

**AGENDA  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 20, 2013 - 5:00 P.M.**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**PRESENTATION FROM THE COALITION OF GREATER MINNESOTA CITIES:**

**OPEN FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of August 5, 2013.
2. Consider approving the minutes of the “Regular Meeting for the East Grand Forks, Minnesota City Council of August 6, 2013.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of August 13, 2013.
4. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 13, 2013.

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA:**

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

5. Consider adopting Resolution No. 13-08-79 entering into an agreement with the State of Minnesota to provide fixed route transportation services in East Grand Forks for 2014.

6. Consider adopting Resolution No. 13-08-80 entering into an agreement with the State of Minnesota to provide paratransit transportation services in East Grand Forks for 2014.
7. Consider adopting Resolution No. 13-08-81 hiring Mr. Marquardt as a part-time temporary Management Intern from September 3, 2013 until December 31, 2013.

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, AND COMMISSIONS:**

8. Regular meeting minutes of the Water, Light, Power, and Building Commission for August 1, 2013.

**COMMUNICATIONS:**

9. Acknowledge that Ms. Katka has successfully completed her six month probationary period for Accounting Technican.

**OLD BUSINESS:**

10. Acknowledge that the Altru Clinic is not required to obtain a massage parlor license from the City as stated by Minnesota Statute 471.709 which prohibits a municipality from requiring a massage therapist, employed by a medical professional, to obtain a license or permit.

**NEW BUSINESS:**

11. Consider adopting Resolution No. 13-08-82 directing the City Attorney to prepare and file the necessary documents with the Minnesota Department of Management and Budget to determine how pay equity is to be reported.
12. Consider rejecting all of the bids submitted for cleaning services at City Hall, Public Works, and the Police Department.
13. Consider approving the Final Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition and all recommendations.
14. Consider approving the Point of Woods Townhome PUD Concept Development Plan.
15. Consider awarding the job of PLC SCADA system repairs at Lift Station No. Five to IPS for the amount of \$18,822.

**CLAIMS:**

16. Consider adopting Resolution No. 13-08-83 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 16612 for a total of \$1834.54 whereas Council Member Buckalew is personally interested financially in the contract.
17. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

**ADJOURN:**

Upcoming Meetings:

- 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
- Regular Council Meeting – September 17, 2013 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES  
SPECIAL COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
AUGUST 5, 2013  
12:00 P.M.**

**CALL TO ORDER:**

*The Special Meeting of the East Grand Forks City Council for August 5, 2013 was called to order by Council President Craig Buckalew at 12:03 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 President Craig Buckalew, Council Members Clarence Vetter, Ron Vonasek, Mark Olstad, and Chad Grassel. Council member Tweten arrived at 12:20 pm.*

*Karl Lindquist, Interim City Administrator; and Megan Nelson, Executive Assistant.*

**DISCUSSION OF CANDIDATES:**

Council President Buckalew stated the purpose of this meeting was to discuss possible candidates for the City Administrator position and set up a time frame for interviews. He then opened the discussion to the council.

Mr. Lindquist said there were five good candidates available to the council and asked if the council was going to interview them all. Council member Leigh stated he liked candidate number four since this person had showed commitment with years of service to one area. Council member Grassel said that yes it shows commitment but it doesn't mean this person will stay with East Grand Forks for the same amount of time. Discussion followed on the length of time each candidate had been at their position, the reasoning for them leaving their position, and what might draw them to East Grand Forks.

Mayor Stauss asked the council what they thought about a candidate who did not have as much experience. Council member Vetter said there are too many things like the City's waste water issue to deal with to have someone coming in without much if any experience. Council member Olstad mentioned the experience levels of the candidates when it came to supervising and finances and spoke about how he would rank the candidates.

Discussion then turned to how the interviews were conducted the last time the City had hired a City Administrator. Council member Leigh explained how the council split up in twos for interviews and once those were complete the candidates would then give a presentation to the council as a whole. Council President Buckalew said this process had worked well with a meet and greet the day before the interviews. Discussion followed about if the department heads should be involved in the process and how many days this process will take. Then the council made a conference call to Ms. Sharon Klumpp from Springsted.

Council member Leigh greeted her on the phone and opened the discussion of the candidates. Ms. Klumpp stated she was ready to answer any questions the council had regarding the candidates. Mr. Lindquist asked about the circumstances about one of the candidates and Ms. Klumpp informed the council how personnel changes had made some differences. Mr. Lindquist then asked about a comment Ms. Klumpp had made regarding candidate number one. Ms. Klumpp explained her comments and elaborated on communication with this candidate. She then went on and elaborated on her communications she has had with two other candidates. Discussion followed about experience level again regarding supervising, being active within the community, and how whoever gets hired for this position needs to be able to work with a variety of people within the City as well as other levels of government.

The council then discussed the strengths of the candidates with Ms. Klumpp. The council then decided to invite four of the five candidates to come to East Grand Forks for interviews. Mr. Lindquist then asked what the process will be for interviewing. Ms. Klumpp looked up what the City had done as a process before which included a tour and reception which were followed by interviews the following day. Mayor Stauss said he liked the idea of the department heads being a part of the interview process. Council member Vetter added that the department heads could meet with the candidates and afterwards give the council their impression of the candidates since they will be working directly with the candidate who will be offered the job as City Administrator. Discussion followed on how the tour will be given, suggestions on who should be giving the tour, when the meet and greet will take place, and the tentative schedule for interviews the next day. It was also suggested to invite the spouses of the candidates to come and join the tour as well as the meet and greet. Mr. Lindquist stated how the council would like to have the candidates come in on August 21<sup>st</sup> for the tour along with the meet and greet and then interview on August 22<sup>nd</sup>. Ms. Klumpp said she would inform the candidates of this and if something needed to change she would notify the City. The council thanked Ms. Klumpp and the conference call ended.

Council President Buckalew moved to adjourn and asked all in favor to say aye and those opposed to say nay.

*Voting Aye: Grassel, Vetter, Vonasek, Buckalew, Tweten, Olstad, and Leigh.*

*Voting Nay: None.*

Meeting was adjourned at 1:35 pm.

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Karl Lindquist, Interim City Administrator

**UNAPPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, AUGUST 6, 2013 - 5:00 P.M.**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for August 6, 2013 was called to order by Council President Buckalew at 5:00 P.M.*

**CALL OF ROLL:**

*On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Ron Galstad, City Attorney; Gary Larson, Fire Chief; Karl Lindquist, Interim City Administrator; Megan Nelson, Executive Assistant; and Jim Richter, EDHA Director.*

**DETERMINATION OF QUORUM:**

*The Council President Determined a Quorum was present*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of July 16, 2013.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of July 23, 2013.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of July 23, 2013.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ITEM ONE (1) THROUGH THREE (3).**

*Voting Aye: Grassel, Vetter, Vonasek, Buckalew, Tweten, Olstad, and Leigh.*

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA:**

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

4. Consider approving the application for an Exempt Gambling Permit for a raffle for the Red River Valley Pheasants Forever organization to be held April 12, 2014 at the American Legion, 1009 Central Ave, East Grand Forks, MN 56721 and waive the 30-day waiting period.
5. Consider approving renewal application for Optional Liquor 2AM Closing for the Eagles Club at 227 10<sup>th</sup> St NW, East Grand Forks, MN 56721.
6. Consider approving the Special Event application for Northland Community and Technical College for Northland on the Boardwalk which includes music and alcohol.
7. Consider approving temporary liquor application and special event application for Sacred Heart Church for a class reunion event on August 16<sup>th</sup> in LaFave Park.
8. Consider adopting Resolution No. 13-08-74 finalizing the addition of the City Planner position to the AFCSME bargaining group and approving the memorandum of agreement with AFSCME Council 65.
9. Consider approving the Cities Area Transit route changes and designated stops.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VONASEK, TO APPROVE ITEMS FOUR (4) THROUGH NINE (9).**

Council Member Olstad commented about how things were listed differently on the application for item number six and was wondering if all of the businesses were given a chance to participate in the event. Ms. Nelson stated that all of the businesses were approached to participate in this event but that she would double check with Northland to see if they all were going to participate.

Council member Tweten asked why there is a request for 2 AM closing when there had always been 1 AM closing in the City. Council member Vonasek stated this was something the City has allowed for some time.

*Voting Aye: Grassel, Vetter, Vonasek, Buckalew, Tweten, Olstad, and Leigh.*

*Voting Nay: None.*

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, AND COMMISSIONS:**

- 10. Regular meeting minutes of the Water, Light, Power, and Building Commission for July 3, 2013.
- 11. Regular meeting minutes of the Water, Light, Power, and Building Commission for July 18, 2013.

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

- 12. Consider adopting Resolution No. 13-08-75 approving plans and specifications and ordering advertisement for bids for 2013 City Project No. 1 – Sidewalk Improvements (TE).

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 13-08-75 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2013 CITY PROJECT NO. 1 – SIDEWALK IMPROVEMENTS (TE).**

Mr. Bail stated this base bid also includes the funding for improvements to the stoplight on the intersection of 14<sup>th</sup> Street and Highway 220. He asked the council to approve this contingent upon MNDOT approval. He also added that he handed out a new RCA that shows the breakdown of the budget for the project and for the alternate added into the project. Council President Buckalew asked that voting for this does not commit the City to the project. Mr. Bail stated all this would do is approve the plans and specs and set a bid date. Council President Buckalew asked if this project is approved would the completion date be in 2013 or 2014. Mr. Bail stated it could be either just as long as the funds from the DOT were committed for the project to be done. Mr. Lindquist said there was a question about if there City funds available for this project and told the council he had asked Ms. Anderson to look into it. Ms. Anderson said the council would be able to budget this project for next year. Council Vice-President Leigh asked if there was anything in the budget for this project this year and Ms. Anderson said there was not.

*Voting Aye: Grassel, Vetter, Vonasek, Buckalew, Tweten, Olstad, and Leigh.*

*Voting Nay: None.*

- 13. Consider adopting Resolution No. 13-08-76 authorizing Widseth Smith Nolting to conduct a feasibility study for repairs to 2<sup>nd</sup> Avenue NE for the City of East Grand Forks.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 13-08-76 AUTHORIZING WIDSETH SMITH NOLTING TO CONDUCT A FEASIBILITY STUDY FOR REPAIRS TO 2<sup>ND</sup> AVENUE NE FOR THE CITY OF EAST GRAND FORKS.**

Mr. Bail asked the council for direction to see what kinds of project they would like to do with this 2<sup>nd</sup> Avenue NE. He asked if the City would like to put in an 18 foot wide street paid for by the City or redo

the entire street and assess part of the cost to the property owners. Council member Tweten gave his opinion on both of those options. Council member Vonasek asked if a 3<sup>rd</sup> option of vacating the road could be added to the list. Council member Tweten stated that drainage is an issue that needs to be addressed and how this might reduce the value of the businesses so the City should be cautious if they are thinking of vacating this road. More discussion followed about how much the road is used, possible curb cuts for exiting the parking lot, and keeping an easement for utilities if necessary. Mayor Stauss stated how the Civic Center parking lot and roads are bad. Council member Buckalew agreed with Mayor Stauss and said they need to take another look at the Civic Center Parking lot. He said there were cracks that are only going to get worse with moisture infiltration. He added that the council will be discussing parking lot repairs at the next work session. Council President Buckalew said this study wouldn't commit the City to anything but give the council a direction to move forward in.

*Voting Aye: Grassel, Vetter, Vonasek, Buckalew, Tweten, Olstad, and Leigh.*

*Voting Nay: None.*

14. Consider adopting Resolution No. 13-08-77 authorizing Brad Bail from Widseth Smith Nolting to design a park to be located at the north end of East Grand Forks at a cost not to exceed \$2500.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 13-08-77 AUTHORIZING BRAD BAIL FROM WIDSETH SMITH NOLTING TO DESIGN A PARK TO BE LOCATED AT THE NORTH END OF EAST GRAND FORKS AT A COST NOT TO EXCEED \$2500.**

Council member Olstad said he went through the 2040 Land Use Plan and found that it was recommended to have 10 acres of park land for every 10,000 in population. He stated that East Grand Forks has 53 acres of park land with a population that is less than 10,000 which does include the greenway. He added that the cost of maintaining the City parks are going up and this would be a good thing to consider down the road and see if legacy funds would be available to help pay for a park up on the north end. Council member Olstad said there are other projects like the swimming pool that need to be addressed before adding another major project. Council member Tweten said he disagrees with Council member Olstad and asked the council how they would facilitate in selling lots. He added how families, the college, and public school system are very interested in this park. Council member Olstad asked if the schools are going to step up and help pay for this park. Mayor Stauss stated at this time the development is not ready for a park like this. Council member Tweten said he disagrees and added how this park would help make the area more attractive. Mayor Stauss added how if the City will be looking for Legacy funds Representative Kiel will need to be contacted since she is on that committee and our representative. Council Vice-President Leigh added that the park would be nice but there are too many major projects to take care of right now. Council President Buckalew stated how the budget was cut to a minimum for the taxpayers and how the council could consider this once there has been more development in the area. Council member Vonasek added that the timing for this was off for this project and maybe the council should table this issue for six months.

*Voting Aye: Grassel, and Tweten.*

*Voting Nay: Vetter, Vonasek, Buckalew, Olstad, and Leigh.*

**CLAIMS:**

15. Consider adopting Resolution No. 13-08-78 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 16450 for a total of \$1020.02 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 13-08-78 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 16450 FOR A TOTAL OF \$1020.02 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Grassel, Vetter, Vonasek, Tweten, Olstad, and Leigh.*

*Voting Nay: None.*

*Abstain: Buckalew.*

16. Consider authorizing the Interim City Administrator to issue payment of recommended bills and payroll.

**A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO AUTHORIZE THE INTERIM CITY ADMINISTRATOR TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.**

*Voting Aye: Grassel, Vetter, Vonasek, Buckalew, Tweten, Olstad, and Leigh.*

*Voting Nay: None.*

#### **COUNCIL/STAFF REPORTS:**

Mayor Stauss reported that the campground was full again this past weekend and commented how well the campground is doing again this year. He also mentioned that in the middle of September he will be going to discuss the campground utility expansion and waste water project to the Capital Investment Committee in Crookston for the bonding bill.

Council Member Olstad thanked the firefighter for hosting Catfish Days. He said he heard it was a great turnout and is glad to know they are going to keep it going. Mayor Stauss added the he and the other council members feel the same. Council member Olstad added that on Thursday, August 8<sup>th</sup> there was going to be a Water Carnival put on by the Save Our Pool group that will be taking place at the pool. He also said that more volunteers are needed for shifts from 6-7 and 7-8.

Council Member Leigh said he was already signed up to help with hotdogs.

Mr. Lindquist said he sent out a tentative schedule for the interviews. He reminded them the council will be what the City will be responsible for when the candidates come. He asked if the council would like to have the candidates stay one more day in case they would like to speak with one of them the following day. The council members said the candidates can go home after the interviews since they will need to discuss and decide who they would like to hire.

Mr. Bail stated how the City never really replaced Sherlock Park after the flood and encouraged the council to keep this project in mind for the future and offered to put something together for the council to review in six months. Mr. Bail also informed the council that MNDOT came in and inspected the bridges and received 100% on almost everything other than having to fix a culvert.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OSLTAD, TO ADJOURN THE AUGUST 6, 2013 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:30 P.M.**

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Karl Lindquist, Interim City Administrator

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

**CALL TO ORDER:**

*The Special Meeting of the East Grand Forks City Council for August 13, 2013 was called to order by Council Vice-President Greg Leigh at 5:00 P.M.*

**CALL OF ROLL:**

*On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council Vice President Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; Karl Lindquist, Interim City Administrator; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council Vice-President Determined a Quorum was present*

**NEW BUSINESS:**

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

Vice-President Leigh gave the floor to Mr. Stordahl. Mr. Stordahl explained how the MNDOT will be replacing pavement at the intersection of 2<sup>nd</sup> Street and Demers Avenue. He informed the council there are storm sewer pipes that need to be repaired during this project. Mr. Stordahl stated he had received two quotes for this project. He recommended awarding the job to Robinson Excavating, Inc for the amount of \$15,872. Council member Tweten asked if the bids were for the exact same job. Mr. Stordahl stated the bids they gave were for the same work. Mayor Stauss added how there have been issues here and to make sure there is good compaction when they finish. Mr. Stordahl stated that there are three compaction tests that are required before they are finished with the job.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSTAD, TO AWARD THE JOB OF REPAIRING THE STORM SEWER PIPES ON DEMERS AVE TO ROBSINSON EXCAVATING, INC. FOR THE AMOUNT OF \$15,872.**

*Voting Aye: Vetter, Tweten, Olstad, Leigh, and Grassel.*

*Voting Nay: None.*

*Abstain: Vonasek.*

*Absent: Buckalew.*

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE AUGUST 13, 2013 SPECIAL COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:04 P.M.**

*Voting Aye: Vetter, Vonasek, Tweten, Olstad, Leigh, and Grassel.*

*Voting Nay: None.*

*Abstain: Buckalew.*

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Karl Lindquist, Interim City Administrator

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

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for August 13, 2013 was called to order by Council Vice-President Greg Leigh at 5:04 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 Greg Leigh, Council Members Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; Karl Lindquist, Interim City Administrator; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council Vice-President Determined a Quorum was present*

**1. Bid Opening for Cleaning Services – Nancy Ellis**

Ms. Ellis explained to the council how she had requested proposals for cleaning services for City Hall, the Police Department, and the Public Works building, collected bids, and now was opening the bids at a public meeting. The first bid she opened was from Ann Ostlund who only submitted bids for cleaning City Hall for \$2000 per month and Public Works for \$500 per month. KBS was the next bid opened. They only submitted a bid for City Hall for \$700 per month. ISS Facility Services was the third bid opened. They submitted bids for City Hall at \$685 per month, Public Works at \$250 per month, and the Police Building at \$1050 per month. DustbusterZ Goal, Inc submitted bids for City Hall at \$1475 per month, Public Works at \$980 per month, and the Police Department at \$2875 per month. The last bid was from Wizards Cleaning Inc who submitted bids for City Hall at \$1490 per month, Public Works at \$490 per month, and the Police Building at \$1010 per month. Ms. Ellis stated that ISS Facility Services came in as the lowest bidder but the bids will be reviewed and she will bring a recommendation back to the council. Mayor Stauss asked why the Police Department would cost so much more. Ms. Ellis explained how there is an initial cleaning that needs to be done and it is cleaned more often since they are open 24 hours a day, seven days a week. Other comments added were that the garages are included; they would be required to clean up urination and vomit in the cells and

numerous changes of mop heads since the whole building needs to be mopped. This item will be referred to City Council for action.

## **2. Approval of the 2014 MNDOT Transit Application – Nancy Ellis**

Ms. Ellis informed the council there was a lot of information that she had included in the packet regarding the budget for transit and if they had any questions to give her a call since there was so much to look over. Ms. Ellis went on to explain how the budget is set by Cities Area Transit and gave a breakdown of what comes from the federal government, the state government, and how the City has a operating match of 20% for costs. Council Vice-President Leigh asked if the MPO will be submitting this and if there are any increases in the budget the council should be aware of. Ms. Ellis explained how she is responsible for submitting the application and the increases in the budget fall under maintenance and gas. Mayor Stauss asked if part of her salary is included in this budget. Ms. Ellis stated that part of her salary is included as well as funds for training she needs to attend. Ms. Ellis also pointed out that ridership was up in 2012 but has flat lined in 2013. Council member Vetter asked if 2013 was a low year for ridership. Ms. Ellis informed the council that 2013 was not low, but close to being the same as 2012 so it is high again this year. Council member Vetter asked about the projected ridership and why it was varied. Ms. Ellis explained that there had been snow days when the buses didn't go out but added that usually the numbers end up about the same. Ms. Ellis also added that the Dial-A-Ride service has a 15% cost to the City, how there were not any federal dollars available for this service but usually this cost is under \$10,000 a year for the City. This item will be referred to City Council for action.

## **3. Microprocessor Panel for Civic Center – Dave Aker**

Mr. Aker informed the council that he was pulling this item at this time. He stated he was looking through budgets to see if there were funds available for this panel. Vice-President Leigh asked how important it was for the Civic Center. Mr. Aker explained how this panel would show when things are running. He added this could save some money on electricity since there would be more control of when things run making it more energy efficient. Vice-President Leigh asked how much would be saved. Mr. Aker said it would be about 25% less a month in electricity costs. Mayor Stauss asked Mr. Boyce if this is something Water & Light could look into since this panel could save on energy. Mr. Lindquist stated this will be looked into and brought back to another work session.

## **4. PLC SCADA System – Jason Stordahl**

Mr. Stordahl explained how the PLC SCADA system is the brains of a lift station and each of the lift stations had been on a schedule of being updated since the life span of this system is 15 to 20 years but that is not always the case. He added that there has been nothing but issues with the system at lift station number five. Mr. Stordahl said this might be a band aid fix but is recommending having IPS fix the PLC SCADA system at lift station number five since they had the lowest quote and commented how they are very good to work with. He also said there is money in the budget for this fix. Mr. Stordahl told the council there is a chance the panel will also need to be replaced so it can communicate with the rest of the system but that can be

transferred into the new lift station when that is completed. Mr. Lindquist asked to have this moved on the next council meeting since there is money in the budget for this project.

#### **5. Massage Ordinance – Megan Nelson**

Ms. Nelson explained how recently Altru had opened up a facility in East Grand Forks and how they offer massage therapy along with other services. She went on to explain the City Code states any massage parlor or employee is required get a license and renew it every year with the City. She stated that is wasn't very clear in the ordinance if these employees of Altru would be exempt from getting licensed. She also asked if they were required to get a license, if the background check done by Altru would be allowed in place of the background check performed by the City. After some discussion the council asked the City Attorney to look into this matter and inform the council on what he finds.

#### **6. Part-Time Management Intern – Karl Lindquist**

Mr. Lindquist informed the council that he is very happy with how Mr. Marquardt has worked out as an intern and would like to extend his length of time at the City until the end of the school year in 2014. He asked the council to approve letting Mr. Marquardt work 14 hours per week so he would not be considered a public employee. Mayor Stauss asked if his wages were included in the budget and commented how Mr. Huizenga never had an intern before and would like to know what the new City Administrator would be having them do. Council member Tweten added that if the City was going to have an intern the council will have to work it into the budget. Council member Grassel asked if Scott had included the intern position in the budget for 2013. Ms. Anderson said that he did not include it. Council member Vetter stated that it might be helpful during budget talks and help during the transition of when the new city administrator starts. This item will be referred to City Council for action.

#### **7. Pay Equity Reporting – Karl Lindquist & Dan Boyce**

Mr. Lindquist explained to the council that before Mr. Mattson started at the City the Water and Light Department reported their pay equity separate from the City and added how they are a separate entity from the City. He told the council that Water and Light has separate jurisdiction and should do their own reporting. Mr. Lindquist requested that Mr. Galstad draft a resolution for both the City Council and Water and Light Commission to pass and then submit a petition to the Department of Budget and Management to decide which way is the correct way for reporting pay equity. Discussion followed about how the City Charter has them listed as being separate, what issues might arise with differences in wages between the City employees and the Water and Light employees, and how this would allow the Water and Light Commission more flexibility when negotiating. Mayor Stauss asked if the Water and Light Department would consider hiring private contractors for certain jobs. Mr. Boyce informed the council that they already to that. Mr. Galstad added that they are not able to hire private workers exclusively. Vice-President Leigh said that if an agreement can't be reached the charter might have to be changed but to move this along to the next meeting.

## **8. Discussion on Auditing Services – Karl Lindquist & Karla Anderson**

Ms. Anderson stated Council member Vetter had asked about the auditing services the City receives and how right now the City doesn't have a formal agreement with BradyMartz for services. She added that they have been very helpful with all of the turnover there has been in the Administration Office in the last few years. Council member Vetter stated he was not opposed to their services but stated it might be a good idea to ask for proposals for services to make sure the City is getting services at a fair price. Ms. Anderson told the council that when the City received a reduction in LGA BradyMartz lowered their fee for services as well. Discussion followed about the process of obtaining proposals for auditing services and what actions the council would be allowed to take. Ms. Anderson said the timing isn't the greatest right now for requesting proposals and asked if this could be brought up again next year. The council had no problems with that.

## **9. Discussion on Refuse Collection – Karl Lindquist & Jason Stordahl**

Mr. Stordahl reminded the council that a representative came and spoke with the council in regards to renewing the contract with Waste Management a year early. He told the council that he had been approached by another company who is interested in possibly providing refuse collection services for the City. He commented on what good service Waste Management has provided but added what great service that Country Wide as provided during spring and fall cleanup weeks. Council member Tweten asked where Country Wide is out of. Mr. Stordahl said they were from Grand Forks. Mr. Galstad asked if they would provide the same kind of residential service that Waste Management does. Mr. Stordahl stated it is something he can look into by contacting other cities that Country Wide provides service for. Discussion followed on how long of a contract the City would advertise for and if the green site would be split from residential pickup. Council member Vetter asked when the contract is up with Waste Management. Mr. Stordahl said the contract went through June of 2014. Mr. Stordahl stated that he would check on Country Wide to see if they would be able to provide service for East Grand Forks to see if the council should ask for bids for service or if they should renew the contract with Waste Management.

## **Other**

Council member Tweten asked Ms. Helgeson to tell the council about the retirement party. Ms. Helgeson stated there was going to be a retirement party for Ms. Anita Poss who had work in the library for over 20 years and that the party was going to start at 6:00pm at the library. Council member Tweten also reminded everyone of Heritage Days this weekend.

Council member Olstad told the council the Water Carnival was canceled because they were not able to get enough volunteers and that at the last drug task force meeting Chief Hedlund was made Chairman of the Board. Last of all Chief Hedlund informed the council of all of the mold that has been found in the Police Department and if any of them would like to see if he could bring them on a walkthrough of the station.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSAD, TO ADJOURN THE AUGUST 13, 2013 SPECIAL COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:07 P.M.**

*Voting Aye: Vetter, Tweten, Olstad, Leigh, and Grassel.*

*Voting Nay: None.*

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Karl Lindquist, Interim City Administrator

# 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. 13 – 08 – 79**

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, 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 City Administrator.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed:

Passed: August 20, 2013

ATTEST:

\_\_\_\_\_  
Interim City Administrator

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

I hereby approve the foregoing resolution this 20th day of August, 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. 13 – 08 – 80**

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, 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 City Administrator.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed:

Passed: August 20, 2013

ATTEST:

\_\_\_\_\_  
Interim City Administrator

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

I hereby approve the foregoing resolution this 20th day of August, 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. 13 – 08 – 81**

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

WHEREAS, last spring the City and the Department of Political Science and Public Administration of the University of North Dakota agreed to create a Management Intern Program, which resulted in the City hiring Andrew Marquardt as a Summer Intern; and

WHEREAS, the Internship has proven to be a great success, both for the City and the University of North Dakota; and

WHEREAS, Andrew Marquardt will graduate from the University of North Dakota in the spring of 2014 with a Master’s Degree in Public Administration, and the Interim City Administrator has expressed an interest in extending the summer internship program and hiring Andrew Marquardt for the balance of 2013.

NOW, THEREFORE, BE IT HEREBY RESOLVED that Andrew Marquardt is hired as a part-time temporary Management Intern from September 3, 2013 through December 31, 2013, at a wage rate of \$14.00 per hour, with the condition that Mr. Marquardt’s hours of employment shall be limited to no more than 14 hours per week.

*Voting Aye:*  
*Voting Nay:*  
*Absent:*

The President declared the resolution passed:

Passed: August 20, 2013

ATTEST:

\_\_\_\_\_  
Interim City Administrator

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

I hereby approve the foregoing resolution this 20th day of August, 2013.

\_\_\_\_\_  
Mayor

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held August 1, 2013 at 5:00 P.M.

Present: Quirk, Ogden, Tweten

Absent: Brickson

It was moved by Commissioner Tweten seconded by Commissioner Ogden that the minutes of the previous meeting of July 18, 2013 be approved as read.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$537,712.67.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to approve participation in the EPA National Center for Innovation in Small Drinking Water Systems led by the University of Dayton Research Institute.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to adjourn to the next regular meeting on August 15, 2013 at 5:00 P.M.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

Lori Maloney  
Sec'y

# Request for Council Action

Date: 8-15-13

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.

**Resolution: Last week it was called to the City's attention that the Altru Clinic in the City employed either a masseur or a masseuse, or both, and the question was raised whether the Clinic needed to obtain a massage parlor license pursuant to City Code Chapter 114.**

**City Attorney Ron Galstad was asked to research the matter, and he found that Minnesota Statute 471.709 prohibits a municipality from requiring a message therapist, employed by a medical professional, to obtain a license or permit. Therefore, the City will be taking no action concerning Altru Clinic's massage therapy program, and the City considers this issue closed.**

**RESOLUTION NO. 13 – 08 – 82**

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

WHEREAS, 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 Department of Management and Budget, and

WHEREAS, the City and the Water & Light Commission used to file separate pay equity reports with the State of Minnesota, but in approximately 2006 the City and the Water & Light Commission filed one joint pay equity report with the State of Minnesota, and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Attorney is hereby directed to prepare and file the necessary documents with the Minnesota Department 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.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed:

Passed: August 20, 2013

ATTEST:

\_\_\_\_\_  
Interim City Administrator

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

I hereby approve the foregoing resolution this 20th day of August, 2013.

\_\_\_\_\_  
Mayor

# Request for Council Action

**Date:** August 20, 2013  
**To:** East Grand Forks City Council and Mayor Lynn Stauss  
**From:** Nancy Ellis, City Planner  
**RE:** Cleaning service bids – reject all bids

---

## **RECOMMENDATION:**

Staff recommends rejecting all bids as the lowest bidders did not receive positive referrals and the other estimates were too high or incomplete. It is recommended that each dept. get their own cleaning estimates and continue contracting with their chosen cleaning service.

## **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.

**2013 Request for Bids**  
**Cleaning Services for City Hall, Public Works Bldg, Police Bldg**  
**East Grand Forks, MN**  
**Bid Date: August 13, 5:00 PM**

**Monthly Cleaning Estimate for 3 bldgs: \$1,800.00/month**

<b>Contractor</b>	<b>TOTAL MONTHLY BID</b>	<b>TOTAL/MONTH</b>	<b>COMPLETE</b>
Ann Ostlund 910 5th Ave NW East Grand Forks, MN 56721	City Hall: \$2000 Public Works: \$500 Police Bldg: DNB	TOTAL FOR 2 BLDG \$2,500.00	NO (NO SCHEDULE)
KBS 1575 Henthorne Dr. Maumee OH 43537	City Hall: \$700 Public Works: DNB Police Bldg: DNB	TOTAL FOR 1 BLDG \$700.00	YES
ISS Facility Services 912 Page Drive Fargo, ND 58103	City Hall: \$685 Public Works: \$250 Police Bldg: \$1050	TOTAL FOR 3 BLDG \$1,985.00	YES
DustbusterZ Goal Inc 2501 N. 42nd St Grand Forks, ND 58203	City Hall: \$1475 Public Works: \$980 Police Bldg: \$2875	TOTAL FOR 3 BLDG \$5,330.00	NO (NO SCHEDULE)
Wizards Cleaning Inc 1601 7th Ave N Grand Forks, ND 58203	City Hall: \$1490 Public Works: \$490 Police Bldg: \$1010	TOTAL FOR 3 BLDG \$2,990.00	NO

# Request for Council Action

**Date:** August 20, 2013  
**To:** East Grand Forks City Council and Mayor Lynn Stauss  
**From:** Nancy Ellis, City Planner  
**RE:** Approval of the Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition

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## BACKGROUND AND SUPPORTING DOCUMENTATION OF REQUEST:

This can be final approval for the Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition. Outlot B will be platted for single family homes. Originally, this Outlot was platted as POW 6<sup>th</sup> Addition and rezoned to a PUD with approval from city council on Sept. 19, 2006. The PUD concept development plan for the construction of townhomes on this property was also approved on Sept. 19<sup>th</sup> 2006 by city council. However, Mr. Peabody did not record this plat and therefore, the plat is no longer valid. Mr. Peabody would now like to develop the lots as single family lots instead of townhome lots.

## **PLANNING COMMISSION RECOMMENDATION**

Staff recommends final approval of the Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition to the City of East Grand Forks with shown utility and road/access easements and with the following comments:

- 1) Submit a digital file to planning office.
- 2) Mr. Peabody must follow through on the attached letters from Water & Light Dept. and repair the curb stops and service lines. Permits will not be issued until the repairs are completed. Water and Light will notify the Building Inspections staff when the repairs are completed and building can commence.
- 3) Developers Agreement to install the roads (no sidewalks) must be completed by the developer and City Attorney and recorded with plat.

## GENERAL INFORMATION

**APPLICANTS/PROPERTY OWNERS:** Robert and Jeanine Peabody

**REQUESTED ACTION:** Applicant is requesting preliminary approval and possible final approval of the Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition to the City of East Grand Forks.

**SITE ZONING/LAND USE:** PUD is the current zoning for Outlot B, vacant land.

**SURROUNDING ZONING/LAND USE:**

North: R-1 zoning, single family homes

West: R-1 zoning, single family homes/vacant lots and dike

South: Outside City Limits, Vacant Land/Rural homes

East: R-1 zoning, Peabody's 1<sup>st</sup> Addition, single family homes

LOCATION: The parcel is located west of Rhinehart Dr., south of 13<sup>th</sup> St SE, and east of Laurel Drive (near dike along Red River).

#### COMMENTS

This can be final approval for the Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition. Outlot B will be platted for single family homes. Originally, this Outlot was platted as POW 6<sup>th</sup> Addition and rezoned to a PUD with approval from city council on Sept. 19, 2006. The PUD concept development plan for the construction of townhomes on this property was also approved on Sept. 19<sup>th</sup> 2006 by city council. However, Mr. Peabody did not record this plat and therefore, the plat is no longer valid. Mr. Peabody would now like to develop the lots as single family lots instead of townhome lots.

As far as a developer's agreement, the curb and gutter, as well as, utilities have already been installed for all of the newly developed lots. (There are some issues with the water main and hook-ups that must be addressed by a meeting of Mr. Peabody and the Water and Light Dept.) However, a developer's agreement is necessary to require paving of Brandon Blvd and the cul-de-sac.

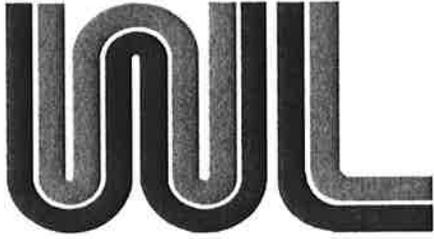
In addition, sidewalks are not required in cul-de-sacs of that length and there are no other sidewalks along Laurel Drive. I see no reason to place them along Brandon Boulevard. Park dedication fees were paid for these lots when they were first platted in 2006.

#### **STAFF RECOMMENDATION**

Staff recommends final approval of the Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition to the City of East Grand Forks with shown utility and road/access easements and with the following comments:

- 4) Submit a digital file to planning office.
- 5) Work with both the Public Works Office and the Water & Light Dept. to discuss hookups and water line repair for the area.

**Enc. Replat of Outlot B Block 2 Point of Woods 5<sup>th</sup> Addition**



**East Grand Forks  
Water & Light Department**  
Distribution Service Center  
1010 5th Ave. NE • East Grand Forks, MN 56721  
[www.eastgrandforks.net](http://www.eastgrandforks.net)

Your Hometown Utility Since 1909

July 17, 2009

Mr. Robert Peabody  
1300 Laurel Drive SE  
East Grand Forks, MN 56721

Dear Bob,

Last fall, during our routine maintenance of the City's water system, our water crew discovered damaged service lines on Brandon Boulevard. There are 8 curb stops that have been bent over during construction or maintenance of these properties. Two of the service lines are leaking, which prompted the water main to be shut off.

Today, the water crew flushed the dead end section of the water main to try to keep fresh water in this part of the system. The lines are still leaking, so we again shut off the main. We will need to keep this section of water main out of service and isolated from the system until repairs to the services have been completed by you, the owner of the development. After a plumber repairs the curb stops, we will again flush the main, disinfect, flush again and take bacteria samples to ensure the safety of this part of the water system.

Please call me at 773-0515, if you have any questions or concerns regarding these services. I will be out of town for a few days, but will be back in the office, Monday July 27<sup>th</sup>. Thank you for your time and consideration in this matter.

Sincerely,

Scott Gravseth  
Superintendent  
Water and Light Dept



**East Grand Forks  
Water & Light Department**

Distribution Service Center

1010 5th Ave. NE • East Grand Forks, MN 56721

[www.eastgrandforks.net](http://www.eastgrandforks.net)

Your Hometown Utility Since 1909

May 9, 2013

Mr. Robert Peabody  
1300 Laurel Drive SE  
East Grand Forks, MN 56721

Dear Bob,

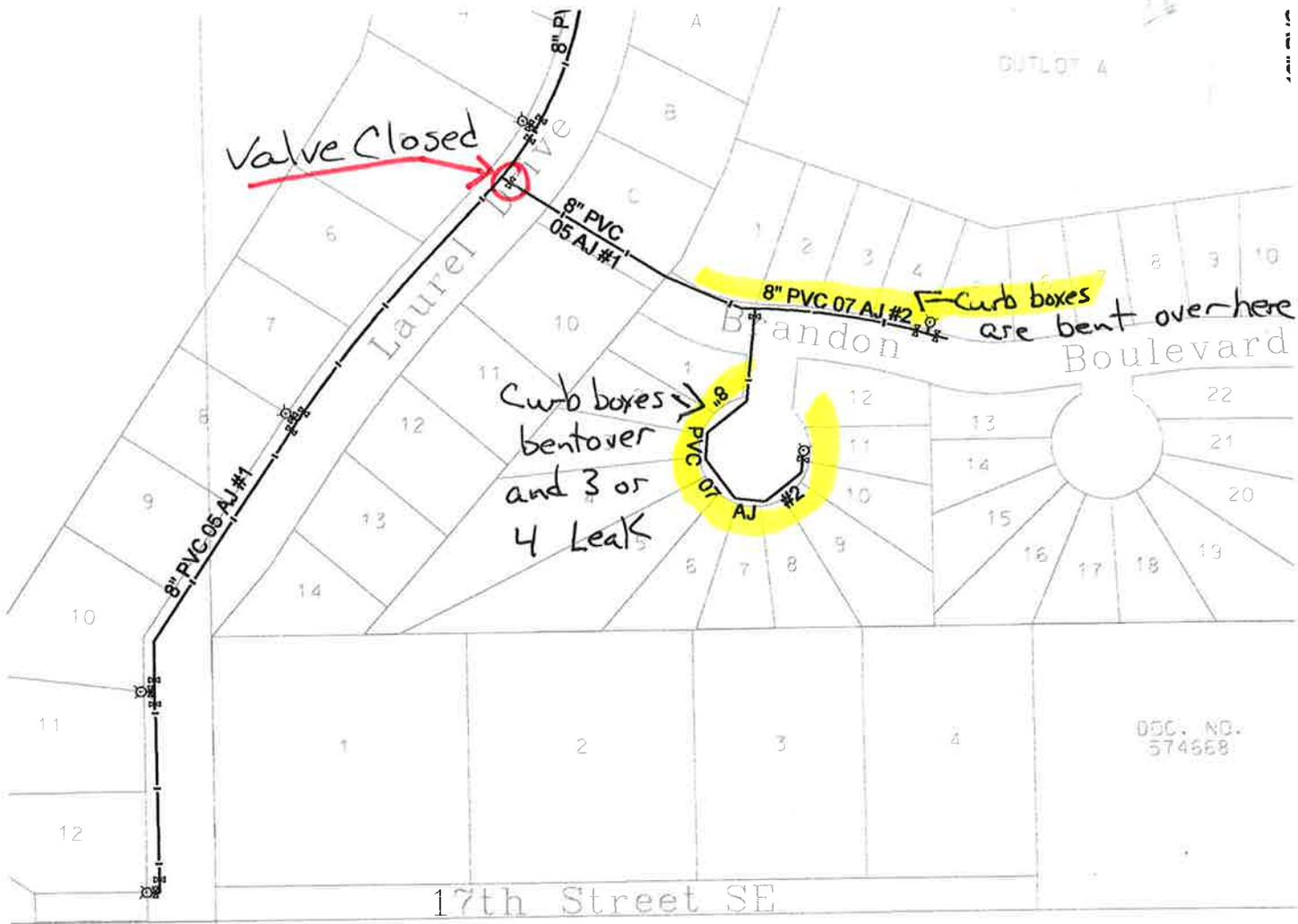
I'm writing to remind you of the maintenance issue with the curbstops on Brandon Boulevard that were addressed in the attached letter sent to you on July 17, 2009. This condition still exists and the owner of this development is responsible for repairs. Water and Light would like to turn on the water for this part of the City's water distribution, but will not until these services have been repaired and the mains can be disinfected.

At this time, there is no fire protection from the hydrants on Brandon Boulevard, and service will not be available for any new dwellings constructed there until this work has been accomplished.

If you have any questions, please call me at 773-0515. Thank you for your immediate attention to this situation.

Sincerely,

Scott Gravseth  
Superintendent  
Water and Light Dept





# Request for Council Action

**Date:** August 20, 2013  
**To:** East Grand Forks City Council and Mayor Lynn Stauss  
**From:** Nancy Ellis, City Planner  
**RE:** Approval of Point of Woods Townhome PUD Concept Development Plan

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## PLANNING COMMISSION RECOMMENDATION

Planning Commission recommends approval of the POW concept development plan.

## GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: Robert and Jeanine Peabody

REQUESTED ACTION: Applicant is requesting approval of an amendment to the Point of Woods Townhome PUD Concept Development Plan.

SITE ZONING/LAND USE: PUD is the current zoning, Vacant.

SURROUNDING ZONING/LAND USE:

North: R-1 zoning, single family homes

West: R-1 zoning, single family home/vacant lots and dike

South: Outside City Limits, Vacant Land/Rural homes

East: R-1 zoning, Peabody's 1<sup>st</sup> Addition, single family homes

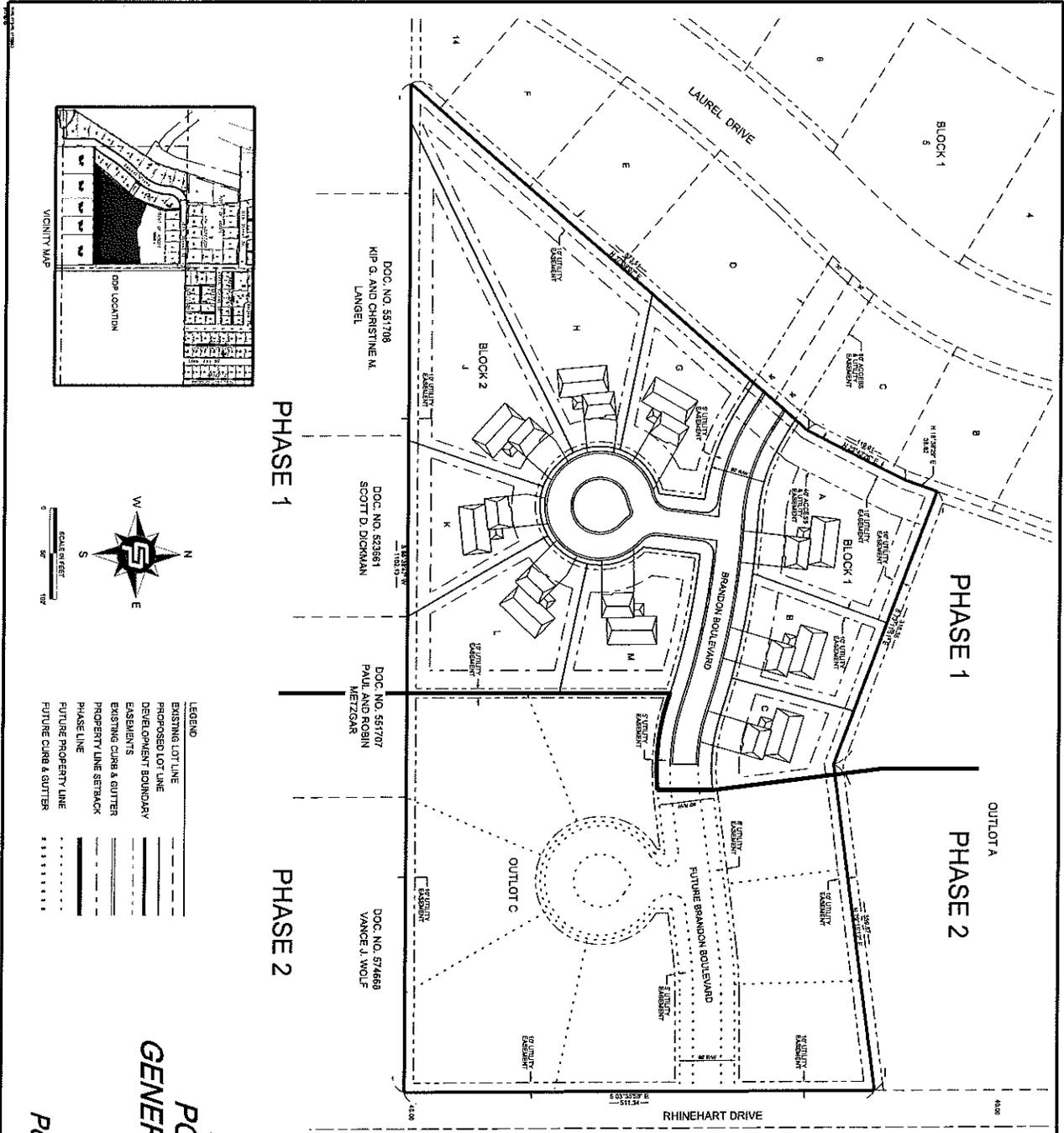
## General Comments

The concept development plan addresses a number of items: road design, building square footage, stormwater drainage, driveways, fencing, green boulevard initiative, building setbacks and impervious coverage of lots. Originally, Outlot B was rezoned as a PUD, platted and a PUD concept plan for townhomes were approved by Council. However, the plat was not recorded the Outlot was not developed with townhomes.

Although a PUD concept plan was approved but the land was not developed; the PUD zoning remains. Therefore, the existing PUD concept plan must be amended to reflect the current platting of the property and the intentions of selling the lots for single family homes. These lots will require setback restrictions and impervious coverage that match the R-1 (Single family residential) zoning requirements.

## **STAFF RECOMMENDATION**

Staff recommends approval of the Point of Woods townhome PUD concept development plan.



DEVELOPMENT DATA PHASE 1		DEVELOPMENT DATA PHASE 2	
LOT	PERCENTAGE	LOT	PERCENTAGE
OUTLOT A	100.0%	OUTLOT A	100.0%
OUTLOT B	100.0%	OUTLOT B	100.0%
OUTLOT C	100.0%	OUTLOT C	100.0%
BLOCK 1	100.0%	BLOCK 1	100.0%
BLOCK 2	100.0%	BLOCK 2	100.0%
BLOCK 3	100.0%	BLOCK 3	100.0%
BLOCK 4	100.0%	BLOCK 4	100.0%
BLOCK 5	100.0%	BLOCK 5	100.0%

DEVELOPMENT DATA PHASE 1		DEVELOPMENT DATA PHASE 2	
DEVELOPMENT DATA	PERCENTAGE	DEVELOPMENT DATA	PERCENTAGE
DEVELOPMENT DATA PHASE 1	100.0%	DEVELOPMENT DATA PHASE 2	100.0%
DEVELOPMENT DATA PHASE 2	100.0%	DEVELOPMENT DATA PHASE 1	100.0%

**NOTES:**

- DEVELOPMENT DATA AS SHOWN ARE FOR THE COMPLETE PLAN. HOWEVER INDIVIDUAL LOTS MAY EXCEED IMPROVEMENTS COVERAGE.
- THIS PROJECT SHALL COMPLY TO THE LOCAL CODE, BUILDING CODE, AND FIRE CODE UNLESS SHOWN OTHERWISE HEREON.
- PROPERTY OWNERS MUST FOLLOW THE ZONING REGULATIONS IN CITY CODE CHAPTERS 162.
- FUTURE LOT LINES ARE SHOWN FOR CONCEPTUAL PURPOSES ONLY.
- DRAWINGS CAN NOT EXCEED 30 FEET WIDE AT THE PROPERTY LINE AND 42 FEET WIDE AT THE CURB LINE.

**EASEMENTS:**

- LOT A CONTAINS A 40' WIDE ACCESS & UTILITY EASEMENT LOCATED ON THE WEST SIDE OF THE LOT.
- LOT B CONTAINS A 10' WIDE UTILITY EASEMENT LOCATED ON THE WEST SIDE OF THE LOT.

**PLANNING SCHEDULE:**

THE LANDSCAPING CONTRACTOR FOR RESUBMITTING ONLY. THE OWNERS OF EACH LOT SHALL BE RESPONSIBLE FOR THEIR OWN LANDSCAPING AND PLANNING.

**AMENDMENT NO. 1**  
**POINT OF WOODS PUD**  
**GENERAL DEVELOPMENT PLAN**  
**SINGLE - FAMILY**  
 Located in Outlot B,  
 Point of Woods 5th Addition

# 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.



## Integrated Process Solutions

34696 412th St SE, PO Box 26, Fosston, MN 56542 218-435-1703

August 10, 2013

City of East Grand Forks  
Jason Storedahl  
Director of Public Works

RE: Lift Station No. 5 Control Upgrade Proposal

Dear Jason,

Integrated Process Solutions, Inc. is pleased to provide the following proposal for upgrading the City of East Grand Forks lift station no. 5. Our proposal is based on our knowledge of the existing system and our recent meeting discussing the current status of the system and possible options. We offer the following for your review and consideration:

### **Lift Station No. 5**

Quantity one (1) Nema 12 Enclosure  
Quantity one (1) Lot Circuit Breakers & Lighting Arrestors  
Quantity one (1) Allen Bradley 1400E Micro PLC including I/O  
Quantity one (1) Lot Interface Relays, Power Supplies, and Misc. Hardware  
Quantity one (1) Submersible Level Transducer  
Quantity one (1) UPS (Provided by Owner)  
Quantity one (1) Lot Panel Fabrication & UL Listing  
Quantity one (1) Lot Factory Testing  
Quantity one (1) Lot PLC Programming  
Quantity one (1) Lot OIT Programming  
Quantity one (1) Lot Documentation & System Drawings  
Quantity one (1) Lot Startup & Testing  
Quantity one (1) Lot Travel & Expenses

The total price for Lift Station No. 5 is **\$18,822.00** net, excluding sales tax.

We propose to utilize the existing control panel to transmit alarming and runtimes back to the SCADA system until the new SCADA system

Control Panel Installation is by others.

Thank you for the opportunity to provide our proposal to you for your consideration. Should you have questions or require further information concerning this proposal, please contact me at 218-435-1703.

*Electronically Signed*

Peter J. Nelson  
Integrated Process Solutions, Inc.



P: 855-228-6383  
F: 866-961-5085  
Email: [jessicaw@minnesotapumpworks.com](mailto:jessicaw@minnesotapumpworks.com)

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Bid Date: 8/12/13  
Ref: East Grand Forks, MN – Lift Station #1 & #5  
To: Bert

In reference to the above project, Minnesota Pump Works is pleased to submit the following pricing for your review.

**Lift Station #1**

**Qty 1:** 75HP/460V/3 Phase VFD and lot of installation into existing MCC, configuration and start-up

**Total Price** **\$13,455.00**

**Lift Station #5**

**Qty 1:** Allen Bradley 1400E Micro PLC, Submersible Level Transducer, Control Panel w/ Enclosure, Lightening Arrestor, Lot of Miscellaneous Hardware, Wire, Installation, Programming, Documentation, Start-Up and Training

**Total Price** **\$22,159.00**

Note: Anything not specifically listed in above quote will not be provided.

Lead Time: 8-10 weeks after approval  
FOB: Factory  
Taxes: If exempt, certificate required

Please feel free to call with any questions and good luck!

Sincerely,  
Jessica L. Wambold  
Project Estimator/Project Manager  
[jessicaw@minnesotapumpworks.com](mailto:jessicaw@minnesotapumpworks.com)

## RESOLUTION NO. 13 – 08 – 83

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 16612 for a total of \$1834.54.

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 \$1834.54 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 August 20, 2013.

*Voting Aye:*

*Voting Nay:*

*Abstain:*

The President declared the resolution passed.

Passed: August 20, 2013

Attest:

\_\_\_\_\_  
Interim City Administrator

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

I hereby approve the foregoing resolution this 20<sup>th</sup> of August, 2013.

\_\_\_\_\_  
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 3<sup>rd</sup> Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 16612 for a total of \$1834.54.
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 August 20, 2013.

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  
Computer Check Register



**City of East Grand Forks**

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

User: lkatka  
Printed: 08/15/2013 - 8:11AM  
Batch: 02020.08.2013  
Bank Account: CGEN

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
16562	ACM001	Acme Electric Companies	8/20/2013		
				2076991	265.80
				2014859	5.61
				2090886	107.99
				2085127	970.29
				1880755	23.47
				2082906	0.32
				1880755	20.26
				2082906	3.05
				2076969	93.92
				2082906	64.19
				1880755	21.33
				1880755	17.06
				1880755	6.61
				1880755	20.27
1881685	12.79				
1880755	23.47				
1881690	-23.47				
		Check 16562 Total:			1,632.96
16563	ADA001	Adapco	8/20/2013		
				94213	7,412.50
		Check 16563 Total:			7,412.50
16564	ADV001	Advanced Business Methods	8/20/2013		
				AR690066	215.93
		Check 16564 Total:			215.93
16565	ADV006	Advantage Signs & Graphics,	8/20/2013		
				20298	280.01
		Check 16565 Total:			280.01
16566	ALB001	Albrecht Manufacturing	8/20/2013		
				40161	121.16
				40141	1,202.00
				40161	121.17
				40141	96.00
				40141	73.61
		Check 16566 Total:			1,613.94
16567	ALL002	All Pro Embroidery LLC	8/20/2013		
				1218	20.00
		Check 16567 Total:			20.00
16568	ALL004	Allpro Interior Care Inc	8/20/2013		

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
				4871	1,446.02
					<hr/>
				Check 16568 Total:	1,446.02
16569	AME002	American Tire Service	8/20/2013		
				27532	24.00
				27706	45.00
				26744	12.00
				26063	12.00
				26275	12.12
				26063	12.00
				26275	2.02
				27532	6.00
				26654	1,298.53
				27706	100.00
				27532	12.41
				26063	2.14
				27184	12.00
					<hr/>
				Check 16569 Total:	1,550.22
16570	AME005	Ameripride Linen & Apparel	8/20/2013		
				1600645373	45.84
				1600645395	37.14
				1600653183	118.24
				1600629736C	-50.54
				1600645403	29.49
					<hr/>
				Check 16570 Total:	180.17
16571	AQU001	Aqua Water Solutions	8/20/2013		
				Stmt07312013	177.70
					<hr/>
				Check 16571 Total:	177.70
16572	AUT001	Auto Glass & Aftermarket Inc	8/20/2013		
				54341	279.00
					<hr/>
				Check 16572 Total:	279.00
16573	BAR005	Barnes Distribution	8/20/2013		
				5676801001	52.78
				5719599001	23.77
				5719599001	36.65
				5676801001	22.30
				5719599001	25.97
				5676801001	48.11
				5719599001	19.23
				5676801001	20.33
				5719599001	35.89
				5676801001	16.70
				5676801001	24.73
				5719599001	28.51
				5719599001	13.75
				5676801001	34.24
				5676801001	16.11
				5719599001	64.35
				5719599001	28.51
				5676801001	69.87
				5719599001	35.89

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
				5719599003	35.15
				5719599003	54.13
					<hr/>
				Check 16573 Total:	706.97
16574	BAR002	Alex Barta	8/20/2013		
				5992	84.00
					<hr/>
				Check 16574 Total:	84.00
16575	BER001	Bert's Truck Equipment	8/20/2013		
				57604	273.87
				57604	1,070.06
				57604	434.19
				57604	331.55
					<hr/>
				Check 16575 Total:	2,109.67
16576	BOR001	Border States Electric Supply	8/20/2013		
				906038034	79.00
				906047022	26.36
				906011971	95.41
				905997343	66.92
				906040215	-66.92
					<hr/>
				Check 16576 Total:	200.77
16577	BRI003	Brite-Way Window Cleaning	8/20/2013		
				Stmt08042013	60.00
					<hr/>
				Check 16577 Total:	60.00
16578	BUS002	Business Essentials	8/20/2013		
				610124-0	94.25
					<hr/>
				Check 16578 Total:	94.25
16579	BUT001	Butler Machinery Co	8/20/2013		
				01PS0219827	267.86
				01PS0219828	1.15
				01PS0219963	5.77
				01PS0219963	2.69
				01PS0219963	1.26
				01PS0219963	21.47
				01PS0219963	182.81
				01PS0219963	0.68
				01PS0219963	0.53
				01PS0220772	44.15
					<hr/>
				Check 16579 Total:	528.37
16580	C&R001	C&R Laundry & Cleaners	8/20/2013		
				Stmt07312013	98.26
					<hr/>
				Check 16580 Total:	98.26
16581	CAN001	Canon Financial Services	8/20/2013		
				12949384	146.37
					<hr/>
				Check 16581 Total:	146.37
16582	CDW001	CDW Government Inc	8/20/2013		

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
				DQ02274	299.44
		Check 16582 Total:			299.44
16583	CEN006	Century Link	8/20/2013		
				7731635 0813	48.39
				7734307 0813	61.27
				7731109 0813	48.39
				7739231 0813	48.39
				7730337 0813	48.20
				7731851 0813	48.39
				7731861 0813	48.39
				7730821 0813	155.39
				7731101 0813	339.24
				7731815 0813	53.51
				7739454 0813	48.39
				7731485 0813	48.20
				7730762 0813	56.97
		Check 16583 Total:			1,053.12
16584	COA001	Coalition of Greater MN Citie	8/20/2013		
				Stmt08092013	250.00
		Check 16584 Total:			250.00
16585	COL004	Coldspring Memorial	8/20/2013		
				16-05883	97.91
				16-04464	262.91
				CM13-2216	200.00
		Check 16585 Total:			560.82
16586	COL002	Cole Papers Inc	8/20/2013		
				88791	11.93
				8883484	60.30
		Check 16586 Total:			72.23
16587	CUS002	Custom Stripes Inc	8/20/2013		
				1124	119.70
		Check 16587 Total:			119.70
16588	DAK002	Dakota Fence	8/20/2013		
				151422	400.00
		Check 16588 Total:			400.00
16589	DAK006	Dakota TV & Appliance	8/20/2013		
				508272	55.00
				508271	112.06
		Check 16589 Total:			167.06
16590	DIA001	Richard Papenfuss Diamond C	8/20/2013		
				2808AAA	358.84
				2808AAA	245.00
				2816AAA	51.30
		Check 16590 Total:			655.14

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
16591	DIG002	Digital-Ally Inc	8/20/2013	1057686	1,180.97
Check 16591 Total:					1,180.97
16592	ENV002	Environmental Equipment	8/20/2013	10586	673.30
				10586	62.00
Check 16592 Total:					735.30
16593	EXH001	Exhaust Pros of Grand Forks	8/20/2013	01803	17.08
				01803	48.04
Check 16593 Total:					65.12
16594	EXP003	Explorer Post #38	8/20/2013	Stmt07252013	40.00
				Stmt07292013	50.00
Check 16594 Total:					90.00
16595	EXP002	Exponent	8/20/2013	2.5985	53.94
				2.5915	593.34
				Stmt07312013	210.00
Check 16595 Total:					857.28
16596	FAS001	Fastenal Company	8/20/2013	NDGRA167719	50.44
				NDGRA165520	80.69
				NDGRA165520	157.64
				NDGRA165520	29.05
				NDGRA165520	32.79
Check 16596 Total:					350.61
16597	FIL001	Filter Care	8/20/2013	425809	18.20
				423652	27.46
				425809	52.65
				423652	8.56
				423652	16.45
				425809	46.15
				423652	52.73
				425809	16.45
				423652	52.65
				425809	82.38
				425809	165.92
				425809	17.23
				425809	20.80
Check 16597 Total:					577.63
16598	FLE002	Fleet Supply	8/20/2013	PO27907	293.85
Check 16598 Total:					293.85

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
16599	FOR001	Forks Freightliner	8/20/2013		
				2232190013	17.44
				2231980026	44.88
				2232190013	17.45
				2231980026	54.89
Check 16599 Total:					134.66
16600	FOR005	Forum Communications Com	8/20/2013		
				1700191	126.64
				1746503	47.48
				1728739	126.64
				1700193	126.64
				1736395	126.64
				1721394	126.64
				1743155	126.64
				Stmt07312013	5.70
Check 16600 Total:					813.02
16601	G&K001	G&K Services	8/20/2013		
				1225493592	49.10
				1225493590	78.50
				1225472849	38.69
				1225483216	45.93
				1225498785	71.42
Check 16601 Total:					283.64
16602	GAF002	Gaffaney's	8/20/2013		
				055788	20.25
				55853	82.60
Check 16602 Total:					102.85
16603	GAL003	Galstad Jensen & McCann PA	8/20/2013		
				itmt08052013Cri	5,500.00
				itmt08052013Cit	177.75
				tmt08052013Civ	5,250.00
				tmt08052013Fan	48.00
				nt08052013EDH	396.00
				tmt08052013Lib	108.00
Check 16603 Total:					11,479.75
16604	GAR001	Garden Hut Inc	8/20/2013		
				128617	56.23
				129190	143.47
				129320	513.37
				129197	57.14
				129197	38.30
				129197	16.01
				129321	-16.01
				Check 16604 Total:	
16605	GER001	Gerrells Sport Center	8/20/2013		
				92292-IN	12.80
				92295-IN	64.04

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
					76.84
		Check 16605 Total:			
16606	GFC001	GF City Utility Billing	8/20/2013		
				Stmt07312013	17,091.82
					17,091.82
		Check 16606 Total:			
16607	GFE001	GF Excavating	8/20/2013		
				Stmt07062013	350.00
					350.00
		Check 16607 Total:			
16608	GFF001	GF Fire Equipment	8/20/2013		
				9346	849.66
					849.66
		Check 16608 Total:			
16609	GFW001	GF Welding & Machine	8/20/2013		
				93234	20.01
				91647	17.52
				93863	46.76
				93916	62.89
				93234	21.56
				93234	1.73
					170.47
		Check 16609 Total:			
16610	GRA004	Grand Cities Towing	8/20/2013		
				2914	50.00
					50.00
		Check 16610 Total:			
16611	HAI002	Rick Hajicek	8/20/2013		
				Stmt07302013	142.50
				Stmt08122013	142.50
				Stmt08052013	142.50
					427.50
		Check 16611 Total:			
16612	HAR001	Hardware Hank	8/20/2013		
				362872	3.64
				954516	1.00
				108384	160.27
				108172	137.92
				109387	44.53
				107004	22.50
				104664	3.74
				106322	5.02
				109674	65.88
				109183	34.15
				109319	43.80
				108925	23.50
				108216	106.99
				510364	8.33
				109193	12.80
				108322	25.62
				108578	2.66
				108384	12.66
				F18064	-29.28
				108866	-23.50

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
				104664	9.82
				109386	18.47
				106322	5.45
				109322	29.88
				108323	38.44
				108384	8.00
				109351	8.54
				104664	1.38
				108602	10.64
				108384	88.65
				108653	17.08
				108468	37.37
				104678	2.77
				109558	74.80
				104678	5.32
				109089	5.32
				107949	38.45
				108983	23.49
				109575	14.94
				108230	17.06
				108359	256.49
				107884	17.08
				108958	23.49
				108056	34.81
				109552	14.94
				107485	11.71
				109147	78.26
				108898	17.08
				108725	88.67
				108942	58.70
				108841	14.30
				108832	54.45
				109272	46.46
					<hr/>
				Check 16612 Total:	1,834.54
16613	HEA001	Heartland Paper	8/20/2013		
				G319216-1	202.90
				G314655-1	74.58
					<hr/>
				Check 16613 Total:	277.48
16614	HOL002	Holiday Credit Office	8/20/2013		
				111621082548	40.42
					<hr/>
				Check 16614 Total:	40.42
16615	HOM001	Home of Economy	8/20/2013		
				4174323	11.73
				4169655	43.75
					<hr/>
				Check 16615 Total:	55.48
16616	HUG001	Hugo's	8/20/2013		
				06416284	37.57
					<hr/>
				Check 16616 Total:	37.57
16617	JobsHQ	JobsHQ	8/20/2013		
				1271819	586.04

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
					586.04
		Check 16617 Total:			
16618	K&K001	K&K Trucking Inc	8/20/2013		
				3122	2,480.00
				3147	1,200.00
					3,680.00
		Check 16618 Total:			
16619	KEE002	Keeps Inc	8/20/2013		
				218120	2,126.99
				220144	152.77
				203136-80	-224.37
					2,055.39
		Check 16619 Total:			
16620	KEI001	Keith's Security World	8/20/2013		
				17519	10.00
					10.00
		Check 16620 Total:			
16621	KEL001	Kellermeyer Building Service	8/20/2013		
				INV0506349	748.13
				INV0506357	855.00
					1,603.13
		Check 16621 Total:			
16622	LIT001	Lithia Payment Processing	8/20/2013		
				151220	271.51
				151220	143.43
					414.94
		Check 16622 Total:			
16623	LUM001	Lumber Mart	8/20/2013		
				468935	65.46
				468910	71.97
				469468	426.16
				471123	91.54
				467884	44.80
				468052	18.10
					718.03
		Check 16623 Total:			
16624	LYO001	Lyons Auto Supply	8/20/2013		
				80730	491.95
					491.95
		Check 16624 Total:			
16625	M&W001	M&W Services	8/20/2013		
				Stmt07312013	888.87
					888.87
		Check 16625 Total:			
16626	MAR004	Marco	8/20/2013		
				INV1519920	65.98
				INV1516969	32.06
				INV1530002	42.75
					140.79
		Check 16626 Total:			
16627	sj001	Matthew & Melissa Sjostrom	8/20/2013		
				Stmt08062013	5,000.00

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
					5,000.00
		Check 16627 Total:			
16628	MCD001	McDonald's of EGF	8/20/2013		
				Stmt07312013	89.20
					89.20
		Check 16628 Total:			
16629	MEN001	Menards	8/20/2013		
				45708	159.90
				45360	9.03
				46896	67.45
				45356	139.32
				46392	19.99
				46574	2.58
					398.27
		Check 16629 Total:			
16630	MES001	MESERB Treasurer Norm Mi	8/20/2013		
				Stmt07022013	2,052.46
					2,052.46
		Check 16630 Total:			
16631	MID003	Midcontinent Communication	8/20/2013		
				139248301 0813	75.00
				402764401 0813	67.38
				109924501 0813	924.66
				129361301 0813	210.07
				139248201 0813	75.00
				140556501 0813	75.00
					1,427.11
		Check 16631 Total:			
16632	MIK001	Mike's Pizza	8/20/2013		
				Stmt08052013	55.97
					55.97
		Check 16632 Total:			
16633	MPW001	Minnesota Pump Works	8/20/2013		
				1777	54.00
					54.00
		Check 16633 Total:			
16634	MSA002	Minnesota Sheriffs' Associati	8/20/2013		
				21250	210.00
					210.00
		Check 16634 Total:			
16635	MND003	MN Dept of Labor & Industry	8/20/2013		
				Stmt06302013	2,124.48
					2,124.48
		Check 16635 Total:			
16636	MNS006	MN Secretary of State - Notar	8/20/2013		
				Stmt08052013	120.00
					120.00
		Check 16636 Total:			
16637	MNS002	MN State Fire Chief Associati	8/20/2013		
				Stmt08062013	220.00

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					220.00
		Check 16637 Total:			
16638	MTI001	MTI Distributing Company	8/20/2013		
				897986	877.65
				901979	151.64
				901979	122.54
				901979	10.00
				901979	218.00
					1,379.83
		Check 16638 Total:			
16639	NEW001	Newman Signs	8/20/2013		
				TI-0264534	617.49
				Stmt08012013	1,820.00
				TI-0264483	42.06
					2,479.55
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16640	NFP001	NFPA	8/20/2013		
				5571867Y	106.15
					106.15
		Check 16640 Total:			
16641	NOR024	Northland Yard Service	8/20/2013		
				10071 5792	1,229.06
				10071 5793	1,407.47
					2,636.53
		Check 16641 Total:			
16642	ORE001	O'Reilly Auto Parts	8/20/2013		
				1510-473099	38.90
				1510-465209	145.69
				1510-472815	4.09
				1510-471814	76.45
				1510-473166	13.62
				1510-473474	26.59
				1510-473607	37.96
				1510-473167	16.22
				1510-465209	14.68
				1510-472843	480.92
				1510-471814	22.74
				1510-473607	25.55
				1510-473607	178.48
				1510-465209	83.35
				1510-472951	162.71
				1510-465209	55.54
				1510-467274	124.51
				1510-472876	15.54
					1,523.54
		Check 16642 Total:			
16643	PET001	Peterson Veterinarian Clinic F	8/20/2013		
				Stmt07312013	653.68
					653.68
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16644	PFE001	Ron Pfennig	8/20/2013		
				Stmt08072013	199.00

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
		Check 16644 Total:			199.00
16645	POL002	Polk County Auditor Treasure	8/20/2013	Stmt08082013	181.50
		Check 16645 Total:			181.50
16646	POL009	Polk County DAC	8/20/2013	Stmt08022013	20.73
		Check 16646 Total:			20.73
16647	POL004	Polk County Recorder	8/20/2013	Stmt08132013	46.00
		Check 16647 Total:			46.00
16648	POR002	Porta Mix Concrete Inc	8/20/2013	97973	38.44
				97989	38.44
		Check 16648 Total:			76.88
16649	POW001	Power Equipment Shop	8/20/2013	795	12.00
				805	35.26
		Check 16649 Total:			47.26
16650	PRA001	Praxair Distribution	8/20/2013	46763034	103.88
				46763033	56.49
				46383127	163.52
				46763032	56.49
				46763035	110.42
		Check 16650 Total:			490.80
16651	PRE001	Premium Waters Inc	8/20/2013	504155-07-13	78.50
				307090-07-13	37.62
		Check 16651 Total:			116.12
16652	QUA002	Qualificatrion Targets Inc	8/20/2013	21302265	148.77
		Check 16652 Total:			148.77
16653	QUI001	Quill Corp	8/20/2013	4280737	59.23
		Check 16653 Total:			59.23
16654	RAI001	Railroad Mgmt Co III LLC	8/20/2013	299664	132.87
		Check 16654 Total:			132.87
16655	RIV002	Rivards Turf & Forage	8/20/2013	21763	47.78

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
					47.78
		Check 16655 Total:			
16656	RYD001	Rydell Chevrolet	8/20/2013		
				15177436	60.90
					60.90
		Check 16656 Total:			
16657	SAF002	Safety Kleen Corp	8/20/2013		
				61148398	346.11
				61148398	166.78
				61148398	320.06
				61148398	17.24
				61148398	5.34
					855.53
		Check 16657 Total:			
16658	SIM002	SimplexGrinnell	8/20/2013		
				69168272	434.00
					434.00
		Check 16658 Total:			
16659	STO001	Stone's Mobile Radio Inc	8/20/2013		
				2008633	85.52
				2008800	50.00
				2008512	48.04
					183.56
		Check 16659 Total:			
16660	K&H001	Kenley Stordahl	8/20/2013		
				Stmt08052013	3,600.00
					3,600.00
		Check 16660 Total:			
16661	STR003	Streichers	8/20/2013		
				I17037073	247.51
					247.51
		Check 16661 Total:			
16662	STU001	Stuart's Towing	8/20/2013		
				Stmt08012013	53.43
					53.43
		Check 16662 Total:			
16663	SUN002	Sun Dot Communications	8/20/2013		
				16971	89.99
				16972	10.95
					100.94
		Check 16663 Total:			
16664	SUN007	Sunshine Terrace Housing M	8/20/2013		
				Stmt080513	31.28
				Stmt080513	9.58
				Stmt080513	101.84
					142.70
		Check 16664 Total:			
16665	SUR001	Surplus Center	8/20/2013		
				145810	11.75
					11.75
		Check 16665 Total:			

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
16666	TOD001	Todays Organized Living LLC	8/20/2013	Stmt08072013	120.00
		Check 16666 Total:			120.00
16667	TRI001	Tristeel Manufacturing	8/20/2013	001737	3.46
		Check 16667 Total:			3.46
16668	TRU003	True North Equipment	8/20/2013	02264782	18,400.00
		Check 16668 Total:			18,400.00
16669	TRU001	True Temp	8/20/2013	3293	111.24
				3292	95.93
		Check 16669 Total:			207.17
16670	USB004	US Bank Equipment Finance	8/20/2013	234225522	138.67
		Check 16670 Total:			138.67
16671	VER001	Verizon Wireless	8/20/2013	Stmt08012013	38.89
				9708827639	175.05
				Stmt08012013	38.36
				Stmt08012013	26.35
				Stmt08012013	79.05
				Stmt08012013	35.63
				Stmt08012013	141.69
				Stmt08012013	33.03
				Stmt08012013	33.03
				Stmt08012013	33.46
				Stmt08012013	38.36
		Check 16671 Total:			672.90
16672	VER006	Elizabeth Verk	8/20/2013	Stmt08132013	279.91
		Check 16672 Total:			279.91
16673	VIL001	Vilandre Heating & A/C	8/20/2013	238875	78.00
				1009698	430.10
				1010043	281.20
				239195	43.00
		Check 16673 Total:			832.30
16674	WAS001	Waste Mgmt	8/20/2013	515-14381 0713	18,577.75
				515-14381 0713	10,009.45
				515-1732 0713	3,278.62
				515-7492 0713	1,005.16
		Check 16674 Total:			32,870.98

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
16675	WAT001	Water & Light Department	8/20/2013		
				Stmt06302013	252.44
				Stmt08062013	1,210.21
				Stmt06302013	131.52
				Stmt06302013	311.87
				Stmt06302013	284.78
				Stmt06302013	32.79
				Stmt06302013	148.64
				Stmt06302013	95.74
				Stmt06302013	925.47
				Stmt06302013	92.92
				Stmt06302013	92.92
				Stmt06302013	92.92
				Stmt06302013	198.29
				Stmt06302013	66.10
				Stmt06302013IT	49.00
				Stmt06302013IT	305.68
				Stmt06302013IT	593.45
				Stmt06302013IT	255.67
				Stmt06302013IT	69.28
				Stmt06302013IT	65.33
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				Check 16675 Total:	5,275.02
16676	XER001	Xerox Corporation	8/20/2013		
				069301603	21.79
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				Check 16676 Total:	21.79
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				Report Total:	158,648.96
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