

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 1, 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 March 18, 2014.
2. Consider approving the summary of minutes of the “Closed Special Meeting” for the joint meeting between the EDHA Board and the East Grand Forks, Minnesota City Council of March 24, 2014.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 25, 2014.
4. Consider approving the summary of minutes of the “Closed Special Meeting” for the East Grand Forks, Minnesota City Council of March 25, 2014.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA: NONE.

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.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

5. Regular meeting minutes of the Economic Development/Housing Authority Commission for March 11, 2014.
6. Regular meeting minutes of the Water, Light, Power, and Building Commission for February 20, 2014 and for March 6, 2014.

COMMUNICATIONS:

7. Acknowledge Andrea Scherer for successfully completion of her probationary period as the Program Coordinator at the Campbell Library.

OLD BUSINESS: NONE

NEW BUSINESS:

8. Consider adopting Resolution No. 14-04-32 accepting the report of feasibility for 2014 Assessment Job No. 1 – 17th Street NE Reconstruction and setting the date for the public hearing.
9. Consider adopting Resolution No. 14-04-33 entering into contracts with Mr. James Strommen and Mr. Gary Proskiw to correct the issues with the library roof.

CLAIMS:

10. Consider adopting Resolution No. 14-03-31 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 18297 for a total of \$504.81 whereas Council Member Buckalew is personally interested financially in the contract.
11. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

- Work Session – April 8, 2014 – 5:00 PM – Training Room
- Regular Council Meeting – April 15, 2014 – 5:00 PM – Council Chambers
- Work Session – April 22, 2013 – 5:00 PM – Training Room
- Regular Council Meeting – May 6, 2014 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 18, 2014 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for March 18, 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: Mayor Lynn Stauss, Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel.

Karla Anderson, Finance Director; Brad Bail, City Engineer; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Mike Hedlund, Police Chief; Gary Larson, Fire Chief; Michelle Manias, Patrol Sergeant; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Jim Richter, EDHA Director; John Schroeder, Proxy for City Attorney; and Jason Stordahl, Public Works Director.

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 March 4, 2014.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 11, 2014.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS ONE (1) THROUGH TWO (2).

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

Voting Nay: None.

Absent: Helms.

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 application for an Exempt Gambling Permit for a raffle for the East Grand Forks Fire Department Relief Association organization to be held June 14, 2014 at the Fraternal Order of Eagles Club, 227 10th St NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
- 4. Consider adopting Resolution No. 14-03-27 entering into an agreement with the State of Minnesota to provide fixed route transportation services in East Grand Forks for 2014.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE ITEMS THREE (3) AND FOUR (4).

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

Voting Nay: None.

Absent: Helms.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 5. Special meeting minutes of the Economic Development/Housing Authority Commission for February 7, 2014.
- 6. Regular meeting minutes of the Economic Development/Housing Authority Commission for February 11, 2014.

COMMUNICATIONS:

- 7. Acknowledge the retirement of Michelle Manias effective May 30, 2014 and thank her for her years of dedicated service to the City of East Grand Forks.

Ms. Manias said it has been fun working for the City. Council President Buckalew thanked Ms. Manias for the years she has helped keep the community safe and for the times she has gone above and beyond for the community which included saving lives.

OLD BUSINESS: NONE

NEW BUSINESS:

- 8. Consider approving a contract for a Building Envelope Forensic Expert for \$165 up to \$190 per hour for services provided.
 - a. The information regarding this item will be presented during the council meeting.

Mr. Murphy stated that this item needed to be tabled and it will be brought forward at the next work

session. He informed the council they were looking at hiring a Canadian firm who has had lots of experience dealing with buildings in cold weather climates but the license they need to work in the United States has not been approved yet but should be by the work session next Tuesday.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO TABLE THIS ITEM UNTIL THE NEXT WORK SESSION.

Voting Aye: Olstad, Leigh, Grassel, Vetter, Buckalew and Tweten.
Voting Nay: None.
Absent: Helms.

Council President Buckalew stated that there was information about the Canadian firm handed out and more copies were available by contacting Ms. Nelson.

- 9. Consider approving the renewal of a six month contract with Indepth Inspections for building inspection services.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE RENEWAL OF A SIX MONTH CONTRACT WITH INDEPTH INSPECTIONS FOR BUILDING INSPECTION SERVICES.

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

- 10. Consider approving Ordinance No. 12, 4th Series amending Title XI of the City Code by adding a new chapter to define and regulate Adult Uses and amending Chapter 152 of the City Code regarding location of Adult Uses. (1st Reading)

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ORDINANCE NO. 12, 4TH SERIES AMENDING TITLE XI OF THE CITY CODE BY ADDING A NEW CHAPTER TO DEFINE AND REGULATE ADULT USES AND AMENDING CHAPTER 152 OF THE CITY CODE REGARDING LOCATION OF ADULT USES. (1ST READING)

Voting Aye: Olstad, Leigh, Grassel, Vetter, Buckalew and Tweten.
Voting Nay: None.
Absent: Helms.

- 11. Consider adopting Resolution No. 14-03-28 ordering advertisement for bids for 2013 City Project No. 1 – Sidewalk Improvements (TE).

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 14-03-28 ORDERING ADVERTISEMENT FOR BIDS FOR 2013 CITY PROJECT NO. 1 – SIDEWALK IMPROVEMENTS (TE).

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

Voting Nay: None.

Absent: Helms.

12. Consider adopting Resolution No. 14-03-29 approving the plans and specifications and ordering advertisement for bids for 2014 Assessment Job No. 1 – 17th Street Reconstruction.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 14-03-29 APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2014 ASSESSMENT JOB NO. 1 – 17TH STREET RECONSTRUCTION.

Council member Tweten said how Mr. Boppre commented the City could use 30% or 40% for assessing this project. He added how the council has assessed projects at 30% and if that was to change it would need to be discussed at a work session. Council Vice-President Leigh said he was in favor of completing 17th Street NE and added how some businesses on 2nd Ave NE were charged when 15th Street was redone. He then asked if there was another project that these funds could be used on like streets in the Industrial Park area. Mr. Boppre stated that the report of feasibility will be presented at the next work session and that will show who will be getting assessed for this project which would be the other half of the block on 2nd Ave NE. He added that the City has a policy of assessing 30% on state aid roads and how this is a federal project. He explained these funds need to be used on the federal roads system which does not include the streets in the Industrial Park.

Mayor Stauss asked if asphalt would help at all on the roads in the Industrial Park. Mr. Boppre said it might help for a year but eventually would crack in the same places the road was cracked. He said how adding asphalt would be like throwing money away since there are more issues that just the cracks like how wet the ground is in that area. Mayor Stauss asked for a recommendation that will help dry out the soil when the streets are being worked in the Industrial Park.

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

Voting Nay: None.

Absent: Helms.

13. Consider adopting Resolution No. 14-03-30 authorizing the City Engineers to begin the design phase of the Waste Water Project.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 14-03-30 AUTHORIZING THE CITY ENGINEERS TO BEGIN THE DESIGN PHASE OF THE WASTE WATER PROJECT.

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

Voting Nay: None.

Absent: Helms.

CLAIMS:

14. Consider adopting Resolution No. 14-03-31 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 18297 for a total of \$504.81 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 14-03-31 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 18297 FOR A TOTAL OF \$504.81 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Olstad, Leigh, Grassel, Vetter, Buckalew and Tweten.
Voting Nay: None.
Absent: Helms.

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

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

Voting Aye: Olstad, Leigh, Grassel, Vetter, Buckalew and Tweten.
Voting Nay: None.
Absent: Helms.

COUNCIL/STAFF REPORTS:

Mayor Stauss commented how the discussion of streets came up and asked if a street repair priority list could be created with approximate cost estimates for each project for the next five years. Mr. Boppre told the council the ICON system is up and running and this system could provide that list the mayor is requesting. He stated how the council will be shown a power point presentation explaining how staff can utilize the ICON system and prioritize projects.

Council President Buckalew asked Mr. Stordahl if there are any flood projections. Mr. Stordahl stated that at this time the flood forecast is low to moderate flood level and how the council will receive an update when needed. Council President Buckalew added that it was good to be back.

Council Member Tweten commented that some of the council members had gone south and he welcomed them back.

Mr. Murphy commented that the question regarding special assessments for the 17th St NE project will be addressed in the new assessment policy.

Mr. Schroeder stated that Mr. Galstad sends his apologies for his recent absences. Mr. Murphy added that Mr. Schroeder will be filling in for Mr. Galstad when he is absent.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSAD, TO ADJOURN THE MARCH 18, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:19 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES SUMMARY
OF THE CITY COUNCIL & EDHA BOARD
CLOSED SPECIAL MEETING
CITY OF EAST GRAND FORKS
MONDAY, MARCH 24, 2014 – 5:00 PM**

CALL TO ORDER:

The Closed Special Meeting of the East Grand Forks City Council for March 24, 2014 was called to order by Council Vice-President Leigh 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 Vice President Greg Leigh, Council Members Clarence Vetter, Henry Tweten, Mark Olstad, and Chad Grassel.

CALL TO ORDER:

The Closed Special Meeting of the East Grand Forks Economic Development/Housing Authority Board for March 24, 2014 was called to order by Council President Wogaman at 5:02 P.M.

CALL OF ROLL:

On a call of Roll the following members of the East Grand Forks Economic Development/Housing Authority Board were present: President George Wogaman, Vice-President Justin Hecht, Secretary Nan Larson (5:07 PM), Board members Chip Shea, Chad Grassel, and Mark Olstad.

David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jim Richter, EDHA Director

DETERMINATION OF QUORUM:

Council President Buckalew Determined a Quorum was present for the City Council. EDHA President Wogaman Determined a Quorum was present for the EDHA Board.

Mr. Murphy introduced Ms. Tietjen, a specialist in employment law with Kennedy and Graven, who would be a part of the meeting via skype. Ms. Tietjen stated that this would be a concurrent meeting. She gave an overview of the process that would need to be followed and explained how both entities would have to vote separately to close the meeting. Ms. Tietjen added that a brief statement needs to be made summarizing what took place in the closed session once the closed part of the meeting had ended.

Ms. Tietjen went on to explain how the City Council will exit and the EDHA will vote to go back into a closed session for discussion of the purchase or sale of property. Mr. Murphy added the EDHA Board will have to make a recommendation regarding this issue to the City Council.

DECLARE A CLOSED SPECIAL MEETING:

1. Closed session is to evaluate the job performance of the EDHA Director. Closed session is to be performed according to the exception to the open meeting law pursuant to Minnesota Statute 13D.05, Subd. 3(a).

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO CLOSE THE SPECIAL MEETING TO EVALUATE THE JOB PERFORMANCE OF THE EDHA DIRECTOR. CLOSED SESSION IS TO BE PERFORMED ACCORDING TO THE EXCEPTION TO THE OPEN MEETING LAW PURSUANT TO MINNESOTA STATUTE 13D.05, SUBD. 3(A).

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

Voting Nay: None.

Absent: Helms and Buckalew.

DECLARE A CLOSED SPECIAL MEETING:

A MOTION WAS MADE BY BOARD MEMBER GRASSEL, SECONDED BY BOARD MEMBER OLSAD, TO CLOSE THE SPECIAL MEETING TO EVALUATE THE JOB PERFORMANCE OF THE EDHA DIRECTOR. CLOSED SESSION IS TO BE PERFORMED ACCORDING TO THE EXCEPTION TO THE OPEN MEETING LAW PURSUANT TO MINNESOTA STATUTE 13D.05, SUBD. 3(A).

Voting Aye: Shea, Olstad, Hecht, Grassel, and Wogaman.

Voting Nay: None.

Absent: Knoff and Larson.

Discussion followed in the joint closed session.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OSLTAD, TO CLOSE THE CLOSED PORTION OF THE MEETING AND RETURN TO OPEN SESSION.

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

Voting Nay: None.

Absent: Helms and Buckalew.

A MOTION WAS MADE BY BOARD MEMBER OLSAD, SECONDED BY BOARD MEMBER SHEA, TO CLOSE THE CLOSED PORTION OF THE MEETING AND RETURN TO OPEN SESSION.

Voting Aye: Shea, Olstad, Hecht, Grassel, Wogaman, and Larson.

Voting Nay: None.

Absent: Knoff.

Ms. Tietjen stated during the closed session staff discussed performance issues of the EDHA Director and is obtaining further direction from the City Council and EDHA Board and making some motions consistent with that further direction.

Mr. Murphy asked for authorization from the City Council to hire Abdo, Eick, & Meyers as proposed.

A MOTION WAS MADE COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO AUTHORIZE THE CITY ADMINISTRATOR TO HIRE ABDO, EICK, & MEYERS AS PROPOSED.

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

Voting Nay: None.

Absent: Helms and Buckalew.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE MARCH 24, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:26 P.M.

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

Voting Nay: None.

Absent: Helms and Buckalew.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 25, 2014 - 5:00 P.M.**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for March 25, 2014 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; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Charlotte Helgeson, Library Director; 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. Feasibility Study for 2014 Assessment Job No. 1 – 17th St NE – Greg Boppre

Mr. Boppre reminded the council that the plans and specifications for this project had been filed the previous week. He stated that the council can decide what percentage to assess on this project since it is not a state aid street. He added how if the council only decides to assess the 30% the remaining 15% would then have to come out of the City budget. Mr. Boppre said that in his report he is suggesting 45% to be assessed but whatever the council chooses the engineers will follow. Council member Tweten commented how usually the City uses 30% but on this project the City is already paying for a large part of the assessment he suggested the City assess 45% of the project. Mr. Boppre added there was a draft assessment roll included with the packet. He stated how the assessed amount was \$605,628 and according to the proposed assessment roll the City will be paying just over half of that amount because of all the City property along 17th Street.

Council Vice-President Leigh said if the council decides to use 30% approximately \$400,000 was budgeted the City would be able to cover the rest and give the taxpayers a break. Council member Grassel asked if that money was budgeted for anything else. Council Vice-President Leigh stated the money was budgeted for this project but could be used for something else and added how this was an opportunity to hold assessments down for these property and business owners. Council President Buckalew asked how that would be justified. Council Vice-President

stated the funds were budgeted for this project and this could be treated like a state aid street by assessing 30% of the costs and the City absorbing more of the cost. Mr. Boppre commented how this project could be treated like the project completed on 17th and stated whatever the council decides to move forward with he will revise the feasibility report accordingly.

Council President Buckalew asked for comments and questions. Council member Vetter stated that amount is budgeted but if that whole amount is not spent money this will be saved for the whole town and not a select few on this one project. He added that he willing to stay with the policy and the way it is. Council member Olstad stated he understands and appreciates Council member Leigh's and echoes Council member Vetter's comments too. He said this won't be done for everyone else in the City and the policy is not changing. Council Vice-President Leigh stated he is thinking about the people that were assessed from the last project. Council member Tweten commented how the council is considering assessing more so they are able to do more with the dollars available.

Council member Vetter asked if the same property owners were being assessed for 17th Street that were assessed for 15th Street. Mr. Boppre stated they are different property owners. Council member Vetter said except for the City. Mr. Boppre stated yes and then explained how the current assessment policy is used in determining who is assessed for a project which includes going half way down the block to assess for end benefit. Council member Olstad commented if the City picks up the additional 15% it could look like a street improvement district by covering the overage and added right now street improvement districts have not been approved. Mr. Boppre stated he would file this at the next meeting as is and added that the assessment roll could still be altered if the council so chooses.

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

2. Campbell Library Roof Update – David Murphy/Charlotte Helgeson

Ms. Helgeson stated she had been working with Mr. Strommen, from Kennedy and Graven, to find an expert help come up with a solution. She explained about the difficulty in finding an expert within Minnesota and found one in Winnipeg, Canada. She stated how Mr. Strommen found Mr. Gary Proskiw with Proskiw Engineering, who is considered an expert in building envelope forensics. Ms. Helgeson informed council about the conversation she had with Mr. Proskiw and the questions that he asked. She explained how he will have to perform an air pressure test and at that point he can come up with a solution. She added how he is not certain that he can identify if Braun missed something and at that point it will be decided if he can be an expert witness or not and Mr. Strommen would only moved forward on the previous investigations.

Council President Buckalew asked if there were any questions. Mayor Stauss asked what they had to stand on since they were hired to improve the building and it was not done. Ms. Helgeson informed the council that Mr. Strommen say two ways that damages could be assessed by looking at the materials presented to him. She explained the first is that Braun saw the problem and ignored it and if that is the case they will have to pay to fix it. She added that if they missed it in all of their expertise they would have to pay the difference from the cost to have it repaired

in 2012 and what it would cost in 2014. Discussion followed about what needs to happen before Mr. Proskiw can work in Minnesota and what the costs are going to be working with Mr. Proskiw. Mr. Murphy added that he inferred from Proskiw Engineering are looking at expanding their business in the northern part of the United States. Council member Tweten told the council the library board met and passed a motion requesting the council proceed with this matter. He added that this has been a problem for years and hopes this will take care of it. Council President Buckalew added that his does need to get fixed and asked for any questions. He then asked if there is an estimate on how much this will cost. Ms. Helgeson stated he estimated it would be between \$10,000 and \$20,000.

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

3. Sewage Rates for Customers with Frozen Lines – David Murphy/Megan Nelson

Mr. Murphy said staff was just looking for direction from the council on this issue. He stated how the cold weather has caused some issues with frozen lines with water service lines in town. He explained how the Water and Light Department put out a press release explaining how to test to see if a resident needed to keep their water running to keep the line from freezing. Mr. Murphy stated that in the past the Water and Light Department has taken an average of water use over the winter months and used those amounts to charge customers who need to keep their water running. He added how this was not written in a policy but had been past practice and would like to know if the council would still like to continue with this practice.

Mayor Stauss stated this is the way to go because this is an issue with frost; the bill could be very expensive if this isn't done, and so he said he was okay with continuing with this practice. President Buckalew said if the average number was put in the sewage rate would automatically change and its clean water that does not need to be treated. He asked if anyone had an objection. Council member Tweten commented how there are issues all over the state with frozen water lines and that what is causing the problem is that it is the length of the winter. Council President Buckalew asked if a policy can be created regarding this issue. Mr. Murphy stated he will work with the Water and Light Department to create a policy.

4. Civic Center Expansion – David Murphy

Mr. Murphy stated at the last work session council requested three options to a girls locker room addition along with cost estimates to be brought back for the council to review. He explained how Mr. Dietrich with EAPC had been contacted and put together some estimates for these options. Mr. Murphy asked for direction after the options have been reviewed on which option should be focused on, who should be on the research committee, and on entering into a formal contract for the design of the building. He then asked Mr. Dietrich to address the three options.

Mr. Dietrich stated how he was contacted and asked to prepare three options he was given along with a cost estimate for each. Mr. Dietrich started reviewing the options and explained the drawings are only concept drawings at this point and they will need to be refined. He explained how Option A is taking away current storage and office space. He added that would be replaced by a locker room with showers and bathrooms, a coach's office, and a mechanical room. He

stated what allowed for Option B was moving the concessions upstairs and expanding the lobby. The lower level would then be locker room for the girls which would be very equivalent to the size of the boys locker room. He added that with a larger lobby and a higher occupant load it would require another bathroom that would have to be included. Mr. Dietrich stated that if changes are made to this building there are two items that will need to be added which are an elevator and sprinklers. He then explained Option C and how this was two levels with locker rooms on the lower level and a lobby/concession area on the upper level with a entry door for going both up and down. He added how the costs include the spaces being completely finished.

Mr. Dietrich started discussing the estimates. He stated Option A was a little under \$150,000. Council member Grassel asked if the council moved forward with Option A, is the cost included with moving the storage and office. Mr. Dietrich stated that was something the council would have to figure out. He continued reviewing the costs for Option B which came in at \$1,075,076. Council President Buckalew asked if the sprinklers listed were just in the new spaces. Mr. Dietrich said it was for the whole building. Discussion followed about completing that throughout the whole building would cost around \$150,000-\$165,000 including water service which was included under the HVAC/plumbing portion for Option B. He added the elevator was more than likely going to cost \$65,000-\$70,000.

Mayor Stauss asked if the cost of the elevator was included with Option A. Mr. Dietrich said the cost for the elevator was not included or the sprinklers but if the changes require those items to be included then the cost for Option A would go up. Council President Buckalew asked Ms. Ellis if the smaller dollar amount would allow the City to not include redoing the sprinklers or elevators. Ms. Ellis stated she was told from Kurt Wiley with the Department of Labor and Industry that any major renovation would require a platform lift or elevator would have to be included.

Mr. Dietrich reviewed the costs for Option C which included two new levels and new bathrooms along with the locker rooms. Mayor Stauss asked why the occupancy load increased. Mr. Dietrich explained how they figure out the occupancy load of the Civic Center with the different options by using the square footage. Ms. Ellis stated again that if a renovation is done and an area is given a new use could require the installation of an elevator. Mayor Stauss asked if another \$60,000 needed to be added to Option A for the cost of an elevator. Mr. Galstad stated they should also include the \$150,000 for the sprinkler systems also. Mr. Dietrich added the cost for the elevator could be more if a shaft has to be built. Mr. Grassel stated the cost will be higher since they will have to build a space for storage since Option A takes out the storage.

Discussion followed about the different options, what space could be utilized for storage, how much more Option A might be, and how the City will need to contact Mr. Wiley to get clarification regarding if Option A would require an elevator. There was also discussion about where the items would be stored by either building a storage shed at the Civic Center or storing the items in the Park Shop.

More discussion followed about the roof issue getting addressed with Option B, how much the Blue Line Club could possibly help with any of the options and if there should be a warm place people can watch the game from. Council member Vetter stated how this project has been talked

about for years and stated how the council should move forward with Option A because the others won't get funded and this way the project will get done. Council Vice-President Leigh asked to get the all of the real costs for Option A which would include a storage shed built at the Civic and to get input on this from Mr. Larson. Mr. Murphy asked what council members should be on the research committee. After some discussion it was decided that there was not going to be a research committee and everything would be brought back to the council. Council member Tweten asked for this to be tabled until the council knew where the funding was coming from. Council Vice-President Leigh disagreed and said this need to move forward. Mr. Murphy stated the information the council was asking for will be brought back to the next work session.

5. Municipal Code on Alarm Systems – Megan Nelson

Ms. Nelson stated how the City has a chapter on alarm systems and the fee schedule is supposed to be set by the council. She explained how City had been contacted on if there was a fee and how she was not able to find any type of fee schedule. Council Vice-President Leigh asked for a list of suggested fees to bring back to the next work session. Ms. Nelson mentioned different types of alarms and how council will have to decide if they would include them under this section of the code. Mayor Stauss said if its not a problem why make it a problem. Mr. Galstad stated the biggest issue is this ordinance is not being followed so council would need to decide if they want to keep or amend this section. Mr. Olstad stated where he works they have to pay \$40 per site for having an alarm and explained the process they had to go through. Council member Vetter asked to have something prepared and bring it back to the work session.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE MARCH 25, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:26 P.M.

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

Voting Nay: None.

Absent: Helms.

**UNAPPROVED MINUTES SUMMARY
OF THE CITY COUNCIL
CLOSED SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 25, 2014 – 6:30 PM**

CALL TO ORDER:

The Closed Special Meeting of the East Grand Forks City Council for March 25, 2014 was called to order by Council President Buckalew at 6:30 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.

Ron Galstad, City Attorney; David Murphy, City Administrator/Clerk-Treasurer, and Megan Nelson, Executive Assistant.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present

DECLARE CLOSED SPECIAL MEETING

1. Closed session to evaluate the job performance of the City Administrator. Closed session is to be performed according to the exception to the open meeting law pursuant to Minnesota Statute 13D.05, Subd. 3(a).

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER OLSTAD, TO OPEN THE CLOSED PORTION OF THE MEETING TO EVALUATE THE JOB PERFORMANCE OF THE CITY ADMINISTRATOR ACCORDING TO THE EXCEPTION TO THE OPEN MEETING LAW PURSUANT TO MINNESOTA STATUTE 13D.05 SUBD 3(A).

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

Voting Nay: None.

Absent: Helms.

Discussion followed in the closed session.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO CLOSE THE CLOSED PORTION OF THE MEETING.

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

Voting Nay: None.

Absent: Helms.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO RETURN TO OPEN SESSION.

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

Voting Nay: None.

Absent: Helms.

Council President Buckalew stated the City Council reviewed the job performance evaluations regarding Mr. Murphy's first six months as City Administrator during the closed session.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE MARCH 25, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:47 P.M.

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

Voting Nay: None.

Absent: Helms.

David Murphy, City Administrator/Clerk-Treasurer

MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AND HOUSING AUTHORITY (EDHA)

A Regular meeting of the Commissioners of the East Grand Forks Economic Development Housing Authority was held at 4:00 p.m. on March 11, 2014 in the East Grand Forks Economic Development Housing Authority Board Room in City Hall, East Grand Forks, MN.

1. The regular meeting was called to order by President George Wogaman at 4:02 pm.

EDHA Commissioners present: George Wogaman, Mark Olstad, Chad Grassel, Chip Shea and Justin Hecht

Absent: Kerry Knoff and Nan Larson

Also Present: David Murphy, EGF City Administrator
James Richter, Executive Director
Nancy Ellis, City Planner
Pat Krug, Land Surveyor with WSN
Ron Galstad, EGF City Attorney
Barry Wilfahrt, Chamber of Commerce President
Craig Tweten, Community Contractors Developer
Megan Nelson, Executive Assistant

President Wogaman determined a quorum was present.

Mr. Richter stated how they won't be following the agenda in order today and will be addressing the preliminary plat for the Riverwalk First Addition first.

6. A. Mr. Krug introduced himself to the board and gave a brief summary about his years of experience working in and with East Grand Forks. He stated there was a proposed plat of the Riverwalk Centre and referred to handouts that showed a preliminary plat from 2007, a current proposal of a plat for the Riverwalk Centre, and a proposed CIC plat or Common Interest Community plat, and two handouts that were brought in to show an example of a similar project completed as a Common Interest Community plat done by WSN.

Mr. Krug explained there are two different plat types that could be used to complete this plat. He stated the first type was a regular plat and the second type was a Common Interest Community plat. He explained the issues with a conventional plat which included the hardship of future owners being about to get a clear title, the double t-sections that stick into the new portion of the building, difficulty in selling, common wall agreements would have to be obtained which would include some type of easement, and how all of the utilities will have to be separated for each individual unit as well as the

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AND HOUSING AUTHORITY (EDHA) (continued)

fire protection and electrical service for either plat. Mr. Krug stated he was not sure if there was sanitary sewer involved and asked Mr. Richter if he was aware. Mr. Richter stated that issue was just looked into and the sanitary sewer was tied out by the area where the electrical meter is. He added how the sanitary sewer and electrical were already a separate issue.

Mr. Krug continued by explaining how a CIC plat makes everything a common denominator. He stated how each store would be divided into its own entity and how in the future it would be easier to sell since each lot would have a clear title. He then asked Mr. Galstad to further explain that issue. Mr. Galstad explained how each lot would have its own legal description and title. He stated how he had met with Mr. Krug and had a discussion about this platting process and after looking at the pros and cons, it is his opinion based upon the building this plat should be done as a common interest community plat. He stated to have it done any other way would be almost impossible since the Demers Professional building is dependent upon the mall for structural integrity. He added the biggest issue of this process would be to have a condo association and the set up the management of that association. Mr. Murphy added how being a part of this association would require collection of dues. Mr. Galstad added how these dues would be used to maintenance of common area and repair of the building.

Mr. Olstad asked if dues could be set up by using square footage instead of all of the businesses pay the same amount. Mr. Galstad stated that would be all set up in the association agreement which would also have to set up the structure so 4 smaller businesses would not be able to veto a larger business as well as not allowing the one larger business to be able to take over and be able to make all the decisions. Mr. Galstad added that this would also help make it easier to sell the units one at a time instead of all of the units at the same time. He stated how this is a policy decision. Mr. Krug informed the board he had brought an example of an association agreement for them to look over. He added this is prepared by an attorney and should address any issue. Mr. Galstad stated this was a very specialized document and he suggested contracting with a real estate attorney to prepare this document since he had only done one and how it was the foundation for the association for years to come. Discussion followed about if or what the City's role would be in the association, how the cic plat would allow for clear titles of all the units, and if there are any easements that need to be identified. Mr. Grassel asked how costly this plat will be and who would be responsible for that. Mr. Richter stated he assumed the EDHA would be responsible for paying for the replat. Mr. Krug estimated it would cost anywhere from \$5,000 to \$7,000 for the plat plus the cost of setting up the declaration of the association.

March 11, 2014

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AND HOUSING AUTHORITY (EDHA) (continued)

C. Mr. Richter directed everyone to look in the packet at the elevation and site plan for the Northern Pacific Apartments. Mr. Tweten explained to the board how everything will stay the same except for the decks. He stated that when they were drawn up they were only 30 inches deep and they would like to make them larger using the same finished aluminum product that was used on the Minnesota Heights building and make them four feet deep and about eight feet long. Ms. Ellis added the planning office had received the new site plan and how currently there are any issues provided it meets building code so it does not have to go back through the planning office.

Mr. Tweten commented on how the building should be ready close to the end of July or the beginning of August and many of the apartments are already rented. He added how he would have a new drawing from JLG soon. Mr. Richter said how he wanted everyone to be aware of this so he had asked Mr. Tweten to come in and inform the board. He added that he had informed the mayor about this change so he is aware as well. Mr. Richter asked for a motion to approve the change in the size of the decks to the Northern Pacific apartment building.

A motion made by Mark Olstad, seconded by Chip Shea, to approve the change in size of decks to the Northern Pacific apartment building.

Voting Aye: Wogaman, Olstad, Grassel, Shea, and Hecht.

Voting Nay: None.

Absent: Knoff and Larson.

Motion Carried.

Mr. Richter stated how there is some extra costs that Mr. Tweten has put together on the Northern Pacific Apartments. He added a committee could review the information. Mr. Shea asked Mr. Tweten if there was anything new with the Minnesota Heights space. Mr. Tweten stated there have been a couple people interested and there is some potential for a coffee shop to go in. He stated the interested party needs to come back with a proposal.

2. Approval of minutes:

A. A motion was made by Mark Olstad, seconded by Chad Grassel, to approve the minutes of the February 7, 2014 special meeting and February 11, 2014 regular meeting.

March 11, 2014

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AND HOUSING AUTHORITY (EDHA) (continued)

Voting Aye: Wogaman, Olstad, Grassel, Shea, and Hecht.

Voting Nay: None.

Absent: Knoff and Larson.

Motion Carried.

3. Bills and Communications:

Mr. Richter asked if there were any questions. Mr. Wogamon had a question about the snow removal charges for Sunshine Terrace. Mr. Richter explained how there is a service that comes in and removes the snow from the parking lot and Jay only removes the snow from the sidewalks around the building.

A. A motion was made by Justin Hecht, seconded by Chad Grassel, to the bills of February 18, 2014 and March 4, 2014.

Mr. Richter stated that the minutes that were voted on by the board were corrected to show that Mr. Hecht was present.

Voting Aye: Wogaman, Olstad, Grassel, Shea, and Hecht.

Voting Nay: None.

Absent: Knoff and Larson.

Motion Carried.

4. Public Comments: None

5. Old Business: This item was tabled until the next meeting.

A. Presented the sub-fund reports for 2013 for review and questions from the EDHA Board. No action required.

6. New Business:

B. Mr. Richter referred the board to the Water's Edge First Addition replat information. He explained how Mr. Ryan currently is working on twin homes in the Water's Edge Third addition and how he commented the lots are low and going to need dirt. He added Mr. Ryan has said there is a demand for the twin homes because they are sold before they are finished being built. Mr. Richter then pointed out lots 12-15 in Water's Edge First Addition, Block 2. He explained how these have controlled access to 23rd Street and how they all have a 50 foot Viking gas line easement. Mr. Richter

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AND HOUSING AUTHORITY (EDHA) (continued)

told the council how Mr. Ryan would be interested in purchasing these lots for twin homes if this was replatted. He added that he had not completed any cost analysis if these lots were to be replatted. He asked the board if this was something that should be looked into further.

Mr. Galstad stated how the homeowners would need to give their permission to have this change from an R-1 to an R-2. Mr. Murphy added that a public hearing will need to be held also. Discussion followed about what could happen with lot 11 with all of the easements on it. Mr. Shea stated he thinks it is a good idea. Mr. Richter stated he would do research into what would need to happen.

- D. Mr. Wogaman stated they would then look over the Boardwalk Entertainment Group request. Mr. Richter commented that the new funds they are asking for would be to get more user space out on the deck which might have to be completely redone and would include a spiral staircase. Mr. Murphy stated he has had previous experience with spiral staircases in commercial spaces, how they are very restrictive and to make them aware of that. Mr. Richter stated he had.

Mr. Olstad asked who was tied to the original notes. Discussion followed about the makeup of owners of the Boardwalk, how updated information or a new application would need to be filled out for this request, and how this would affect the current loan with the EDHA with the addition of another loan. Mr. Olstad stated the board would need to see the new structure of the business. Mr. Shea added the new information will need to be gathered and the board can decide after that.

7. Report of Executive Director

- A. Mr. Richter reviewed the loans regarding who was behind in payments and who he is still expecting payments from. Discussion followed about the restructuring of a current loan that is behind. Mr. Richter stated he would talk with the person and see what can be done.

Mr. Richter then reviewed the rent report from the Riverwalk Centre and commented there was only one that was outstanding. Discussion followed about what steps could be taken so this doesn't keep happening.

8. Other Business: None

9. Adjournment: A motion was made by Chad Grassel, seconded by Mark Olstad, to adjourn the meeting.

Page 6

March 11, 2014

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT
AND HOUSING AUTHORITY (EDHA) (continued)

Voting Aye: Wogaman, Olstad, Grassel, Shea, and Hecht.

Voting Nay: None.

Absent: Knoff and Larson.

Motion Carried.

The next regular meeting is **March 25, 2014 at 4:00 pm** at the **East Grand Forks Economic Development Housing Authority Board Room, Second Floor in the East Wing, East Grand Forks City Hall**, East Grand Forks, MN.

Respectfully Submitted,

Megan Nelson
Executive Assistant

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held February 20, 2014 at 5:00 P.M.

Present: Quirk, Ogden, Loven, Tweten

Absent: None

It was moved by Commissioner Tweten seconded by Commissioner Ogden that the minutes of the previous meeting of February 6, 2014 be approved as read.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,447,861.85.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to approve the 2014 Miscellaneous Electric Distribution project plans & specs; advertise for bids; and set the bid opening for 2 PM on Tuesday, March 25.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Ogden to approve the 2014 Electric Equipment and Material project plans and specs; advertise for bids; and set the bid opening for 2 PM on Thursday, March 13.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to declare 52 elbow arrestors as surplus material and donate them to the MMUA Training Center in Marshall, MN.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to adjourn to the next regular meeting on March 6, 2014 at 5:00 P.M with the possibility of skyping with a commissioner in order to have a quorum.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

Lori Maloney
Sec'y

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held March 6, 2014 at 5:00 P.M.

Present: Quirk, Ogden

Absent: Loven, Tweten

The meeting proceeded pursuant to the resolution passed February 6, 1990, pertaining to less than a quorum present to consider bills and payroll only.

It was moved by Commissioner Ogden seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$898,438.92.

Voting Aye: Quirk, Ogden

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Quirk to adjourn to the next regular meeting on March 20, 2013 at 5:00 P.M.

Voting Aye: Quirk, Ogden

Voting Nay: None

Lori Maloney
Sec'y

Request for Council Action

Date: 3/21/14

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

Cc: File

From: Greg Boppre

RE: Feasibility Study for 2014 Assessment Job No. 1 – 17th Street NE Reconstruction

Included is a proposed assessment roll showing where funds could come from to help pay for the City portion of this project. This is just a proposal. The assessed percentage that was used was 45% because that is approximately what the local share of the project will be. As discussed at the last meeting the council has always used a policy of 30% assessment on state aid streets but 17th Street NE is not a part of the state aid system.

Please see the attachment which shows what properties would be assessed on this project.

RESOLUTION NO. 14 – 04 - 32

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

WHEREAS, a report has been prepared by Widseth Smith Nolting with reference to proposed 2014 Assessment Job No. 1 – 17th Street NE Reconstruction, the improvement of 17th Street NE between 5th Ave NE and the Service Road on the east side of Highway 220, and this report was received by the council on March 25, 2014; and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting and non-abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,343,468.10.
2. A public hearing shall be held on such proposed improvement on the 6th day of May, 2014, in the Council Chambers in the City Hall at 5:00 pm and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: April 1, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of April, 2014.

Mayor



East Grand Forks
1600 Central Avenue NE
East Grand Forks, MN 56721-1570

218.773.1185 
218.773.3348 
EastGrandForks@wsn.us.com 

WidsethSmithNolting.com

March 18, 2014

Honorable Mayor and City Council
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

RE: Report of Feasibility
Estimate of Cost and Area Proposed to be Assessed:
Auditor's Plat of Outlots 17 through 64, Auditor's Plat of Outlets 65 through 94

Dear Members of the Council:

We have as directed by Council, made an investigation as to the feasibility of removing and constructing concrete pavement to serve the properties along 17th Street NE (see attached map).

We have identified the project need as follows:

The construction of street paving along with concrete curb and gutter will allow for proper drainage of surface water to the storm sewer system preventing erosion and saturation of porous soils from rainfall and snow melt. The pavement also benefits the adjacent property owners through increased property values, improved aesthetics and all weather access to the property.

The project on 17th Street NE will include the removal of the existing 966' of bituminous pavement, 736' 7" concrete pavement and replacing both sections with 7" concrete reinforced concrete pavement shown on the attached exhibit. Along with new curb and gutter, drain tile will also be installed to help with subsoil moisture. To help improve pedestrian safety, a six (6) foot wide concrete sidewalk will be installed on the south side of 17th Street NE.

17th Street NE from frontage road to 5th Ave NE

The totaled estimated project cost is \$1,343,468.10 resulting in an assessment rate of \$176.50 per front foot benefit and \$58.83 per end foot benefit. The assessment rate is 45%, because the local funding is \$605,628.10 which is 45% of the total project cost.

AREAS PROPOSED TO BE ASSESSED

Auditor's Plat of Outlots 17 through 64

Lots 17- 21, 36-38

Auditor's Plat of Outlots 65 through 94

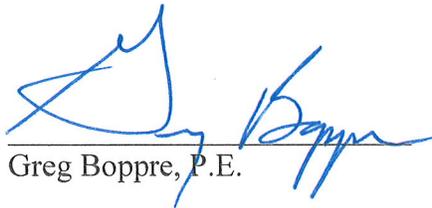
Lots 68, 69, 70, 74, 84, 85

We feel the project described is feasible.

If you have any questions, or if additional information is needed, please contact our office.

Respectfully yours,

Widseth Smith Nolting & Associates Inc.



Greg Boppre, P.E.

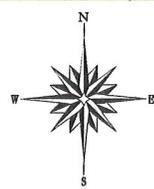
2014 ASSESSMENT JOB NO.1-STREET RECONSTRUCTION
EAST GRAND FORKS, MINNESOTA

PARCEL NO.	OWNER	DESCRIPTION	FRONT FOOTAGE	\$ FRONT BENEFIT	END FOOTAGE	\$ END BENEFIT	TOTAL ASSESSMENT BEFORE INTEREST
83.02841.00	RENT-A-HOME	LOT -068		\$0.00	174.25	\$10,251.56	\$10,251.56
83.02842.00	VERVALEN ROBERT M	LOT-069		\$0.00	58.75	\$3,456.41	\$3,456.41
83.02843.00	PIERCE INVESTMENT COMPANY	LOT-070		\$0.00	388.29	\$22,844.07	\$22,844.07
83.02278.00	EAST GRAND FORKS CITY		300	\$52,949.26		\$0.00	\$52,949.26
83.02277.00	EAST FORKS LIMITED PARTNERSHIP	LOT-017	465	\$82,071.35		\$0.00	\$82,071.35
83.02279.00	BTA PROPERTIES, LLC	LOT-019		\$0.00	189.65	\$11,157.58	\$11,157.58
83.02280.00	SIXTEEN HUNDRED CEN AVE PTNSHP	LOT-020		\$0.00	100	\$5,883.25	\$5,883.25
83.02281.00	SIXTEEN HUNDRED CEN AVE PTNSHP	LOT-21		\$0.00	5.25	\$308.87	\$308.87
83.02847.00	EAST FORKS LIMITED PARTNERSHIP	LOT-074	646.88	\$114,172.72	621.285	\$36,551.75	\$150,724.47
83.02857.00	EAST GRAND FORKS CITY		1212.32	\$213,971.47	589.28	\$34,668.82	\$248,640.29
83.02296.00	OLDERBAK LAWRENCE R & JANIE L	LOT-036		\$0.00	100	\$5,883.25	\$5,883.25
83.02297.00	BLOMQUIST KEITH & CAROL M.	LOT-037		\$0.00	100	\$5,883.25	\$5,883.25
83.02298.00	HAGEMAN PAULD.	LOT-038		\$0.00	94.75	\$5,574.38	\$5,574.38
			TOTAL FOOTAGE	2624.2	2421.505		

TOTAL PROJECT COST \$1,343,468.10
ASSESSMENT RATE 45.00%
CITY REDUCTION OF CONSTRUCTION COST \$737,840.10
TOTAL COST TO BE ASSESSED \$605,628.00
FRONT ASSESSMENT RATE \$176.49752
END ASSESSMENT RATE \$58.83251



— END BENEFIT
— FRONT BENEFIT



3/14/2013 2:02:22 Users\Katy.Reinson\Desktop\EGF-maps.dgn



Engineering
 Architecture
 Surveying
 Environmental

DATE: 03/14/2014
 SCALE: No Scale
 DRAWN BY: KJR
 CHECKED BY: GB
 JOB NUMBER: 33

2014 Assessment Job No. 1
Street Reconstruction
East Grand Forks, Minnesota
Assessment Benefit

SHEET NO.
1
 SHEET
 1 OF 1

Request for Council Action

Date: March 25, 2014

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

Cc: File

From: Charlotte Helgeson, EGF Campbell Library Director

RE: Library Roof Investigation Expert 2014

History:

Two investigations have been completed of the Library Roof concerning water damage in meeting room closet and ice damming in valleys of meeting room

1)2011 done by Inspec—conclusion not reached.

- Recommendation for further investigation.

2)2012 done by Braun, Kraus Anderson and MacFarlane

- Recommendation to gut and re-insulate meeting room roof and re-shingle the entire Library. MacFarlane worked under separate contract to improve HVAC performance.
- Construction completed October 2012
- Water damage appeared in March 2013 (Same location as original concern)
- Recommendation from KA and Braun—remove snow from roof, March 2013
- Simple re-investigation by KA and Braun, no conclusion, recommended more investigation
- Braun investigated roof cavity—recommendation to add heat tape, remove gypsum, insulate beam #2, re-foam and re-insulate, May 2013. No action taken.
- Council and Library Board asked for Braun to review of infrared photos taken by W&L Dept., September, 2013
- Braun reported the new water damage is “an unrelated issue to the roof repairs completed in 2012”, Jan. 2014.

Library Recommendation: Work with—

- James Strommen of Kennedy and Graven, Lawyer from Minneapolis with expertise in construction
- Gary Proskiw of Proskiw Engineering, Building Envelope Forensic specialist from Winnipeg, Manitoba with expertise in northern climate roof concerns

RESOLUTION NO. 14 – 04 - 33

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

WHEREAS, the Library has been experiencing water damage issues for several years; and

WHEREAS, the City Council has taken previous remedial actions; and

WHEREAS, the water damage issues have continued in the library after the reconstruction of 2012 and the removal of snow from the roof which was a recommendation from Kraus Anderson and Braun; and

WHEREAS, the City Council and Library Board are seeking for expert assistance to correct the water issues and prevent any further damages;

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

1. The City of East Grand Forks would like to enter into a contract with James Strommen of Kennedy and Graven who is an expert in construction law and construction litigation.
2. The City of East Grand Forks would like to enter into a contract with Gary Proskiw of Proskiw Engineering who is a Building Envelope Forensic Specialist with expertise in northern climate roof concerns.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: April 1, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of April, 2014.

Mayor

March 21, 2014

Gary Proskiw, P.E.
Proskiw Engineering, Ltd.
101-1555 St. James Street
Winnipeg, Manitoba R3H 1B5

Re: City of East Grand Forks Library Building Envelope Investigation

Dear Mr. Proskiw:

We have been retained by the City of East Grand Forks, Minnesota (“City”) on the matter of continuing moisture problems from the structural beams and related attic areas of the City’s library. On behalf of the City, the following are the terms and conditions under which the City proposes to retain your services to investigate the cause(s) of this problem and to provide recommended solutions to it. Also described below are additional services that may be agreed upon between you and the City during or upon completion of your investigatory services, but are not included as a part of this proposal.

If this fee and Scope of Service proposal is acceptable, please sign both copies, retain one and return the other to my attention.

SCOPE OF SERVICE

The scope of this project consists of your investigative, forensic engineering services for the City library (“Library”), as follows:

- 1) At the earliest reasonable time, you will conduct on-site observation and testing of the Library as necessary to determine the cause(s) of the moisture problem described in the materials previously sent for your review and discussions with City representatives regarding the same.
- 2) You will promptly advise the City verbally of your tentative conclusions as to cause(s) and potential solutions to remedy the problem(s). If the City requests, you will prepare a written report regarding your conclusions as to cause and solutions, i.e., repair of the Library that will eliminate the moisture problems to the greatest extent possible. Upon

completion of or during the course of Nos. 1 and 2 above, upon mutual agreement, the City and you may amend this Scope of Service as follows:

- 3) You will prepare a written report and agree to opine, including but not limited to testimony in a legal proceeding, as to whether the design and repair of the Library substantially completed in October 2012 was appropriate and complete in addressing the City's stated needs of eliminating the moisture problem you will have investigated pursuant to Nos. 1 and 2 above. This additional scope of services will include, but not necessarily be limited to, identification of the entities or individuals responsible for any deficiencies in the diagnosis and execution of the above Library repair and whether any or all of them reasonably should have identified the additional problems not addressed by the repair and advised the City during or before the repair. This further engagement may involve your association with a qualified, licensed design professional in Minnesota, as mutually agreed upon.

FEE COMPENSATION

Your services shall be compensated on an hourly fee basis of \$150 per hour in Canadian dollars. Services provided by other employees at your firm, or equipment used, in furtherance of your services shall be billed at rates in the attached schedule.

Fee compensation shall be invoiced and paid monthly in proportion to work completed. Invoiced amounts shall be due within thirty (30) days of receipt of invoicing. Unpaid balances due shall bear interest at 5 percent per annum, accruing if payment is not received within sixty (60) days of invoice receipt. The City shall pay you in equivalent U.S. Dollar amounts substantially equaling \$150 per hour in Canadian dollars or at the set U.S. Dollar rate of \$____ per hour, at your option.

REIMBURSABLE EXPENSES

The following expenses shall be reimbursed for actual cost prudently incurred:

- quick ship delivery services or fax costs not made necessary by your delay
- reproduction or plotting of drawings, specifications and other documents
- travel mileage at \$____ per mile in U.S. Dollars for travel by motor vehicle
- reasonable lodging and meals costs
- other expenses incurred in connection with this engagement, upon pre-approval by the City

SUSPENSION OR TERMINATION OF SERVICES

The City may suspend or terminate any or all services covered by this agreement at any time, subject to providing you with a minimum of five days written notice of suspension or termination. In the event of such suspension or termination, you shall be paid for undisputed Services rendered to the date of the suspension or termination, including all unpaid Services rendered and unpaid Reimbursable Expenses incurred. Such payment shall be an amount equal to the actual hours of service furnished at the hourly rates contained herein.

DISPUTES

Any controversy or claim arising out of or relating to this agreement, or the breach thereof, shall be settled first by mediation, and if mediation is unsuccessful, by arbitration through a mutually acceptable arbitrator. If no agreement can be reached regarding an acceptable arbitrator, then the dispute will be arbitrated through the American Arbitration Association. Upon mutual agreement, arbitration may be conducted by video conferencing or by telephone.

ASSIGNMENT

You may not assign or transfer any duties, rights under, interest in, or performance of this agreement including any claims for payment or damages, without the written consent of the other.

MISCELLANEOUS

The City enters into this agreement in reliance on your review of the requirements necessary for transacting business in Minnesota and for the requirements you would have as a professional engineer providing professional services in Minnesota, including but not limited to, all requirements, if any, that may exist through the Minnesota licensing board as set forth in Minnesota Statutes, Section 326.02 and Minnesota Rules Chapter 1800. You agree that to the best of your knowledge the services you provide herein, or may agree to provide, are or will be in compliance with all relevant laws of the United States and the State of Minnesota. You agree to indemnify, defend and hold the City harmless from any proceeding alleging that the City acted in violation any relevant law due to services you are alleged to have performed without proper licensure or governmental approval.

If the above conditions are acceptable, please have both copies of this proposal agreement signed, retain one copy for your files and return one copy to our office as a record of the contract.

Gary Proskiw, P.E.
March 21, 2014
Page 4

Very truly yours,

KENNEDY & GRAVEN, CHARTERED

James M. Strommen

I have read the above proposal, agree to its terms and have authority to sign on behalf of Proskiw Engineering Ltd.

PROSKIW ENGINEERING, LTD.

By: _____
Gary Proskiw, P.E.
Its: President

RESOLUTION NO. 14 – 04 – 34

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 18423 for a total of \$764.16.

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 \$764.16 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 April 1, 2014.

Voting Aye:
Voting Nay:
Abstain:
Absent:

The President declared the resolution passed.

Passed: April 1, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of April, 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 18423 for a total of \$764.16.
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 April 1, 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: 3/27/2014 - 4:26 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
18371	04/01/2014	ACM001	Acme Electric Companies	92.59	0
18372	04/01/2014	ADV001	Advanced Business Methods Inc	204.74	0
18373	04/01/2014	AIR001	Airgas	30.15	0
18374	04/01/2014	ALB001	Albrecht Manufacturing	1,064.90	0
18375	04/01/2014	ALL007	Allied 100	59.99	0
18376	04/01/2014	ALL004	Allpro Interior Care Inc	70.00	0
18377	04/01/2014	ALT001	Altru Health System	353.00	0
18378	04/01/2014	AME002	American Tire Service	2,725.10	0
18379	04/01/2014	AME005	Ameripride Linen & Apparel Services	216.33	0
18380	04/01/2014	ANY001	Anytime Plumbing	895.70	0
18381	04/01/2014	BAB002	Babe Ruth League	80.00	0
18382	04/01/2014	BAK001	Baker & Taylor Co	456.65	0
18383	04/01/2014	BAL001	Balco Uniforms Co Inc	371.73	0
18384	04/01/2014	BAR005	Barnes Distribution	578.38	0
18385	04/01/2014	BER001	Bert's Truck Equipment	635.35	0
18386	04/01/2014	BES003	Best Western Plus Kelly Inn	600.06	0
18387	04/01/2014	BLU001	Blue Cross Blue Shield of ND	6,729.00	0
18388	04/01/2014	BOB001	Bobcat of Grand Forks	313.53	0
18389	04/01/2014	BOR001	Border States Electric Supply	29.94	0
18390	04/01/2014	BRI004	Brians Flooring	329.60	0
18391	04/01/2014	BRO004	Broad Reach	110.75	0
18392	04/01/2014	BRO002	Brodart Co	213.09	0
18393	04/01/2014	BUT001	Butler Machinery Co	595.00	0
18394	04/01/2014	CAL002	California Contractors Supplies Inc	113.20	0
18395	04/01/2014	CAR005	Carson Industries Inc	99.95	0
18396	04/01/2014	GFT003	Donald Scott Cash	4,958.48	0
18397	04/01/2014	CEN006	Century Link	840.39	0
18398	04/01/2014	CHU002	Cory & Nicole Chupka	385.00	0
18399	04/01/2014	CMI001	CMI Inc	79.00	0
18400	04/01/2014	COL002	Cole Papers Inc	340.18	0
18401	04/01/2014	COM003	Complete Pest Control Inc	75.00	0
18402	04/01/2014	AIR003	Corval Constructors	2,547.11	0
18403	04/01/2014	DEM001	Demco Educational Corp	703.23	0
18404	04/01/2014	DOC001	Docu Shred Inc	161.42	0
18405	04/01/2014	DRU001	Drummer's Diesel Inc	150.98	0
18406	04/01/2014	EAG001	Eagle Electric	335.64	0
18407	04/01/2014	EGF006	EGF City Petty Cash Ckng	200.00	0
18408	04/01/2014	EID001	EIDE Motors	101.95	0
18409	04/01/2014	EME001	Emergency Apparatus Maintenance In	419.21	0
18410	04/01/2014	EXP002	Exponent	193.82	0
18411	04/01/2014	FIL001	Filter Care	237.79	0
18412	04/01/2014	FLA005	Carly Flaagan	200.00	0
18413	04/01/2014	FLA002	Flat Plains Services Inc	1,270.50	0
18414	04/01/2014	G&K001	G&K Services	218.03	0
18415	04/01/2014	GAF002	Gaffaney's	162.12	0
18416	04/01/2014	GAL001	Gale	149.92	0
18417	04/01/2014	GFF001	GF Fire Equipment	45.00	0
18418	04/01/2014	GFH002	GF Herald	227.00	0
18419	04/01/2014	GFW001	GF Welding & Machine	28.44	0
18420	04/01/2014	GGF001	GGF Convention & Visitors Bureau	1,632.94	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
18421	04/01/2014	GRA008	Grand Forks City	22,518.00	0
18422	04/01/2014	HLM001	H&L Mesabi Company	2,915.00	0
18423	04/01/2014	HAR001	Hardware Hank	764.16	0
18424	04/01/2014	HBS001	HB Sound & Light Inc	1,860.00	0
18425	04/01/2014	HEA001	Heartland Paper	508.15	0
18426	04/01/2014	HOL002	Holiday Credit Office	28.90	0
18427	04/01/2014	HOM001	Home of Economy	28.47	0
18428	04/01/2014	HUG001	Hugo's	27.54	0
18429	04/01/2014	IND002	Indigo Signworks	1,622.10	0
18430	04/01/2014	INT011	Integrated Process Solutions Inc	925.38	0
18431	04/01/2014	J&G001	J&G Landscaping Inc	375.00	0
18432	04/01/2014	K&K002	K&K Insurance	412.00	0
18433	04/01/2014	KEE002	Keeps Inc	77.99	0
18434	04/01/2014	KEN002	Kennedy & Graven, Chartered	495.00	0
18435	04/01/2014	LAB003	Labor Ready Midwest Inc.	122.32	0
18436	04/01/2014	LEA002	League of MN Cities	32,681.72	0
18437	04/01/2014	LOO001	Lookout Books	171.47	0
18438	04/01/2014	MAR004	Marco	70.46	0
18439	04/01/2014	MAR001	Marco Inc	214.75	0
18440	04/01/2014	MCF001	McFarlane	139.95	0
18441	04/01/2014	MEN001	Menards	1,625.02	0
18442	04/01/2014	MPO001	Metropolitan Planning Organization	12,316.49	0
18443	04/01/2014	MIC001	Micro-Marketing LLC	191.87	0
18444	04/01/2014	MID003	Midcontinent Communications	205.14	0
18445	04/01/2014	MID007	Midwest Refrigeration Inc	1,111.71	0
18446	04/01/2014	MND006	VOID****VOID****VOID*** MN I	317.00	0
18447	04/01/2014	MNF001	MN Fire Service Certification Board	300.00	0
18448	04/01/2014	MOT001	Motion Industries Inc	64.98	0
18449	04/01/2014	MTI001	MTI Distributing Company	500.00	0
18450	04/01/2014	NOR025	Greg Norman	390.00	0
18451	04/01/2014	NOR005	Northern Safety Tech	358.94	0
18452	04/01/2014	ORE001	O'Reilly Auto Parts	1,252.48	0
18453	04/01/2014	ODL001	Odland Fitzgerald Reynolds & Harbot	245.25	0
18454	04/01/2014	PRA001	Praxair Distribution	25.08	0
18455	04/01/2014	PRE001	Premium Waters Inc	43.87	0
18456	04/01/2014	PSD001	PS Door Services	78.00	0
18457	04/01/2014	PAT003	Public Agency Training Council	590.00	0
18458	04/01/2014	QBI001	Quality Books Inc	265.02	0
18459	04/01/2014	QUI001	Quill Corp	8.08	0
18460	04/01/2014	RDO001	RDO Powerplan OIB	8,048.13	0
18461	04/01/2014	RED001	Red River Snowmobile Club	4,375.40	0
18462	04/01/2014	REL002	Reliance Telephone System	3,630.00	0
18463	04/01/2014	MER001	Sanford Clinic Fargo Region	138.00	0
18464	04/01/2014	SPK001	Shopko	64.87	0
18465	04/01/2014	SME001	Joel Smerer	350.00	0
18466	04/01/2014	SPR002	Spray Advantage	564.56	0
18467	04/01/2014	STA003	Star Tribune	299.00	0
18468	04/01/2014	STU001	Stuart's Towing	130.00	0
18469	04/01/2014	SWA002	Swanston Equipment Corporation	2,754.09	0
18470	04/01/2014	CHA001	The Chamber of EGF/GF	120.00	0
18471	04/01/2014	THU002	Thur-O-Clean	1,200.00	0
18472	04/01/2014	TIG001	Tiger Direct.com	607.93	0
18473	04/01/2014	TRU001	True Temp	1,049.82	0
18474	04/01/2014	TRY001	Try-County Refrigeration	458.02	0
18475	04/01/2014	USB001	US Bank	450.00	0
18476	04/01/2014	USB005	US Bank Corporate Payment System	8,710.03	0
18477	04/01/2014	VAL001	Valley Petroleum Equipment	762.14	0
18478	04/01/2014	VAL002	Valley Truck	47.06	0
18479	04/01/2014	VIL001	Vilandre Heating & A/C	201.33	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
18480	04/01/2014	WAL003	Wall Street Journal	448.40	0
18481	04/01/2014	WAT001	Water & Light Department	45,219.86	0
18482	04/01/2014	BUL001	Ken Wavra	175.00	0
18483	04/01/2014	WID001	Widseth Smith Nolting & Associates	22,073.00	0
18484	04/01/2014	WIZ001	Wizard's Enterprises Inc.	490.00	0
18485	04/01/2014	XCE001	Xcel Energy	9,236.72	0
18486	04/01/2014	ZEE001	Zee Medical Service	79.45	0
				<hr/> <hr/>	
Check Total:				230,161.98	
				<hr/> <hr/>	

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: KARLA ANDERSON Account Number: **7513 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
02/27/2014	02/28/2014	240494	5965	COMBINED MAIL/PHONE	HFC*DISC DANCE	CA	330144572	\$ 548.51	Memo	12289900	Not Reviewed	No
Name: KEVIN BOUSHEE Account Number: **5570 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
02/24/2014	02/26/2014	240499	5943	STATIONERY STORE/SUPPLIES	OFFICE MAX	ND	341573735	142.72	Memo	XXXXXXXXXXXX5570	Not Reviewed	No
Name: RONALD BUBENDORF Account Number: **5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
02/25/2014	02/27/2014	240506	5541	SERVICE STATIONS	HOLIDAY STNSTORE 3536	MN	411736907	84.00	Memo	104758083536	Not Reviewed	No
02/26/2014	02/28/2014	240506	5541	SERVICE STATIONS	HOLIDAY STATIONSTORE 415	MN	411736907	80.01	Memo	175921188415	Not Reviewed	No
02/27/2014	03/03/2014	240493	3614	AMERICINN	AMERICINN OF FARGO	ND	450425170	93.82	Memo	1932252	Not Reviewed	No
02/27/2014	03/03/2014	240493	3695	EMBASSY SUITES	EMBASSY SUITES	MN	202850524	506.34	Memo	0000162368	Not Reviewed	No
Name: NANCY ELLIS Account Number: **3178 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
03/06/2014	03/07/2014	240491	8398	CHARITABLE/SOCIAL SERVICE	PAYPAL *HAMLINEU	CA	770510487	1,200.00	Memo	11646922867	Not Reviewed	No
03/14/2014	03/18/2014	240493	3692	DOUBLETREE HOTELS DOUBLETREE	DOUBLETREE MINN PK PL	MN	453126114	146.67	Memo	0001071371	Not Reviewed	No
Name: DEBRA HADDEN Account Number: **2440 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
02/25/2014	02/26/2014	240494	5965	COMBINED MAIL/PHONE	HFC*DISC DANCE	CA	330144572	402.98	Memo	12287547	Not Reviewed	No
02/26/2014	02/27/2014	240500	5999	MISCELLANEOUS AND SPECIAL	CELEBRATE EXPRESS.COM	WI	391994246	146.75	Memo	6039306337	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
02/26/2014	02/27/2014	240494	5965	COMBINED MAIL/PHONE	HFC*DISC DANCE	CA	330144572	\$ 129.37	Memo	12287547	Not Reviewed	No
03/04/2014	03/05/2014	240494	5965	COMBINED MAIL/PHONE	HFC*DISC DANCE	CA	330144572	43.91	Memo	12304349	Not Reviewed	No
03/05/2014	03/05/2014	240500	5947	GIFT, CARD, NOVELTY	CSC*WHOLESALE COST UME	NJ	204276605	359.09	Memo	0111211108301001	Not Reviewed	No
03/08/2014	03/10/2014	240500	5999	MISCELLANEOUS AND SPECIAL	CELEBRATE EXPRESS.COM	WI	391994246	69.85	Memo	6149363418	Not Reviewed	No
03/12/2014	03/13/2014	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	35.97	Memo	200	Not Reviewed	No
03/12/2014	03/13/2014	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	349.22	Memo	200	Not Reviewed	No
03/13/2014	03/17/2014	240493	3501	HOLIDAY INNS	HOLIDAY INN EXPRESS	MN	263197120	108.78	Memo	1746067	Not Reviewed	No
03/17/2014	03/18/2014	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	80.97	Memo	200	Not Reviewed	No
03/19/2014	03/20/2014	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	35.96	Memo	200	Not Reviewed	No
03/21/2014	03/24/2014	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	17.98	Memo	200	Not Reviewed	No
03/22/2014	03/24/2014	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	88.87	Memo	200	Not Reviewed	No

Name: MICHAEL HEDLUND **Account Number:** **1856 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

03/05/2014	03/06/2014	240500	5714	DRAPERY AND UPHOLSTERY ST	BLINDS GALORE COM	CA	201130654	178.49	Memo	326811219Y250AS	Not Reviewed	No
03/05/2014	03/06/2014	240491	8299	SCHOOLS/EDUCATIONAL SCHL	MINNESOTACH	MN	770510487	325.00	Memo	11637966157	Not Reviewed	No

Name: LYNDA KATKA **Account Number:** **1545 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

03/06/2014	03/07/2014	240491	8299	SCHOOLS/EDUCATIONAL SCHL	FREDPRYOR CAREERTRACK	KS	431830400	128.00	Memo	020002924303	Not Reviewed	No
----------------------------	------------	--------	------	--------------------------	--------------------------	----	-----------	--------	----------------------	--------------	--------------	----

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: LINDA KOSSOW Account Number: **9273 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
03/19/2014	03/20/2014	240507	5411	GROCERY STORES,SUPERMARK	WAL-MART #1545	ND	710415188	\$ 103.29	Memo	0319141545	Not Reviewed	No
03/20/2014	03/24/2014	240507	5310	DISCOUNT STORES	KMART 4022	ND	361750680	11.02	Memo	00003956	Not Reviewed	No
Name: KRIS KOVAR Account Number: **5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
03/20/2014	03/21/2014	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	219.00	Memo	3-20-14	Not Reviewed	No
03/21/2014	03/21/2014	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	189.99	Memo	3-20-14	Not Reviewed	No
Name: BRIAN LARSON Account Number: **0894 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
03/13/2014	03/17/2014	240493	3501	HOLIDAY INNS	HOLIDAY INN EXPRESS	MN	263197120	108.78	Memo	1745001	Not Reviewed	No
03/19/2014	03/20/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	33.42	Memo	F74073	Not Reviewed	No
Name: DAVID MURPHY Account Number: **0699 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
03/05/2014	03/07/2014	240506	7523	PARKING LOTS AND GARAGES	ALLIED CAPITAL CITY DAIL	MN	410859488	18.00	Memo	0000000004	Not Reviewed	No
03/05/2014	03/07/2014	240506	5542	AUTOMATED FUEL DISPENSERS	HOLIDAY STNSTORE 0319	MN	410771276	53.19	Memo	132108338319	Not Reviewed	No
03/05/2014	03/07/2014	240493	3750	CROWN PLAZA HOTELS	CROWNE PLAZA ST PAUL	MN	364753561	151.12	Memo	13882182	Not Reviewed	No
Name: ELLEN OLSON Account Number: **0646 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
03/05/2014	03/06/2014	240499	9402	POSTAGE STAMPS	USPS-NCMS 66100389	MO	941308560	849.75	Memo	0000000000000000	Not Reviewed	No

Transaction Detail - Summary

<u>Trans Date</u>	<u>Posting Date</u>	<u>MCCG Code</u>	<u>MCC</u>	<u>Merchant Category Code Description</u>	<u>Merchant Name</u>	<u>Merchant State/Province</u>	<u>Taxpayer ID Number (TIN)</u>	<u>Trans Amount</u>	<u>Posting Type</u>	<u>Purchase ID</u>	<u>Trans Status</u>	<u>Disputed Status</u>
Name: DENNIS ROBERTSON Account Number: **0425 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
03/05/2014	03/06/2014	240500	5999	MISCELLANEOUS AND SPECIAL	ULTRA MAX	SD	460416607	\$ 738.00	Memo	0000000009	Not Reviewed	No
03/05/2014	03/06/2014	240500	5999	MISCELLANEOUS AND SPECIAL	ULTRA MAX	SD	460416607	330.00	Memo	0000000010	Not Reviewed	No
Name: ANDREA SCHERER Account Number: **1888 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
02/26/2014	02/27/2014	240500	5970	ARTIST'S SUPPLY AND CRAFT SHOP	MICHAELS STORES 1583	ND	751943604	52.01	Memo	2344	Not Reviewed	No
Name: JASON STORDAHL Account Number: **5413 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
03/04/2014	03/05/2014	240506	5542	AUTOMATED FUEL DISPENSERS	ZIP TRIP 66 07048770	MN	410251095	40.64	Memo	0000000000000000	Not Reviewed	No
03/04/2014	03/05/2014	240500	5999	MISCELLANEOUS AND SPECIAL	OTTERBOX	CO	841304473	53.39	Memo	2014000401518	Not Reviewed	No
03/06/2014	03/10/2014	240493	3715	FAIRFIELD INN	FAIRFIELD INN-BURNSVILLE	MN	450444413	262.10	Memo	009 06030	Not Reviewed	No
03/06/2014	03/10/2014	240506	5542	AUTOMATED FUEL DISPENSERS	HOLIDAY STNSTORE 0254	MN	410771276	93.92	Memo	135947145254	Not Reviewed	No

Transaction Detail - Summary

<u>Trans Date</u>	<u>Posting Date</u>	<u>MCCG Code</u>	<u>MCC</u>	<u>Merchant Category Code Description</u>	<u>Merchant Name</u>	<u>Merchant State/Province</u>	<u>Taxpayer ID Number (TIN)</u>	<u>Trans Amount</u>	<u>Posting Type</u>	<u>Purchase ID</u>	<u>Trans Status</u>	<u>Disputed Status</u>
-------------------	---------------------	------------------	------------	---	----------------------	--------------------------------	---------------------------------	---------------------	---------------------	--------------------	---------------------	------------------------

Name: MICHAEL SWANG Account Number: **5164 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

03/12/2014	03/13/2014	240507	5099	WHOLESALE DURABLE GO	INTOXIMETERS	MO	430906533	\$ 99.15	Memo	481594	Not Reviewed	No
----------------------------	------------	--------	------	-------------------------	--------------	----	-----------	----------	----------------------	--------	--------------	----

Total Number of Records: 42

Total **\$8,710.03**

End of Report