AGENDA
CITY COUNCIL
CITY OF EAST GRAND FORKS
AUGUST 18, 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 August 4, 2009.

2. Consider approving the minutes of the "Special Meeting" and "Work Session" for the East Grand Forks, Minnesota City Council of August 11, 2009.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

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

3. Consider approving a two year contract with CivicPlus Website for a one-time fee of $13,000 and up to $3,000 per year ongoing costs and allow the Mayor and City Administrator sign all necessary documents.
4. Consider approving a new sanitation charge of $1.00 each for accepting pallets.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

5. The minutes of the Water, Light, Power and Building Commission for July 16, 2009.

COMMUNICATIONS: NONE.

OLD BUSINESS: NONE.

NEW BUSINESS:

6. Consider approving the revised Viking Gas Encroachment Agreement for the "2009 City Project No. 1 – Curb, Gutter, and Paving" – 23rd Street NW project.

CLAIMS:

7. Consider adopting Resolution No. 09-08-58 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 3924 for a total of $717.16 whereas Council Member Buckalew is personally interested financially in the contract.

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

ADJOURN:

Upcoming Meetings:

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

Regular Meeting – September 1, 2009 – 5:00 PM – Council Chambers

Work Session – September 8, 2009 – 5:00 PM – Training Room

Regular Meeting – September 15, 2009 – 5:00 PM – Council Chambers

UNAPPROVED
MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL
Tuesday, August 4, 2009 – 5:00 PM

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for August 4, 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; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Greg Boppre, City Engineer; Charlotte Helgeson, Library Director; Mike Hedlund, Police Chief; Nancy Ellis, Planning & Zoning; Jim Richter, EDHA Director; Randy Gust, Fire Chief; 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."

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of July 21, 2009.

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE "REGULAR MEETING" FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF JULY 21, 2009.

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

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

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE "WORK SESSION" AND "CLOSED MEETING"FOR THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL OF JULY 28, 2009.

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

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 20th 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 17th St. NE and ending on 20th 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 8th 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.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE CONSENT MOTIONS NUMBER THREE (3) THROUGH ELEVEN (11) AS SUBMITTED.

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

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 1st and 2nd 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.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE REQUEST TO HIRE A FULL-TIME POLICE OFFICER AND DIRECT CIVIL SERVICE TO ADVERTISE.

Council Member Leigh stated that he would like to wait on hiring of both positions to see if funding is available, however, he does feel that safety is important. Mayor Stauss agreed that we need to look at the budget first. Council Member Buckalew asked if it would be possible to have Grand Forks Police Officers on a contractual basis in the event of a shortage. Chief Hedlund stated that they are not certified in the State of Minnesota so that would not be possible.

Council Vice President Tweten suggested waiting on the hiring of the officers but we need to keep our staff and residents safe. Council Member Pokrzywinski stated that at the work session there seemed to be a consensus on the hiring of the Police Officer and Firefighter. He would like to see the overtime continue to keep everyone safe. Chief Hedlund would like the Council to advertise the position, testing, etc., to cut down on the timing of the hiring process. Council Member Pokrzywinski and Council Member DeMers amended their motions to read as follows.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO AMEND THE MOTION AND APPROVE THE REQUEST TO DIRECT THE CIVIL SERVICE TO ADVERTISE FOR A FULL-TIME POLICE OFFICER WITH THE OPTION TO HIRE AT A LATER DATE.

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

17. Consider approving the request to hire a full-time Firefighter and direct Civil Service to advertise.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER BUCKALEW, TO AMEND THE MOTION AND APPROVE THE REQUEST TO DIRECT THE CIVIL SERVICE TO ADVERTISE FOR A FULL-TIME FIREFIGHTER WITH THE OPTION TO HIRE AT A LATER DATE.

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

18. Consider adopting Resolution No. 09-08-54 a Resolution approving plans and specifications and ordering advertisement for bids for "2009 Assessment Job No. 4 – Paving".

Item tabled.

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.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT 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.

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

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

Abel Ellen	Reimb Meal/State Softball/Burnsville	$92.50
Acme Electric Companies	Sander Belt/Battery Pack/Shop Tools/Bit/Mower Parts	$443.05
Albrecht Manufacturing	Mower Deck Repair	$481.12
All Seasons Garden Center	Garden Supplies/Nursery	$159.97
Allied 100	Medical Supplies	$134.00
American Tire Service	Inv Parts #113/Flat Repair/Tire Replacement	$94.12
Ameripride Linen & Apparel Services	Cleaning Supplies/Services	$305.44
Aqua Water Solutions	Water/Cooler Rental	$90.56
Aubol Chester	Security Deposit	$323.90
Baker & Taylor Co	Books	$101.07
Becker Arena Products Inc	Board Sealer	$38.65
Blue Cross Blue Shield of ND	EDHA Insurance	$4,977.20
Brodart Co	Books	$242.66
Bruce Jay	Cleaning Demers Building	$75.00
Bydal Designs	Aluminum Panels/Labor/Signs For Directory	$1,515.51
Channing Bete Company	Medical Supplies	$75.61
Cole Papers Inc	Alcohol Pads	$42.60
Community Bank of the Red River Valley	Office Max Charge/2 Chairs	$384.27
Country Inn & Suites Lino Lakes	Lodging Olson/ Folio # 382633	$224.97
Crookston City	Safe & Sober Oct-June 09	$2,248.09
Cummins NPower LLC	Replace Battery & Coolant Heater	$831.04
Dacotah Paper Co	Garbage Can Liners	$65.68
Diamond Cleaning Supply	Pull Towels/Cleaning Supplies	$208.80
Driscoll Diana	Reimb Meal/State Softball/Burnsville	$92.50
Egeland Kris	Reimb Parking Fee Field Trip	$5.00
Exponent	09 CP 1 /09 CEP 3/ Library Subscriptions	$1,050.90
Filter Care	Inv - Washed Filters	$89.33
Floan Sanders	Profesional Services	$70,491.25
Forx Radiator	AC & Intake Labor & Parts	$632.88
Froehlich Francis	Lanscaping Reimb	$461.00
G&K Services	Mats	$210.02
Gaffaneys	Supplies	$7.92
Gale	Books	$140.22
Garden Hut Inc	Oil Filters/Inv Parts #138	$362.19
George's Quick Printing	Printing	$158.18
GF Fire Equipment	Recharge Fire Extinguishers/Fire Gloves/Fire Pit Stakes	$1,116.16
GF Welding & Machine	Fire Pit Stakes	$381.25
Gopher State Lawn Sprinklers	Sprinkler Repair/Clock Battery	$92.70
Grand Cities Towing	Towing 95 Chev P/U	$45.00
Grand Forks Taxi Company	June 2009 Dial A Ride	$1,824.11
Grassel Chelsey	Meal Reimb/State Softball/Burnsville	$92.50

EAST GRAND FORKS CITY COUNCIL
August 4, 2009

Gust Randy	Hotel/Meal Reimb- Gust	$163.00
H&S Construction	Street Repair	$12,131.00
Hajicek Rick	Cleaning Services	$266.00
Handi Hut Inc	Shelter	$6,048.00
Hardware Hank	Maint Supplies	$927.50
Hawkins Chemical	Chlorine	$2,355.52
Heartland Paper Company	Kleenex/Tissue/Paper Towels	$198.23
Helgeson Charlotte	Conf Registration/Learning Times/C.Helgeson	$49.00
Hildi F Inc	GASB 45 Audit Services	$2,000.00
House of Vacuums	Oreck Gasket	$4.25
Huizenga Scott	Reimb Mileage/Lodging/Meals - Huizenga MMCI Conf	$1,011.75
In the Swim	Skimmer Covers	$133.55
Independent School District #595	Bus Transportation	$13.60
Integra Telecom	Long Distance Service	$172.85
Joe Blacks	Board Meal	$93.57
Johnson Mary	Security Deposit	$520.63
Kar Products	Inv Parts	$189.48
Keith's Security World	Storm Lift Key Masters	$99.52
League of MN Cities	Deductible Delgado Case	$1,000.00
Lindblad Ethel	Security Keys Returned	$20.00
Locators & Supplies Inc	Decals Wh/Red & Set Up Charge/Green Paint Marking	$617.96
M&W Services	Sterilization Park Areas/Weed Control	$1,318.00
MacQueen Equipment	Inv Parts #194	$610.81
Marco - Fargo Inc	Copier	$279.54
McDonald's of EGF	Prisoner Meals	$11.59
Menards	Treated Lumber/Drive Bits/Maint Supplies	$638.60
Metropolitan Planning Organization	Transit & Planning Hours/Local Share June 2009	$7,785.96
Micro-Marketing LLC	Books	$68.75
MidAmerica Books	Books	$70.75
Mike's Pizza	Board Meal	$129.61
MN Commissioner of Transport	Stripe Streets Maintain	$3,976.36
MN Public Facilities Authority	Principal & Interest PFA Loan Payment	$98,318.12
Moon Deb	Reimb Mileage Jan - June 2009	$45.98
Newman Signs	Street Signs	$8,326.18
Northern Safety Tech	Laptop Screen Support 7"	$78.86
NW MN Household Hazardous Waste Mgmt	Spring Clean Up	$294.12
O'Reilly Auto Parts	Maint Supplies	$248.15
Opp Construction	Paint Stalls08 AJ No3 Est 7/ Stripe Parking Lots/09 CP2	$218,309.94
Opstad Linda	Deferred Loan Repayment	$5,000.00
Pamida	Whistles/Supplies	$110.20
PDQ Sanitary Services	Porta Potty Rental June 09	$437.00
Penworthy Company	Books	$124.75
Polk County Recorder	UCC Filing Fee	$20.00
Polk County Sheriff's Office	Safe & Sober	$3,016.75

Quill Corp	Film Roll/Letter Tray/Credit Microsoft Wireless	$17.76
Qwest	Phone Service/Replace Ck 3581	$4,712.83
RDO Equipment Co	Inv Parts	$653.63
Reed Business Information	09 CP 3 Ad For Bid	$1,146.36
Richter James	Mileage Reimb Jan - June 2009/Postage Reimb	$134.50
RJ Zavoral & Sons	08 CP2 Est 2 Campground Improvments	$244,557.04
RMB Environmental Lab Inc	Sec Pond Discharge	$96.00
Roach Holly	Reimb Meals/State Softball/Burnsville	$92.50
Rotary Club of East Grand Forks	Rotary Fees July - Sept 2009 Jim Richter	$100.00
Roto Rooter	Main Line @ 7th St & Bygland Rd	$250.00
Safety Kleen Corp	Washer Parts/Service	$455.33
Schiller Karen	Reimb Hotel & Meal Girls State Softball	$288.52
Sherwin-Williams	Paints/Sprayer Parts/Strainer/Yellow Paint	$563.02
Spielman Paul	2 Way Radio #144	$602.92
Spruce Valley Corporation	09 AJ 1 17th Ave Utilities & Street Construction	$41,583.15
Strata Corp	Gravel	$501.12
Streichers	Uniforms/Patrol	$215.92
Taggart Excavation and Septic Service	08 AJ No 2 Est No 7 Northland Tech	$8,494.00
Thomas Bouregy & Co	Books	$139.50
Titan Machinery	Inv Parts #171	$116.92
True Temp	Labor/Rpr First Stage Compressor East RTU/Unit 3 Rpr	$882.05
UPS	Fee - Shipping	$4.40
UPS Store	Frieght Alternator #403	$12.14
Valley Truck	Inv Parts #157	$94.56
Verizon Wireless	Cell / G Lynne/ Final Billing	$26.43
Vonasek Laura	Meal Reimb/State Softball/Burnsville	$92.50
Wagner Construction	08 CP1 Est 11 Wastewater Improv	$207,961.95
Water & Light Department	Utility Service	$9,520.44
Wizard's Enterprises Inc.	Cleaning Service	$490.00
Xcel Energy	Utility Service	$2,411.92
Zee Medical Service	Refill First Aid Kit	$80.21
		$993,941.97

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

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

COUNCIL/STAFF REPORTS:

Mayor Stauss announced that the Red River State Recreation Area had to open the newly constructed sites during Catfish Days. He congratulated those involved with the successful event.

Council Member DeMers stated that things are going to continue to get worse financially with the cities due to the Local Government Aid cuts.

Council Member Buckalew thanked those involved in Catfish Days.

Council Member Gregoire thanked the City in allowing him to attend the conference in Brainerd.

Council Member Leigh would like to assure the Chiefs that safety is important but the City will need to look at the budget.

Council Member Pokrzywinski asked if a task force has been created to discuss the future special assessment policy. He also asked that the bonding bill next year be discussed at a future work session.

Council President Grassel stated that Senator Bach has his name in for Governor. He stated that the new Governor will have a $7 billion deficit. He nominated Council Member DeMers, Council Member Buckalew, Council Member Pokrzywinski, Mr. Boppre, and Mr. Huizenga to discuss a future special assessment policy. He would like to have two residents as well.

Council President Grassel congratulated everyone on the successful Catfish Days and the 13 year old State Baseball Tournament. He stated that 85 sites were rented at the Red River State Recreation Area.

Mr. Huizenga announced that there will be a special meeting prior to the work session to award the bid for the "2009 City Project No. 1 - Utilities and Street Construction" – 23rd Street NW and approve the plans and specifications for 2009 Assessment Job No. 4 – Paving" – 20th Ave. SE/13th St. SE.

Mr. Galstad congratulated Mr. Richter on the article in the paper. He stated it was well written and positive.

Mr. Boppre stated that 2009 City Project No. 3 bid results will be at the special meeting as well.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADJOURN THE AUGUST 4, 2009 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:29 P.M.

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

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Scott Huizenga, City Administrator/Clerk-Treasurer

UNAPPROVED
SPECIAL MEETING
MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL
Tuesday, August 11, 2009 – 5:00 PM

CALL TO ORDER

The Special Meeting of the East Grand Forks City Council for August 11, 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 (5:05 pm), 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; Ron Galstad, City Attorney; Greg Boppre, City Engineer; Jim Richter, EDHA Director; Mike Hedlund, Police Chief; John Wachter, Public Works Superintendent; Randy Gust, Fire Chief; Dave Aker, Parks & Rec Superintendent; Jerry Lucke, Finance Director; Erin Johnson, Accounting Technician; and Dan Boyce, Water & Light Manager.

DETERMINATION OF A QUORUM

The Council President Determined a Quorum was present

1. Consider adopting Resolution No. 09-08-55 a Resolution approving plans and specifications and ordering advertisement for bids for "2009 Assessment Job No. 4 – Paving" – 20th Ave. SE/13th St. SE.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 09-08-55 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR "2009 ASSESSMENT JOB NO. 4 – PAVING" – 20TH AVE. SE/13TH ST. SE.

Mr. Boppre stated that they will have the bid opening on September 1, 2009 and bring to the City Council for approval that night.

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

2. Consider adopting Resolution No. 09-08-56 a Resolution accepting and awarding bid for improvement for "2009 City Project No. 1 – Utilities and Street Construction" – 23rd Street NW to Spruce Valley Corp for a bid price of $1,487,785.80.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 09-08-56 A RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT FOR "2009 CITY PROJECT NO. 1 – UTILITIES AND STREET CONSTRUCTION" – 23RD STREET NW TO SPRUCE VALLEY CORP FOR A BID PRICE OF $1,487,785.80.

Council Member Leigh asked if the ditch along River Road would be able to be filled with dirt. Mr. Boppre stated that he will look into it. Mr. Boppre announced that he received great bids for this project. He had 19 potential bidders and received 9 bids. Mr. Boppre stated that the engineers estimate was $2.1 billion. He announced that Mr. Huizenga, Mr. Emery, and himself met with Viking Gas regarding the relocate of $524,000.

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

3. Consider adopting Resolution No. 09-08-57 a Resolution accepting and awarding bid for improvement for "2009 City Project No. 3 – Utilities and Street Construction" – 14th Ave. SE/17th Ave SE Cul-de-sacs to Strata Corporation for a bid price of $389,831.30.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 09-08-57 A RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT FOR "2009 CITY PROJECT NO. 3 – UTILITIES AND STREET CONSTRUCTION" – 14TH AVE. SE/17TH AVE SE CUL-DE-SACS TO STRATA CORPORATION FOR A BID PRICE OF $389,831.30.

Mr. Boppre announced that this project will be paid with federal dollars left from the 23rd St. project. He also stated that if we have a good fall, the curb, gutter, and sewer could get in and that would help the Water and Light Department get the lighting in. Discussion occurred regarding the letter that went out to the residents. Council Member Buckalew asked what was going to be assessed. Mr. Boppre stated that the Spruce Valley costs will be assessed. Funding will come from the state aid and revolving infrastructure to pay from 2009 City Project No. 3.

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

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE AUGUST 11, 2009 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:13 P.M.

Voting Aye: *Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, Tweten, and Gregoire.*
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, August 11, 2009 – 5:00 PM

CALL TO ORDER

The Work Session of the East Grand Forks City Council for August 11, 2009 was called to order by Council President Dick Grassel at 5:14P.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; Ron Galstad, City Attorney; Jim Richter, EDHA Director; Mike Hedlund, Police Chief; John Wachter, Public Works Superintendent; Randy Gust, Fire Chief; Dave Aker, Parks & Rec Superintendent; Jerry Lucke, Finance Director; Erin Johnson, Accounting Technician; and Dan Boyce, Water & Light Manager.

DETERMINATION OF A QUORUM

1. 2008 Comprehensive Annual Financial Report – Jerry Lucke

Mr. Lucke gave a brief presentation on the CAFR and the Management Recommendation Letter. Discussion occurred regarding the American Crystal Sugar appeal. Mr. Lucke will contact Crookston on this issue to find out when the $114,000 will come to the City.

2. 2nd Quarter Analysis Presentation – Scott Huizenga

Mr. Huizenga gave a brief presentation on the FY 2009 2nd Quarter Analysis on the general fund and special revenue. He thanked Mr. Lucke and Ms Johnson for there involvement on this project. Mr. Huizenga briefly went through the 2nd Quarter and his projection for the entire year, summary of revenue changes, departmental expenditures, special revenue funds, and enterprise funds.

3. Website Presentation – Michelle French

Ms French explained why the City of East Grand Forks needs to update the website and explained the pro's and con's of all three proposals. Ms French recommended signing a two year agreement with CivicPlus for a one time fee of $13,000 that includes the setup and all the necessary modules. Ms French stated that if the City signed a two year agreement for $3,000 per year, CivicPlus will give us four months free. Discussion occurred regarding training. Council Member DeMers suggested having a photo contest and take the top photos and put on the website. This item will be referred to City Council for action.

4. Other

Council President Grassel and Mayor Stauss encouraged everyone to attend Heritage Days this upcoming weekend. Council President Grassel stated that American Crystal Sugar will be funding the gate so it is free admission.

Mr. Wachter announced that there will be aerial mosquito spraying on Thursday night, weather permitting.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE AUGUST 11, 2009 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:58 P.M.

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

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Scott Huizenga, City Administrator/Clerk-Treasurer

Request for Council Action

Date: 8-3-09

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: Michelle French
RE: Website

The City received three proposals for the redesign of the City's website ranging from $5258 to $14,310. Mr. Huizenga, Mr. Thompson, and I reviewed the proposals.

CivicPlus is the more expensive proposal but we believe that the one time cost for the features that would best fit the City would be a good investment. CivicPlus specializes in government websites and is able to meet the City's current needs and long-term needs as well. CivicPlus will design a website template made for East Grand Forks rather than choosing from various pre-made templates. The designs that CivicPlus highlighted in their proposal are all unique. This website will be eye catching, user friendly, and easy to maintain.

CivicPlus did drop the price of the one-time fee to $13,000 rather than the original quote of $14,310. Ongoing costs are $3,000 per year, however; CivicPlus will include two months free for a one year agreement and four months free for a two year agreement. In the event that the City chooses not to continue the agreement after two years, the City will be able to keep the website but will lose the support and updates. The website could take four to five months to build and make it our own.

I contacted another City that is switching from GovOffice to CivicPlus and they are very pleased with the product so far.

Consider approving a two year agreement with CivicPlus Website and allow the Mayor and City Administrator sign all necessary documents.

Organization	East Grand Forks			URL	www.ci.east-grand-forks.mn.us
Street Address	610 2nd Ave NE				
Address 2	P.O. Box 373				
City	East Grand Forks	State	MN	Postal Code	56721

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis only for representatives named by the Client. Client is responsible to ensure CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact	Michelle French			Email	mfrench@ci.east-grand-forks.mn.us
Phone	218-773-2483	Ext.		Fax	218-773-9728
Billing Address	610 2nd Ave NE				
Address 2	P.O. Box 373				
City	East Grand Forks	State	MN	Postal Code	56721
Tax ID #				Sales Tax Exempt #	
Billing Terms	Annual			Account Rep	Nicole Shaddix
Info Required on Invoice (PO or Job #)					

Contract Contact	Michelle French			Email	mfrench@ci.east-grand-forks.mn.us
Phone	218-773-2483	Ext.		Fax	218-773-9728

Project Contact	Michelle French			Email	mfrench@ci.east-grand-forks.mn.us
Phone	218-773-2483	Ext.		Fax	218-773-9728

TERMS & CONDITIONS

Client Deliverable

1. Icon Enterprises, Inc., d/b/a CivicPlus will create a unique website for East Grand Forks (Client) that includes all functionality as defined in Exhibit A – Project Development Services, attached hereto.

Additional Services

2. Client may contract with CivicPlus for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. CivicPlus will invoice Client for the additional services immediately prior to project Go-Live.

3. Client may contract with CivicPlus for additional Annual Support, Maintenance & Hosting services that exceed those defined in Exhibit B – Annual Support, Maintenance & Hosting Services. CivicPlus will invoice Client for annual services immediately prior to project Go-Live.

4. Services that involve billable time beyond the contracted amount will be documented and invoiced. Written approval by the client is necessary before billable time is incurred.

5. Additional module upgrades may be purchased and activated at any time.

Billing & Payment Terms

6. CivicPlus will waive two months hosting costs (as defined in Exhibit B) upon East Grand Forks signing a one-year contract. If the City elects to sign a multiple-year contract, two months' hosting fees will be waived for each additional year contracted. The total discount will be applied to the first year's hosting costs only.

7. One-third of the total Project Development fee will be billed upon completion of design; one-third of the total Project Development fee will be billed upon completion of content. The remainder of the Project Development fee and any additional Project Development services will be invoiced upon Go-Live.

8. The City shall sign a project completion and acceptance form prior to project go-live. The date may be extended if material system or operational failures are encountered. Immediately upon project Go-Live the final bill for the project development services will be billable and payable, and the first year's annual support and maintenance fees will be billable and payable. All Parties agree that the website will not go-live until the project is accepted in writing by the City.

9. Invoicing for Annual Support, Maintenance & Hosting will begin four months from the date this contract is signed by the client, or upon project Go-Live whichever happens sooner.

10. Fees for CivicPlus Annual Support, Maintenance & Hosting services are invoiced prior to the year of service and are due by the first of the following month.

11. Project Development invoices are due by the first of the following month.

12. Annual Support, Maintenance & Hosting invoices may be prorated in order to correlate with the Client's budget year.

13. Annual Support, Maintenance & Hosting invoices are due on the date annotated.

14. Service will be discontinued if payment is not made within 30 days after the invoice due date.

15. Payments received will be applied first to finance charges, then to the oldest outstanding invoice.

16. If the account exceeds 60 days past due, the web service will be removed and the data will be erased. A copy of any erased data will be retained by CivicPlus and sent to the Client on CD upon payment of the outstanding account.

Agreement Renewal

17. Either party may terminate the Annual Support, Maintenance & Hosting Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.

18. In the event that neither party gives 60 days notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term.

19. In the event of early termination of this Agreement by the client, full payment of the remainder of the contract is due within 15 days of termination.

20. Each year this Agreement is in effect, charges for Annual Support, Maintenance & Hosting services may be increased by CivicPlus by no more than 5% per annum.

Support & Warranty

21. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is only provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.

22. Support includes providing technical support of the CivicPlus CMS System, application support (pages and modules), and maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.

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Toll Free 888-228-2233 • Accounting Ext 215 • Support Ext 307 • Fax 785-587-8951

23. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the client, immediately correct any problems or defects discovered in the System and reported to CivicPlus by the client, such warranty to include ongoing maintenance upgrades and technical error correction.

24. CivicPlus provides online website statistics software at no extra charge. If Client desires to use another website statistic software, CivicPlus will provide the necessary log file access.

Marketing

25. If applicable, Client agrees to work with the CivicPlus Marketing Department to gather information and meet deadlines associated with website award contest entries throughout the term of this Agreement. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.

26. Client will cooperate with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.

27. Client will cooperate with the CivicPlus Marketing Department to create a case study related to their website.

28. Client agrees to allow CivicPlus to display a "Powered by CivicPlus" insignia and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this Agreement assumes such perpetual permission.

Intellectual Property, Ownership, & Content Responsibility

29. This Agreement is not a sale of the CivicPlus Content Management System (CMS) and its associated applications and modules (the Proprietary System). CivicPlus owns the Proprietary System and provides a right of use to the Client during the period of this Agreement. Rights are non-transferable.

30. Upon full and complete payment of submitted invoices for the development of graphic designs, web content, page designs and banners ("Customer Content"), client will own the Customer Content that is incorporated into the Proprietary System in the course of using the Proprietary System.

31. Upon completion of the development of the site, client will assume full responsibility for Web site content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.

32. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Proprietary System in any way; (ii) modify or make derivative works based upon the Proprietary System; (iii) create Internet "links" to the Proprietary System or "frame" or "mirror" any functionality on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the Proprietary System in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the Proprietary System, or (c) copy any ideas, features, functions or graphics of the Proprietary System.

33. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the Proprietary System are trademarks of CivicPlus, and no right or license is granted to use them.

Indemnification

34. Client shall defend, indemnify and hold harmless CivicPlus, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this Agreement, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this Agreement. This section shall not apply to the extent that any loss or damage is caused by the gross negligence or willful misconduct on the part of CivicPlus.

35. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by

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the customer. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by customer or any entity other than CivicPlus that furnishes services, facilities or equipment used in connection with CivicPlus services or facilities.

36. Except as expressly provided in this Agreement, CivicPlus makes no expressed or implied representations or warranties, including any warranties regarding merchantability or fitness for a particular cause.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

_____ _____
Name Date
East Grand Forks

_____ _____
Name Date
CivicPlus

Sign and Fax this Copy:
Attn: Contracts
Fax 785-587-8951

And - Mail two (2) Signed Originals:
CivicPlus Contracts
317 Houston St., Suite E
Manhattan, KS 66502

We will fax a counter-signed copy of the faxed contract back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

--Remainder of this page left intentionally blank--

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Exhibit A –Project Development Services

Provided below is a project estimate based upon deliverables in your website design. Additional options may be added in phases or as desired.

Consulting, Website Design, Setup, Programming, and Training All Quotes are in US Dollars and Valid for 120 days from July 20,2009	
Project Development Fee (See Project Details)	**$13,000**

Project Development Fee includes use of CivicPlus CMS with these modules and functionality:

Modules	Functionality
☒ Archive Center	☒ Action Items Queue
☒ Bid Postings (1 Category)	☒ Audit Trail/History Log
☒ Business/Resource Directory	☒ Automated PDF Converter
☒ Calendar	☒ Automatic Content Archiving
☒ Carbon Calculator	☒ Dynamic Breadcrumbs
☒ Document Center	☒ Dynamic Sitemap
☒ Emergency Alert Notification	☒ Expiring Items Library
☒ Facilities & Reservations (50 Facilities)	☒ Graphic Link Administration
☒ FAQs	☒ Links Redirect and Broken Links Finder
☒ Featured Info Module	☒ Menu Management
☒ Forms Development Tool (2 Forms - Client Develops)	☒ Mouse-over Menu Structure
☒ Healthy City Initiative	☒ Online Editor for Editing and Page Creation
☒ Intranet (1 group)	☒ Online Web Statistics (Only with CivicPlus Hosting)
☒ Job Postings (1 Category)	☒ Page Wizard for Preformatted Page Options
☒ News Flash	☒ Printer Friendly/Email this Page
☒ Notify Me Email Subscription	☒ Rotating Content
☒ Online Job Application (1 Generic Application)	☒ Search Engine Registration
☒ Opinion Poll	☒ Site Layout Options
☒ Photo Gallery (50 Photos)	☒ Site Search & Entry Log
☒ Quicklinks	☒ Web Page Upload Utility
☒ Request Tracker (5 Users)	☒ Website Administrative Log
☒ Real Estate Locator (25 Properties)	☒ RSS
☒ Staff Directory	☒ Slideshow
☒ Where Do I... (1 File Upload)	☒ User/Group Permission with Author & Publisher Rights

Project Development Fee also includes the following upgrades:

Module Upgrades	Functionality Upgrades
• None	• None
Gov't 2.0 Upgrades Blog & Share are basic, delete what they aren't getting	
☒ Blog – Basic ☒ Facebook – Basic Profile Setup	☒ Share ☒ Twitter – Basic Profile setup

Project Details		Optional Fee	Fee
Objective 1: Establishing Your Site's Focus			
Phase 1: Analysis and Timeline Development			
• Identify custom modules and integration projects. • Phone interviews with departments and gather information. • Review current site statistics, if they are available.	• Establish project timeline. • Coordinate the DNS details. • **Deliverable:** Project Timeline and worksheets.		$1,097
Phase 2: Website Design			
• Create a professional and attractive "look and feel" for the entire website. • Create the layout for each page, incorporating photographs, graphic illustrations, topic headings and dynamic components.	• Modify design with input from client. • Determine customization of modules or custom development projects and provide estimates for project changes. • **Deliverable:** Website Design Composition.		$3,873
Phase 3: Navigation Architecture Development			
• Develop the global navigation and sub-navigation, persistent navigation, and resource links for the client's website.	• Determine optimum taxonomy structure. • **Deliverable:** Navigation structure optimized for your website.		$290
Phase 4: Modules and Site set-up			
• Setup dynamic elements on pages. • Additional modules may be established based upon recommendations in Phase 1.	• **Deliverable:** Setup a fully functional site, the software that runs the site, and statistical analysis for the site.		$1,091
Objective 2: Content Development and Page Layout			
Phase 5: Content Development			
• Develop sitemap as pages are developed. • Gather content worksheets from your departments and contact departments as needed for additional content. • Develop new web pages as needed with assistance from client and migrate existing content.	• Approximately **50 Standard Pages** will be developed. (You will have the ability to create unlimited pages after training) • Ongoing review with your staff as major areas are developed. • **Deliverable:** Website content development and module content.	*Add $1,450 per 50 additional pages*	$1,123
Phase 6: Test and Review /Establish Future Expectations			
• Make final revisions to website. • Quality Assurance review of new website.	• Review ongoing responsibilities of department heads and administrative staff. • **Deliverable:** List of items that need to be addressed.		$1,128

Project Details		Optional Fee	Fee
Objective 3: Equipping Your Staff for Successful Website Maintenance			
➢ **Phase 7: Consulting and Training for Your Trainers or Website Administrator**			
Basic Page Admin Training • Basic page development using Page Wizards • Applying modules to pages • Applied use and usability consulting • Effective communication through your website **Basic System Admin Training** • Set up groups and users • Establish permissions	**Basic Module Admin, Training & Use** • Slideshow and Images; Document Center; News Flash; Staff Directory; Opinion Poll, Resource Directory; Calendar; FAQs; QuickLinks; RSS; **Advanced Module Admin, Training & Use** • Archive Center, Notify Me, Intranet, Emergency Alert Notification (Single Page Push)		
Train the Trainer – 24 hours online phone training and consulting for up to two (2) employees.			$3,600
On-Site Training 3 eight-hour days of On-Site Training and Usability Consulting for Content Administrators (up to 10 employees) **Quote includes travel expenses** **Laptop training lab is available for additional fee**		*Optional* *$6,200*	
Training in Manhattan, KS 8 hour days On-Site Training and Usability Consulting for Content Administrators (up to 10 employees) in our Manhattan, KS office. **Client is responsible for all travel-related arrangements and expenses.**		*Optional* *$1,200/day*	
Additional Option: One day of Onsite Consulting with department administrators to review the website and additional time for basic learners. Review website procedures. Must be combined with onsite training above.		*Optional* *$2,500*	
Objective 4: Website Deployment			
➢ **Phase 8: Go-Live and Project Review**			
• Launch site. • Gather feedback from staff involved in project	• **Deliverable:** Final project review report.		$548
Optional: **Content Fixes** – this is a site review and clean-up; the Quality Control team will clean up the site, correcting any issues found in pages that were created by client staff.		*Varies based on # of pages reviewed*	
Optional: **Website Presentation** – one day of onsite meetings to present website to stakeholders. **Quote includes travel expenses**		*Add $2,500*	
➢ **Phase 9: Marketing**			
• Registration of site with all major search engines.			$250
Phase 10 Ongoing Consultation			
• Site review and consulting. • Layout, design and content recommendations.	• Recommend site enhancements for improved visitor interaction.		Included
Total Project Development Fee		*Varies*	**$13,000**

Exhibit B – Annual Support, Maintenance & Hosting Services

Annual Support, Maintenance & Hosting Fee Server Storage Not to Exceed 10 GB	**$3,000**
Optional Monthly Pay Plan (includes $10/monthly surcharge)	**$260**

Annual Support, Maintenance & Hosting Includes:		
Hosting	**CivicPlus Application & Modules**	**Support**
Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Natural Gas Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage license	7am-7pm (Central), Monday-Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2 hour response Usability Improvements Integrate New & Upgraded Services Proactive support for updates & fixes Online Training Manuals Monthly Newsletters Phone Consulting

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THE TOPEKA CAPITAL-JOURNAL
cjonline.com

CivicPlus wins IT award

BY THE CAPITAL-JOURNAL
August 6, 2009 - 6:54am

CivicPlus was honored last weekend with the "Best Fit Integrator" award at the Center for Digital Government's annual award ceremony.

The Manhattan-based company was acknowledged for its work on Web site redesign projects for Montrose, Colo., Merced County, Calif., Hutto, Texas, and West Valley City, Utah. CivicPlus was nominated for the award by fellow public sector information technology groups across the United States based on cost savings, consolidation and public access.

CivicPlus works with more than 500 cities, counties, associations and school districts throughout North America on local government website management, development and design.

The Center for Digital Government is a national publishing, event and research company that specializes on information technology in the public sector.

Home Security
One-stop alarm system quotes from ADT, GE, and Brinks.
www.homesecurity-alarmsystems.com

Rates As Low As 1.75%
Modify your loan into a low rate 30 year fixed without refinancing.
www.Modification-Loan.com

Obama Wants You to Return to School
Get Your Degree Now. Financial Aid & Sholarships are available.
www.classesusa.com

Ads by Yahoo!

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AGENDA ITEM # 4

Request for Council Action

Date: 8-12-09

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: Sanitation Charges - Pallets

Set fee for accepting pallets at $1.00 per pallet.

Recommendation – Approve new sanitation charge for pallets.

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held July 16, 2009 at 5:00 P.M.
Present: Ogden, Quirk, Tweten
Absent: Brickson

It was moved by Commissioner Tweten second by Commissioner Quirk that the minutes of the previous meeting of July 1, 2009 be approved as read.
Voting Aye: Ogden, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of $656,404.70.
Voting Aye: Ogden, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten to adopt a commercial energy efficiency rebate program.
Voting Aye: Ogden, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten that the meeting be adjourned to August 6, 2009 at 5:00 P.M.
Voting Aye: Ogden, Quirk, Tweten
Voting Nay: None

Lori Maloney
Sec'y

RESOLUTION NO. 09 - 08 – 58

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 3924 for a total of $717.16.

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 $717.16 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 18, 2009.

Voting Aye:
Voting Nay: None.
Absent: None.
Abstain: Buckalew.

The President declared the resolution passed.

Passed: August 18, 2009

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 18th 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 3rd Ward Council Member of the City of East Grand Forks.

2. The City of East Grand Forks check number 3924 for a total of $717.16.

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 18, 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)

8

Accounts Payable

Check Register Totals Only

User: ejohnson
Printed: 8/13/2009 - 11:02 AM

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
3875	08/18/2009	3DS001	3D Specialties	1,890.08	0
3876	08/18/2009	ADV001	Advanced Business Methods	370.60	0
3877	08/18/2009	ALL001	Alltel	386.39	0
3878	08/18/2009	AME002	American Tire Service	329.60	0
3879	08/18/2009	AME005	Ameripride Linen & Apparel Services	135.04	0
3880	08/18/2009	BIO001	Bio-Key International	2,585.58	0
3881	08/18/2009	BRI004	Brians Flooring	95.02	0
3882	08/18/2009	BYD001	Bydal Designs	192.37	0
3883	08/18/2009	CAN001	Canon Financial Services	167.10	0
3884	08/18/2009	CAR002	Carquest Auto Parts	17.68	0
3885	08/18/2009	CHA003	Channing Bete Company	75.61	0
3886	08/18/2009	CLE001	Clear Channel Communications	585.00	0
3887	08/18/2009	CRO001	Crookston City	1,147.97	0
3888	08/18/2009	CUM001	Cummins NPower LLC	474.05	0
3889	08/18/2009	CUS002	Custom Stripes Inc	160.00	0
3890	08/18/2009	DAC001	Dacotah Paper Co	481.69	0
3891	08/18/2009	DAK006	Dakota TV & Appliance	315.48	0
3892	08/18/2009	DEM002	Marc DeMers	233.60	0
3893	08/18/2009	DER002	Derek Olson & US Bank	7,500.00	0
3894	08/18/2009	DIA001	Richard Papenfuss Diamond Cleaning	130.76	0
3895	08/18/2009	EAG001	Eagle Electric	3,106.98	0
3896	08/18/2009	EAS007	East Side Travel Plaza	208.00	0
3897	08/18/2009	ECO001	Economy Plumbing	305.00	0
3898	08/18/2009	ELE001	Electric Pump	6,031.17	0
3899	08/18/2009	ESS002	ESS Brothers & Sons Inc	4,722.81	0
3900	08/18/2009	EXP003	Explorer Post #38	40.00	0
3901	08/18/2009	FAR003	Farmers Elevator Co of Alvarado	1,166.31	0
3902	08/18/2009	FID001	Fidelity National Property & Casuality	1,849.00	0
3903	08/18/2009	FIL001	Filter Care	238.26	0
3904	08/18/2009	FLA001	Flaherty & Hood PA	47.50	0
3905	08/18/2009	FLO001	Floan Sanders	14,780.58	0
3906	08/18/2009	FOR004	Forx Radiator	87.99	0
3907	08/18/2009	G&K001	G&K Services	183.16	0
3908	08/18/2009	GAF001	Gaffaneys	186.24	0
3909	08/18/2009	GAL003	Galstad Jensen & Olson PA	9,995.77	0
3910	08/18/2009	GAR001	Garden Hut Inc	417.93	0
3911	08/18/2009	GFC001	GF City Utility Billing	11,508.80	0
3912	08/18/2009	GFH002	GF Herald	2,409.82	0
3913	08/18/2009	GFW001	GF Welding & Machine	19.92	0
3914	08/18/2009	GLA001	Glass Pro's Inc	327.00	0
3915	08/18/2009	GOP002	Gopher State Lawn Sprinklers	378.21	0
3916	08/18/2009	GFP002	Grand Forks Police Dept	50.00	0
3917	08/18/2009	GRA001	Richard Grassel	270.60	0
3918	08/18/2009	GRE003	Wayne Gregoire	244.60	0
3919	08/18/2009	GWS001	GW & Sons Construction Inc	9,875.00	0
3920	08/18/2009	H&S001	H&S Construction	14,839.00	0
3921	08/18/2009	H2O001	H2O Inc	64.35	0
3922	08/18/2009	HAG001	Cindy Hagen	500.00	0
3923	08/18/2009	HAJ001	Rod Hajicek	8.25	0
3924	08/18/2009	HAR001	Hardware Hank	717.16	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
3925	08/18/2009	HAW001	Hawkins Chemical	577.13	0
3926	08/18/2009	HEA001	Heartland Paper	271.01	0
3927	08/18/2009	HUG001	Hugo's	136.75	0
3928	08/18/2009	HUI001	Scott Huizenga	289.20	0
3929	08/18/2009	K&K001	K&K Trucking Inc	2,280.33	0
3930	08/18/2009	KAR001	Kar Products	84.50	0
3931	08/18/2009	KEL001	Kellermeyer Building Service	3,088.50	0
3932	08/18/2009	KNU001	Knutson Printing Company	300.00	0
3933	08/18/2009	LIT001	Lithia Payment Processing	205.97	0
3934	08/18/2009	LUM001	Lumber Mart	373.09	0
3935	08/18/2009	LYN002	Gladwin Lynne	101.67	0
3936	08/18/2009	M&W001	M&W Services	674.50	0
3937	08/18/2009	NET002	Marlan & Diane Netterlund & Bremer	5,000.00	0
3938	08/18/2009	MEN001	Menards	64.58	0
3939	08/18/2009	MER001	Meritcare	231.00	0
3940	08/18/2009	TAY001	Michael Taylor & Priority Title	7,500.00	0
3941	08/18/2009	MID003	Midcontinent Communications	783.01	0
3942	08/18/2009	MID004	Midcontinent Communications	1,980.00	0
3943	08/18/2009	MNC005	MN County Attorney's Association	29.40	0
3944	08/18/2009	MNI001	MN Ice Arena Mgr's Association	375.00	0
3945	08/18/2009	NAR001	Nardini Fire Equipment Co.	102.93	0
3946	08/18/2009	NEW001	Newman Signs	2,497.57	0
3947	08/18/2009	ORE001	O'Reilly Auto Parts	365.49	0
3948	08/18/2009	PAM001	Pamida	20.28	0
3949	08/18/2009	PDQ001	PDQ Sanitary Services	407.00	0
3950	08/18/2009	PET001	Peterson Veterinarian Clinic P.C.	402.00	0
3951	08/18/2009	POL006	Polk County Highway Department	5,217.00	0
3952	08/18/2009	POL004	Polk County Recorder	66.00	0
3953	08/18/2009	POL008	Polk County Sheriff's Office	627.17	0
3954	08/18/2009	PRA001	Praxair Distribution	18.01	0
3955	08/18/2009	PRE001	Premium Waters Inc	73.12	0
3956	08/18/2009	QUI001	Quill Corp	276.71	0
3957	08/18/2009	QWE001	Qwest	347.18	0
3958	08/18/2009	RAC001	Kathleen Rackstad	500.00	0
3959	08/18/2009	RAI001	Railroad Mgmt Co III LLC	90.75	0
3960	08/18/2009	RDO004	RDO Equipment Co	3,840.24	0
3961	08/18/2009	REE001	Reed Business Information	1,714.62	0
3962	08/18/2009	REV002	Revolution Cycle	46.94	0
3963	08/18/2009	REV001	Revolutions Power Sports	67.23	0
3964	08/18/2009	SCH001	Scheels All Sports	619.13	0
3965	08/18/2009	SIM001	Simonson Station Stores	65.11	0
3966	08/18/2009	SKO001	Natalie & Mark Skow	157.05	0
3967	08/18/2009	SPR002	Spray Advantage	48.70	0
3968	08/18/2009	SPR003	Spruce Valley Corporation	36,000.00	0
3969	08/18/2009	STA004	Lynn Stauss	226.60	0
3970	08/18/2009	STE001	Stennes Granite	950.00	0
3971	08/18/2009	STO001	Stone's Mobile Radio	47.62	0
3972	08/18/2009	K&H001	Kenley Stordahl	2,400.00	0
3973	08/18/2009	STR004	Strategic Insights Inc	721.41	0
3974	08/18/2009	SUN002	Sun Dot Communications	138.49	0
3975	08/18/2009	TIG001	Tiger Direct.com	251.36	0
3976	08/18/2009	TON001	Tony Dorn Inc	109.40	0
3977	08/18/2009	TRI001	Tristeel Manufacturing	98.16	0
3978	08/18/2009	TRU001	True Temp	407.32	0
3979	08/18/2009	USP001	United States Post Office	284.00	0
3980	08/18/2009	WAS001	Waste Mgmt	14,304.66	0
3981	08/18/2009	WAT001	Water & Light Department	52,573.49	0
3982	08/18/2009	WDA001	WDAZ TV	820.00	0
3983	08/18/2009	WIL004	William Murray & Community Bank (	7,500.00	0

Check	Date	Vendor No	Vendor Name		Amount	Voucher
3984	08/18/2009	WOI001	Jared Woinarowicz		146.85	0
				Check Total:	260,748.26	