

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 21, 2014 – 5:00 PM**

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 January 7, 2014.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 14, 2014.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA:

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

3. Consider approving the request to declare the 2006 SnoGo Snow Blower as surplus property to be traded towards the purchase a 2013 Snow Blast M-8500 HD Snow Blower from Titan Machinery for the amount of \$65,804.
4. Consider approving city employees to start use of Purchasing Cards by following the Purchasing Card Procedure and signing the Purchasing Card Cardholder Agreement.
5. Consider adopting Resolution No. 14-01-12 supporting the Grand Forks-East Grand Forks Metropolitan Planning Organization for an attachment of a cantilevered path to the Kennedy Bridge.
6. Consider adopting Resolution No. 14-01-10 ordering improvement and preparation of plans and specifications for 2014 City Project No. 3 – Lift Station No. 5 Improvements.
7. Consider adopting Resolution No. 14-01-11 ordering improvement and preparation of plans and specifications for 2014 City Project No. 4 – SCADA Improvements.

8. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Law Enforcement Labor Services, Inc Local No. 152 addressing the 12 month probationary period.

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:
NONE**

COMMUNICATIONS:

9. Acknowledge Mr. Dale Gulbranson has successfully passed his probationary period as Ice Arena Manager.

OLD BUSINESS: NONE

NEW BUSINESS:

10. Consider approving the request to establish the proposed annexed property to be zoned as R-1 Single Family Residential.
11. Consider adopting Ordinance No. 11, 4th Series Annexing That Part Of Government Lot One (1), Section Eighteen (18), Township One Fifty-One (151) North, Range Forty-Nine (49), West Of The Fifth Principal Meridian, Polk County, Minnesota. (2nd Reading).
12. Consider approving a three month trial period for Lutheran Social Services to provide meals to Stay, Play, and Learn LLC.

CLAIMS:

13. Consider adopting Resolution No. 14-01-13 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 17839 for a total of \$432.45 whereas Council Member Buckalew is personally interested financially in the contract.
14. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

Work Session – January 28, 2013 – 5:00 PM – Training Room
Regular Council Meeting – February 4, 2014 – 5:00 PM – Council Chambers
Work Session – February 11, 2014 – 5:00 PM – Training Room
Regular Council Meeting – February 18, 2014 – 5:00 PM – Council Chambers

**AGENDA MOTIONS
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 7, 2014 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 7, 2014 was called to order by Council President Buckalew at 5:00 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

Council President Buckalew said that before the meeting began he would like to have a moment of silence in honor of Mr. Vonasek. After the moment of silence Council President Buckalew stated how Mr. Vonasek will be missed and how thoughts and prayers go out to his family and friends.

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.”

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 14-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

Council President Buckalew asked what time and days the meeting will be set at. Council member Tweten stated the time of the meetings and days were included in the resolution. It was stated for the record council meetings would be held on the first and third Tuesday of the month, work sessions would be held on the second and fourth Tuesday of the month, and both would start at 5:00pm.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 14-01-01 A RESOLUTION TO SET TIME

AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

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

Voting Nay: None.

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 14-01-02 a Resolution to designate The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 14-01-02 A RESOLUTION TO DESIGNATE THE EXPONENT AS THE OFFICIAL NEWSPAPER.

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

Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 14-01-03 a Resolution to designate the following financial depositories.

- (A) American Federal
- (B) Frandsen Bank & Trust
- (C) Morgan Stanley-Smith Barney
- (D) Multi-Bank Securities
- (E) Dain Rausher
- (F) PMA - 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 14-01-03 A RESOLUTION TO DESIGNATE THE FOLLOWING FINANCIAL DEPOSITORIES.

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

Voting Nay: None.

4. DESIGNATE ACH ORIGINATION & ONLINE BANKING

Consider adopting Resolution No. 09-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title

- (A) Lynn Stauss, Mayor
- (B) David Murphy, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, Executive Assistant
- (D) Terry Knudson, Accounting Technician
- (E) Karla Anderson, Finance Director
- (F) Lynda Katka, Accounting Technician

Ms. Nelson stated that before a motion was made there needs to be a correction to the resolution number which should read 14-01-04 instead of 09-01-04.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 14-01-04 A RESOLUTION AUTHORIZING PERSONS LISTED BELOW (SUBJECT TO ANY EXPRESSED RESTRICTIONS) IS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING.

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

Voting Nay: None.

APPROVAL OF MINUTES:

- 5. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 17, 2013.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE MINUTES FOR THE DECEMBER 17TH REGULAR MEETING.

Voting Aye: Vetter, Buckalew, Tweten, Olstad, Leigh, 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 choose.

- 6. Consider approving the application for an Exempt Gambling Permit for a raffle for the Knights of Columbus #5341 organization to be held April 1, 2014 at the Sacred Heart Catholic Church, 200 3rd St NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
- 7. Consider adopting Resolution No. 14-01-05 designating “C&H Insurance” as the insurance agency to handle City Policy for 2014.
- 8. Consider adopting Resolution No. 14-01-06 approving the 2014 Administrative Services Agreement with Discovery Benefits, Inc.
- 9. Consider adopting Resolution No. 14-01-07 approving the following Boards & Commission appointments and reappointments as presented by the appropriate elected officials.
- 10. Consider adopting Resolution No. 14-01-08 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO APPROVE ITEMS SIX (6) THROUGH TEN (10).

Mr. Galstad stated how the exempt gambling permit was marked for a religious organization and should be changed to a non-profit. Council President Buckalew asked Ms. Nelson to have this changed.

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

Voting Nay: None.

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:
NONE**

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 11. Consider adopting the 2014 Medical Eligibility Policy that is required by the Affordable Care Act and will take effect as of January 1, 2014.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT THE 2014 MEDICAL ELIGIBILITY POLICY THAT IS REQUIRED BY THE AFFORDABLE CARE ACT AND WILL TAKE EFFECT AS OF JANUARY 1, 2014.

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

Voting Nay: None.

- 12. Consider approving the Amended Drug Task Force Joint Powers Agreement which allows for another member on the task force from U.S. Customs and Border Protection Agency.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE AMENDED DRUG TASK FORCE JOINT POWERS AGREEMENT WHICH ALLOWS FOR ANOTHER MEMBER ON THE TASK FORCE FROM U.S. CUSTOMS AND BORDER PROTECTION AGENCY.

Council Vice-President Leigh asked Chief Hedlund who was going to be appointed and if they were from the area. Chief Hedlund stated the person appointed to the Task Force was from the area and added as of now has been committed to the Task Force for the next three years.

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

Voting Nay: None.

CLAIMS:

- 13. Consider adopting Resolution No. 14-01-09 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 17703 for a total of \$962.20 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. 14-01-09 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM

HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 17703 FOR A TOTAL OF \$962.20 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member Buckalew told the council they will be finding a replacement for Ward 2 and that each council member had been handed an application so if they know of someone or someone is interested in the position they could give them a copy of the application. He also thanked the fire department for all of the work they have been doing and mentioned what an important service this is to have in the community.

Council Member Tweten told the council the fire department had over 100 calls this year. He asked if the council will be getting a breakdown of the calls. Chief Larson corrected Council member Tweten by stating they had over 1000 calls this year and that the council will be provided with a breakdown of what those calls were.

Council Member Leigh thanked the department heads for showing up and thanked Mr. Stordahl for getting the streets sanded.

Mr. Boppre wished everyone a Happy New Year.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE JANUARY 7, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:11 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 14, 2014 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for January 14, 2013 was called to order by Council President Craig Buckalew at 5:02 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Stephanie Erickson, MPO Planner; Ron Galstad, City Attorney; Earl Haugen, MPO Executive Director; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. Stoplight Request on 23rd Street – Henry Tweten

Council member Tweten stated the function the council attended last Friday and Saturday resulted in planning for future development. He stated on the north side of town the traffic has been increasing. He commented how it could increase more with the sale of city lots and the possibility of more development of apartments and a multiuse park. He stressed how this can be a dangerous corner. Council member Tweten stated there are around 1800 students that attend the East Grand Forks Campus with 125-150 instructors. He added how they are adding a program in the fall which could increase attendance and the amount of traffic. He then asked Mr. Boppre to add comments.

Mr. Boppre reminded the council of a SIMS grant the City had applied for which would have extended the traffic lanes north and included a stoplight at the intersection of 23rd and Highway 220. He also reminded the council how the City was not awarded that grant. He added that since this intersection includes Highway 220 the MNDOT would have to warrant the need for the traffic light. He said how the first thing that would need to be done is a traffic count and what the process could be after that count was completed. Mr. Boppre also informed the council that if this project was going to happen funding wouldn't be available for at least two years. He said how MNDOT is aware of this situation and the City should keep open dialogue with them.

Council member Olstad asked what happens next and how much it will cost. Mr. Boppre stated it all depended on how the council decides to move forward. Discussion followed about inviting the district engineer this spring to look at this intersection, how not moving forward with this could slow down

growth on the north end, how addressing this intersection will have to be done in the future, that the City currently is not meeting warrants, and if there was a busy time of the day or if traffic was more constant all day. Council member Tweten asked just to get the process started by inviting the district engineer in April. Council President Buckalew asked Mr. Boppre to see if he would find out if there is a cost to complete a study at this intersection. Mr. Boppre said he would.

2. Plans and Specifications for 2014 City Project 3 Lift Station No. 5 Improvements and 2014 City Projects No. 4 SCADA Improvements – Greg Boppre

Mr. Boppre is asking permission from the council to start working on these two projects. He stated that both of these projects have been budgeted for. He added that they are currently looking at a couple different sites for the new lift station to be located on since the current location of lift five would not allow for a new lift station to be built there. Mr. Boppre also told the council the waste water department has also had many issues with the SCADA system which was put in after the flood and the technology needs to be upgraded.

Council Vice-President Leigh stated he would approve both of these projects. Council member Tweten asked what the cost estimates were for these projects. Mr. Boppre said the estimate for redoing the lift station was around \$2.5 million and about \$270,000 for the SCADA project. Council President Buckalew asked if the jobs would be awarded this spring. Mr. Boppre said yes since it will take time to get the pumps ordered as well as the new SCADA system. Mr. Grassel asked what two locations they were looking at. Mr. Boppre stated the City owned some property north of the park shop and the other location they were looking at was by the Sugar Hill sub-station.

This item will be referred to a City Council Meeting for action.

3. 2018 Federal Sub-Target Project – Greg Boppre

Mr. Boppre stated that this proposed project is similar to the project that will be completed this year on 17th St NE. He explained that every four years the City receives federal funds for a project which has to be approved by both the City as well as the MPO. He is suggested to complete work on 10th St NE from 5th Ave to 8th Ave. He stated how there had been talk about upgrading this road since it is a part of the state aid system. Mr. Boppre informed the council that WSN is currently working with American Crystal and Transystems and working with them on their truck maintenance facilities. He added they have been looking at East Grand Forks and Moorhead facilities first.

Mr. Boppre explained how this could become a bigger project because they are interested in a different route into American Crystal which could come off of 10th St NE and if Transystems builds a facility there this might also create more jobs which in turn would make the City eligible for EDA funds for this project. Council member Tweten commented and how this facility could add jobs to the community, create more business, and help enhance the tax base. Mayor Stauss stated the thought this would be a good idea with getting beet trucks off the residential roads and asked what would have to happen to make this possible since this land is wet. Mr. Boppre stated if the City is interested they could set up a meeting with American Crystal and Transystems. Discussion followed about where funds could come from to cover this project and what the City would have to do to start asking for funds. Council President Buckalew asked if this road was paved at one time. Mr. Boppre stated at one point there was some asphalt but it hadn't been kept up and added there is storm sewer available in this area. Council President Buckalew stated this project made a lot of sense and this suggestion the council would like to move forward with.

This item will be referred to a City Council Meeting for action.

4. Kennedy Bridge Project Ped/Bike Addition - Clarence Vetter

Council member Vetter reminded the council about the Kennedy Bridge project and how during this process both Minnesota and North Dakota Departments of Transportation have looked into adding a bike and pedestrian path on the bridge. He stated how the MPO adopted a resolution in support of the addition of cantilevered bike and pedestrian structure on the outside of the bridge. Council member Vetter explained the MPO took this position because of safety concerns as well as agricultural equipment going across the bridge. He added how now both Departments of Transportation don't want to move ahead with the cantilevered path and asked the City to pass a resolution in support of the cantilevered path.

Mayor Stauss said this was a no brainer because of safety concerns and asked why the DOT holds meeting for public comment and direction and then don't accept what the public would like to move forward with. Mr. Haugen stated that the Grand Forks council will be also asked to pass a resolution in support of the cantilevered path later this month. Council President Buckalew stated that safety is a concern of people and the kids that would utilize this path. He said he would support his resolution. Council Vice-President Leigh stated he would support his resolution because he had seen three accidents on the bridge where the cars spin and bounce around. He added that people don't need to be on the highway regardless if it makes inspections more difficult. Mayor Stauss added that the City will have to keep the path clear in the winter months.

This item will be referred to a City Council Meeting for action.

5. Request the Purchase of a Snow Blower – Jason Stordahl

Mr. Stordahl stated how there was a miscommunication and the snow blower should have been included with the 2014 capital purchases since it was a higher priority. He told the council he handed out an updated quote which included the trade in value for the snow blower he would like declared as surplus which brought the price down to \$65,804. Council President Buckalew asked if the life of the snow blower was only seven years. Mr. Stordahl stated it all depended on different factors and explained issues the City was having with the snow blower they were trading in. He told the council that he took one of the city mechanics to look at this snow blower he has proposed to purchase who stated the maintenance would be much less. Discussion followed about if there was a need for the type of blower the City was going to be trading in.

This item will be referred to a City Council Meeting for action.

6. Purchasing Card Procedure – Karla Anderson

Mr. Murphy stated with the absence of Ms. Anderson he would be able to answer any questions the council might have. He explained how the proposed purchasing card procedure was included in the packet and with council approval the staff will implement this start using the purchase cards. Ms. Nelson added this was working document and how there might be some slight modifications made if necessary.

This item will be referred to a City Council Meeting for action.

7. Update on POW 5th Reapportionment Process – David Murphy

Mr. Murphy reviewed the process of how this replat came to be. He stated how this area already had storm sewer, sanitary sewer, watermain, and curb and gutter put in and assessed. He explained how the real estate attorney said since this property was already assessed and this is being reapportioned the property owners only need to receive a notice about the reapportionment which with council approval will be sent out tomorrow. Mr. Murphy said how once they receive the notice they have 30 days to appeal and asked if the council had any questions. There were no further questions.

8. LELS Memorandum of Understanding – David Murphy

Mr. Murphy told the council an issue came up during negotiations with the law enforcement labor services bargaining group. He said how this didn't need to be addressed in the labor agreement but could be settled with a memorandum of understanding. Mr. Murphy then explained how the state changed a statute which lengthened the probationary period of a police officer from 6 months to 12 months. He reminded the council the personnel handbook states that after 6 months and meeting qualifications the person would move from step 1 to step 2. Mr. Murphy explained how it is important to treat all employees the same. He stated how he spoke with Chief Hedlund about this memorandum of understanding and he did not have any issue with this being put in place. Mr. Murphy asked if there were any questions. Council member Vetter said in the last line on the first page it states "will become permanent, full-time employees". He asked to have the word permanent taken out of the sentence. Mr. Murphy said yes.

This item will be referred to a City Council Meeting for action.

9. Council Vacancy Discussion – City Council

Mr. Murphy said how with the unfortunate passing of Council member Vonasek created a vacancy on the council. He told the council they have the ability to appoint someone through a resolution. He added the term would only be until the end of 2014. Mr. Murphy also told the council since the term would be short they could also leave the position vacant since there is an election in the fall. He then asked the council how they would like to proceed.

Council member Tweten stated there should be a map available showing Ward 2 along with a list of qualifications and requirements of the position. He added the date should be set for interviews. Mayor Stauss added this process should be quick since there is less than a year left of the term. Mr. Murphy asked what sources the City should use to advertise for this position. Council President Buckalew stated the paper, radio if possible, and social media so any avenue available to get the information out. He added to collect applications until January 30th and set interviews for the first work session in February. He then asked if an interview would still have to be done if there was only one applicant. Council member Tweten stated the council wouldn't have to appoint if there is only one person who applies, they can leave the position vacant. Council Vice-President Leigh added the council could add questions if necessary during the interview process.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JANUARY 14, 2013 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:55 P.M.

David Murphy, City Administrator/Clerk-Treasurer

Request for Council Action

Date: 1/10/2014

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

Cc: File

From: Jason Stordahl, Public Work Director

RE: Snow Blower

Included in the Capital Improvement Plan is a purchase of a snow blower using the Central Equipment funds. Due to a miscommunication this was mistakenly put under 2015 instead of 2014. Currently there is a street sweeper scheduled to be purchased in 2014. The purchase of the snow blower takes priority over purchase of the street sweeper. After a discussion with the City Administrator and Finance Director the decision was made to purchase the snow blower in 2014 and delay the purchase of street sweeper until 2015.

I'm asking you to consider approving the request to approve:

Purchasing a New 2013 Snow Blast M-8500 HD Snow Blower from Titan Machinery for the cost of \$95,209. This price includes a 5 year/unlimited warranty on the engine, as well as a 1 year machine warranty. This price quote was taken off the Minnesota Equipment Contract page.

Recommendation: Purchase 2013 Snow Blast M-8500 snow blower with 5 year/unlimited engine warranty from Titan Equipment for \$95,209. Declare surplus and trade our 2006 SnoGo snow blower.

TITAN MACHINERY

1601 North Washington Street
P.O. Box 14548 (58208)
Grand Fork, ND 58203

Phone: 701-775-8111
Fax: 701-775-8108

Product Quote:

January 11, 2014

City of East Grand Forks, MN

Titan Machinery of Grand Forks, ND respectfully submits the following product option

One (1) New SnowBlast M-8500 HD **\$93,314.00****
Equipped with standard feature, including:

- Single stage snow blower
- Cummins tier III 275 HP
- Wireless remote control
- Block heater
- Standard warranty (1 yr parts and labor)

Telescoping chute

Clean out door on chute

(2) 6" wing extension:

Hydraulic fold-down chute

JRB Quick attach plate

Operators and Part manuals

****Quote based upon machine availability. Pricing is for on hand inventory only.**

Machine available as/of 1/12/14.

Total Price FOB – EGF, MN:	\$93,314.00
Trade: SnoGo MP3D	\$30,000.00
Total Balance after trade:	\$63,314.00 (excluding sales tax)

Options:

Extended Warranty: \$ 1,895.00

- o 5 year / unlimited hours – Engine

Service Manuals:: ~~\$ 595.00~~

- o Engine
- o Snow Blower

Respectfully Submitted,



Craig Rygg
Field Marketer

\$
Total 65,804

CASE

Request for Council Action

Date: January 9, 2014

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

Cc: File

From: Karla Anderson

RE: Purchasing Card Procedure

Background:

The council has approved the purchasing card (credit Card) system from US Bank. We are ready to implement the system and distribute the cards to employees.

Attached is the "Purchasing Card Procedure" for the City of East Grand Forks Employees. Also attached is a Purchasing Card (credit card) Cardholder Agreement form that every employee will have to sign when accepting their card.

This process is evolving and we will make changes as needed and keep you posted.

Recommendation:

The council approve disbursing the Purchasing cards to employees that have been approved by their supervisor.

Purchasing Card Procedure

Purpose

Purchasing cards provide the city of East Grand Forks with a cost-effective, convenient and streamlined method of purchasing items, thereby reducing the volume of individual vendor payments processed by the City. Reports on cardholder activity enable the City to capture information necessary to better manage City purchasing activities.

Scope

City employees who use a purchasing card for the City of East Grand Forks expenditures, this does not include Water and Light expenditures.

Definitions

The following is a list of key terms and definitions:

- AP-Accounts Payable Office
- FD-City of East Grand Forks Financial Director
- Cardholder-Cardholder means a City employee who is issued an individual card and agrees to abide by this procedure and any additional procedures established by city of East Grand Forks. Contractors, contract employees, and part-time workers are ineligible.
- Approval Manager-Department Head designated by the City to approve transactions made by cardholders
- Card administrator or coordinator-The individual within the City acts as the city's intermediary in correspondence with the card issuer.
- Access Online-US Bank's online procurement card transaction reporting/approval system.
- Individual Card-An individual purchasing card is a card in the name of a City, and in the name of a City employee in which the City is liable to the card issuer for all charges made in connection with the purchasing card issued to the individual. No retail store or vendor-specific cards are permitted.

Procedure

Requesting a Purchasing Card and Security of the Card

- A completed Purchasing Card application form is required for each Cardholder. No employee will be able to apply unless his/her supervisor gives signature approval including initial purchasing limits and any subsequent purchasing limit increases. The address used on the cardholder application for the employee will

always be City of East Grand Forks 600 DeMers Ave NW East Grand Forks, MN 56721 mailing address.

- All cardholders must sign and accept the terms and conditions of the city of East Grand Forks Purchasing Card Program Cardholder Agreement.
- The Cardholder will be responsible for signing the card when it is received, the security of the card and all transactions made against it. Purchases made against the card will be considered to have been made by the Cardholder.
- The Cardholder is responsible for the security of his/her card and any purchase made on the card. The Cardholder must immediately notify the purchasing card company and the Business Office if the card is lost, stolen or in the hands of an unauthorized person. Pertinent information regarding the lost or stolen card or improper use must be provided. The Cardholder will make a reasonable attempt to recover the card from an unauthorized person. The card will be voided as quickly as possible. However, the cardholder has primary responsibility for any unauthorized purchases made by the cardholder or any other person. If City is unable to collect the amount owed from the cardholder, the applicable cost center will be responsible for the unpaid amount.
- Each Cardholder is responsible for the card issued to him/her. All purchasing card records are subject to being audited.

Cardholder Responsibilities

A Cardholder is authorized to use the procurement card for the following types of purchases:

- Cardholders may purchase food and non-alcoholic beverages for business-related meetings in compliance with City procedures.
- Entertainment and recreation. Use of purchasing cards for entertainment and recreation is **prohibited**.

Cardholder Responsibilities

The procurement card cannot be used for the following types of purchases:[As prohibited by MN Department of Administration Information Bulletin No. 08.02 Purchasing Card Use Policy 2.1.]

- Items for personal use or Items for non-city purposes must **never** be made using the procurement card, even if the cardholder intends to reimburse the city.
- Cash or cash advances
- Food and beverages for individual employee personal meals **must** be reimbursed through Payroll using the "Expense Report" form and may not be purchased with the Purchasing Card due to IRS tax regulations.

In addition: Employee relocation expenses, alcoholic beverages, weapons of any kind or explosives, relocation expenses, equipment \$10,000 or more, time payments (the card is for

one time purchases only), pyramiding (multiple purchases to cover same transaction), consulting services (a City contract must be approved), gas for non-rental automobiles (unless an emergency or fleet card doesn't work).

Purchasing Procedure

- The Cardholder must follow all quote and bid guidelines as found in the City Purchasing policies and procedures
- The Cardholder must request a copy of the vendor's detailed sales receipt or cash register slip as well as the purchasing card slips. The Cardholder's individual purchasing card number and his/her name must be given for all orders processed and specific delivery instructions must be provided to the vendor.
- If order is done online, print the order confirmation. If order is done by phone, have vendor fax the invoice to the cardholder.
- All purchase transactions processed against the Purchasing Card must be made by the employee to whom the card is issued. The card cannot be used by another person or for personal use. The card cannot be transferred from one employee to another.
- TAX EXEMPT: All purchases other than those listed under "taxable purchases" below are tax exempt. Cardholder must inform the vendor of the City's tax exemption status. The tax exempt ID number is printed on the purchasing card.
- TAXABLE PURCHASES: Purchases of meals, lodging (under 30 days), waste collection and disposal services, or purchases or leases of motor vehicles are taxable and sales tax should be included in the charge transaction at the time of purchase if a purchase card is used.

Late fees and finance charges

- Late fees which occur because the cardholder did not reallocate and approve transactions and submit receipts to the business office in a timely manner are the responsibility of the cardholder.
- Cardholder must reimburse the institution within one billing cycle from the date of the late fee or finance charge.
- Reimbursement may be made by cash or personal check to the business office. If payment is not received within one billing cycle, the card will be canceled and no new card will be issued until the fees and finance charges have been repaid in full.

Returns and exchanges

- If any item purchased with a purchasing card is unacceptable or not allowable, arrangements must be made for a return for credit or an exchange whenever feasible.
- A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check. In such cases, the funds must be deposited immediately with the City.
- If a refund is issued in the form of a check, the check must be payable to the city of East Grand Forks.

Reimbursement of personal expenses charged to the card.

- Cardholders who accidentally charge a personal item to a City of East Grand Forks purchasing card must immediately return the item and reverse the charge to the purchasing card.
- If it is not possible to have the vendor reverse the charge to the purchasing card, contact the Finance Department immediately.

Weekly Reallocation and Approval and Receipts sent in.

- Original Receipts must be attached to the Purchasing Card Receipt Form and submitted weekly to the Accounts Payable in the Finance Department.
- If cardholder does not have the receipt for a purchase they must contact the vendor and get a receipt so they can reallocate and approve transactions on a weekly basis.
- Employee must reallocate and approve weekly all transactions (purchases and credits) posted to the employee's card in Access Online
- The Accounts Payable or designee shall notify cardholders by email who have failed to reallocate/approve by the 10th day of the month for the billing period ending on the 8th day of that month and notify cardholders who do not have their receipts in for the preceding month.
- Cardholders shall be given until 26th or the next business day of each month to have reallocated/approved all transactions for that billing period. Approvers will be given until 27th day of each month to "final approve" these transactions. Cardholders will have until 27th day of each month to have their receipts into the business office for the preceding month.

Disputing a transaction

- If a purchase is made and the vendor is unwilling or unable to correct a problem or if a transaction shows up in the employee's transaction log that is unknown to the employee, the transaction may be disputed.
- The employee shall contact the Accounts Payable who will assist the employee in completing the dispute process.
- Employee shall complete any necessary paperwork and forward to US Bank as requested by Accounts Payable.

Approval by Department heads/Supervisor/Approver

Supervisors of cardholders are responsible for reviewing cardholder expenses and ensuring compliance with this procedure and any applicable City purchasing policies and procedures. Supervisor's duties include:

- Approving employees for participation in the purchasing card program.
- Reviewing purchases weekly to approve transactions and to ensure they meet objectives and are within restrictions placed on the card. Supervisor/approval manager shall reject a transaction to the cardholder that has an incorrect object code, has no description listed within a transaction, or deems the purchase to be not allowable or not appropriate. Supervisor shall include a memo/note in the transaction noting why they have rejected the transaction. Supervisor shall notify the cardholder of the rejection of the transaction so the appropriate action to correct it can be taken.
- Reviewing purchases weekly to ensure card has not been used for unauthorized or inappropriate purchases.
- Responding to any misuse of the card by cardholder.
- Ensuring closure of purchasing card at time of cardholder's separation from employment or removal of purchasing card authority.

Delegation of Authority

- Finance Department shall ensure that each cardholder be specifically delegated the authority to obligate the City of East Grand Forks to the specific dollar limit of the purchasing card. This delegation requires ongoing compliance with applicable statutes, rules, and board policies.

Business Office Responsibilities

- The Finance Department will ensure that purchases made using the procurement card are recorded appropriately in the fixed asset system if appropriate.
- The Finance Department will collect all paperwork, pay invoices, run cost allocation, and file for audit.

Supporting references

Listed below are document that support this process:

- MN Department of Administration Information Bulletin No. 08.02 Purchasing Cad Policy 2.1
- Minn. Stat.471.382

**City of East Grand Forks
Purchasing Card (Credit Card)
Cardholder Agreement**

The City of East Grand Forks is pleased to present you with the U.S. Bank One Purchasing Card. It represents The City's confidence in you as a responsible employee of the City of East Grand Forks entrusted to safeguard and protect The City's assets.

I, _____, as the Cardholder, hereby acknowledge receipt of a City of East Grand Forks U.S. Bank Purchasing Card and a copy of The City's Purchasing Card Procedures.

The card number is _____. As a Cardholder, I agree to the following conditions regarding my use of this card.

1. I understand that by using this card I am making purchases on behalf of the City of East Grand Forks and will be liable for all authorized charges made it.
2. I agree to use this card for authorized purchases only and in accordance with the Purchasing Card Procedures.
3. I understand that I may not use this card for any personal, private, or prohibited purpose.
4. I understand that this card is issued in my name, and I will not allow any other person use it.
5. I understand that improper use of this card can be considered misappropriation of The City's funds and may result in revocation of this card.
6. I understand that my use of this card will be monitored and audited by the City of East Grand Forks.
7. I understand that the City of East Grand Forks may terminate my right to use this card at any time for any reason.
8. I agree to monitor and allocate my transactions via Access Online in accordance with the Purchasing Card Procedures. Failure to do so may result in revocation of the card.
9. If this card is lost or stolen, I agree to immediately contact U.S. Bank Customer Service at 1-800-344-5696. After contacting U.S. Bank, I agree to contact the City of East Grand Forks Administration and Finance Department at 218-773-2483.

EMPLOYEE/CARDHOLDER:

My signature below indicates that I have read the City of East Grand Forks Purchasing Card Procedure and agree to comply with it, and any subsequent amendments or addenda, for as long as I am a Cardholder for the City of East Grand Forks.

Employee/Cardholder Signature: _____

Date: _____

Employee/Cardholder Printed Name: _____

Approving Department Head Signature: _____

Date: _____

Approving Department Head Printed Name: _____

Request for Council Action

Date: 6 January, 2014

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

Cc: File

From: Earl Haugen, GF/EGF MPO Executive Director

RE: Kennedy Bridge Study

MnDOT has hired the firm of CH2M Hill for a planning study to evaluate whether the Kennedy Bridge should be rehabilitated or replaced. Representatives from MnDOT and CH2M Hill provided a project status update presentation at your December 17th City Council meeting.

The GF/EGF MPO has programmed a project to either rehabilitate or replace the Kennedy Bridge for FY 2017/8. The Kennedy Bridge is on Gateway Drive (US 2) and spans the Red River allowing traffic to cross between Grand Forks and East Grand Forks. The State of Minnesota and the State of North Dakota have entered into an agreement to share in the cost of the proposed project, and the Minnesota Department of Transportation (MnDOT) has taken the lead in development of the project. The currently programmed amount is \$25 Million, which will be split 50/50 between the two states.

Although no decisions have been reached regarding the type of project, the MPO Board decided to take a more proactive approach about what type of projects they supported, based upon the information provided to date. The MPO adopted a position that the project should be a major rehabilitation involving a replacement of the bridge deck, replacement of pier #6 and the addition of a cantilevered combined ped/bike structure outside the main bridge truss. The approximate cost of this project is around \$15.5M and is well within the \$25M currently available for a project involving the Kennedy Bridge.

Attached is the motion the MPO Board took during its December 18th meeting requesting the MPO motion be considered by each City Council for their input. With this feedback, the MPO Board trusts it will be in a more informed position when an amendment to the TIP is requested. Also attached is a "fact sheet" distributed at your December 17th meeting and notice the bottom of Page #3 for a concept of the cantilevered structure.

RESOLUTION NO. 14 – 01 – 12

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

WHEREAS, the Minnesota Department of Transportation has studied alternatives to improve the Kennedy Bridge; and

WHEREAS, the alternatives include substantially upgrading the accommodations for pedestrians and bicyclists; and

WHEREAS, the Study has included alternatives to accommodate pedestrians and bicyclists either inside the bridge truss or outside the truss by cantilevering a multi-use trail structure; and

WHEREAS, The Grand Forks-East Grand Forks Metropolitan Planning Organization has been involved in the preparation of the Study and has reviewed all the information provided to date; and

WHEREAS, the Grand Forks -East Grand Forks Metropolitan Planning Organization has taken the stance to prefer the outside the truss accommodation; and

WHEREAS, the Grand Forks – East Grand Forks Metropolitan Planning Organization seeks support from the City of East Grand Forks on this position; now therefore

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that alternative to accommodate pedestrians and bicyclists on the Kennedy Bridge as an attached, cantilevered structure outside the truss be hereby approved and adopted with any further amendments as stated:

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: January 21, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st of January, 2014.

Mayor

RESOLUTION NO. 14 – 01 - 10

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2014 CITY PROJECT NO. 3 – LIFT STATION NO. 5 IMPROVEMENTS

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

WHEREAS, the City Council desires plans and specifications for 2014 City Project No. 3 – Lift Station No. 5 Improvements;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EAST GRAND FORKS, MINNESOTA that the City Council directs the City Engineer to prepare plans and specifications for the 2014 City Project No. 3 – Lift Station No. 5 Improvements per the guidelines of the existing engineering services agreement with Widseth Smith Nolting.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: January 21, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st of January, 2014.

Mayor

RESOLUTION NO. 14 – 01 - 11

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2014 CITY PROJECT NO. 4 – SCADA IMPROVEMENTS

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

WHEREAS, the City Council desires plans and specifications for 2014 City Project No. 4 – SCADA Improvements;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EAST GRAND FORKS, MINNESOTA that the City Council directs the City Engineer to prepare plans and specifications for the 2014 City Project No. 4 – SCADA Improvements per the guidelines of the existing engineering services agreement with Widseth Smith Nolting.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: January 21, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st of January, 2014.

Mayor

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF EAST GRAND FORKS AND
LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL NO. 152**

This Memorandum of Understanding is entered into between the City of East Grand Forks (hereafter “City”) and Law Enforcement Labor Services, Inc., (hereafter “Union”)

Recitals

WHEREAS, Union is the exclusive representative for certain employees employed by City in an appropriate unit (hereinafter “Bargaining Unit”);

WHEREAS, City and Union are parties to a collective bargaining agreement (hereinafter “CBA”);

WHEREAS, parties desire to establish Bargaining Unit employees’ probationary status and step increase eligibility;

WHEREAS, Bargaining Unit Employees are Statutorily bound by the State of Minnesota to a 12 month probationary period while all other City employees are subject to a 6 month probationary period;

WHEREAS, it has been past practice of the City of East Grand Forks to move newly hired employees from step one to step two of the City’s pay schedule after satisfactory completion of the 6 month probationary period;

WHEREAS, the City and Union desire to provide continuity and uniformity in step movements among all employees.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, the parties agree as follows:

Article 1.

All Bargaining Unit Employees hired after the implementation of the 12 month probationary periods shall be subject to the following:

- Upon satisfactory completion of 6 months of probationary employment, Bargaining Unit Employees shall be moved from Step one to Step two of the City’s Pay Schedule.
- Upon satisfactory completion of 12 months of probationary employment, Bargaining Unit Employees shall be moved from Step two to Step three of the City’s Pay Schedule and will become full-time employees.

- Any Bargaining Unit Employee hired after the implementation of the 12 month probationary period who have not received the aforementioned step progression will receive the appropriate back pay as soon as practically possible.

Request for Council Action

Date: January 21, 2014

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

Cc: File

From: Nancy Ellis, City Planner

RE: Zone property being annexed on south side of East Grand Forks

RECOMMENDATION TO COUNCIL

Planning Commission recommends establishing zoning for the 2 acre parcel on the west side of Bygland Road and south of the current city limits (Pesch property) as R-1 (Single Family Residential) to help complete the annexation process. The recommended zoning is consistent with the 2040 Land Use Plan.

GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: Richard & Diane Pesch and the City of East Grand Forks are requesting city zoning of the property.

REQUESTED ACTION: Establish zoning for annexed property in south East Grand Forks

SITE ZONING/LAND USE: The site is currently not zoned; the property is vacant but has a garage on the property

SURROUNDING ZONING/LAND USE:

North: R-1 zoning, empty lot

West: PUD zoning, Greenway Crossing Development

South: Outside of City Limits (no zoning), rural residential homes and farmland

East: Mainly vacant land, single-family homes and school property

LOCATION: See attached map

SPECIAL INFORMATION

This property is in the process of annexation into the City in early January 2014. Therefore, zoning must be established for the site. The zoning request is for R-1 designation. Before any building takes place on the property, the developer/developers must submit a site plan for the property, which will lie out how they intend to develop the land.

ANALYSIS

The Planning Commission should make its recommendation based on the following:

- Is this an appropriate zoning for this property?
Staff Comment: The property is a good fit for R-1 zoning. R-1, single family homes are also consistent with the area and will be appropriate zoning.

- How would this zoning fit with the current City Comprehensive Plan?
Staff Comment: The City's Comprehensive Plan is comprised of the following plan elements: 2040 Land Use Plan, Greenway Plan, 2040 Long Range Transportation Plan, and the 1994 River Forks Plan. The 2040 Land Use Plan was adopted in 2011. The Plan provided growth scenarios for the City out twenty years. The plan does show a need to annex land past 13th St SE for future roads and development. The 2040 Comprehensive Plan does show residential land in this area.

- How does this zoning fit into the current zoning in the area?
Staff Comment: R-1 is consistent with the current zoning map. Any residential zoning would be appropriate in this zone.

STAFF RECOMMENDATION

Staff recommends approval to establish R-1 zoning for the annexed property.

Request for Council Action

Date:

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

Cc: File

From: Ron Galstad

RE: Annexation

The ordinance is to annex into the city the property the city acquired from the county. This annexation was previously discussed with the council and I was given directions to draft the ordinance for passage. This ordinance needs to have two readings and then after passage be published.

ORDINANCE NO. 11, 4th SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, ANNEXING THAT PART OF GOVERNMENT LOT ONE (1), SECTION EIGHTEEN (18), TOWNSHIP ONE FIFTY-ONE (151) NORTH, RANGE FORTY-NINE (49), WEST OF THE FIFTH PRINCIPAL MERIDIAN, POLK COUNTY, MINNESOTA.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. This annexation is being passed and adopted pursuant to the provisions of Minnesota Statute § 414.033 subd. 2 clause 1.

Section 2. The City of East Grand Forks, Minnesota (hereinafter referred to the “City”) acquired real property from Polk County via warranty deed which was recorded in the office of the Polk County Recorder as Document number A000596185 on September 16, 2002. Hereby attached and incorporated by reference.

Section 3. The land abuts the City of East Grand Forks, is urban or suburban in character and is owned by the City.

Section 4. That the City Council has determined that it is the best interest of the City that said parcel is to be annexed into the City so that it can have access to all City utilities and services.

Section 5. That the notice and public hearing requirements of Minnesota Statute § 414.033 subd. 2b are not required because the parcel is owned by the City.

Section 6. That Minnesota Statute § 414.033 subd. 3, does not control because it is appropriate for annexation under Minnesota Statute § 414.033 subd. 2, clause 1.

Section 7. That the area to be annexed is unplatted and unpopulated property.

Section 8. The City hereby annexes the real property situated in the County of Polk, State of Minnesota, legally described as follows, to wit:

That part of Government Lot One (1), Section Eighteen (18), Township One Hundred Fifty-one (151) North, Range Forty-nine (49), West of the Fifth Principal Meridian, Polk County, Minnesota described as follows: Commencing at the Northwest corner of said Section 18; thence easterly along the North line of said Section 18 a distance of 217.5 feet to the centerline of State Highway No. 220; thence south 42 degrees 51minutes east, along said center line, a distance of 531.9 feet; thence south 1 degree 11 minutes east a distance of 120.34 feet to the point of beginning of the tract herein conveyed on the southwesterly boundary of the right of way of said Highway No. 220; thence south 1 degree 11 minutes east a distance of 455.0 feet; thence at right angles easterly a distance of 296 feet, more or less, to the center of the coulee; thence northerly along the center of said coulee to its intersection with the Southwesterly boundary of right of way of said Highway No. 220; thence northwesterly along said boundary line a distance of 437 feet, more or less, to the point of beginning; containing 2.0 acres.

Section 9. That said land is not in the floodplain or shoreland area.

Section 10. The City Administrator/Clerk Treasurer is hereby directed to file certified copies of this ordinance with the Chief Administrative law Judge, Municipal Boundary Adjustments Division of the state Office of Administrative Hearings (Minnesota Municipal Board), Huntsville Township, Polk County Auditor, and the Minnesota Secretary of State. A copy of the annexation ordinance must be delivered immediately to the Polk County auditor upon approval of the chief administrative law judge.

Section 11. City Code Chapter 10 entitled Definitions and General Provisions Applicable to the Entire City Code Including Penalty for violation” is hereby adopted in its entirety, by reference, as repeated verbatim herein.

Section 12. This ordinance shall take effect and be in force from and after its passage and publication and be given number 12 4th series, and after its approval by the Chief Administrative law Judge, Municipal Boundary Adjustments Division of the state Office of Administrative Hearings (Minnesota Municipal Board),

VOTING AYE: _____
VOTING NAY: _____
ABSENT: _____

The President declared the Ordinance passed.

ATTEST: _____ PASSED: _____, 2013

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing Ordinance this _____ day of _____, 2013.

Mayor

Request for Council Action

Date: January 16, 2014

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

Cc: File

From: David Murphy

RE: LSS Agreement with City for Services to daycare

Since this item was last brought before the council some issues have come up. At this time the City Council is being asked to consider allowing a three month trial period for LSS to provide meals to Stay, Play, and Learn LLC. After three months there will be a determination of the cost of electricity used at the Senior Center for preparing these meals and the council can make a determination from the trial period if they will allow for this service to continue.

RESOLUTION NO. 14 – 01 – 13

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 17839 for a total of \$432.45.

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 \$432.45 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 January 21, 2014.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: January 21, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st of January, 2014.

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 17839 for a total of \$432.45.
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 January 21, 2014.

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: lkatka
 Printed: 1/15/2014 - 4:10 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
17796	01/21/2014	ACM001	Acme Electric Companies	587.50	0
17797	01/21/2014	ADV001	Advanced Business Methods Inc	229.07	0
17798	01/21/2014	ADV006	Advantage Signs & Graphics, Inc	1,404.34	0
17799	01/21/2014	AIR001	Airgas	172.50	0
17800	01/21/2014	ALB001	Albrecht Manufacturing	946.84	0
17801	01/21/2014	ALE001	Alexandria Technical College	175.00	0
17802	01/21/2014	ALL008	ALLDATA	1,500.00	0
17803	01/21/2014	AME002	American Tire Service	2,231.55	0
17804	01/21/2014	AME005	Ameripride Linen & Apparel Services	508.74	0
17805	01/21/2014	AQU001	Aqua Water Solutions	58.70	0
17806	01/21/2014	BAL001	Balco Uniforms Co Inc	89.17	0
17807	01/21/2014	BCA002	BCA CJTE	285.00	0
17808	01/21/2014	BER001	Bert's Truck Equipment	625.75	0
17809	01/21/2014	BLU002	Blue Moose Bar & Grill	192.84	0
17810	01/21/2014	BLU004	Blue Tarp Financial	135.67	0
17811	01/21/2014	BOB001	Bobcat of Grand Forks	294.77	0
17812	01/21/2014	BRI003	Brite-Way Window Cleaning	60.00	0
17813	01/21/2014	BCA003	Bureau of Crim Apprehension	1,530.00	0
17814	01/21/2014	C&R001	C&R Laundry & Cleaners	332.18	0
17815	01/21/2014	CAN001	Canon Financial Services	136.80	0
17816	01/21/2014	CRV001	Doug Cariveau	250.00	0
17817	01/21/2014	CAR002	Carquest Auto Parts	484.08	0
17818	01/21/2014	GFT003	Donald Scott Cash	2,766.13	0
17819	01/21/2014	COL002	Cole Papers Inc	125.17	0
17820	01/21/2014	COM003	Complete Pest Control Inc	2,156.66	0
17821	01/21/2014	CRO001	Crookston City	7,732.22	0
17822	01/21/2014	CUM001	Cummins NPower LLC	179.00	0
17823	01/21/2014	DAK004	Dakota Supply Group	25.60	0
17824	01/21/2014	DAK006	Dakota TV & Appliance	2,515.06	0
17825	01/21/2014	GAR002	David J Garry	2,016.99	0
17826	01/21/2014	EAG001	Eagle Electric	7,937.57	0
17827	01/21/2014	EME003	Emerson Music and Sound	100.00	0
17828	01/21/2014	EMP001	Emphasys Computer Solutions	1,281.25	0
17829	01/21/2014	FER001	Ferrellgas	149.91	0
17830	01/21/2014	FLA001	Flaherty & Hood PA	661.92	0
17831	01/21/2014	G&K001	G&K Services	99.96	0
17832	01/21/2014	GAF002	Gaffaney's	1,232.35	0
17833	01/21/2014	GAL003	Galstad Jensen & McCann PA	8,640.98	0
17834	01/21/2014	GFC001	GF City Utility Billing	15,566.43	0
17835	01/21/2014	GFW001	GF Welding & Machine	80.25	0
17836	01/21/2014	GRA004	Grand Cities Towing	150.00	0
17837	01/21/2014	GUE002	Guest House International Townhouse	214.50	0
17838	01/21/2014	HAJ002	Rick Hajicek	190.00	0
17839	01/21/2014	HAR001	Hardware Hank	432.45	0
17840	01/21/2014	HAW001	Hawkins Chemical	307.80	0
17841	01/21/2014	HEA001	Heartland Paper	284.63	0
17842	01/21/2014	HOL002	Holiday Credit Office	25.53	0
17843	01/21/2014	HOL003	Holiday Inn Express Hotel & Suites V	350.31	0
17844	01/21/2014	HUG001	Hugo's	379.89	0
17845	01/21/2014	JobsHQ	JobsHQ	723.06	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
17846	01/21/2014	KEI001	Keith's Security World	90.00	0
17847	01/21/2014	KEI002	Keith's Upholstery & Autoglass	170.00	0
17848	01/21/2014	KEL001	Kellermeyer Building Service	1,603.13	0
17849	01/21/2014	LEA002	League of MN Cities	6,283.00	0
17850	01/21/2014	LUM001	Lumber Mart	60.30	0
17851	01/21/2014	M&W001	M&W Services	300.00	0
17852	01/21/2014	MAC004	Jason Mack	167.00	0
17853	01/21/2014	MAR004	Marco	88.70	0
17854	01/21/2014	MAR001	Marco Inc	240.73	0
17855	01/21/2014	TBM001	Thomas & Brenda McDonald	3,017.79	0
17856	01/21/2014	MID003	Midcontinent Communications	1,446.23	0
17857	01/21/2014	MID014	Midwest Overhead Crane	303.46	0
17858	01/21/2014	MIK001	Mike's Pizza	30.15	0
17859	01/21/2014	MIT001	Mitch Yoney Snow Removal	1,720.00	0
17860	01/21/2014	MNC004	MN Chief of Police Association	420.00	0
17861	01/21/2014	MND003	MN Dept of Labor & Industry	1,797.83	0
17862	01/21/2014	MND009	MN Drivers & Vehicle Services	768.00	0
17863	01/21/2014	MNM002	MN Municipal Utilities Assoc	3,750.00	0
17864	01/21/2014	MNP004	MN Public Facilities Authority	103,043.84	0
17865	01/21/2014	NEW001	Newman Signs	1,960.00	0
17866	01/21/2014	NOR010	North Central Rental & Leasing	7,650.52	0
17867	01/21/2014	NOR004	Northern Plumbing Supply	33.07	0
17868	01/21/2014	NSC001	NSC Minerals	2,179.43	0
17869	01/21/2014	NWM001	NW MN Household Hazardous Waste	1,814.21	0
17870	01/21/2014	ORE001	O'Reilly Auto Parts	925.32	0
17871	01/21/2014	OLD001	Old Dominion Brush	376.59	0
17872	01/21/2014	ORC002	Roger Orchard	32,559.49	0
17873	01/21/2014	PAT002	Pat McCarthy Productions, Inc.	399.00	0
17874	01/21/2014	PET001	Peterson Veterinarian Clinic P.C.	211.61	0
17875	01/21/2014	POL006	Polk County Highway Department	2,772.75	0
17876	01/21/2014	POL008	Polk County Sheriff's Office	2,706.09	0
17877	01/21/2014	PRA001	Praxair Distribution	26.34	0
17878	01/21/2014	PRE001	Premium Waters Inc	59.37	0
17879	01/21/2014	PSD001	PS Door Services	125.81	0
17880	01/21/2014	QUI001	Quill Corp	906.46	0
17881	01/21/2014	R&R001	R&R Specialties of Wisconsin Inc	106.10	0
17882	01/21/2014	RED001	Red River Snowmobile Club	7,875.72	0
17883	01/21/2014	RMB001	RMB Environmental Lab Inc	193.00	0
17884	01/21/2014	RUD007	Christopher & Amanda Rudy	1,993.52	0
17885	01/21/2014	STE009	Sterling Carpet One	2,280.50	0
17886	01/21/2014	STU001	Stuart's Towing	40.00	0
17887	01/21/2014	SUN002	Sun Dot Communications	100.94	0
17888	01/21/2014	TAB001	Tab Products Co	157.81	0
17889	01/21/2014	TEC001	Tecta America Corp	420.00	0
17890	01/21/2014	TIG001	Tiger Direct.com	204.90	0
17891	01/21/2014	TRU001	True Temp	558.75	0
17892	01/21/2014	TRY001	Try-County Refrigeration	129.50	0
17893	01/21/2014	USB004	US Bank Equipment Finance	142.73	0
17894	01/21/2014	USP002	USPS Postmaster	428.00	0
17895	01/21/2014	VAL002	Valley Truck	139.71	0
17896	01/21/2014	VER001	Verizon Wireless	646.56	0
17897	01/21/2014	VIL001	Vilandre Heating & A/C	74.40	0
17898	01/21/2014	WAS001	Waste Mgmt	28,868.36	0
17899	01/21/2014	WAT001	Water & Light Department	55,570.20	0
17900	01/21/2014	WIZ001	Wizard's Enterprises Inc.	490.00	0
17901	01/21/2014	XER001	Xerox Corporation	42.68	0
17902	01/21/2014	ZEE001	Zee Medical Service	54.27	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
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Check Total:

349,079.99