	\$0.00	\$0.00
2130 Federal Capital Grants ( 5309 Recipients Only)		\$0.00	\$0.00	\$0.00
<b>LOCAL SHARE</b>				
<b>LOCAL FUNDING SOURCES</b>		<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>
<b>Name</b>	<b>Amount</b>			
	\$0.00			
	\$0.00			
	\$0.00			
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SPECIAL FUNDING</b>				
3001 (none identified for 2009)				
<b>3000 TOTAL SPECIAL FUNDING</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>SYSTEM STATISTICS</b>				
<b>DEMOGRAPHIC BREAKDOWN - PASSENGER TRIPS</b>	<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>	
2510 People with Disabilities	2,729	2,706	2,700	
2511 Elderly (60+ years of age)	1,385	1,464	1,500	
2512 Adults (18-59 years of age)	0	0	0	
2513 Youth (6-17 years of age)	0	0	0	
2514 Children (0-5 years of age)	0	0	0	
<b>2500 TOTAL NUMBER OF ONE WAY PASSENGER TRIPS</b>	<b>4,114</b>	<b>4,170</b>	<b>4,200</b>	Category Total ↙
<b>ONE-WAY PASSENGER TRIPS</b>	<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>	
2515 Dial-A-Ride	4,114	4,170	4,200	
2516 Fixed Route Trips (Sec. 5307 and Mankato Only)	0	0	0	
2517 Volunteer Driver Passenger Trips	0	0	0	
2518 Route Deviation Passenger Trips	0	0	0	
<b>HOURS OF SERVICE</b>	<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>	
2521 Fixed Route (sec. 5307 and Mankato Only)	0	0	0	
2522 Dial-A-Ride	4,744	4,760	4,808	
2524 Route Deviation	0	0	0	
2526 Subscription	0	0	0	
2528 Special Route Guarantee	0	0	0	
<b>2530 TOTAL NUMBER OF BUS SERVICE HOURS</b>	<b>4,744</b>	<b>4,760</b>	<b>4,808</b>	Category Total ↙
<b>2531 TOTAL NUMBER VOLUNTEER DRIVER HOURS</b>	<b>0</b>	<b>0</b>	<b>0</b>	Category Total ↙
<b>MILES</b>	<b>2012 Year End Actual</b>	<b>2013 Projected Year End</b>	<b>2014 Proposed</b>	
2531 Fixed Route (sec. 5307 and Mankato Only)	0	0	0	
2532 Dial-A-Ride	16,456	16680	16800	

2534 Route Deviation	0	0	0	
2536 Subscription	0	0	0	
2538 Special Route Guarantee	0	0	0	
2540 Total Number of Miles	16,456	16,680	16,800	Category Total
2541 VOLUNTEER DRIVER MILES				Category Total

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Adult</b>	1,669	1,476	1,934	2,057	1,813	1,433							10,382
<b>Child</b>	7	7	20	23	22	23							102
<b>Disabled</b>	98	67	112	217	215	100							809
<b>Northland</b>	317	422	353	423	210	54							1,779
<b>PCA/Trainer</b>	0	0	6	3	0	4							13
<b>Red River</b>	123	65	28	33	6	11							266
<b>Senior</b>	199	193	265	230	248	237							1,372
<b>Transfers</b>	592	507	625	622	671	566							3,583
<b>UND</b>	100	91	118	171	146	109							735
<b>Youth</b>	42	27	48	24	34	9							184
<b>Total</b>	3,147	2,855	3,509	3,803	3,365	2,546							19,225

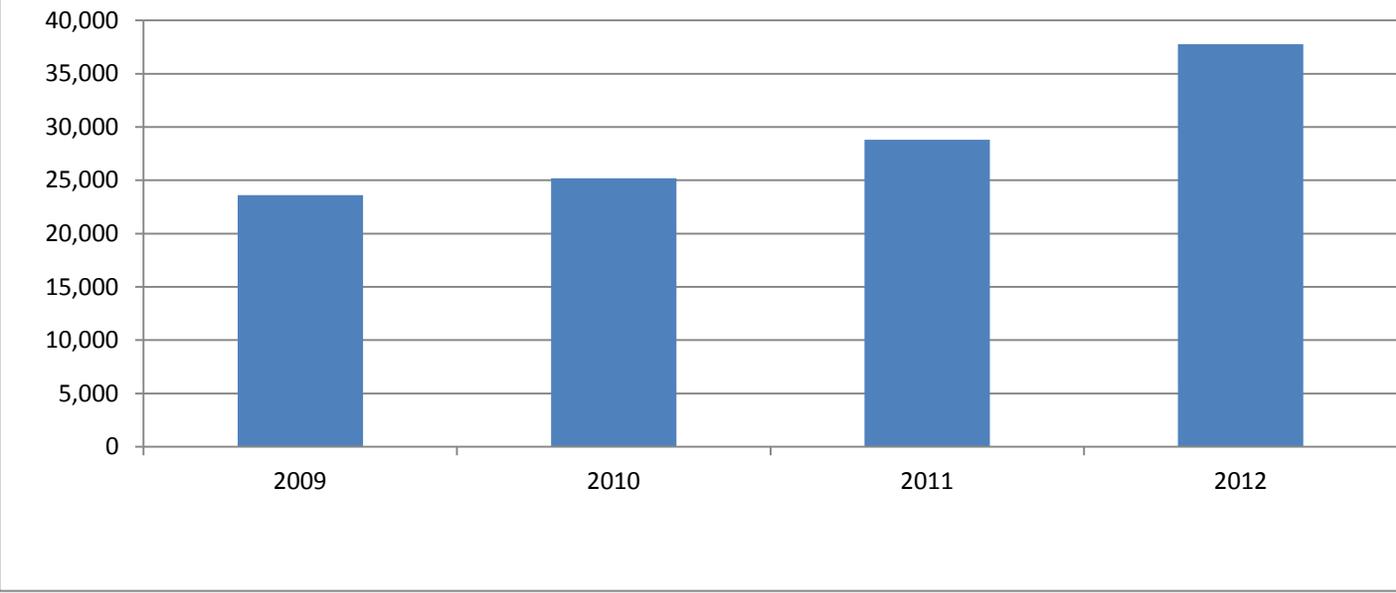
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2008	1,931	1,958	1,902	1,810	1,587	1,442	1,292	1,444	1,689	1,925	1,907	1,953	20,840
2009	2,477	2,088	2,096	2,198	1,805	1,878	1,675	1,572	1,839	2,025	1,883	2,080	23,616
2010	1,870	2,396	2,592	2,342	1,689	1,624	1,654	1,919	2,195	2,148	2,214	2,166	25,175
2011	2,536	2,284	2,560	2,319	2,203	1,977	1,648	2,302	2,771	2,488	2,673	3,028	28,789
2012	3,370	3,455	3,480	3,230	3,212	2,490	2,563	2,900	3,114	3,706	3,310	2,928	37,758
2013	3,147	2,855	3,509	3,803	3,365	2,546							19,225

**Total**

<b>2009</b>	23,616
<b>2010</b>	25,175
<b>2011</b>	28,789
<b>2012</b>	37,758
<b>2013</b>	

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>2009</b>	2,477	2,088	2,096	2,198	1,805	1,878	1,675	1,572	1,839	2,025	1,883	2,080	23,616
<b>2010</b>	1,870	2,396	2,592	2,342	1,689	1,624	1,654	1,919	2,195	2,148	2,214	2,166	25,175
<b>2011</b>	2,536	2,284	2,560	2,319	2,203	1,977	1,648	2,302	2,771	2,488	2,673	3,028	28,789
<b>2012</b>	3,370	3,455	3,480	3,230	3,212	2,490	2,563	2,900	3,114	3,706	3,310	2,928	37,758
<b>2013</b>	3,147	2,855	3,509	3,803	3,365	2,546							

# Ridership totals 2009 to 2012



# Request for Council Action

Date: August 7, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Chad Grassel, Mark Olstad, Henry Tweten, Clarence Vetter, and Ron Vonasek

Cc: File

From: Dave Aker

RE: New microprocessor panel

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## Background:

I am asking for permission for East Grand Forks Civic Center to purchase and install a new microprocessor panel to both of our Vilter compressors. We currently have a step control that is outdated and was shorting out last year when the compressor was put in. The new microprocessor would be more energy efficient and give us the readings we would have to know. The price for the microprocessor is \$19,929.32, plus there would be taxes, shipping and electrical hook up which is approximately about \$6,000.00.

Recommendation: My recommendation is to install the microprocessor before the beginning of the season.

Enclosures: Prices included.

# PROPOSAL

## American Industrial Refrigeration Mechanical Contractors

14322 21<sup>st</sup> Ave. No. ♦ Plymouth, MN ♦55447 ♦Phone (952) 470-9610 ♦Fax (952) 470-9617

<b>Company Name</b> East Grand Forks Civic Center	<b>Phone / Fax</b> 218.773.8000	<b>Date</b> 8/1/2013
<b>Street Address</b> 300 15 <sup>th</sup> St North	<b>Quote number</b> 0813-2-BL	
<b>City, State, Zip</b> East Grand Forks, MN 56721	<b>Project Location</b> Compressor room	
<b>Attention:</b> Brian Larson / Dave Acres	<b>Project Description</b> Install Vilter panels to remove Unimatic	

Dear Dave:

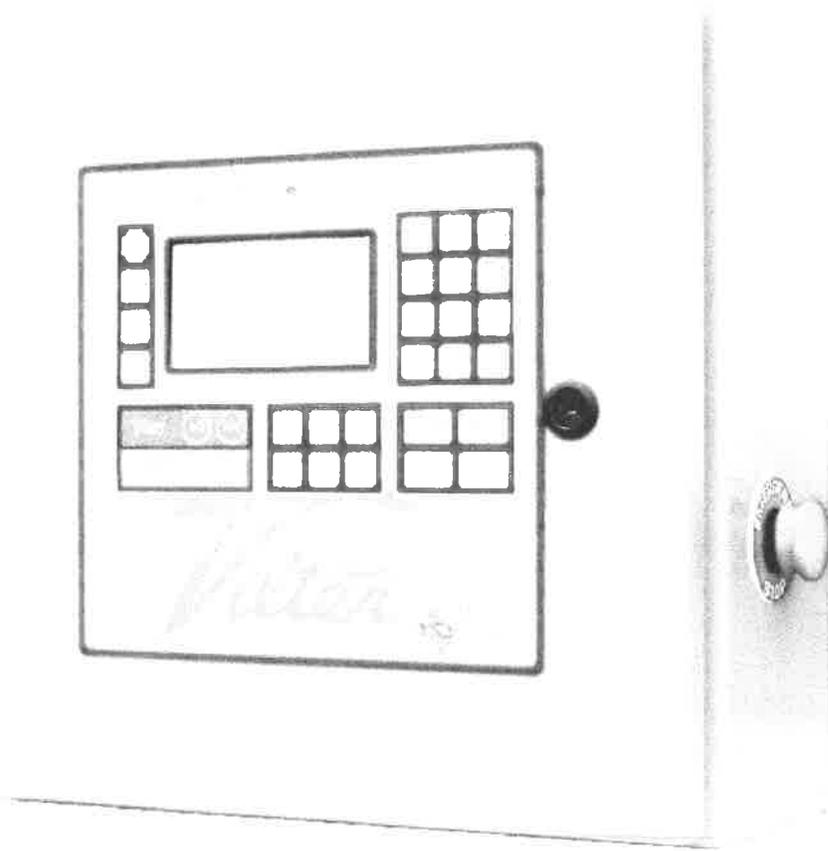
American Industrial Refrigeration is pleased to offer this proposal to install a new microprocessor panel on both of your Vilter compressors. This is a Vilter VILTech panel as seen in the picture below. My plan would be to get the panel shipped directly to you then you could have your electrician install in a convenient location and run all the high voltage wires. I would then have our tech come up to work with the electrician to install the pressure transducers, temperature probes and remove all the old pressure switches. Once this is all complete our tech will do the start up and run through all the tests with your electrician to make sure everything works correctly. All travel costs, labor and parts are included to perform this job. Each panel would include:

- VILTech Micro-Controller Retrofit Kit,
- NEMA 4 control panel
- Vibration isolators
- 3 pressure transducers
- 3 RTD's
- Wells
- Cables
- Mounted and wired on a painted frame

Price.....\$19,929.32

Any other parts and associated labor needed that are outside this proposal will be billed as an extra. Tax, freight and electrical are not included in this proposal. This work is figured during a down time when the compressors are not needed and to be done in one week's time.

14322 21st Ave. N. • Plymouth, MN 55447 • TEL: (800) 310-9610 • FAX: (952) 470-9617  
215 Pleasant Ave. • PO Box 460 • Atwater, MN 56209 • TEL: (800) 279-9031 • FAX: (320) 974-8080



All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. American Industrial Refrigeration will not be held liable for agreements contingent upon strikes, accidents or delays beyond our control. Building owner will carry fire, property and other necessary insurance. Our workers are covered by workmen's compensation insurance. American Industrial Refrigeration will not be responsible for, nor will bid on this project, any work or cost of asbestos abatement. Building owner will provide safe work area with free access to carry out above work. As part of this Proposal, if it is required by the Contract, American Industrial Refrigeration will provide commercial general liability coverage for the scope of AIR's work on the project to the fullest extent of its current insurance coverage. American Industrial Refrigeration will not assume any insurance obligations beyond that included in its current insurance policy. Upgrading of existing systems to meet the most current codes is limited to scope of work detailed above. All work to be performed during normal workday (7am to 3:30 pm, M-F) on straight time unless otherwise noted. Drain down and refilling of piping systems by others unless noted above. On all accounts over 30 days, customer agrees to pay all reasonable collection fees and / or attorney fees.

14322 21st Ave. N. • Plymouth, MN 55447 • TEL: (800) 310-9610 • FAX: (952) 470-9617  
215 Pleasant Ave. • PO Box 460 • Atwater, MN 56209 • TEL: (800) 279-9031 • FAX: (320) 974-8080

# Request for Council Action

Date: 8/8/2013

To: East Grand Forks City Council, Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council members: Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Jason Stordahl, Public Work Director

RE: PLC SCADA System

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Background:

Our sanitary lift stations have computer systems that control the start up and shut down of pumps, dictate which pumps run, how often they run, speeds of impellers, control many different types of alarms, and much more. The system in lift station number 5 is failing and we are experiencing many problems. The computer system is an essential part of the lift station and must be replaced.

I'm acquiring estimates for replacement of the computer system at lift station 4. I will bring the estimates and my recommendation to the next work session.

# Request for Council Action

Date:

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Megan Nelson

RE: Massage Ordinance

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Background:

The City of East Grand Forks currently has a massage ordinance in place that requires massage parlors and employees to apply and receive a license to practice within the City. To receive a license for a massage parlor or employee a background check is required along with filling out an application.

Requiring Council Action:

Recently Altru opened up a clinic in East Grand Forks and now offers massage therapy services. The question was asked if they would be required to obtain a license from the City since this is a part of a medical facility.

If the City is still going to require a license, would they allow Altru to be exempt from the background check and instead use the background check that Altru performs on their own employees.

If the changes are made then the current ordinance will have to be amended.

## CHAPTER 114: MASSAGE PARLORS

### Section

- 114.01 Definitions
- 114.02 License
- 114.03 Qualifications
- 114.04 Construction requirements
- 114.05 Health and disease control
- 114.06 Maintenance of facilities
- 114.07 Business hours and inspection
- 114.08 Liquor
- 114.09 Solicitation
- 114.10 Licensing, suspended or revoked

### § 114.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**MASSAGE, MASSEUR and MASSEUSE.** The term *MASSAGE* means the rubbing, stroking, kneading, tapping or rolling of the body with the hands for the exclusive purposes of relaxation, physical fitness, or beautification and for no other purposes; the term *MASSEUR* means a male person and the term *MASSEUSE* a female person, who practices massage. The practice of massage is distinct from the practice of medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry and persons duly licensed or registered in this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry, nurses who work solely under the directions of any such persons, athletic directors and trainers are expressly excluded from the provisions of this chapter. Beauty culturists and barbers who do not give, or hold themselves out to give, massage treatments, as defined herein, other than is customarily given in such shops or places of business, for the purposes of beautification only, are also excluded from the provisions of this chapter.

**MASSAGE PARLOR.** Any room or rooms wherein a person for a fee may receive from another person a massage.

**SANITARY.** Free from the vegetative cells of pathogenic microorganisms.

**SANITIZE.** Adequate treatment of surfaces by a process that is effective in destroying vegetative cells of pathogenic bacteria and substantially reducing other microorganisms.

**STEAM BATH, HEAT BATHING ROOM and SAUNA.** A room or rooms used for the purpose of bathing, reducing body weight or relaxation, which utilize steam or hot air as a cleaning, weight reducing or relaxing agent.

(1981 Code, § 5.60, Subd. 1) (Am. Ord. 66, 3<sup>rd</sup> Series, passed 5-16-1986)

#### § 114.02 LICENSE.

(A) Any person or corporation engaged in the operating, conducting, or keeping of the business of steam baths, heat bathing rooms, massage parlors and saunas shall obtain, from the City Council, a license before engaging in the operating, conducting or keeping of the business. The annual fee for the license shall be determined and set by the City Council by resolution.

(B) All persons engaged in the operation, conducting or keeping of steam baths, heat bathing rooms, massage parlors and saunas, either as an owner or employee or volunteer, shall in addition to any other license required by this chapter obtain an individual license from the City Council before engaging in the work. The annual fee for the license shall be determined and set by the City Council by resolution.

(C) Every application for a license under this section shall be filed with the City Administrator and at the time of each original application for a business of steam bath, heat bathing rooms, massage parlors and saunas, there shall be paid in full an investigation fee of \$100. No investigation fee shall be refunded. All applications shall be referred to the Chief of Police and to such other city departments as the Council shall deem necessary for verification and investigation of the facts set forth in the application. The Chief of Police and other department heads shall make a written recommendation to the Council as to the issuance or non-issuance of the license. The Council may order and conduct such additional investigation as it deems necessary.

(D) Applications shall be made upon forms supplied by the City Administrator which may require information deemed appropriate by the Council and among other items of information, the following:

(1) The name, address, age and telephone number of each person who shall be employed in the establishment;

(2) A list of prior employers of each employee and a short resume of their prior experience in the field of massage;

(3) A statement that the applicant and any employee has not been convicted for any offense punishable by more than 90-days' imprisonment and if, however, there have been such convictions, a list of such offenses, and the county and state in which prosecution was had;

(4) A description of the formal training or apprenticeship, if any, in which the applicant or any of his or her employees has been involved, together with the name or names of any instructors or masters.

(1981 Code, § 5.60, Subd. 2) (Ord. 126, 2<sup>nd</sup> Series, eff. 6-19-1976; Ord. 5, 3<sup>rd</sup> Series, passed 5-21-1981; Ord. 66, 3<sup>rd</sup> Series, eff. 5-16-1986; Am. Ord. 197, 3<sup>rd</sup> Series, passed 5-16-1996; Am. Ord. 233, 3<sup>rd</sup> Series, passed 11-5-1998)

**§ 114.03 QUALIFICATIONS.**

Any person who is 18 years of age or over and who possesses the necessary educational or practical qualifications therefor, as determined by an interview administered by the Council, shall be eligible for licensing under the provisions of this chapter.

(1981 Code, § 5.60, Subd. 3)

**§ 114.04 CONSTRUCTION REQUIREMENTS.**

(A) All public steam baths, heat bathing rooms, massage parlors and saunas shall be constructed of materials which are impervious to moisture, bacteria, mold or fungus growth. The floor to wall and wall to wall joists shall be constructed to provide a sanitary cover with a minimum radius of 1 inch.

(B) A minimum of 15 foot-candles of illumination shall be supplied in all work areas. A hand washing sink equipped with hot and cold running water under pressure and a sanitary towel dispenser shall be provided for personnel.

(C) All other equipment used in connection with public steam baths, heat bathing rooms, massage parlors and saunas shall be of sanitary design and construction which will permit frequent and thorough cleaning and sanitizing.

(D) All public steam baths, heat bathing rooms, massage parlors and saunas shall be equipped with a floor drain and shall conform to all applicable city and state codes and ordinances and statutes relating to gas, electrical and plumbing installation.

(1981 Code, § 5.60, Subd. 4)

**§ 114.05 HEALTH AND DISEASE CONTROL.**

(A) It is unlawful for any person, while afflicted with any disease in a communicable form, or while a carrier of the disease, or while afflicted with boils, infected wounds, sores or an acute respiratory infection, to work in or use the services of any public steam bath, heat bathing room, massage parlor or sauna in any capacity in which there is a likelihood of the person contaminating surfaces with pathogenic micro organisms or transmitting disease to other individuals; and no person known or suspected of being afflicted with any such disease or condition shall be employed or permitted in such an area or capacity.

(B) All employees shall wear light colored outer garments, maintain a high degree of personal cleanliness and conform to approved hygienic practices while on duty. They shall wash their hands thoroughly in an approved hand-washing facility before starting work and as often as may be necessary to remove soil and contamination.

(C) Linen shall be clean and laundered, handled and stored in an approved manner. All linens shall be white with no markings or names thereon.  
(1981 Code, § 5.60, Subd. 5) Penalty, see § 10.99

#### **§ 114.06 MAINTENANCE OF FACILITIES.**

Floors, walls, ceilings, water closets, hand-washing sinks and urinals shall be in good repair and maintained in a clean, sanitary condition at all times. Sanitary hand cleaning agents, sanitary towels and toilet tissue shall be provided at all times and adequate refuse receptacles shall be provided and emptied and cleaned as required.  
(1981 Code, § 5.60, Subd. 6) (Ord. 126, 2<sup>nd</sup> Series, eff. 6-19-1976)

#### **§ 114.07 BUSINESS HOURS AND INSPECTION.**

All steam baths, heat bathing rooms, massage parlors and saunas shall open for business no sooner than 8:00 a.m. and close for business no later than 10:00 p.m. During business hours, all steam baths, heat bathing rooms, massage parlors and saunas shall be open to inspection by the Building Official or his or her agents and to the Police Department.  
(1981 Code, § 5.60, Subd. 7) (Ord. 66, 3<sup>rd</sup> Series, eff. 5-16-1986)

#### **§ 114.08 LIQUOR.**

Intoxicating or 3.2% malt liquors shall not be allowed on any premises licensed under this chapter. A violation of this chapter shall be grounds for the immediate revocation of the license.  
(1981 Code, § 5.60, Subd. 8)

#### **§ 114.09 SOLICITATION.**

Licensees and their employees under this chapter shall not solicit business in any public place or in any licensed intoxicating liquor establishment.  
(1981 Code, § 5.60, Subd. 9)

**§ 114.10 LICENSING, SUSPENDED OR REVOKED.**

(A) The Council may by resolution suspend, revoke, condition, limit, qualify, restrict or refuse to renew any license issued under this chapter upon the grounds of:

(1) Fraud or deception in connection with the securing of the license;

(2) Habitual drunkenness or intemperance in the use of drugs, including but not limited to controlled substances as defined by laws of the state, barbiturates, hallucinogenic drugs, amphetamines, Benzedrine, Dexedrine or other sedatives, depressants, stimulants or tranquilizers;

(3) Conduct unbecoming to a person licensed to practice massage or inimical to the best interest of the public;

(4) Violation of any of the provisions;

(5) Conviction of a crime involving moral turpitude.

(B) Before the Council shall order any such suspension, revocation, condition, limitation, qualification or restriction of a license, or refusal to renew, the holder thereof shall be entitled to a statement of the charges upon which the action is based, together with a right of hearing before the Council, as is made and provided under the statutes of the state.

(1981 Code, § 5.60, Subd. 10) (Ord. 126, 2<sup>nd</sup> Series, eff. 6-19-1976)

# Request for Council Action

Date:

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Karl Lindquist

RE: Part-Time Management Intern

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## Background:

In my opinion, the summer internship with Andrew Marquardt has been a huge success. Andrew was not only very helpful to me personally, but he was also a great resource for the City. His assistance played a major role in permitting me to work only 30 hours per week and thereby saved the City a lot of money. We currently pay Andrew \$13.50 per hour.

After August, Andrew will be returning to school at UND to finish his Master's degree. I recommend the City hire Andrew to continue his internship on a part-time basis while he is attending school. I think the new City Administrator will find Andrew to be a great asset, and I further believe that both the new City Administrator and Karla will rely heavily upon Andrew to help finish the 2014 budget.

According to Minnesota statutes, a part-time employee who works 14 hours or less per week is not a "public employee," and therefore the City's Civil Service rules do not apply to Andrew's employment as a part-time intern. Andrew has assured me he will keep a strict accounting of his time, and that he will not work more than 14 hours per week.

A question concerning PERA has also been raised. Minnesota statutes state that "students who are serving in an internship or residency program sponsored by an accredited educational institution" are excluded from PERA. I'm informed that the word "sponsored" implies that part of Andrew's wages are paid by UND. Since this is not the case, there is a possibility that the City will have to pay PERA, and that PERA withholdings will have to be made from Andrew's wages.

$(\$14.00 \text{ per hour})(14 \text{ hours per week}) = \$196.00 \text{ per week}$ . Terry Knudson computed for me that PERA withholding, if necessary, on Andrew's wages will cost the City less than \$15.00 per week.

## Recommendation:

Hire Andrew Marquardt as a part-time Management Intern for the 2013 – 2014 school year, at a work load not to exceed 14 hours per week, and at an hourly wage rate of \$14.00 per hour.

# Request for Council Action

Date:

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Karl Lindquist

RE: Pay Equity Reporting

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Background:

A government entity, such as the City and/or the Water & Light Commission, that is responsible for establishing equitable compensation relationships, must file a pay equity report with the Minnesota Dept. of Management and Budget.

Prior to the Craig Mattson era, the City and the Water & Light Commission filed separate pay equity reports with the State. Mr. Mattson was of the opinion that the Water & Light Commission was under the City's jurisdiction, and therefore he combined the reporting of the two entities into one pay equity report.

The Water & Light Commission is now questioning whether a joint filing satisfies the State reporting requirements, and desires that issue to be reviewed and decided by the Dept. of Management and Budget.

Recommendation:

Instruct the City Attorney to prepare and file the necessary documents with the Dept. of Management and Budget in an effort to obtain a jurisdictional determination of whether the Water & Light Commission is responsible for establishing equitable compensation relationships and therefore must file its own pay equity report separate from the City's.

**From:** Karl Lindquist  
**Sent:** Monday, August 05, 2013 2:17 PM  
**To:** Karla Anderson; Megan Nelson  
**Cc:** Lynn Stauss; City Council; Ron Galstad  
**Subject:** Brady Martz Contract

Karla and Megan –

I think this is a little more complicated than it appears.

I am of the opinion that it is important for the City to develop a long term relationship with its providers of professional services, like the City Attorney and the City Engineer. Long term relationships create a history, which I think benefits both the City and the provider of the professional service. Brady Martz is clearly a provider of a professional service.

The City has used Brady Martz for more years than I can remember, and consequently they bring more to the table than just the auditing service. I think Brady Martz's history with the City has been very valuable to the City, especially when considering the turnover in the AdMin Department in the recent past.

I discussed this matter with Ron Galstad, and he said that contracts for services, such as auditing, do not have to be put out on bids. If Brady Martz is getting the job done, then I think the City should stick with Brady Martz. If Brady Martz isn't getting the job done, than that is an entirely different matter.

Based upon Alderman Vetter's comments at the last meeting, I think we should ask the Council how to proceed. If the Council directs us to put the auditing out on bids, than that is what we will do. If the Council thinks the City should stick with Brady Martz, then we should tell Brady Martz to update its contract with the City for a time certain and we will present the contract to the Council for review and approval.

Megan, please put this matter on the agenda for the Council's work session on August 13 so the Council can discuss this issue and tell us how to proceed. Thanks.

Karl