

**AGENDA  
CITY COUNCIL  
CITY OF EAST GRAND FORKS  
AUGUST 4, 2009  
5:00 P.M.**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

*"An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate."*

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of July 21, 2009.
2. Consider approving the minutes of the "Work Session" and "Closed Meeting" for the East Grand Forks, Minnesota City Council of July 28, 2009.

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE.**

**CONSENT AGENDA:**

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

3. Consider accepting the Safe Routes to School grant for \$168,160 to construct a sidewalk to Central Middle School and submit the project to the Metropolitan Planning Organization for inclusion into the 2010 – 2013 TIP.
4. Consider approving the request of Floan-Sanders to continue the LERRD'S certification process at \$45.82/hour, not to exceed \$36,656.00.
5. Consider approving the request to amend the Personnel Policy Manual to reflect that the residency requirement is no longer mandatory for emergency personnel but with the written requirement that all employees may be required to maintain a twenty (20) minute response time in emergency situations.

6. Consider approving the application for a Special Event for the Women's Pregnancy Center – Walk for Life on October 3, 2009 from 8:45 am to 11:00 am.
7. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Blue Line Club to be held December 16, 2009 at the American Legion, 1009 Central Ave. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
8. Consider approving the application for a Parade Permit for the Heritage Foundation, 219 20<sup>th</sup> St. NE, East Grand Forks, MN 56721 on August 15, 2009 from 9:30 A.M. to 10:45 A.M. from Demers Avenue along MN Hwy 220 to 17<sup>th</sup> St. NE and ending on 20<sup>th</sup> St. NE.
9. Consider approving the request to declare 13 seized and forfeited vehicles from the Police Department and a 1966 Ford Truck F610 from the Public Works Department surplus property and schedule a sealed bid Vehicle Auction from 8-17-09 through 8-21-09.
10. Consider awarding the quote to Opp Construction to repair the intersection of 8<sup>th</sup> Ave. NE and Gateway Drive for \$14,000.00.
11. Consider approving the salary increase for Scott Huizenga, City Administrator for a 3% increase for a total of \$85,490 per year effective August 4, 2009.

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

12. The minutes of the Water, Light, Power and Building Commission for July 1, 2009.
13. The minutes of the East Grand Forks Campbell Library Board Meeting for July 28, 2009.

**COMMUNICATIONS:**

14. Acknowledging the retirement of Melvin Hoverson effective July 31, 2009 and “Thank” him for 24 years of dedicated service to the City of East Grand Forks.
15. 2009 1<sup>st</sup> and 2<sup>nd</sup> Quarter Gambling Reports.

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

16. Consider approving the request to hire a full-time Police Officer and direct Civil Service to advertise.
17. Consider approving the request to hire a full-time Firefighter and direct Civil Service to advertise.
18. Consider adopting Resolution No. 09-08-54 a Resolution approving plans and specifications and ordering advertisement for bids for “2009 City Project No. 4 – Paving”.

**CLAIMS:**

19. Consider adopting Resolution No. 09-08-55 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 3793 for a total of \$927.50 whereas Council Member Buckalew is personally interested financially in the contract.
20. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

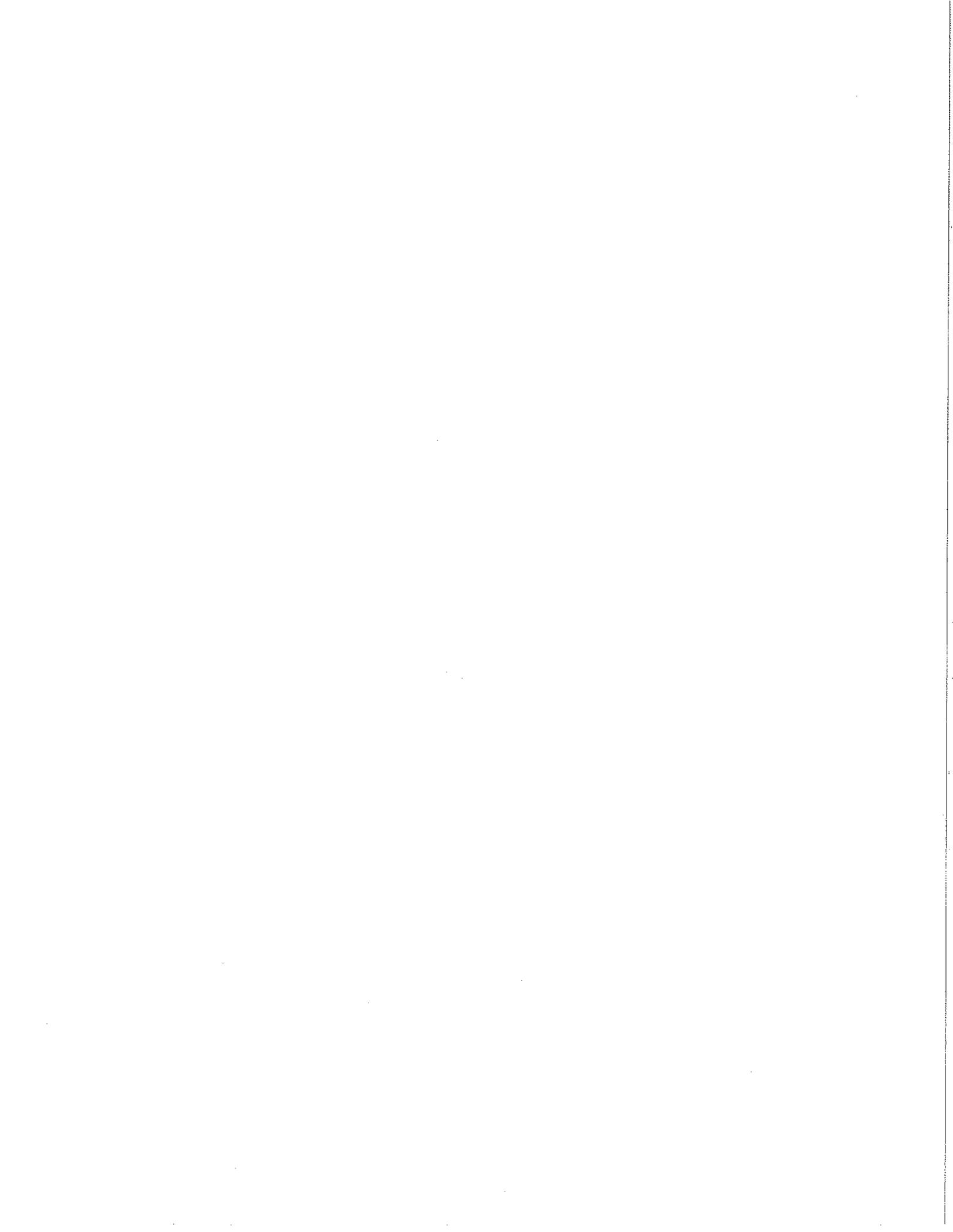
**ADJOURN:**

Upcoming Meetings:

Work Session – August 11, 2009 – 5:00 PM – Training Room

Regular Meeting – August 18, 2009 – 5:00 PM – Council Chambers

Work Session – August 25, 2009 – 5:00 PM – Training Room



**UNAPPROVED  
MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
Tuesday, July 21, 2009 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for July 21, 2009 was called to order by Council President Dick Grassel 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 Dick Grassel, Council Vice President Henry Tweten, Council Member Marc Demers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT:**

*Scott Huizenga, City Administrator; Ron Galstad, City Attorney; Greg Boppre, City Engineer; Dave Aker, Parks & Recreation Superintendent; Charlotte Helgeson, Library Director; Mike Hedlund, Police Chief; Nancy Ellis, Planning & Zoning; Randy Gust, Fire Chief; Dan Boyce, Water & Light Manager; and John Wachter, Public Works Superintendent.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

*“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”*

Ms Finney, 1613 8<sup>th</sup> St. SE, expressed her frustration regarding the condition of the unfinished dike project on 8<sup>th</sup> Street SE and read a letter signed by residents in that area. Mr. Boppre explained the entire project and stated that the contractor has two weeks to complete the project. Council President Grassel suggested waiting the two weeks to see what happens then take necessary action. Ms Bruce, 1617 8<sup>th</sup> St. SE, also expressed her concern regarding the project.

Council Member DeMers suggested that Mayor Stauss write a letter requesting urgency on this project. Mayor Stauss announced that getting the project done would be in the best interest of the Army Corp of Engineers; he also stated that the homeowners have some responsibility as well.

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of July 7, 2009.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE "REGULAR MEETING" FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF JULY 7, 2009.**

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

*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 chose.*

2. Consider approving the application for a temporary on-sale liquor license for the VFW Post 3817 to be held July 26, 2009 at the parking lot adjacent to the VFW Post 3817, East Grand Forks, MN 56721.
3. Consider adopting Resolution No. 09-07-50 a Resolution to enter an agreement with the State of Minnesota from January 1, 2010 to December 31, 2010 to provide 15% of the total operating costs for the paratransit service and up to 20% of the total capital costs.
4. Consider adopting Resolution No. 09-07-51 a Resolution to enter an agreement with the State of Minnesota from January 1, 2010 to December 31, 2010 to provide 20% of the total operating costs for the fixed route transit service and up to 20% of the total capital costs.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE CONSENT MOTIONS NUMBER TWO (2) THROUGH FOUR (4) AS SUBMITTED.**

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

*Voting Nay: None.*

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

5. The minutes of the Water, Light, Power and Building Commission for June 18, 2009.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

6. Consider awarding the quote to Opp Construction to repair the intersection of 2<sup>nd</sup> Ave. NE and 2<sup>nd</sup> Street NE for \$24,400.00 and 2<sup>nd</sup> Ave. NE at Wherleys for \$11,500.00.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO AWARD THE QUOTE TO OPP CONSTRUCTION TO REPAIR THE INTERSECTION OF 2<sup>ND</sup> AVE. NE AND 2<sup>ND</sup> STREET NE FOR \$24,400.00 AND 2<sup>ND</sup> AVE. NE AT WHERLEYS FOR \$11,500.00.**

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

*Voting Nay: None.*

7. Consider approving the request to declare four (4) squad cars as surplus property and seek bids from local dealers.

Council President Grassel asked if this is only for local dealers to bid on. Mr. Galstad stated that the City needs to look at the state co-op for purchasing a vehicle. Mr. Huizenga announced that the law changed July 1<sup>st</sup>.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE REQUEST TO DECLARE FOUR (4) SQUAD CARS AS SURPLUS PROPERTY AND SEEK BIDS FROM LOCAL DEALERS.**

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

*Voting Nay: None.*

8. Consider adopting Resolution No. 09-07-52 a Resolution authorizing execution of agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for the project entitled Safe and Sober Communities during the period from October 1, 2009 through September 30, 2010.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT RESOLUTION NO. 09-07-52 A RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY, OFFICE OF TRAFFIC SAFETY FOR THE PROJECT ENTITLED SAFE AND SOBER COMMUNITIES DURING THE PERIOD FROM OCTOBER 1, 2009 THROUGH SEPTEMBER 30, 2010.**

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

*Voting Nay: None.*

**CLAIMS:**

9. Consider adopting Resolution No. 09-07-53 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 3683 for a total of \$1223.75 whereas Council Member Buckalew is personally interested financially in the contract.

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**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. NO. 09-07-53 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 3683 FOR A TOTAL OF \$1223.75 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.*

*Voting Nay: None.*

*Abstain: Buckalew.*

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

Acme Electric Companies	Bolt Cutter	\$61.90
Alltel	City Cell Phones	\$418.71
American Tire Service	Tires #614/ Repair Flat	\$723.04
Ameripride Linen & Apparel Services	Cleaning Services	\$374.86
Becker Arena Products Inc	Kick Plate/Protect All	\$355.41
Brady Martz & Associates	Audit Services	\$7,225.00
Brite-Way Window Cleaning	June Service/RW Center	\$50.00
Bruce Jay	Reimb Mileage Jan - Jun 2009	\$82.50
Bydal Designs	Handicap Parking Sign	\$63.90
C&R Laundry & Cleaners	Dry Cleaning June 2009 PD/FD	\$405.39
Cabela's Retail	Fishing Rod	\$85.46
Canon Financial Services	Copier	\$167.10
Cariveau Galen	Landscaping Incentive	\$500.00
CDW Government Inc	Phone Headset	\$69.13
Clear Channel Communications	KSNR-FM Ad's	\$450.00
Commercial Maintenance Chemical Corp	Lift Station Degreaser	\$586.80
Complete Pest Control Inc	Pest Control	\$78.81
Dacotah Paper Co	Tissue/Towels	\$141.45
Dakota TV & Appliance	Parts/2 Fridgidaire Refrigerators/Repairs	\$1,350.49
Diamond Cleaning Supply	Brown Turn Towels/Dawn Soap/Cups/Glass Cleaner	\$184.66
Digi Key Corp 590699	Ethernet / PD Car	\$46.75
Dragich Mark	Monthly Calendar Book/ Babe Ruth League ID Cards	\$38.62
Eagle Electric	Bulbs For Indicator Lights At Lift Stations	\$7.40
Earl F Andersen Inc	Park Bench	\$949.60
East Side Travel Plaza	Fuel	\$28.00
EGF Bambino Club	Ump Fees/102 Players	\$1,020.00
EGF Homerun Club Inc	Tournament Entry Fees	\$700.00
Emphasys Computer Solutions	Quarterly Software Agreement	\$1,739.54
Explorer Post #38	Squad Car Wash	\$40.00
Exponent	Public Hearing Notice/EGF Visitors Guide/Community Honor	\$804.58
Far From Normal	Rapid Remover	\$36.09
Fidelity National Property & Casualty	Flood Insurance Fire Station #1 8/09 - 8/10	\$1,023.00
G&K Services	Mats	\$176.20
Galstad Jensen & Olson PA	Criminal Cases/Civil Cases/Postage Reimb/Mileage Reimb	\$10,701.97
Garden Hut Inc	Maint Supplies/Parts	\$1,950.36

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Gast Kyle	Baseball Bat	\$224.99
Gerrells Sport Center	Base Anchors/Tool	\$49.11
GF City Utility Billing	June 09 Landfill	\$12,620.35
GF Herald	Home Ownership Program /Design A Home/EGF Pride	\$700.94
GF Thur-O-Clean	June 2009 Janitorial Services/Prof Building	\$117.15
GF Welding & Machine	Repairs # 118/ Material	\$221.59
Grand Cities Towing	Towing 05 Grand Prix/Aaker	\$45.00
Gray Auto Electric	Alternator & Voltage Regulator	\$439.78
H&S Construction	Street Repair	\$21,656.50
Hajicek Rick	Cleaning Services 6/22/09 - 6/27/09 & 7/1/09 - 7/03/09	\$266.00
Hallin Barbara	Landscape Incentive	\$146.10
Hardware Hank	Maint Supplies	\$1,223.75
Heartland Paper	Mop Handle & Heads	\$49.98
Heyd Cement & Fence Construction	Curb/Gutter Repair McDonalds SE Entrance	\$2,250.00
Holiday Credit Office	Police Gas/Sunshine Terrace Gas	\$50.74
House of Vacuums	Orek Bags	\$96.07
Hugo's	Meeting Refreshments/Supplies	\$60.22
Huizenga Scott	Reimb Meal/Mileage/Hotel League Leg Day St Paul	\$775.48
Johnson Tim	Refund Special Assessment Payment	\$108.51
Kar Products	Stock Parts	\$240.99
Kelley Blue Book	Books	\$158.00
Kossow Linda	Mileage Reimb	\$125.95
Lithia Payment Processing	Jewels	\$12.11
Lowes	Supplies	\$26.67
Lumber Mart	Anchor/Pin/Washer/Lumber/Screws	\$207.24
McDonald's of EGF	Prisoner Meals	\$34.50
Menards	Supplies	\$117.36
Midcontinent Communications	Cable Serive - Senior Center & Sunshine Terrace	\$793.01
Midcontinent Communications	Television Ad	\$1,980.00
MN Dept of Labor & Industry	Air Compressor Inspection/Boiler License	\$20.00
MN Dept of Public Safety	CJDN Operating Chgs/ Mobile Devices	\$1,530.00
MN Dept of Revenue	Sales & Use Tax	\$1,518.00
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MN Municipal Utilities Assoc	Safety management 2009	\$3,512.50
Newman Signs	Sign Rental July 2009	\$2,370.00
Northern Safety Tech	Inv Parts	\$182.01
Northwest Asphalt Maintenance Inc	Crack Seal Streets	\$9,562.80
O'Reilly Auto Parts	Main Supplies/Parts	\$310.23
Odland Fitzgerald Reynolds & Harbott PLLP	Criminal Appearances 5/22/09 - 6/26/09	\$1,194.40
Olson Chris	Reimb Meal Expense	\$158.00
Opp Construction	Street Repair - By Eagle On Terrace	\$57,420.00
Orchard Oil Company	Diesel Fuel / 7502 Gallons/Dyed	\$16,646.94
Peterson Veterinarian Clinic P.C.	June 2009 Monthly Services 4 Dogs/1 Cat/1 Ferret	\$363.53
Polk County Auditor Treasurer	09 Assessment Billing/3617 Parcels	\$28,936.00
Power Equipment Shop	Repair Lawn Mower/12" Chain	\$52.29
Praxair Distribution	Acetylene/Cylinder Rental	\$95.65
Premium Waters Inc	Water Service	\$104.62
Quill Corp	Wireless Keyboard/Mouse/Office Supplies/Ink Ctg/	\$594.00
Railroad Mgmt Co III	Water Pipeline Crossing Rent 10/02/09 - 10/01/10	\$90.75
RDO Equipment Co	Hyd Plugs/Hose Adapter #353/Repair Service/Inv Parts #113	\$1,589.07
Red River Snowmobile Club	Northern Lights Reimb	\$4,698.00

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RJ Thomas Mfg Co Inc	Fire Rings	\$5,148.00
RJ Zavoral & Sons	Flood Clean Up	\$32,931.77
Rydell Chevrolet	Tailgate Handle & Bezel/Oil Change	\$68.42
Schmaltz Leonard	Reimb Mileage / Jan - June 2009	\$164.62
Simonson Station Stores	PD Gas June 2009	\$60.57
SimplexGrinnell	Alarm & Detection Monitoring	\$530.37
Smart Public Safety Software Inc	Software Agreement 8/2009 - 7/2010	\$3,052.35
Stennes Granite	7 O/C Graves	\$3,000.00
Sun Dot Communications	DSL Internet Service	\$11.50
Swingen Construction Company	North Pedestrian Bridge Repair	\$25,700.00
Tiger Direct.com	Computer	\$524.73
TNT Outfitters	Shirts	\$295.71
Tony Dorn Inc	Copier Fees	\$193.58
True Temp	Maint Repairs	\$416.44
US Bank	Interest Obligations Due On Bonds	\$272,900.00
Vilandre Heating & A/C	Repairs To Drinking Fountain	\$146.40
Waste Mgmt	Refuse	\$16,119.46
Water & Light Department	W&L Services & Postage	\$53,712.04
Weber James	Station Supplies	\$68.42
Wilbur-Ellis	Weed Control	\$127.50
	<b>Total</b>	<b>\$623,555.48</b>

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss announced that he called the MN DNR regarding playground equipment in the Red River Valley State Recreation Area. He stated that they will be getting information on the equipment as they have certain restrictions.

Mayor Stauss also informed City Council that he sent a letter to Senator Franken's office to consider a site in East Grand Forks. He stated that they will contact us in two weeks.

Council Vice President Tweten announced that he and Council President Grassel had talked to Congressman Peterson and Senator Klobuchar's office to discuss the need of Senator Franken to have an office in East Grand Forks.

Council Member Gregoire thanked those involved in the signage issue.

Council Member Leigh asked Mr. Boppre about the drainage of the ditch on County Road. Mr. Boppre informed him that he is trying to address these issues.

Council Member Pokrzywinski asked for an update on the attendance at the Red River State Recreation Area. Mayor Stauss informed City Council that it is up 2% from last year. Council Member Pokrzywinski

**EAST GRAND FORKS CITY COUNCIL**  
**July 21, 2009**

stated that the contractors are making good progress on the extension of the park. Council President Grassel stated that the completion date is August 1<sup>st</sup>. Discussion occurred regarding the keyost and the \$5,000 donation.

Council President Grassel stated that he has talked to Mr. Kronke in regards to Senator Franken having an office in East Grand Forks. Council President Grassel also announced that the City will be spraying for mosquitoes tonight, weather permitting.

Mr. Huizenga made a procedural announcement on a resolution that was past at the July 7, 2009 Council Meeting. The resolution should have reflected a 20 year assessment rather than a 15 year assessment for 2009 Assessment Job 3.

Mr. Wachter announced that the sanitation containers will be coming soon. Council Member Leigh asked if the City is advertising for those who need assistance with the containers. Mr. Wachter stated that he has a list of residential requests.

Mr. Boyce informed City Council that the wireless internet is up and running at the Red River State Recreation Area.

**ADJOURN:**

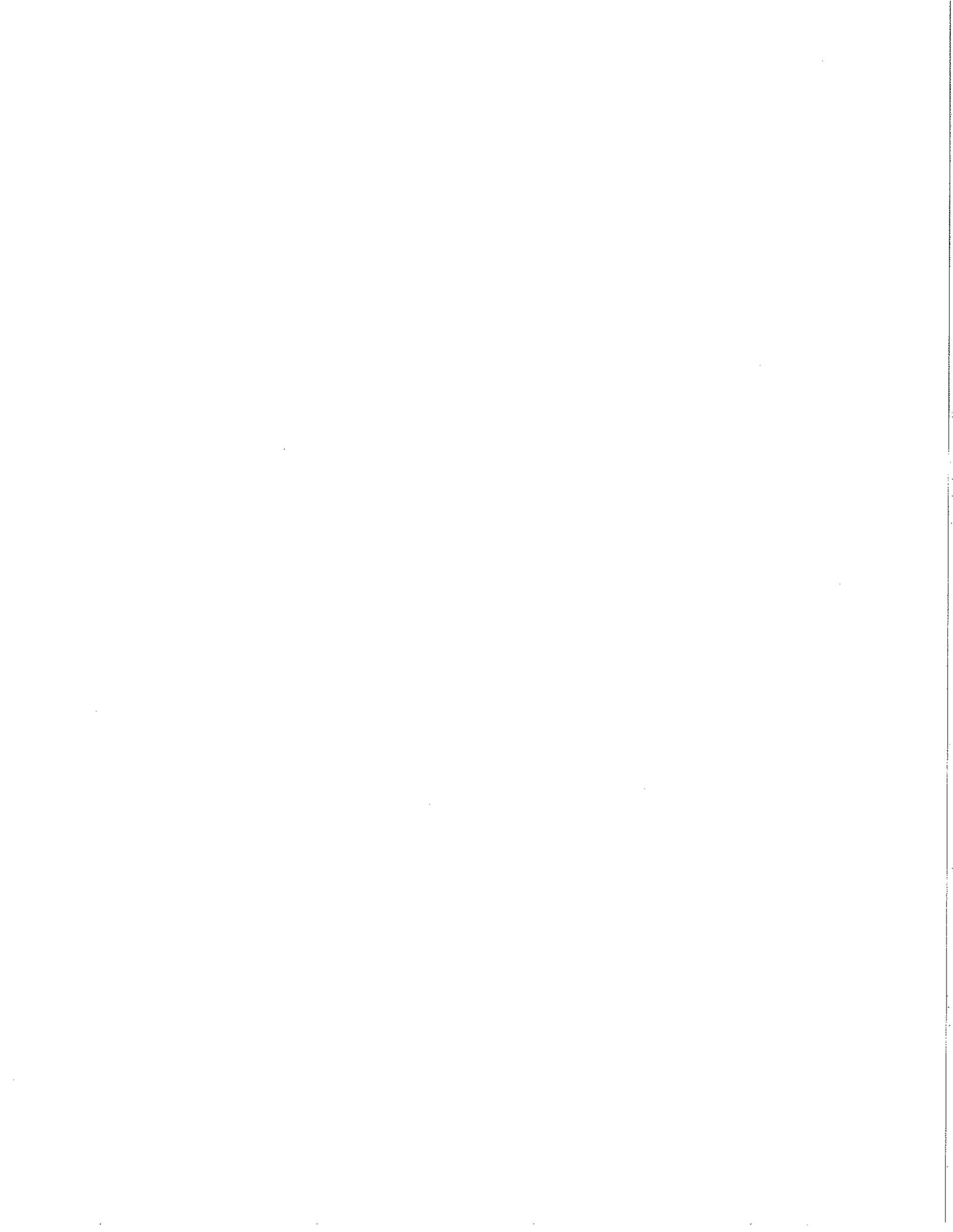
**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE JULY 21, 2009 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:55 P.M.**

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

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer



**UNAPPROVED  
WORK SESSION  
MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
Tuesday, July 28, 2009 – 5:00 PM**

**CALL TO ORDER**

*The Work Session of the East Grand Forks City Council for July 28, 2009 was called to order by Council President Dick Grassel 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 Dick Grassel, Council Vice President Henry Tweten, Council Members Marc DeMers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT:**

*Scott Huizenga, City Administrator; Michelle French, Executive Assistant; Greg Boppre, City Engineer; Jim Richter, EDHA Director; Mike Hedlund, Police Chief; John Wachter, Public Works Superintendent; Charlotte Helgeson, Library Director; Randy Gust, Fire Chief; and Nancy Ellis, Senior Planner.*

**DETERMINATION OF A QUORUM**

*The Council President Determined a Quorum was present*

**1. Safe Routes to School Proposal – Nancy Ellis**

Ms Ellis announced that she received the official letter from MNDOT confirming that the City of East Grand Forks received funding for the Safe Routes to School proposal continuing a sidewalk to the middle school. Ms Ellis reminded City Council that the funding is for 100% construction and the city pays for engineering only. Council Member Pokrzywinski would like to continue looking for funding to put sidewalks on the west side of Bygland. Ms Ellis and Mr. Boppre will continue looking at safety issues. Council President Grassel informed Council that in the future, there may be commercial businesses on the corner of 13<sup>th</sup> Street and Bygland Road.

**2. LERRD's Credit – Greg Boppre**

Mr. Boppre announced that the City is responsible to submit LERRD's credits. He recommended that Floan-Sanders hire Mr. Skyberg for \$45.82 per hour not to exceed \$36,656.00. This item will be referred to City Council for action.

**3. State Aid Policy – Scott Huizenga**

Mr. Huizenga announced that he met with Mr. Boppre to discuss some possible alternatives for funding State Aid Roads. Mr. Huizenga presented three possible alternatives: 1.) City subsidizes base, “wear course” is assessed. 2.) Fixed Percentage. 3.) Fixed Subsidy.

Mayor Stauss asked Mr. Boppre to explain what State Aid is. Mr. Boppre stated that State Aid is set up for cities over 5,000 residents and is paid through gas tax. He announced that the City of East Grand Forks receives approximately \$300,000 per year for construction and \$100,000 for maintenance. Mayor Stauss and Council President Grassel stated that it’s an incentive for those heavy traffic areas.

Council Member Pokrzywinski asked that a task force be formed to research this issue and hold public forums. He stated that the residents living on a State Aid Route should be assessed something. Council Vice President Tweten announced that you cannot keep traffic off of State Aid Routes. Discussion occurred regarding other possible solutions. Council Member DeMers suggested that all areas with bridges should be on the State Aid route to help pay for repairs and inspections. Council Member Buckalew agreed with all the discussion and would like to see this issue discussed regularly. Mr. Huizenga stated that Council President Grassel will formally set a committee and set a meeting to report back to the Council.

**4. 2009 Street Repair Budget Presentation – John Wachter**

Mr. Wachter gave a brief presentation on the street repairs and explained how they would be funded. Discussion occurred regarding the curb repairs. Mr. Wachter stated that he would like to fix DeMers Avenue now and look at some residential. Council Member Leigh suggested assessing some downtown businesses for repairs since other businesses in the community get assessed for projects. Council Vice President Tweten stated that there is more traffic in the downtown area.

**5. 2009 Street Repair – 8<sup>th</sup> Ave. NE & Gateway Drive – John Wachter**

Mr. Wachter announced that the intersection of 8<sup>th</sup> Ave. NE and Gateway Drive needs repairs. He stated that he received two quotes; however, they may vary depending on the project once they begin the repairs. This item will be referred to City Council for action.

**6. City Personnel Policy Manual – Residency Requirement – Mike Hedlund**

Chief Hedlund asked City Council to amend the City Personnel Policy Manual – Residency Requirement for Police staff. He stated that it is rare that all Police personnel need to come to an emergency situation. Chief Hedlund would still recommend that they be within 20 minutes during an emergency such as a flood. Council President Grassel stated that the only concern he has is in the winter. He does not want to see officers called in for overtime if someone cannot make it into work because of weather. Mayor Stauss announced that the policy was written for a reason. Mr. Huizenga informed City Council that the existing policy references a foreseeable event such as a flood. If a flood is coming, you need to be here with in 20 minutes. Chief Hedlund stated that some blizzards are also foreseeable. This item will be referred to City Council for action.

**7. Public Safety Dispatch Services & Staffing – Scott Huizenga**

Mr. Huizenga informed City Council that he has looked at possible options for 24/7 dispatching. He did find some cost savings with the County but not enough.

Mr. Huizenga announced that the Police Department is down two Police Officers so overtime is needed to cover vacations and sick time. He suggested cutting down to three personnel for all shifts but the normal shift would still include four officers unless a leave request is granted. If the City Council does not wish to cut back, then the City will need to backfill at least one Police Officer to reduce extended shifts and overtime costs. Chief Hedlund would like to see at least one Police Officer position backfilled. Council Member Pokrzywinski stated that Public Safety is the number one priority. Council Member DeMers asked if Chief Hedlund looked at hiring two part-time Police Officers. Discussion occurred regarding possible grants. City Council consensus is to backfill one Police Officer position. This item will be referred to City Council for action.

Chief Gust announced that the Fire Department's Assistant Fire Chief retired. He stated that since 1966 the Fire Department has been down three staff. He informed City Council that the first respond unit needs two staff to go to a medical assist. Council President Grassel asked if the Police Department is trained in medical assists. Chief Hedlund stated that two Police Officers have some training. Chief Gust announced that he has 22 paid on call firefighters and nobody was able to work in this past emergency situation. This item will be referred to City Council to hire one Firefighter.

**8. Other**

Council President Grassel stated that the campsites in the Red River State Recreation Area will be completed by August 10<sup>th</sup>.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE JULY 28, 2009 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:54 P.M.**

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

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED  
CLOSED MEETING  
MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
Tuesday, July 28, 2009 – 5:00 PM**

**CALL TO ORDER**

*The Closed Meeting of the East Grand Forks City Council for July 28, 2009 was called to order by Council President Dick Grassel at 6:55 P.M.*

**CALL OF ROLL**

*On a Call of Roll the following members of the East Grand Forks City Council were present: Council President Dick Grassel, Council Vice President Henry Tweten, Council Members Marc DeMers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**DETERMINATION OF A QUORUM**

1. Closed session for City Administrator Scott Huizenga's Employee Evaluation. Closed session is to be performed according to the exception to the open meeting law pursuant to Minnesota Statute 13D.05, Subd. 3.

The purpose of the closed meeting of the East Grand Forks City Council was to discuss Scott Huizenga's evaluation.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE JULY 28, 2009 CLOSED MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:18 P.M.**

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

# REQUEST FOR COUNCIL ACTION

Date: August 4, 2009

To: East Grand Forks City Council and Mayor Lynn Stauss

Cc: File

From: Nancy Ellis, GF/EGF MPO Senior Planner

RE: Accept the Safe Routes to School grant for \$168,160 to construct a sidewalk to Central Middle School; and submit the project to the MPO for inclusion into the 2010 - 2013 TIP.

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## Recommendation

On April 14, 2009; I informed City Council at the work session that we received funding for our SRTS (safe routes to school) proposal continuing a sidewalk to the middle school. We have now received an official letter from MNDOT confirming our proposal as a recipient of SRTS funds. We need approval from City Council to accept the grant funding and construct the sidewalk, as well as, submittal to the MPO for inclusion into the 2010-2013 TIP.

To remind you, this funding is for 100% construction and the city pays for engineering only. The project construction cost is \$163,160 and non-infrastructure funding for Safe Kids is \$5,000. Therefore, we will receive up to \$168,160 for the estimated costs of both activities. The estimated engineering costs that the city incurs are \$24,450 and this includes plans, specs, staking and inspection of the construction project.

Therefore, I am asking that City Council accepts and approves this grant, submits the project to the MPO for inclusion into their TIP and requests the city engineer to begin plans and specifications for the Middle School sidewalk.

## Request:

My proposal is to construct sidewalk on the east side of Bygland Road from 13th Street SE to the Middle School. This proposed new sidewalk will fill a gap where sidewalks do not exist. The detailed cost estimate is provided; pedestrian crossings - signs - lighting will be included in the sidewalk proposal, as well as, non-infrastructure funding for SAFE KIDS Grand Forks to educate EGF students. The cost estimate for construction and extra items is \$168,460. The grant is for 100% construction and the city must pay the engineering fees.

The sidewalk will be placed within road right-of-way and the City of East Grand Forks must decide if they will again perform the snow maintenance on this sidewalk in the winter months. If so, this project will not be special assessed nor will the affected property owners be required to do snow maintenance in the winter.

Additionally, I have included funding for Safe Kids - a program that provides a number of different safety programs for children in the Grand Forks/East Grand Forks area. They have many wonderful programs to educate students on safe walking and biking to school, as well as, sponsor events to promote walking and biking to school. Safe Kids is willing to work with the schools to promote walking and biking to school through this new safe route and this additional \$5000 will help pay for this.

Supporting Documentation and Comments:

The following supporting documents are attached:

1. Map/drawing of the proposed sidewalk location.
2. Letter from MNDOT
3. Cost estimate



**Minnesota Department of Transportation**

**State Aid for Local Transportation**  
Mail Stop 500, 4th Floor  
395 John Ireland Boulevard  
St. Paul, MN 55155-1899

Office Tel: 651-366-3833  
Fax: 651-366-3801

June 25, 2009

Greg Boppre  
Consulting City Engineer  
PO Box 385  
East Grand Forks, MN 56721

Dear Mr. Boppre,

It is my pleasure to inform you that your Safe Routes to School proposal is one of the twenty five recipients of funds from the 2009 solicitation. This year's solicitation resulted in 105 applications requesting over \$11.5 million in SRTS funds. We received many high quality proposals and your project represents one of the best submitted.

Project numbers and administrative guidance are included with this mailing.

It is anticipated that we will have future funding for the Safe Routes to School program, but the time frame for our next solicitation is contingent on the passage of the next federal transportation bill. Updated program information and educational materials can be found at our new website: [www.saferoutesmn.org](http://www.saferoutesmn.org) or you may contact me with any questions.

Thank you for your participation and congratulations on your success!

Sincerely,

  
Kristie M. Billiar  
Safe Routes to School Coordinator

cc: DE  
DSAE  
City Engineer  
County Engineer  
FHWA  
file

2009 Safe Routes to School Project Sheet	
<b>Project Name</b>	Sidewalk Extension to Central Middle School
<b>City</b>	East Grand Forks
<b>SRTS Funding</b>	\$168,160.00
<b>Infrastructure</b>	
<b>SP</b>	119-591-02
<b>Mn/Project Number</b>	Not yet assigned
<b>Amount</b>	\$163,160.00(Federal)
<b>Non-Infrastructure</b>	
<b>SP</b>	119-591-03
<b>Mn/Project Number</b>	Not yet assigned
<b>Amount</b>	\$5000.00 (Federal)

Our records indicate that **no** portion of your SRTS funds will be used for design. If design will be funded using SRTS funds please contact Kristie Billiar immediately so an additional project number can be assigned to your project.

Estimate 2010 - SRTS SIDEWALK PROJECT  
 13TH ST SE TO CENTRAL MIDDLE SCHOOL  
 EAST GRAND FORKS, MN

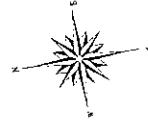
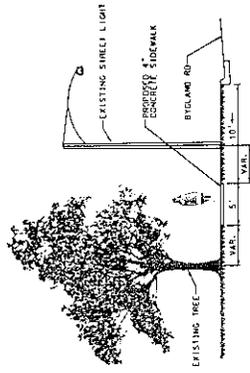
<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
Remove Curb & Gutter	100 LF	\$15.00	\$1,500.00
Remove/Replace Pavement	1 LS	\$6,000.00	\$6,000.00
Common Borrow	2000 CY	\$7.00	\$14,000.00
Common Excavation	200 CY	\$10.00	\$2,000.00
Salvaged Topsoil	300 CY	\$6.00	\$1,800.00
Box Culvert	1 LS	\$30,000.00	\$30,000.00
Aggregate Base	150 CY	\$30.00	\$4,500.00
4" Concrete Sidewalk	11,000 SF	\$6.00	\$66,000.00
Concrete Curb & Gutter	100 LF	\$40.00	\$4,000.00
Truncated Domes	96 SF	\$60.00	\$5,760.00
Traffic Control	1 LS	\$10,000.00	\$10,000.00
Storm Drain Inlet Protection	6 Each	\$100.00	\$600.00
Storm Water Protection	1 LS	\$5,000.00	\$5,000.00
Seeding	2000 SY	\$2.00	\$4,000.00
Cross-Walk Marking	1 LS	\$8,000.00	\$8,000.00
Non-infrastructure Activities	1 LS	\$5,000.00	<u>\$5,000.00</u>
		<b>TOTAL</b>	<b>\$168,160.00</b>

Estimate 2010 - SRTS SIDEWALK PROJECT  
 6TH ST SE TO 13TH ST SE  
 EAST GRAND FORKS, MN

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
Remove Curb & Gutter	200 LF	\$10.00	\$2,000.00
Remove/Replace Pavement	1 LS	\$8,000.00	\$8,000.00
Tree Trimming	60 HRS	\$100.00	\$6,000.00
Common Excavation	200 CY	\$10.00	\$2,000.00
Salvaged Topsoil	300 CY	\$6.00	\$1,800.00
Aggregate Base	150 CY	\$30.00	\$4,500.00
4" Concrete Sidewalk	20,000 SF	\$5.00	\$100,000.00
Concrete Curb & Gutter	200 LF	\$40.00	\$8,000.00
Truncated Domes	96 SF	\$60.00	\$5,760.00
Traffic Control	1 LS	\$10,000.00	\$10,000.00
Storm Drain Inlet Protection	14 Each	\$100.00	\$1,400.00
Seeding	3000 SY	\$2.00	\$6,000.00
Cross-Walk Marking	1 LS	\$8,000.00	\$8,000.00
Non-infrastructure Activities	1 LS	\$5,000.00	<u>\$5,000.00</u>
		<b>TOTAL</b>	<b>\$168,460.00</b>

East Grand Forks, Minnesota  
Sidewalk From 13th Street SE  
to  
Central Middle School

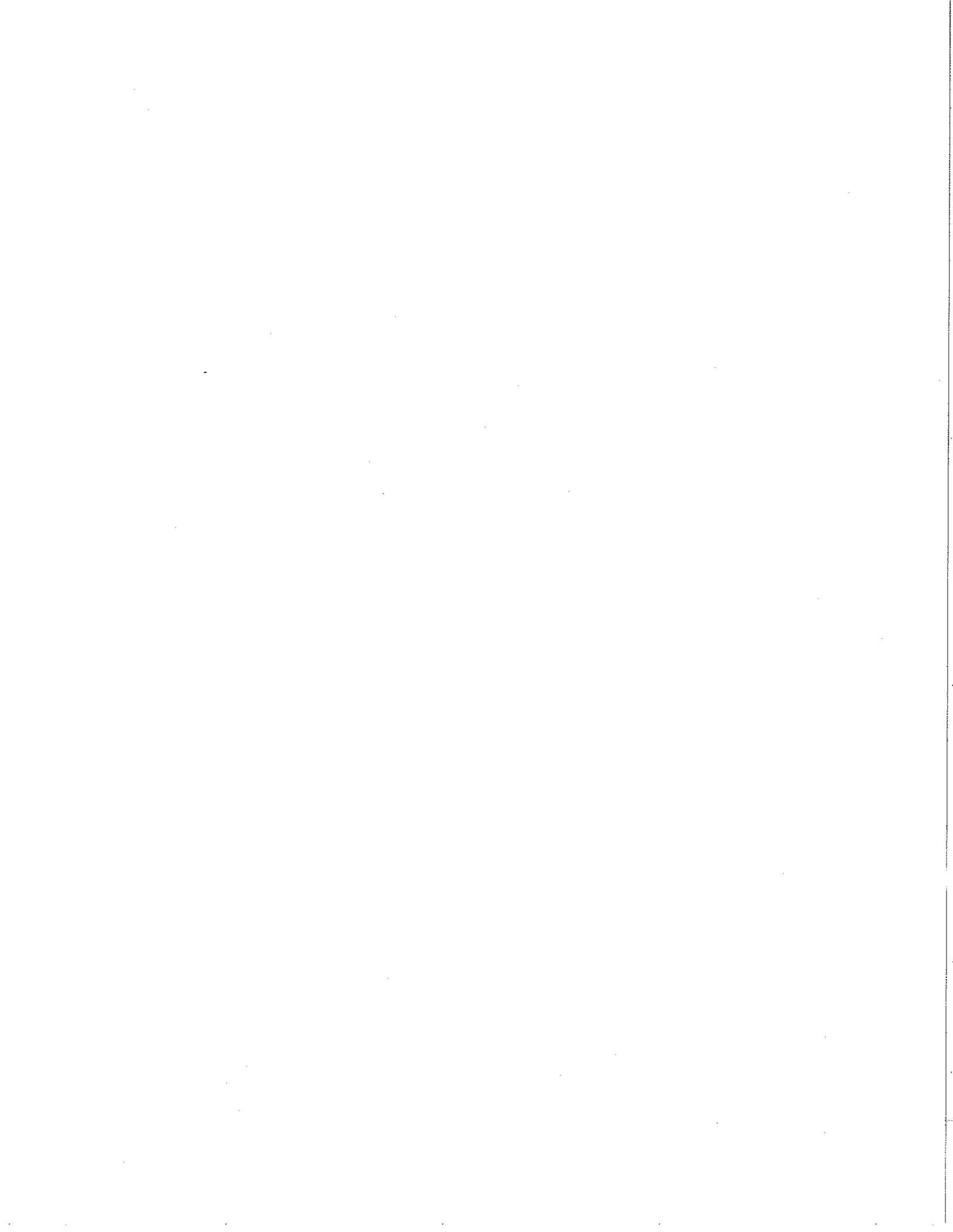
- LEGEND KEY
- EXISTING SIDEWALKS
  - EXISTING BIKE PATHS / TRAILS
  - PROPOSED SIDEWALKS
  - PEDESTRIAN FLOW
  - CROSS WALKS
  - CONTROLLED INTERSECTION (STOP CONDITION)



Prepared by



03/20/2008 10:53:23 AM C:\Users\jg\Documents\Projects\2008\20080320\20080320.dwg



# Request for Council Action

Date: July 7, 2009

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

Cc: File

From: Greg Boppre, P.E.

RE: LERRD'S Credit

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**Background:**

The City has been working on the 'Lands, Easements, Right of Ways, Relocations, and Disposal Areas(LERRD'S) credits for the US Army Corp of Engineers project. The utility relocations and Phase I/Phase II land credits have been submitted and approved. However, the Phase III, Phase IV and Hartsville Phase land credits have not been submitted(please see the attached memo).

**Recommendation:**

Approve request of Floan-Sanders to continue the LERRD'S certification process at \$45.82/hr, with a not to exceed amount of \$36,656.00.

**Enclosures:**

Memo

## *Memorandum*

*To: Honorable Mayor and City Council  
Members  
From: Greg Boppre  
cc: Scott Huizenga  
Date: Tuesday July 7, 2009  
Subject: LERRD'S Credit*

As many of you know, the City has been working on the Lands, Easements, Right of Ways, Relocations and Disposal Areas(LERRD'S) credits for the Flood Control project. As per article IV, of the Project Cooperation Agreement(PCA) - 'Credit for value of lands, relocations and disposal areas', "the Non-Federal sponsors shall receive credit toward their share of total project flood damage reduction costs for the value of the lands, easements, rights of way, and suitable borrow and dredged or excavated material disposal areas that the Non-Federal Sponsors must provide pursuant to Article III of this agreement for flood damage features, and for the value of the relocations that the Non-Federal Sponsors must perform or for which they must ensure performance pursuant to Article III of this agreement for flood damage reduction features."

The above statement basically states it is the responsibility of the City to submit the necessary documents in order to receive the credit for the LERRD'S. I have been working on the relocation credits and Jerry Skyberg has been working on the lands, easements, right of ways and disposal area credits. These submittals for credits are just as important as the flood control project itself, because the City does not want to be below the thirty-five percent(35%) of the overall project cost. If the City falls below the 35%, they will have to make up the difference to the Federal Government.

The utility relocations have been submitted and approved, along with the Phase I and Phase II land credits. However, questions have arisen since Mr. Skyberg has retired, especially concerning the above LERRD'S reporting. Therefore, we would facilitate the completion of the LERRD'S by hiring Mr. Skyberg.

Mr. Skyberg has estimated it will take approximately 800 hours to complete the Phase III, Phase IV and Hartsville land submittals. Mr. Skyberg will be billed out at \$ 45.82 /hr (the City's cost prior to Mr. Skyberg's retirement). We feel with Mr. Skyberg's expertise, the City will receive the necessary flood control credits.

If the City agrees with this proposal, Floan- Sanders will provide an office, computer and necessary software and Mr. Skyberg would need access to the City Hall land files.

# Request for Council Action

Date: July22, 2009

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

Cc: File

From: Mike Hedlund/Scott Huizenga

RE: City Personnel Policy Manual – Residency Requirement

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Background: The City of East Grand Forks Personnel Policy Manual designates that police officers and firefighters are essential employees. Because of this designation police officers, fire fighters, and other emergency personnel must reside within twenty (20) minutes of city hall (rivers notwithstanding). It is my opinion that this requirement has outlived its necessity in the case of the police officers. I believe that our recent flood event demonstrated that we are able to adequately staff our department during any ongoing emergency situation. I would want to keep language that would require personnel to make themselves available during times of emergency (see attachment with proposed language). If we have a significant emergency situation that requires immediate response we do have mutual aid agreements in place with the Grand Forks Police Department and we would be able to call upon them for the short term need until we were able to adequately staff any emergency situation. I believe that strict residency requirements could have negative affects on Police recruitment, and potentially our retention of quality officers.

Recommendation: My recommendation would be that the City Council amend the City Personnel Policy Manual to reflect that the residency requirement is no longer mandatory for emergency personnel but with the written requirement that all employees may be required to maintain a twenty (20) minute response time in times of emergency such as a flood or other natural disaster.

Enclosures: Copy of current Page 16 of the Personnel Policy Manual – Residency  
Proposed language for amended version of the above policy

## **PROPOSED LANGUAGE**

### **ESSENTIAL EMPLOYEE RESPONSE TIME**

The City Council recognizes its duty to protect the health, safety, welfare and property of the residents of the city. In order to fulfill this responsibility it may be necessary, in times of individual need or widespread disaster giving rise to an emergency, to recall employees.

Department heads and supervisors are required to direct the operations of their departments in a manner that provides adequate staffing for foreseeable events, including, but not limited to snow storms and floods. All essential employees determined essential by the city council based on a demonstrated job-related necessity on a group by group basis, may be required to respond within twenty (20) minutes to city hall or any other municipal location, rivers notwithstanding. Such occurrences may exist for extended periods of time (such as in flood events) and employees shall be expected to make the necessary arrangements to meet this requirement.

A new employee hired in an essential employee classification will be required to meet this requirement within a reasonable period of time after completion of their six-month introductory employment period. Further, the response time requirement must be satisfied at all times after the completion of the introductory period. Any employee, who fails to satisfy the response time requirement, may lose their position with the city.

## PROPOSED LANGUAGE

### RESIDENCY ESSENTIAL EMPLOYEE RESPONSE TIME

The City Council recognizes its duty to protect the health, safety, welfare and property of the residents of the city. In order to fulfill this responsibility it may be necessary, in times of individual need or widespread disaster giving rise to an emergency, to recall employees. ~~This Council is of the opinion that it is reasonable, prudent and necessary to limit employee residency within a reasonable area or response time to meet such needs. The Red River of the North may rise to flood proportions in spring and summer seasons, reducing access to the City from Grand Forks, North Dakota, to a single route.~~

Department heads and supervisors are required to direct the operations of their departments in a manner that provides adequate staffing for foreseeable events, including, but not limited to snow storms and floods. ~~Essential City employees as defined by State Law are Public Safety Employees (Police Officers & Firefighters); all other employees are considered non-essential for purposes of the residency requirement.~~ All essential employees determined essential by the city council based on a demonstrated job-related necessity on a group by group basis, ~~will reside~~ may be required to respond within twenty (20) minutes ~~of to city hall or any other municipal location,~~ of to city hall or any other municipal location, rivers notwithstanding. Such occurrences may exist for extended periods of time (such as in flood events) and employees shall be expected to make the necessary arrangements to meet this requirement.

~~If a nonresident is~~ A new employee hired in an essential employee classification, ~~they will~~ be required to meet this requirement within a reasonable period of time after completion of their six-month introductory employment period. Further, the ~~residency~~ response time requirement must be satisfied at all times after the completion of the introductory period. Any employee, who fails to satisfy the ~~residency~~ response time requirement, ~~will~~ may lose their position with the city.

**415.16 EMPLOYMENT; RESIDENCE REQUIREMENT.**

Subdivision 1. **No exception for on-premises residence.** Notwithstanding any contrary provision of other law, home rule charter, ordinance or resolution, no statutory or home rule charter city or county shall require that a person be a resident of the city or county as a condition of employment by the city or county except for positions which by their duties require the employee to live on the premises of the person's place of employment.

Subd. 2. **Reasonable area or response time requirement.** A statutory or home rule charter city or county, except if it is located in the area defined in section 473F.02, subdivision 2, may impose a reasonable area or response time residency requirement if there is a demonstrated, job-related necessity.

Subd. 3. **Volunteer or nonprofit firefighters.** A statutory or home rule charter city or county may impose a reasonable residency requirement on persons employed as volunteers or as members of a nonprofit firefighting corporation if there is a demonstrated, job-related necessity. The residency requirement must be related to response time and established without regard to political subdivision boundaries.

**History:** 1981 c 181 s 1; 1984 c 585 s 1; 1985 c 197 s 1

6

ATTN: Michelle French  
Fax 773-9728

CITY OF EAST GRAND FORKS  
SPECIAL EVENT APPLICATION

Name of Applicant: Women's Pregnancy Center

Address: 11 S. 4th Str Ste #210 Phone No: 701-746-8866  
G.F. ND 58201

Contact Name: Lisa M Hansen Date of Event: Oct. 3, 2009

Start Time: 8:45 am End Time: 11:00 am

Notes/Explanation of Event: Walk For Life fund raising event.

actual walking route time 9:30<sup>approximately</sup> am - 10:15 am

1.8 miles. Estimated number of walkers 200-400.

See attached route.

Lisa M Hansen  
Signature of Applicant

7-21-09  
Date

\*\*\*\*\*

TO BE COMPLETED BY CITY STAFF

(NAME OF STAFF)

Recommendations:

Signature of Staff

Date

\*\*\*\*\*

TO BE COMPLETED BY CLERK-TREASURER

Permit No: \_\_\_\_\_

Approval of City Council: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City Administrator Signature

Date

**Proposed walk route for the Women's Pregnancy Center Walk a thon**

Beginning at our offices, 11 S. 4<sup>th</sup> St., we will go:

South on S. 4<sup>th</sup> St. to Kittson Ave., West on Kittson Ave. cross S. 5<sup>th</sup> and follow Kittson around the bend to where it turns to S. 6<sup>th</sup> St. and intersects with Demers Ave. Staying on the south side of Demers, head east. Continue east on Demers Ave. through downtown Grand Forks, across the bridge, through downtown East Grand Forks to the second red light. This is 4<sup>th</sup> St. NW, what used to be the American Federal Bank drive through is on this corner. Cross the street to the north side of Demers Ave. and head back west going through downtown East Grand Forks back into Grand Forks continuing west on Demers Ave. back to S. 6<sup>th</sup> St. (old depot & KCNN). Follow S. 6<sup>th</sup> St. south and around where it turns into Kittson Ave. At Kittson Ave. & S. 4<sup>th</sup> St. head back north and to the starting point (WPC offices).

The entire route ends up being approx. 1.8 miles long. We will have guides posted at each corner/intersection for the safety of walkers and motorists. Walkers will be on the sidewalks at all times. In the past all walkers have covered this same distance route in 30-45 minutes. We anticipate approx. ~~200-400~~ walkers to participate.

Women's Pregnancy Center

11 South 4th Street Suite 210  
Grand Forks ND 58201

Phone Number 701-746-8866  
Fax Number 701-402-0524

FAX TRANSMITTAL FORM

To: EGF City Admin. Office  
Name:  
CC: Walk For Life  
Phone:  
Fax: 773-9728

From: Lisa M HANSON WPC EVENT representative  
Date Sent: 7-20-09  
Email: lisa@gfwpc.org  
Number of Pages:

Message:

Please see a Hatchel regarding the Women's Pregnancy Center Walk for Life for Oct. 3, 2009 8:45am-11:00am (fund-raising event)

The map is on separate sheet We're anticipating 200-400 walkers this year. Walking route <sup>estimated</sup> time 9:30-10:15.

Please send me the forms I need to sign & info. on anything else involved that needs to be done.

Thank you for your cooperation.

Sincerely  
Lisa M Hanson

## Proposed walk route for the Women's Pregnancy Center Walk a thon

Beginning at our offices, 11 S. 4<sup>th</sup> St., we will go:

South on S. 4<sup>th</sup> St. to Kittson Ave., West on Kittson Ave. cross S. 5<sup>th</sup> and follow Kittson around the bend to where it turns to S. 6<sup>th</sup> St. and intersects with Demers Ave. Staying on the south side of Demers, head east. Continue east on Demers Ave. through downtown Grand Forks, across the bridge, through downtown East Grand Forks to the second red light. This is 4<sup>th</sup> St. NW, what used to be the American Federal Bank drive through is on this corner. Cross the street to the north side of Demers Ave. and head back west going through downtown East Grand Forks back into Grand Forks continuing west on Demers Ave. back to S. 6<sup>th</sup> St. (old depot & KCNN). Follow S. 6<sup>th</sup> St. south and around where it turns into Kittson Ave. At Kittson Ave. & S. 4<sup>th</sup> St. head back north and to the starting point (WPC offices).

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## Minnesota Lawful Gambling

## LG230 Application to Conduct Off-Site Gambling

No Fee

Organization name	<u>EAST GRAND FORKS BLUELINE CLUB</u>	License number	<u>01656</u>
Address	<u>PO BOX 125</u>	City	<u>EAST GRAND FORKS</u>
		MN	Zip code <u>56721</u>
Gambling manager name	<u>ROBERTA JENGL</u>	Daytime phone	<u>701 775 50</u>

**Gambling Activity**

1. Four off-site events are allowed each calendar year. Dates for each event, not to exceed 3 days.  
DECEMBER 16, 2009

2. Check the gambling activity that will be conducted.

raffle     pull-tabs     bingo     tipboards     paddlewheel

**Gambling Premises**

3. Name of location where gambling activity will be conducted AMERICAN LEGION

4. Street address and city 1009 CENTRAL AVE NW, EAST GRAND FORKS, MN 56721

- Do not use a post office box.
- If no street address, write in road designations. Example: 3 miles east of Hwy 63 on County Road 42.

5. Does your organization own the gambling premises?

Yes If yes, a lease is not required.

No If no, the lease agreement below must be completed, and signed by the lessor.

**Lease Agreement for Off-site Activity** (A lease agreement is not required for raffles.)

6. Rent to be paid for the leased area \$ \_\_\_\_\_ If none, write "0."

7. All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any

8. Lessor's signature \_\_\_\_\_ Date \_\_\_\_\_

Print lessor's name \_\_\_\_\_

CONTINUE TO PAGE 2

Local Unit of Government Resolution of Approval

CITY APPROVAL for a gambling premises located within city limits

City name EAST GRAND FORKS

The city council has approved this application by resolution within 90 days of the date of signature below.

Signature of city personnel

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

COUNTY APPROVAL for a gambling premises located in a township

County name \_\_\_\_\_

The county board has approved this application by resolution within 90 days of the date of signature below.

Signature of county personnel

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chief Executive Officer (CEO) Acknowledgment

9. The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

10. I have read this application, and all information is true, accurate, and complete, and if applicable, agree to the lease terms as stated in this application.

CEO signature [Signature] Date 7-27-09

11. Print name Rodney Hajicek Daytime phone 218-773-2294

Mail or fax to: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 FAX: 651-639-4032

No attachments required.

This publication will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota, and to assist the Board in conducting a background investigation of you. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested, the Board will be able to process your application. Your name and address will be public information when received by the Board. All other information you provide will be private data about you until the Board issues your permit. When the Board issues your permit, all information you provided will become public except for your Social Security number, which remains private. If the Board does not issue you a permit, all information you provided remains private, with the exception of your name and address which will remain public. Private data about you are available to following: Board members and staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

Reset Form Print Form

CITY OF EAST GRAND FORKS  
APPLICATION FOR PARADE PERMIT

Name of Applicant: Heritage Foundation

Address: 219 20<sup>th</sup> ST NE Phone No: 701-741-8084

Contact Name: DALE HELMS Date of Parade: AUG. 15<sup>th</sup>

Start Time: 9:30 AM End Time: 10:45 AM

Composition of parade (Cars, band, etc.): CARS BANDS FLOORS

HORSES TRACTORS

Route: See map

Dale Helms  
Signature

7-22-09  
Date

\*\*\*\*\*

TO BE COMPLETED BY POLICE CHIEF

Recommendations: Recommended pending MN DOT approval.

[Signature]  
Signature

7-29-2009  
Date

\*\*\*\*\*

TO BE COMPLETED BY CLERK-TREASURER

Permit No: \_\_\_\_\_

\_\_\_\_\_ is granted a PARADE PERMIT to be held  
on \_\_\_\_\_, 200\_\_.

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

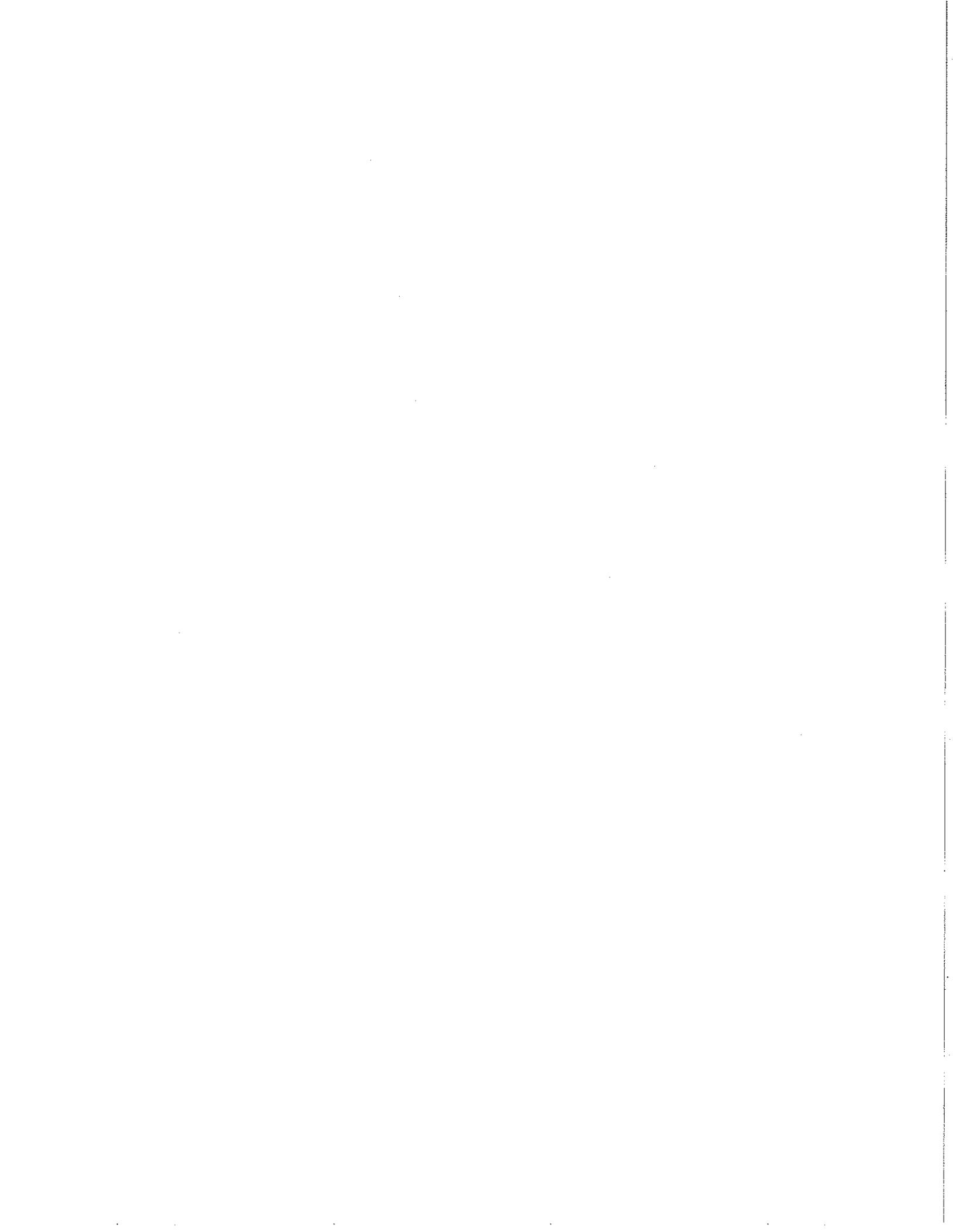
\_\_\_\_\_  
City Administrator/Clerk-Treasurer

OFFICE USE ONLY  
Receipt # \_\_\_\_\_ Method of Payment  Cash  Check



# 2009 EGF PD SURPLUS VEHICLES AUCTIONS 8/17/09 THROUGH 8/21/09

	VIN#S
#1. 1990 ACURA LEGEND	JH4KA3262LC800311
#2. 1993 SUBARU IMPREZA	JF1GC244PG507425
#3. 1996 OLDS CUTLASS	1G3WH55MXRD332917
#4. 1991 CADILLAC	1G6EL1332MU615196
#5. 1999 FORD TAURUS	1FAFY53U7XA187524
#6. 1995 CHEVY CAVALIER	1G1JC124957141301
#7. 1997 GMC YUKON	1GKEK13R8VJ738053
#8. 1982 CHEVY PICKUP	1GCEK14HXCF323267(TF)
#9. 2003 CHRYSLER SEBRING	1C3EL46X53N539671 (TF)
#10. 1992 CHEVY BLAZER	1GNCT1822N0105666
#11. 1995 DODGE INTREPID	1B3HD56T75F609416
#12. 1995 FORD EXPLORER	1FMDU24X2SUC03343
#13. 1999 FORD PICKUP	1FTRX18LOXNA88603
#14. 1999 MERCURY MYSTIQUE	1MEFM653XK632003
#15. 1966 FORD TRUCK F610	F61BK846633



# Request for Council Action

Date: 7-22-09

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

Cc: File

From: John Wachter

RE: 2009 Street Repair-

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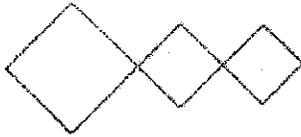
Make repairs to the intersection of 8<sup>th</sup> Ave NE and Gateway Drive

Opp Construction – \$14,000.00

H&S Construction – \$23,791.00

**Recommendation** – Award jobs to lowest quote.





# Construction Company

Office  
Grand Forks, ND  
Fargo, ND

Hwy 81 N • PO Box 13530 • Grand Forks, ND 58208-3530 • Phone 701-775-3322 • Fax 701-795-7020

ATT: John Wachter  
**QUOTATION**  
**MISC PAVEMENT REPAIRS**  
**EAST GRAND FORKS**  
**MAY 21, 2009**

ITEM	Description	QTY	Unit	TOTAL
1	Gateway Dr NE & 11th Ave NE	1	LS	5,840.00
2	11th Ave in Front of Folsom Farms	1	LS	7,100.00
3	Gateway Dr NE & 8th Ave NE	1	LS	14,000.00
4	8th Ave NE - Water Break	1	LS	2,870.00
5	Gateway Dr NE in front of Motel	1	LS	10,600.00
6	20th St NW & 5th Ave NW	1	LS	3,700.00
7	2nd Ave NE Alley btw 2nd & 3rd st NE	1	LS	1,840.00
8	20th St NW & Shadylane Dr NW	1	LS	2,950.00
9	5th Ave NW & 4th St NW	1	LS	3,100.00
10	Gateway Dr NE 7th to 5th - Overlay	1	LS	19,400.00
TOTAL >>>				71,400.00

**Clarifications:**

As per City list and our drawings  
Includes Traffic control and sealed joints

- 10 Item 10 includes:  
approx area of 615' x 18' & 24' x 21' 2" overlay  
Also approx 90 ton leveling coarse before overlay  
Adjust 2 Manholes

All Work to City Specs

**BUILD WITH THE BEST**



"An Equal Opportunity Employer"

H & S Construction  
 17279 US Hwy 59NE  
 Thief River Falls, MN 56701

# Estimate

Date	Estimate #
7/16/2009	221

Name / Address
City of East Grand Forks 1001 2nd St NE East Grand Forks Mn 56721 Att: John

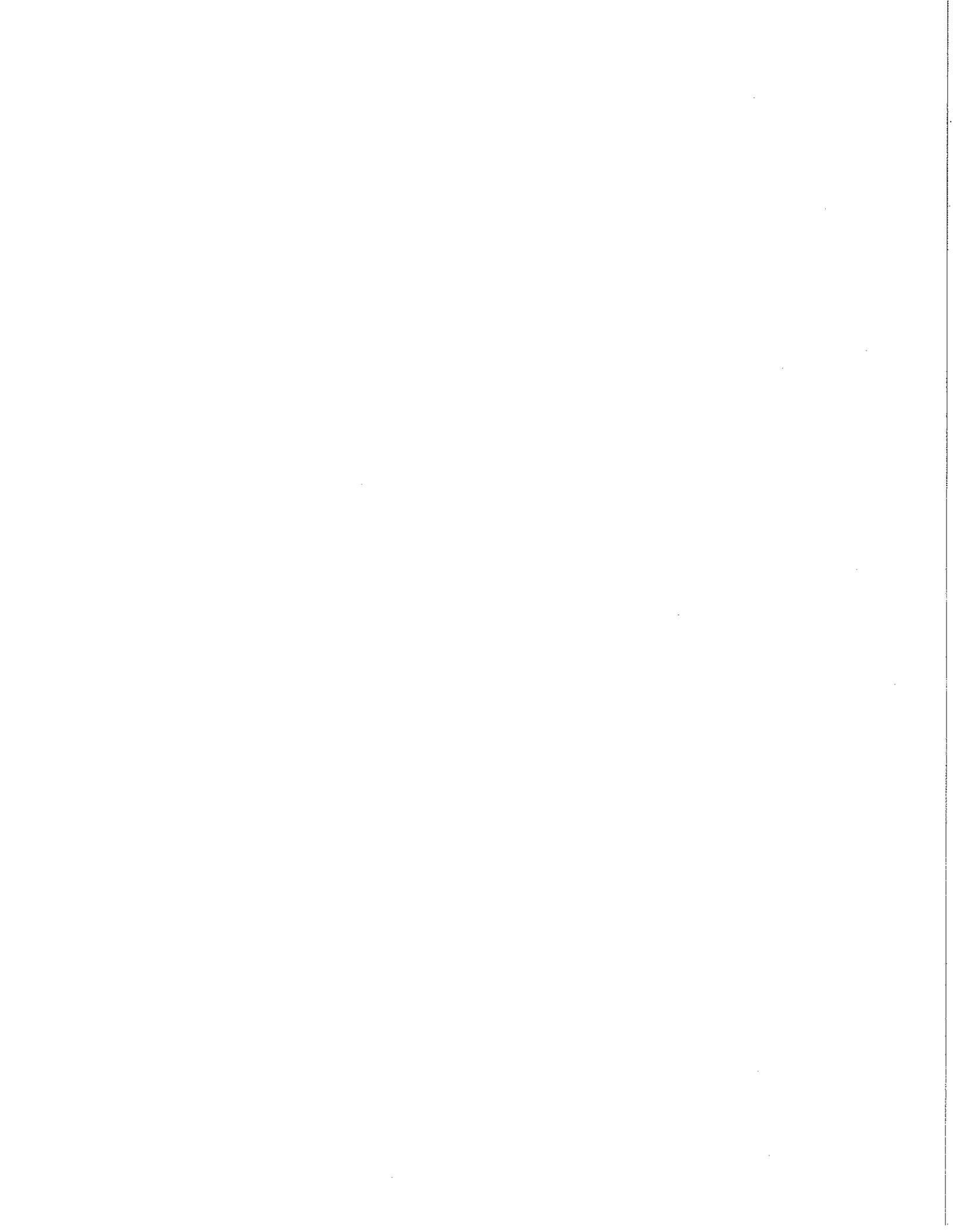
Phone #	218.681.5503
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Fax#	218.681.7063
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Project
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Frontage Road By Tesoro's *877/C-Tango*

Description	Qty	Rate	Total
Remove & Replace curb and gutter	128	25.00	3,200.00
Furnish chimney seal and install casing to height (2 inlets and one manhole) any work under ground is extra	3	650.00	1,950.00
Remove & Replace 7" paving	2,502	6.50	16,263.00
Saw around perimeter	278	7.00	1,946.00
Furnish & Install Class 5 gravel fill (approx yardage only---actual yardage used shall be billed at 12.00 per yard	36	12.00	432.00
Signs are supplied buy others	0		0.00
If any Additional Information is Required Please Call Robert Audette @218.686.9308		<b>Total</b>	<b>\$23,791.00</b>



# Request for Council Action

Date: 7-30-09

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

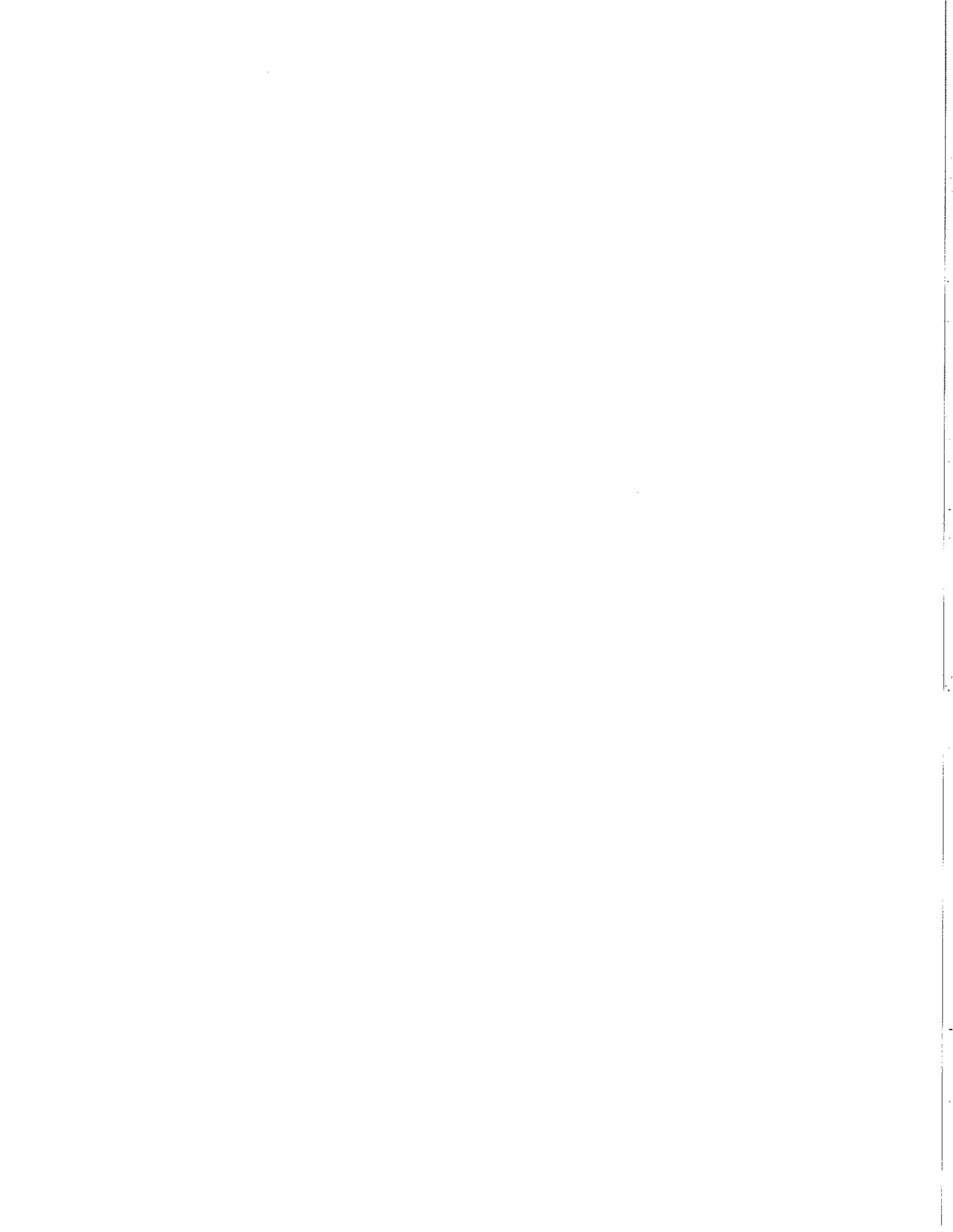
Cc: File

From: Dick Grassel

RE: Scott Huizenga's Pay Increase

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Consider approving the salary increase for Scott Huizenga, City Administrator for 3% increase for a total of \$85,490 per year effective August 4, 2009.



Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held July 1, 2009 at 8:00 A.M.

Present: Ogden, Brickson, Tweten

Absent: Quirk

It was moved by Commissioner Tweten second by Commissioner Brickson that the minutes of the previous meeting of June 18, 2009 be approved as read.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$376,053.00.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Brickson to approve the plans and specs for the floodwall storage building and advertise for bids.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to authorize the surplus of padmount transformers, receive quotes and sell to the highest bidder.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Brickson to authorize the appropriate official to sign the 2010 Tri-Valley Fuel Assistance agreement.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to approve further exploration of the fiber optic lease agreement with Halstad Telephone Company.

Voting Aye: Ogden, Brickson, Tweten

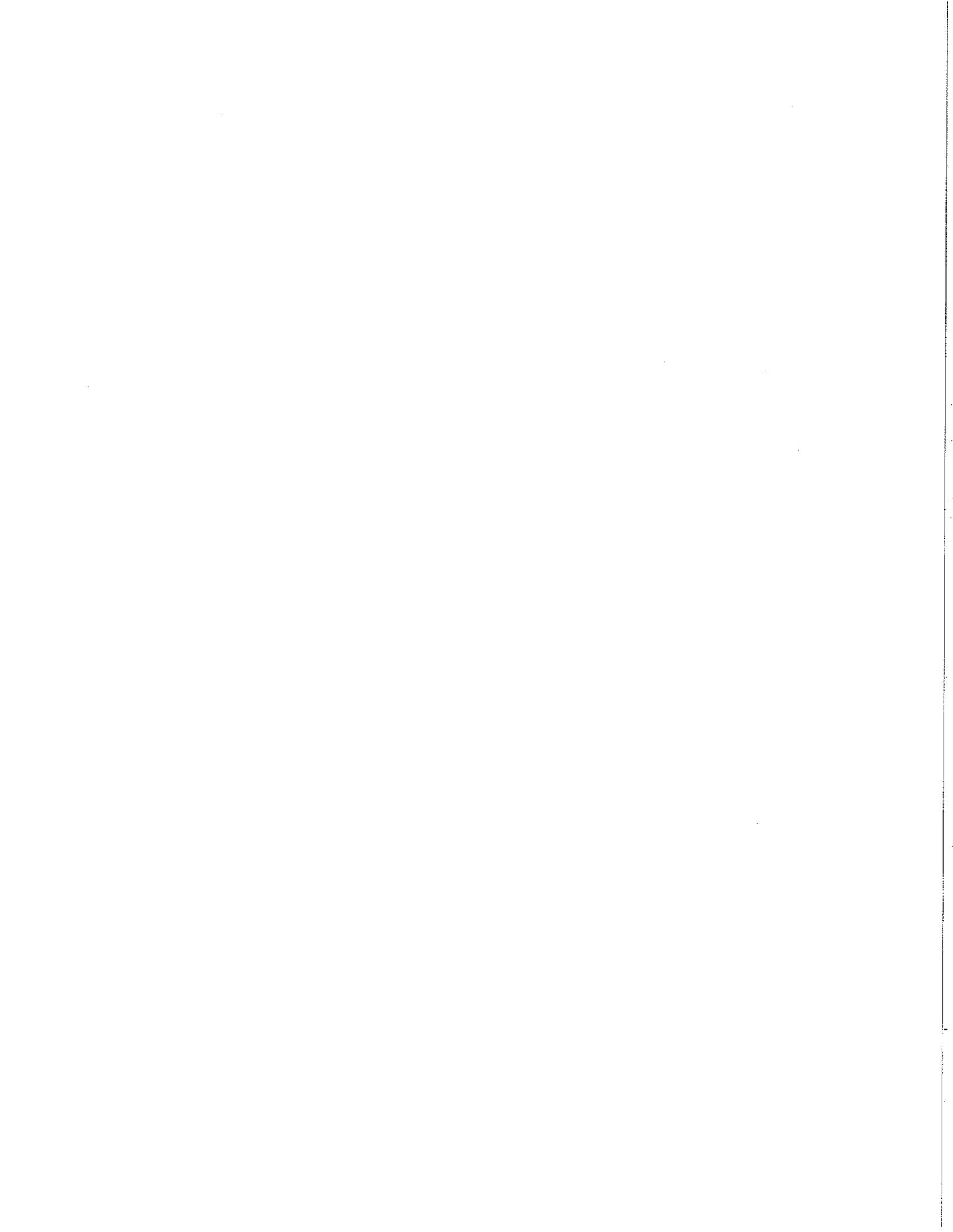
Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Brickson that the meeting be adjourned to July 16, 2009 at 5:00 P.M.

Voting Aye: Ogden, Brickson, Tweten

Voting Nay: None

Lori Maloney  
Sec'y



Board of the East Grand Forks Campbell Library  
Minutes from July 28, 2009 meeting

Present: Gary Christianson, Pat Jacklitch, Mike Pokrzywinski, Mary Gail Homstad, Sharon Budge, Judi Loer, Scott Huizenga and Charlotte Helgeson.

Absent: Kay Buckalew

I. Motion to accept minutes was made by Pokrzywinski with a second by Loer. Passed.

II. Bills were reviewed with a motion by Jacklitch and second by Homstad to approve. Passed.

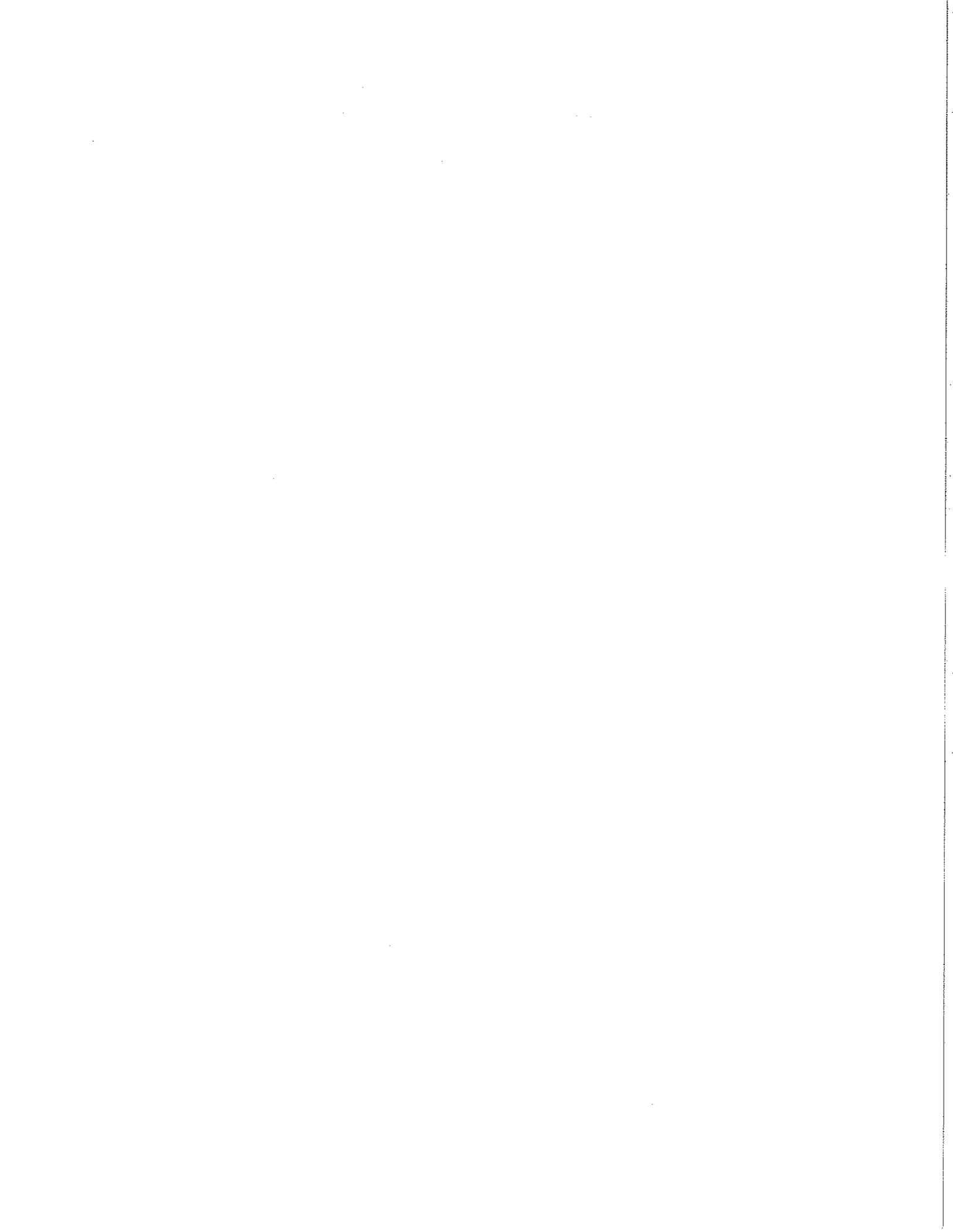
III. Old Business

- A. LARL meeting on August 20<sup>th</sup> at 5:30 will be held in the Moorhead Public Library basement. Pokrzywinski, Homstad, Jacklitch, Budge and Christianson will attend with Helgeson.
- B. Camp Read-a-Lot is currently at 46,211 minutes, (2008) 26,722 minutes.
- C. To use collections as part of our overdues policy, the library must have a current address of patron. A minimum of \$40 is charged for each collection. No change will be made to the policy.

IV. New Business

- A. Summer Reading Picnic will be held Wed. Aug. 12 from 1 p.m. – 2:30 p.m. in Sherlock Park Playground
- B. Jo Vos, Chair for the committee doing the legislative audit of public libraries interviewed Helgeson concerning the audit.
- C. M. Larson will be having knee replacement surgery Sept. 14 and will be out for a minimum of 6 weeks.

The next meeting will be held Tuesday Aug. 28<sup>th</sup> at 7 a.m. at the Blue Moose.

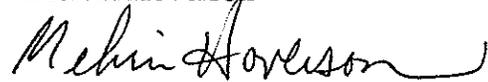


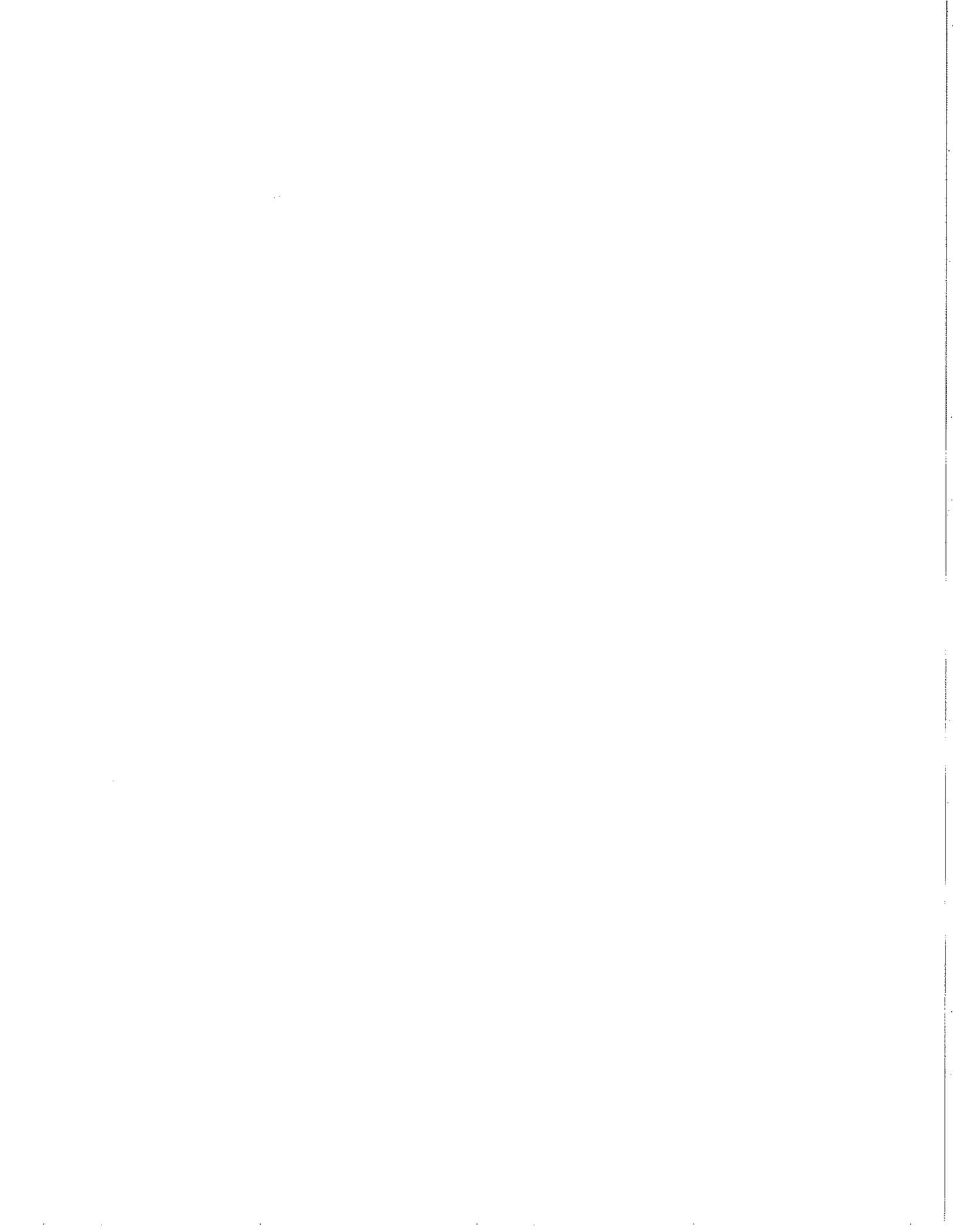
July 21, 2009

Dear city officials,

At this time I would like to announce my intention of retiring as assistant fire chief for the city of East Grand Forks on July 31, 2009.

Thank you  
Melvin Hoverson

A handwritten signature in cursive script that reads "Melvin Hoverson". The signature is written in black ink and is positioned below the typed name.



2009  
GAMBLING  
REPORTS

**Lawful Gambling - American Legion****2009**

	City	Other	Board
<b>January</b>			
Water & Light Dept		\$569.47	
Internal Revenue Service		\$441.57	
Forks Fighters Youth Athletic Club - Non City		\$1,400.00	
James W. LeTexier - City	\$150.00		
Richard Wessling - Non City		\$30.00	
Kent R. Larson - City	\$30.00		
Richard S. Felton - Non City		\$30.00	
Terry N. Buraas - Non City		\$30.00	
Edward Vanyo - Non City		\$30.00	
Vince X. Liddy - Non City		\$30.00	
Gregory J. Kaiser - City	\$30.00		
John Stoltman - Non City		\$150.00	
John Stoltman - Non City		\$75.00	
Larry Braford - City	\$35.00		
Einar Einarson - Non City		\$35.00	
Sacred Heart Athletic Club - City	\$200.00		
Bambino Baseball League	\$50.00		
Ninth District American Legion Band		\$1,000.00	
Fisher High School After Prom Party		\$100.00	
Salvation Army - Non City		\$100.00	
Altru Health Foundation - Hospice		\$100.00	
Dietrich Sewing		\$20.00	
<b>January Total</b>	<b>\$495.00</b>	<b>\$4,141.04</b>	<b>\$0.00</b>
<b>February</b>			
Water & Light Dept.		\$607.58	
Internal Revenue Service		\$527.08	
James Letexier - City	\$262.56		
Richard Wessling - Non City		\$164.60	
Kent R. Larson - City	\$150.00		
Richard S. Felton - Non City		\$210.00	
Terry Buraas - Non City		\$180.00	
Steve Sulland - Non City		\$30.00	
Leon Dierker - Non City		\$180.00	
Don Martin - Non City		\$202.56	
Edward Vanyo - Non City		\$210.00	

**Lawful Gambling - American Legion****2009**

Vince X. Liddy - Non City		\$120.00	
Gregory J. Kaiser - City	\$60.00		
John Stoltman - Non City		\$247.96	
John Stoltman - Non City		\$75.00	
Mark LeTexier		\$60.00	
Einar Einerson - Non City		\$70.00	
Dan Dahl - Non City		\$52.50	
Forks Fighters Youth Athletic Club - Non City		\$1,400.00	
Wolfridge Environmental Learning Center		\$382.00	
Senior High Graduation Party		\$100.00	
MN American Legion Foundation - Fund 77		\$780.00	
Tax Cred/Refund from Form G-7430		-\$18,749.67	
<b>February Total</b>	<b>\$472.56</b>	<b>-\$13,150.39</b>	<b>\$0.00</b>

**March**

Water & Light Dept		\$703.21	
Internal Revenue Service		\$493.00	
James W. LeTexier - City	\$180.00		
Kent R. Larson - City	\$120.00		
Richard S. Felton - Non City		\$120.00	
Terry N. Buraas - Non City		\$60.00	
Steve Sulland - Non City		\$30.00	
Leon Dierker - Non City		\$90.00	
Don Martin - Non City		\$60.00	
Edward Vanyo - Non City		\$90.00	
Vince X. Liddy - Non City		\$90.00	
Gregory J. Kaiser - City	\$30.00		
John Stoltman - Non City		\$75.00	
John Stoltman - Non City		\$120.00	
Mark LeTexier - City	\$60.00		
Einar Einerson - Non City		\$105.00	
Forks Fighters Youth Athletic Club - Non City		\$1,400.00	
EGF Public Schools	\$100.00		
EGF Public Schools	\$200.00		
Legionville - Non City		\$360.00	
S.A. Van Dyk Insurance - Baseball	\$315.00		
<b>March Total</b>	<b>\$1,005.00</b>	<b>\$3,796.21</b>	<b>\$0.00</b>

**Lawful Gambling - American Legion****2009**

<b>April</b>	Water & Light Dept		\$512.84	
	Internal Revenue Service		\$548.91	
	John Stoltman - Non City		\$75.00	
	James Letexier - City	\$120.00		
	Richard Wessling - Non City		\$30.00	
	Kent Larson - City	\$30.00		
	Richard R. Larson - City	\$30.00		
	Leon Dierker - Non City		\$30.00	
	Don Martin - Non City		\$30.00	
	Edward Vanyo - Non City		\$30.00	
	John Stoltman - Non City		\$90.00	
	Mark LeTexier - City	\$30.00		
	Einar Einarson - Non City		\$52.50	
	Muscular Dystrophy Association		\$200.00	
	City of East Grand Forks	\$290.00		
	EGF Parks & Recreation	\$500.00		
	Blue Line Club	\$100.00		
	<b>April Total</b>	<b>\$1,100.00</b>	<b>\$1,599.25</b>	<b>\$0.00</b>

<b>May</b>	Water & Light Dept		\$544.26	
	Hugos #5 - City	\$43.99		
	Hugos #5 - City	\$29.92		
	US Foodservice - Non City		\$231.98	
	James Letexier - City	\$90.00		
	Richard Wessling - Non City		\$143.36	
	Kent R. Larson - City	\$120.00		
	Richard Felton - Non City		\$90.00	
	Ronald P. Kuntz - Non City		\$60.00	
	Terry N. Buraas - Non City		\$120.00	
	Leon Dierker - Non City		\$90.00	
	Don Martin - Non City		\$113.36	
	Edward Vanyo - Non City		\$120.00	
	Vince Liddy - Non City		\$120.00	
	John Stoltman - Non City		\$143.36	
	John Stoltman - Non City		\$75.00	

**Lawful Gambling - American Legion****2009**

Mark LeTexier - City	\$60.00		
Larry Braford - City	\$17.50		
Einar Einerson - Non City		\$35.00	
Dan Dahl - Non City		\$17.50	
Internal Revenue Service		\$600.42	
Mike Yanish Stock Refinishing		\$150.00	
Sacred Heart High School - City	\$100.00		
Ninth District American Legion Boy Stat	\$100.00		
May Total	\$561.41	\$2,654.24	\$0.00

**June**

Water & Light Dept.		\$550.97	
Keith Blattenba		\$1,750.00	
Alex Sumner		\$750.00	
James W. LeTexier - City	\$292.57		
Richard Wessling - Non City		\$300.00	
Kent Larson - City	\$210.00		
Richard S. Felton - Non City		\$262.57	
Ronald P. Kuntz - Non City		\$120.00	
Terry N. Buraas - Non City		\$210.00	
Steve Sulland - Non City		\$82.57	
Leon Dierker - Non City		\$288.25	
Don Martin - Non City		\$258.25	
Edward Vanyo - Non City		\$210.00	
Vince Liddy - Non City		\$210.00	
Gregory Kaiser - City	\$60.00		
John Stoltman - Non City		\$75.00	
John Stoltman - Non City		\$240.00	
Mark LeTexier - City	\$168.25		
Larry Braford - City	\$87.50		
Einar Einerson - Non City		\$17.50	
Dan Dahl - Non City		\$35.00	
Holida		\$1,474.00	
Internal Revenue Service		\$516.75	
Presentation College		\$480.00	
MN American Legion Foundation - Fund 52		\$100.00	
Roger Swanberg - City	\$361.35		

**Lawful Gambling - American Legion****2009**

State of Minnesota		\$600.00	
Northern Lights Council \$429 - Non City		\$1,200.00	
City of East Grand Forks	\$500.00		
9th District American Legion Baseball		\$160.00	
JK Sports Inc.	\$3,483.43		
United States Treasury		\$50.00	
<b>June Total</b>	<b>\$5,163.10</b>	<b>\$9,940.86</b>	<b>\$0.00</b>

**Lawful Gambling - Eagles****2009**

		<b>City</b>	<b>Other</b>	<b>Board</b>
<b>January</b>	US Treasury	\$0.00	\$137.20	\$0.00
	<b>Total</b>	\$0.00	\$137.20	\$0.00
<b>February</b>	None	\$0.00	\$0.00	\$0.00
	<b>Total</b>	\$0.00	\$0.00	\$0.00
<b>March</b>	None	\$0.00	\$0.00	\$0.00
	<b>Total</b>	\$0.00	\$0.00	\$0.00
<b>April</b>	US Treasury	\$0.00	\$160.81	\$0.00
	<b>April Total</b>	\$0.00	\$160.81	\$0.00
<b>May</b>	None	\$0.00	\$0.00	\$0.00
	<b>Total</b>	\$0.00	\$0.00	\$0.00
<b>June</b>	None	\$0.00	\$0.00	\$0.00
	<b>Total</b>	\$0.00	\$0.00	\$0.00

**Lawful Gambling - Valley Golf Association**

**2009**

		City	Other	Board
<b>January</b>	Gambling Control Board	\$0.00	\$750.00	\$0.00
	<b>January Total</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$0.00</b>
<b>February</b>	Tax Refund Form G-7430	\$0.00	-\$2,610.79	
	<b>February Total</b>	<b>\$0.00</b>	<b>-\$2,610.79</b>	<b>\$0.00</b>
<b>March</b>	Wolfridge Environmental Camp	\$0.00	\$200.00	\$0.00
	<b>March Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>April</b>	EGF School Dist. 595	\$200.00		
	EGF School Dist. 595	\$200.00		
	Senior High Scholarship Fund	\$200.00		
	Sacred Heart School	\$200.00		
	<b>April Total</b>	<b>\$800.00</b>		
<b>May</b>	None			
	<b>May Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>June</b>	None			
	<b>June Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Lawful Gambling - VFW Post 3817**

**2009**

	City	Other	Board
<b>January</b> Xcel Energy		\$524.23	
VFW District Tournament - Hockey	\$200.00		
Water & Light Dept.		\$1,151.31	
GF Herald - Non City		\$86.84	
Neil R. Purchell - Hockey	\$550.00		
Kyle Gast - Hockey	\$400.00		
United States Treasury		\$386.39	
Jack Stoltman - Non City		\$100.00	
Jerome H. Bliven - City	\$35.00		
Donald J. Bodahl - Non City		\$35.00	
Ardell W. Buchholtz - City	\$175.00		
Frederick H. Metcalf - City	\$35.00		
Gary F. Dudgeon - Non City		\$35.00	
Einar Einarson - Non City		\$35.00	
Larry R. Braford - City	\$35.00		
<b>January Total</b>	<b>\$1,430.00</b>	<b>\$2,353.77</b>	<b>\$0.00</b>

<b>February</b> Xcel Energy		\$838.78	
Water & Light Dept.		\$1,398.70	
Jerome H. Bliven - City	\$220.95		
Ardell W. Buchholz - City	\$294.27		
Einar Einarson - Non City		\$70.00	
Frederick H. Metcalf - EGF	\$175.00		
Joseph Tupa - Non City		\$105.00	
Dan Dahl - Non City		\$52.50	
Ben Smith - City	\$70.00		
Jack Stoltman - Non City		\$100.00	
United States Treasury		\$441.29	
Kyle Gast - City	\$400.00		
Neil Purcell - City	\$550.00		
Neil Purcell - City	\$508.53		
Ross Lund - City	\$85.00		
Robert Derrick - City	\$25.00		
George Weber - City	\$35.00		

**Lawful Gambling - VFW Post 3817****2009**

	City	Other	Board
Troy Norman - City	\$110.00		
Cody Grassel - City	\$75.00		
Nathan Houkum - City	\$50.00		
Shane Vizenor - City	\$25.00		
Matt Buckalew - City	\$25.00		
Josef Miller - City	\$25.00		
Tanner Dahlen - City	\$25.00		
Steve Bartlette - City	\$25.00		
Tax Credit/Refund from Form G-7430		-\$17,290.88	
<b>February Total</b>	<b>\$2,723.75</b>	<b>-\$14,284.61</b>	<b>\$0.00</b>

<b>March</b>	Xcel Energy	\$516.56	
	Water & Light Dept.	\$1,368.55	
	United States Treasury	\$435.98	
	Jack Stoltman - Non City	\$100.00	
	Jerome H. Bliven - City	\$90.00	
	Ardell W. Buchholtz - City	\$180.00	
	Joseph Tupa - Non City	\$90.00	
	Frederick H. Metcalf - EGF	\$60.00	
	Ben Smith - EGF	\$60.00	
	Einar Einarson - Non City	\$90.00	
	Howard Metcalf - EGF	\$60.00	
	Jim Donken - Non City	\$60.00	
	Donald Bodahl - Non City	\$30.00	
	Gary Dudgeon - Non City	\$60.00	
	Neil Purcell - Hockey	\$550.00	
	Kyle Gast - Hockey	\$400.00	
	Gerrells - Hockey	\$427.00	
	Dept of MN - VFW	\$60.00	
	ISD #595	\$191.00	
	GF Herald - Non City	\$200.00	
	Neil Purcell - Hockey	\$967.25	
	Neil Purcell - Hockey	\$208.05	
	Neil Purcell - Hockey	\$393.57	

**Lawful Gambling - VFW Post 3817**

**2009**

	City	Other	Board
EGF Graduation Party	\$100.00		
Fisher Post Prom Party		\$50.00	
<b>March Total</b>	<b>\$3,686.87</b>	<b>\$3,061.09</b>	<b>\$0.00</b>

<b>April</b>		City	Other	Board
	Sacred Heart Catholic Community	\$250.00		
	EGF Senior High School	\$250.00		
	Xcel Energy		\$426.75	
	Water & Light Dept.		\$1,140.24	
	United States Treasury		\$519.39	
	Ardell W. Buchholtz - EGF	\$180.00		
	Einar Einarson - Non City		\$75.00	
	Howard Metcalf - EGF	\$115.55		
	Jack Stoltman - Non City		\$100.00	
	Jerome H. Bliven - City	\$60.00		
	Joseph L. Tupa		\$90.00	
	Frederick H. Metcalf - EGF	\$90.00		
	Larry R. Braford - EGF	\$15.00		
	Ben Smith - EGF	\$55.55		
	Gary F. Dudgeon - Non City		\$55.55	
	YMCA Partner of Youth - Non City		\$100.00	
	Kem Shrine Circus - Non City		\$250.00	
	Sacred Heart After Prom Party	\$250.00		
	<b>April Total</b>	<b>\$1,266.10</b>	<b>\$2,756.93</b>	<b>\$0.00</b>

**May**

	Water & Light Dept.		\$1,070.23	
	Xcel Energy		\$239.14	
	State of Minnesota		\$600.00	
	United States Treasury		\$439.72	
	Jack Stoltman - Non City		\$100.00	
	Ardell W. Buchholtz - EGF	\$120.00		
	Howard J. Metcalf	\$120.00		
	Frederick H. Metcalf	\$120.00		
	Joseph L. Tupa		\$150.00	

**Lawful Gambling - VFW Post 3817****2009**

	<b>City</b>	<b>Other</b>	<b>Board</b>
Dan Dahl - Non City		\$30.00	
Larry R. Braford - EGF	\$30.00		
Jim Donken - Non City		\$30.00	
Ben Smith - EGF	\$30.00		
Gary F. Dudgeon - Non City		\$60.00	
Jim Donken - Non City		\$30.00	
Jerome H. Bliven - City	\$60.00		
GreenWave Fast Pitch Club - City	\$500.00		
Parents Communication Network	\$50.00		
VFW Supply Dept	\$177.00		
<b>May Total</b>	<b>\$1,207.00</b>	<b>\$2,749.09</b>	<b>\$0.00</b>

**June**

Water & Light Dept.		\$984.74	
Xcel Energy		\$61.77	
Jack Stoltman - Non City		\$100.00	
United States Treasury		\$493.36	
United States Treasury		\$50.00	
Howard Metcalf - EGF	\$150.00		
Ardell W. Buchholtz - EGF	\$168.25		
Joseph Tupa - Non City		\$90.00	
Frederick H. Metcalf - EGF	\$150.00		
Einar Einarson - Non City		\$30.00	
Larry Braford - EGF	\$45.00		
Donald Bodahl - Non City		\$90.00	
Jim Donken - Non City		\$90.00	
Ben Smith - EGF	\$51.90		
Jerome Bliven - City	\$90.00		
Dan Dahl - Non City		\$30.00	
City of EGF	\$500.00		
City of EGF	\$90.00		
Greater Grand Forks Chamber of Commerce		\$50.00	
<b>June Total</b>	<b>\$1,245.15</b>	<b>\$2,069.87</b>	<b>\$0.00</b>

# Request for Council Action

Date: 07/23/09  
To: Mayor and City Council  
Cc: File  
From: Scott Huizenga, City Administrator  
RE: Public Safety Dispatch Services and Staffing

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## Dispatching

I asked Chief Hedlund some time ago to develop a recommendation of possible alternatives to our current dispatching and jailing services in order to reduce costs. Chief Hedlund's report is attached.

Last month, Chief Hedlund and Chief Gust accompanied me to Crookston to discuss a possible consolidation of dispatch services with Polk County and the City of Crookston. Crookston already coordinates with Polk County for its dispatch services during non-business hours. East Grand Forks' situation is more complicated because we are not located in the County seat. Certain technological barriers would also have to be overcome, but these are far from insurmountable. I found the discussion to be very positive.

Chief Hedlund's report offers some excellent points regarding the outsourcing of dispatching. The City could save approximately \$60,000-\$100,000 by combining dispatch services with another entity. This represents approximately 3.5-6.0 percent of the total Patrol budget (2.8-4.6 percent of the entire Police Department budget). The service issues raised by Chief Hedlund point to a policy discussion among the Council regarding whether or not this level of savings warrants a major service change to the department.

## Police Staffing

As you know, our situation with internal dispatch and a local jail results in East Grand Forks per capita police personnel figures that appear higher than normal relative to peer cities. This year's hiring freeze and subsequent unanticipated leaves of absence have strained efforts to maintain the public safety presence to which the City has grown accustomed. Overtime costs have increased, despite the best efforts and cooperation of department heads, in order to maintain what has long been considered minimum staffing. I have recommended to the Mayor, the charter-appointed supervisor of the Police Department, that we reduce evening shifts to curb overtime costs.

The policy issue before the City Council is whether or not to semi-permanently accept less police patrol. Conversely, the City Council can proceed to backfill one or more vacant patrol officer positions and focus pending budget cuts in another area(s). The current overtime hours are counterproductive both to City finances and to Police Department personnel.

Traditionally, the Police Department maintained five personnel per patrol shift – one dispatcher and four patrol officers. With the recently-reduced staffing, most shifts have gone to four officers – one dispatcher and three patrol officers. If a leave request is granted, minimum staffing during weekday hours has been three officers – one dispatch and two patrol officers. However, the minimum on Wednesday-Saturday night shifts has been maintained at four personnel. Therefore, a single leave request during these weekend shifts results in a minimum 8-hour call back on overtime. Currently, the Police Department is experiencing at least one callback per evening. Sometimes multiple callbacks occur depending upon circumstances. Overtime costs for police patrol doubled in the second quarter of 2009 compared with the 1<sup>st</sup> Quarter, from approximately \$20,000 to over \$40,000. This trend will continue at the current or increased rate until late fall under the current staffing arrangements. The total overtime budget for patrol is \$80,000. Actual expenses will likely far exceed this amount. One should note that actuals for prior years dating back to 2004 ranged from approximately \$94,000-\$115,000. This is likely because the previous minimum staffing for most shifts was considered five officers. For better or worse, the overtime instances we are experiencing may not be far out of line with recent history. I applaud Chief Hedlund's flexibility to maintain some semblance of equilibrium to historic overtime costs despite a decreased workforce. Nonetheless, repeated overtime occurrences results in added stress not only to city finances but also to the police personnel who continue to log extended shifts.

Therefore, I recommend that we reduce the minimum staffing for all shifts, including weekends, to three officers. Because overtime costs are rapidly approaching that of a full-time employee, the only alternative to reduced shifts is to backfill at least one full-time position. This will be the first of many recommended programmatic changes as the City faces revenue uncertainty due to the recently-announced LGA cuts. I appreciate any and all input you may have

**Recommendation #1:** Maintain the jail and dispatching services as they currently stand, but provide Chief Hedlund to alter course at his discretion.

**Recommendation #2:** The primary recommendation is to reduce minimum staffing to three personnel for all shifts. The normal shift would still include four officers unless a leave request is granted. No Council action is required for this recommendation.

The secondary recommendation, if the City Council does not concur with the above, is to backfill at least one, or possibly two, patrol officer positions to reduce extended shifts and overtime costs. Council approval would be required to recruit for new officers.

## **East Grand Forks Police Department – Potential Staffing Arrangements**

**Historical arrangement (23 Total Officers)** - Chief of Police, Three investigators (Two budgeted and one grant funded member of the Polk County Narcotics Task Force, One School Liaison Officer (50% funded by ISD #595), Patrol Division set up with four shifts (A, B, C, & D) each consisting of one sergeant and three officers, Two officers who work on opposite days on permanent night shifts. The shifts are set up to work four 12 hour days followed by four days off. Minimum staffing consisted of three officers in the day (two on the street and one working the desk) and four officers at night (three working the street and one working the desk). This allowed for one officer to be off at any given time without causing overtime.

**Current arrangement (21 Total Officers)** - Chief of Police, Three investigators (Two budgeted and one grant funded member of the Polk County Narcotics Task Force) and Patrol Division set up with four shifts (A, B, C, & D) each consisting of one sergeant and three officers. The School Liaison Officer worked through May 2009 is currently on medical leave. When he is able to return to duty he will work straight nights and work two shifts on each side of the schedule (probably in a modified capacity for the foreseeable future). Minimum staffing is as above except that on Sunday thru Tuesday nights we have a minimum staffing level of two officers on the street and one working the desk. On Wednesday thru Saturday nights if an officer takes the night off for any reason it does cause overtime (typically handled thru an eight hour call back during what are typically the peak hours of 07:00 PM thru 03:00 AM).

### **Other possible arrangements – civilian dispatchers:**

If we hired civilian dispatchers for 24 hour a day dispatching we would be able to reduce our costs if we were able to hire one dispatcher for each officer position eliminated. (i.e. four positions to eliminate the officers serving as dispatchers). Unfortunately you could not just hire four dispatchers because you would need to have at least one extra person to cover vacations, sick leave etc. This would cut into or potentially eliminate any savings. I do not feel that this is a viable option.

### **Other possible arrangements – outside agency dispatching:**

If we used an outside dispatching source (either Polk County or the Public Service Answering Point in Grand Forks) we would be able to free up the desk officer and increase the number of officers on the street without increasing the number of employees (both organizations would charge a fee). This has the obvious benefit of increasing our number of officers available to take calls but there are a variety of negatives as well. Possible arrangements for using the outside dispatching source include:

1) Continuing to do our own dispatching for 12 hours a day during the day shift. The amount of walk up traffic that we receive during the day necessitates having someone staff the front desk during the day. This could be done with a civilian but would likely require us to increase our civilian staffing to be able to do so.

2) Do our own dispatching (and front desk duties) during regular business hours Monday through Friday (8-5 for example). This would minimize the need for a desk worker but still cover the time periods that are the absolute busiest at the desk.

3) 24 Hour a day outside dispatching. This could be done but would still require having someone available to handle walk up traffic at least some of the time. This would likely require

us to rearrange that area to allow a civilian to work in that area and would probably require at least a part time hire.

Both Polk County and the Grand Forks PSAP would charge an annual fee to do the dispatching. Polk County currently charges the City of Crookston \$108,000.00 per year and our fee would probably be in that neighborhood. The Grand Forks Sheriff's Office has a somewhat comparable call load to our Department and pays \$135,604.00 per year to the PSAP Board. This cost is kept down to some degree by 9-11 fees that are collected within Grand Forks County. We would not receive that benefit so our fees might be slightly higher.

**Problems with using an outside agency to do our dispatching:**

1) Customer service – At the present time a person can walk in to the EGFPD 24-7 and speak to a police officer immediately. This will not be the case if we go to an outside dispatching service. Instead people will come into the lobby (or probably have to stand outside) and talk to someone in Crookston or Grand Forks on a phone to then get to speak to an officer. Many people have commented that they like having this level of service. When people call in they speak to someone who knows the city extremely well. This will generally not be the case with outside dispatching.

2) Jail – At the present time whoever is working as the dispatcher is also serving as the jailer. Our current facility is classified as a class III municipal jail facility and state regulations allow us to house adult prisoners for up to 16 hours and juveniles for up to 6 hours. Our jail log shows that 420 prisoners were housed in our jail in 2008. The vast majority of these prisoners were eventually transported to the Tri-County Correctional Center by the Polk County Sheriff's Office. Deputies typically come to our Department and pick up the prisoners as their schedule allows. On the occasions that they are not able to do this we either use on duty staff to transport the prisoners or else call back an officer to conduct the transport. If we are not able to keep our jail facility we would then have to do the vast majority of these transports to Crookston ourselves. Between travel time and the booking procedure at Tri-County I believe that this would take a minimum of two hours per prisoner. This can be handled in a two ways – we can do this with the officers on the street but that would reduce our ability to respond to any calls in EGF during the time the officer was out of the city. While there are times this is doable we are generally at our minimum staffing level and taking an officer out of the city limits creates officer safety issues as well as reducing our ability to respond to additional calls – emergency or otherwise. We could also call an officer in on overtime to conduct the transport to Crookston. Based upon the current LELS contract, that would require a minimum callback of four hours per event/prisoner. Based on 2008 statistics, that could result in over 1,600 hours of overtime. It is possible that the Polk County Sheriff's Office would be able to do some of the transports if they had a deputy available and in the area but that is not something we could plan for on a regular basis.

3) If we are no longer staffed 24-7 in the building we are unable to have access to the state "hot file" system. This is the system that allows us to enter stolen vehicles and other property, runways and a variety of other information. That info would then have to be entered by Polk County or the GF PSAP. Some of this information is time sensitive and there are problems associated with this when using an outside dispatching source.

4) As I briefly discussed in the section on "current staffing", if we go to an outside dispatching service and we have an injury or illness that does not allow an employee to work in

the field we would have a hard time finding work for that employee until they are recovered. Law enforcement is an inherently dangerous profession and it is not uncommon for there to be several injuries that require significant time off in any given year. Non-work related injuries and illnesses also present a problem. In the past year we have had three employees that had significant illnesses and/or injuries that required extended time off of the street. By utilizing these employees as desk officers (once they are able to do so) we are able to reduce our sick leave and worker's comp usage. This can represent a significant savings for the city. If we do not have the desk position it would still be possible to find modified duty work for employees in these situations but it would be more difficult and there would be only limited amounts of it.

**Conclusion and Recommendation:**

I have reviewed a wide variety of schedules and if we were to go to an outside dispatching source the best option I can come up with is mimicking our original schedule, but without a person working the desk (except M-F 8:00 to 4:30). This would provide for four shifts of three officers (two officers and a sergeant) with two officers working permanent nights. This would allow us to have three officers scheduled to be on the street during the day and four scheduled at night. We could then go down one officer (for vacation, sick time, training etc.) at any time without causing overtime. I can not recommend any plan (including our current format) that does not provide for a minimum of two officers on duty at all times in the day and three officers on duty at night. To be able to effectively handle our call volume and to provide reasonable officer safety standards we cannot go below these levels. We are currently operating below this level from Sunday through Tuesday nights but I could not recommend continuing this on a permanent basis.

My recommendation, were we to go this route, would be to assign the School Liaison position to the desk position, Monday through Friday 8:00 AM to 4:30 PM. With his current medical situation it is unknown if or when he will be able to return to full time duty on the street. The end result of this would be a reduction of 3.5 FTE's from our original staffing (1.5 below current staffing). (With ISD #595 - East Grand Forks Schools ending the partnership for the School Liaison Officer we will be responsible for the full salary and benefits of this position - an increase of .5 FTE. We would be down in patrol by four FTE for a net decrease of 3.5 FTE). Figured at entry level salary and benefits (approx. \$61,700.00 per year at this time) this would save approx. \$215,950.00. Assuming we would be charged the same price as Crookston for dispatching service from Polk County the savings would be reduced by \$108,000 for a total savings of \$107,950.00. The anticipated overtime to either house prisoners here (with an officer called back to watch them) or to transport them to Crookston (by an officer on callback) would offset over half of these savings. I understand there would be additional related savings from reducing staff (slightly lower uniform and equipment expenses, training costs, etc.) but I do not feel that the level of savings justifies the reduced level of service. My personal recommendation would be to return to our previous level of staffing minus the school liaison officer position. This would represent a reduction of .5 FTE which is very similar to the actual savings represented through the larger cuts but without the added expenses associated with using an outside dispatching service. We have applied for federal funding for two officers from the COPS Office. I anticipate hearing about this by sometime in September. I would recommend waiting until that time to make any final decision because that funding could represent significant savings for the city.

Submitted to East Grand Forks City Administrator Scott Huizenga by Chief of Police Michael Hedlund on July 8, 2009.

# Request for Council Action

Date: July 29, 2009

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

Cc: File

From: Greg Boppre, P.E.

RE: Plans and Specifications – 2009 Assessment Job No. 4- 20<sup>th</sup> Ave SE/13<sup>th</sup> Street SE

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Background:

As per previous discussions and the Public Hearing, the City would like to proceed with the paving along 20<sup>th</sup> Ave SE and 13<sup>th</sup> Street SE.

Recommendation:

Approval to file plans and specifications, get authorization to advertise and set bid date.

Enclosures:

Plans and Specifications will be brought to the City Council meeting

**RESOLUTION NO. 09 – 08 - 54**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENT FOR BIDS**

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

WHEREAS, pursuant to a resolution passed by the council on August 4, 2009 the city engineer (consulting engineer retained for the purpose) has prepared plans and specifications for the improvement of 2009 City Project No. 4 –Paving –and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 14 days, shall specify the work to be considered by the council at 5:00 p.m. on September 1, 2009 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Grand Forks for five percent (5%) of the amount of such bid.

Voting Aye:

Voting Nay: None.

Absent:

The President declared the resolution passed.

Passed: August 4, 2009

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

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

I hereby approve the foregoing resolution this 4<sup>th</sup> of August, 2009.

\_\_\_\_\_  
Mayor

**RESOLUTION NO. 09 - 08 - 55**

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 3793 for a total of \$927.50.

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 \$927.50 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 4, 2009.

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

The President declared the resolution passed.

Passed: August 4, 2009

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

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

I hereby approve the foregoing resolution this 4<sup>th</sup> of August, 2009.

\_\_\_\_\_  
Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

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

I, Craig Buckalew, being duly sworn states the following:

1. I am 3<sup>rd</sup> Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 3793 for a total of \$927.50.
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 4, 2009.

Affiant states further that to the best of his knowledge and belief (a) the contract price was as low as or lower than the price at which the services could be obtained from other sources.

Affiant further states that the affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part thereof has been paid.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Official)

# Accounts Payable

## Check Register Totals Only



# City of East Grand Forks

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

User: ejohnson  
Printed: 7/30/2009 - 11:02 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
3748	08/04/2009	ABE003	Ellen Abel	92.50	0
3749	08/04/2009	ACM001	Acme Electric Companies	443.05	0
3750	08/04/2009	ALB001	Albrecht Manufacturing	481.12	0
3751	08/04/2009	ALL003	All Seasons Garden Center	159.97	0
3752	08/04/2009	ALL007	Allied I00	134.00	0
3753	08/04/2009	AME002	American Tire Service	94.12	0
3754	08/04/2009	AME005	Ameripride Linen & Apparel Services	305.44	0
3755	08/04/2009	AQU001	Aqua Water Solutions	90.56	0
3756	08/04/2009	AUB002	Chester Aubol	323.90	0
3757	08/04/2009	BAK001	Baker & Taylor Co	101.07	0
3758	08/04/2009	BEC001	Becker Arena Products Inc	38.65	0
3759	08/04/2009	BLU001	Blue Cross Blue Shield of ND	4,977.20	0
3760	08/04/2009	BRO002	Brodart Co	242.66	0
3761	08/04/2009	BRU001	Jay Bruce	75.00	0
3762	08/04/2009	BYD001	Bydal Designs	1,515.51	0
3763	08/04/2009	CHA003	Channing Bete Company	75.61	0
3764	08/04/2009	COL002	Cole Papers Inc	42.60	0
3765	08/04/2009	COM009	Community Bank of the Red River Va	384.27	0
3766	08/04/2009	COU004	Country Inn & Suites Lino Lakes	224.97	0
3767	08/04/2009	CRO001	Crookston City	2,248.09	0
3768	08/04/2009	CUM001	Cummins NPower LLC	831.04	0
3769	08/04/2009	DAC001	Dacotah Paper Co	65.68	0
3770	08/04/2009	DIA001	Richard Papenfuss Diamond Cleaning	208.80	0
3771	08/04/2009	DRI003	Diana Driscoll	92.50	0
3772	08/04/2009	EGE004	Kris Egeland	5.00	0
3773	08/04/2009	EXP002	Exponent	1,050.90	0
3774	08/04/2009	FIL001	Filter Care	89.33	0
3775	08/04/2009	FLO001	Floan Sanders	70,491.25	0
3776	08/04/2009	FOR004	Forx Radiator	632.88	0
3777	08/04/2009	FRO002	Francis Froehlich	461.00	0
3778	08/04/2009	G&K001	G&K Services	210.02	0
3779	08/04/2009	GAF001	Gaffaneys	7.92	0
3780	08/04/2009	GAL001	Gale	140.22	0
3781	08/04/2009	GAR001	Garden Hut Inc	362.19	0
3782	08/04/2009	GEO001	George's Quick Printing	158.18	0
3783	08/04/2009	GFF001	GF Fire Equipment	1,116.16	0
3784	08/04/2009	GFW001	GF Welding & Machine	381.25	0
3785	08/04/2009	GOP002	Gopher State Lawn Sprinklers	92.70	0
3786	08/04/2009	GRA004	Grand Cities Towing	45.00	0
3787	08/04/2009	GRA005	Grand Forks Taxi Company	1,824.11	0
3788	08/04/2009	GRA0010	Chelsey Grassel	92.50	0
3789	08/04/2009	GUS001	Randy Gust	163.00	0
3790	08/04/2009	H&S001	H&S Construction	12,131.00	0
3791	08/04/2009	HAI002	Rick Hajicek	266.00	0
3792	08/04/2009	HAN004	Handi Hut Inc	6,048.00	0
3793	08/04/2009	HAR001	Hardware Hank	927.50	0
3794	08/04/2009	HAW001	Hawkins Chemical	2,355.52	0
3795	08/04/2009	HEA502	Heartland Paper Company	198.23	0
3796	08/04/2009	HEL001	Charlotte Helgeson	49.00	0
3797	08/04/2009	HIL003	Hildi F Inc	2,000.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
3798	08/04/2009	HOU002	House of Vacuums	4.25	0
3799	08/04/2009	HUI001	Scott Huizenga	1,011.75	0
3800	08/04/2009	INT007	In the Swim	133.55	0
3801	08/04/2009	IND001	Independent School District #595	13.60	0
3802	08/04/2009	INT003	Integra Telecom	172.85	0
3803	08/04/2009	JOE001	Joe Blacks	93.57	0
3804	08/04/2009	JOH009	Mary Johnson	520.63	0
3805	08/04/2009	KAR001	Kar Products	189.48	0
3806	08/04/2009	KEI001	Keith's Lock & Key	99.52	0
3807	08/04/2009	LEA002	League of MN Cities	1,000.00	0
3808	08/04/2009	LIN003	Ethel Lindblad	20.00	0
3809	08/04/2009	LOC001	Locators & Supplies Inc	617.96	0
3810	08/04/2009	M&W001	M&W Services	1,318.00	0
3811	08/04/2009	MAC002	MacQueen Equipment	610.81	0
3812	08/04/2009	MAR001	Marco - Fargo Inc	279.54	0
3813	08/04/2009	MCD001	McDonald's of EGF	11.59	0
3814	08/04/2009	MEN001	Menards	638.60	0
3815	08/04/2009	MPO001	Metropolitan Planning Organization	7,785.96	0
3816	08/04/2009	MIC001	Micro-Marketing LLC	68.75	0
3817	08/04/2009	MID001	MidAmerica Books	70.75	0
3818	08/04/2009	MIK001	Mike's Pizza	129.61	0
3819	08/04/2009	MNC003	MN Commissioner of Transport	3,976.36	0
3820	08/04/2009	MNP004	MN Public Facilities Authority	98,318.12	0
3821	08/04/2009	MOC002	Deb Moon	45.98	0
3822	08/04/2009	NEW001	Newman Signs	8,326.18	0
3823	08/04/2009	NOR005	Northern Safety Tech	78.86	0
3824	08/04/2009	NWM001	NW MN Household Hazardous Waste	294.12	0
3825	08/04/2009	ORE001	O'Reilly Auto Parts	248.15	0
3826	08/04/2009	OPP001	Opp Construction	218,309.94	0
3827	08/04/2009	OPS001	Linda Opstad	5,000.00	0
3828	08/04/2009	PAM001	Pamida	110.20	0
3829	08/04/2009	PDQ001	PDQ Sanitary Services	437.00	0
3830	08/04/2009	PEN001	Penworthy Company	124.75	0
3831	08/04/2009	POL004	Polk County Recorder	20.00	0
3832	08/04/2009	POL008	Polk County Sheriff's Office	3,016.75	0
3833	08/04/2009	QUI001	Quill Corp	17.76	0
3834	08/04/2009	QWE001	Qwest	4,712.83	0
3835	08/04/2009	RDO004	RDO Equipment Co	653.63	0
3836	08/04/2009	REE001	Reed Business Information	1,146.36	0
3837	08/04/2009	RIC001	James Richter	134.50	0
3838	08/04/2009	ZAV001	RJ Zavoral & Sons	244,557.04	0
3839	08/04/2009	RMB001	RMB Environmental Lab Inc	96.00	0
3840	08/04/2009	ROA001	Holly Roach	92.50	0
3841	08/04/2009	ROT002	Rotary Club of East Grand Forks	100.00	0
3842	08/04/2009	ROT001	Roto Rooter	250.00	0
3843	08/04/2009	SAF002	Safety Kleen Corp	455.33	0
3844	08/04/2009	SCH003	Karen Schiller	288.52	0
3845	08/04/2009	SHE001	Sherwin-Williams	563.02	0
3846	08/04/2009	SPI001	Paul Spielman	602.92	0
3847	08/04/2009	SPR003	Spruce Valley Corporation	41,583.15	0
3848	08/04/2009	STA005	Strata Corp	501.12	0
3849	08/04/2009	STR003	Streichers	215.92	0
3850	08/04/2009	TAG001	Taggart Excavation and Septic Service	8,494.00	0
3851	08/04/2009	THO001	Thomas Bouregy & Co	139.50	0
3852	08/04/2009	TIT001	Titan Machinery	116.92	0
3853	08/04/2009	TRU001	True Temp	882.05	0
3854	08/04/2009	UPS001	UPS	4.40	0
3855	08/04/2009	UPS002	UPS Store	12.14	0
3856	08/04/2009	VAL002	Valley Truck	94.56	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
3857	08/04/2009	VER001	Verizon Wireless	26.43	0
3858	08/04/2009	VON001	Laura Vonasek	92.50	0
3859	08/04/2009	WAG002	Wagner Construction	207,961.95	0
3860	08/04/2009	WAT001	Water & Light Department	9,520.44	0
3861	08/04/2009	WIZ001	Wizard's Enterprises Inc.	490.00	0
3862	08/04/2009	XCE001	Xcel Energy	2,411.92	0
3863	08/04/2009	ZEE001	Zee Medical Service	80.21	0
				<hr/> <hr/>	
Check Total:				993,941.97	
				<hr/> <hr/>	

