AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 5, 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 July 15, 2014.

2. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of July 22, 2014.

SCHEDULED BID LETTINGS:

3. Consider adopting Resolution No. 14-08-72 awarding the bid for SCADA System Upgrades to Integrated Process Solutions for the amount of $120,959.

SCHEDULED PUBLIC HEARINGS: NONE.

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

4. Consider awarding K&K Trucking for the 2014-2015 Gravel and Sand Contract.

5. Consider declaring the list of vehicles and bicycles as surplus property and allow these to be sold at auction through Govedeals.com by the Police Department.

6. Consider adopting Resolution No. 14-08-69 authorizing the preparation of plans and specifications for 2014 City Project No. 5 – Sand/Salt Storage Building.

7. Consider adopting Resolution No. 14-08-70 accepting the plans and specifications and authorizing advertisement and setting the bid date for 2014 City Project No. 6 – Cemetery Mill and Overlay.

8. Consider adopting Resolution No. 14-08-71 authorizing the preparation of plans and specifications for 2014 City Project No. 7 – Campground Improvements.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 25, 2014 and July 3, 2014.

COMMUNICATIONS:

10. Acknowledge Mr. Brenden Jones has successfully passed is probationary period as a Park Maintenance Worker.

OLD BUSINESS: NONE

NEW BUSINESS:

11. Consider adopting Resolution No. 14-08-73 entering into an agreement with the State of Minnesota to provide fixed route transportation services in East Grand Forks for 2015.

12. Consider adopting Resolution No. 14-08-74 entering into an agreement with the State of Minnesota to provide paratransit transportation services in East Grand Forks for 2015.

13. Consider approving the Request for Proposals for Auditing Services and authorize staff to send and start collecting proposals to be considered at the September 9th Work Session.

14. Consider approving Resolution No. 14-08-75 transferring the property listed in the resolution to Richard and Diane Pesch.

15. Consider approving the Special Event Application for a fundraising event put on by the Relay-for-Life E-Race Cancer Team in the parking lot by the VFW on August 24th from 1:00pm to 4:00pm.

16. Consider approving a temporary liquor license application for the VFW Post 3817 for the fundraising event put on in the parking lot on August 24th.

CLAIMS:

17. Consider adopting Resolution No. 14-08-76 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 19385 for a total of $675.86 whereas Council Member Buckalew is personally interested financially in the contract.

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

COUNCIL/STAFF REPORTS:

ADJOURN:

<u>Upcoming Meetings:</u>
Work Session – August 12, 2014 – 5:00 PM – Council Chambers
Regular Council Meeting – August 19, 2014 – 5:00 PM – Council Chambers
Work Session – August 26, 2013 – 5:00 PM – Training Room
Regular Council Meeting – September 2, 2014 – 5:00 PM – Council Chambers

UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JULY 15, 2014 – 5:00 PM

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for July 15, 2014 was called to order by Council President Buckalew at 5:01 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, Dale Helms, Mark Olstad, and Chad Grassel.

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; Megan Nelson, Executive Assistant; 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 July 1, 2014.

2. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of July 8, 2014.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS ONE (1) AND TWO (2).

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

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 Memorandum of Understanding between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152 clarifying who is eligible to receive the differential for field training new officers.

4. Consider approving the Memorandum of Understanding between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152 clarifying holidays for patrol officers and sergeants and non-emergency personnel covered by the collective bargaining agreement.

5. Consider adopting Resolution No. 14-07-65 approving the retrofitting of the lights to LED lighting in the Civic Center.

6. Consider approving the Special Event Application for Sacred Heart Class Reunion to be held in LaFave Park on August 15th from 6:00pm to 12:00am.

7. Consider approving the temporary liquor license application for Sacred Heart Church & School for the school reunion in LaFave Park and they will be contracting with East Grand Lanes for liquor services on August 15, 2014.

8. Consider approving the temporary liquor license application for the American Legion Post 157 to serve at the Heritage Village on August 15, 2015.

9. Consider authorizing staff to prepare and advertise a Request for Proposals for Auditing Services which will be collected and reviewed by the City Council.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO APPROVE ITEMS THREE (3) THROUGH NINE (9).

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

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

10. Regular meeting minutes of the Economic Development/Housing Authority Board for June 10, 2014 and June 24, 2014.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

11. Consider adopting Resolution No. 14-07-66 authorizing the staff to submit a Point Source

Implementation Grant Application for the 2015 City Project No. 1 – Stabilization Ponds Upgrade.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 14-07-66 AUTHORIZING THE STAFF TO SUBMIT A POINT SOURCE IMPLEMENTATION GRANT APPLICATION FOR THE 2015 CITY PROJECT NO. 1 – STABILIZATION PONDS UPGRADE.

Mr. Boppre asked if there were any questions. There weren't any. Mr. Boppre told the council that this will help with the phosphorus removal. He added how this needed to be in by the end of the month to be eligible and that he estimates the City could get up to $400,000 with this grant.

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

12. Consider adopting Resolution No. 14-07-67 authorizing the forgiveness of two debts.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 14-07-67 AUTHORIZING THE FORGIVENESS OF TWO DEBTS.

Council member Helms asked what the reasoning was that these were not able to be collected. Mr. Stordahl stated that his assistant had received a phone call about a special refuse pick up and how she had not informed the resident there was an additional charge for this pick up. He stated that the other charge was from a futon that was placed in the dumpster. Mr. Stordahl stated that the policy does not prevent items like this to be thrown in so they will be reviewing the policies of what is allowed to be put in a dumpster.

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

CLAIMS:

13. Consider adopting Resolution No. 14-07-68 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 19245 for a total of $1,336.11 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 14-07-68 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 19245 FOR A TOTAL OF $1,336.11 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Absent: *Tweten.*
Abstain: *Buckalew.*

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 VETTER, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

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

COUNCIL/STAFF REPORTS:
Mayor Stauss complimented how good and friendly the downtown area looked with all of the flowers.

Council Member Buckalew commented on what a good job Public Works has done with mosquito spraying.

Council Member Leigh complimented the Water and Light Department fixing a broken water line and how good they were to work with since they kept everyone informed in the neighborhood.

Mr. Galstad thanked the Public Works Department for the job they have done with spraying mosquitoes and addressing the dry pond in his neighborhood.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE JULY 15, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:11 P.M.

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

_____
David Murphy, City Administrator/Clerk-Treasurer

UNAPPROVE MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JULY 22, 2014 – 5:00 PM

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for July 22, 2014 was called to order by Council President Craig 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, Dale Helms, Henry Tweten, and Mark Olstad.

Dave Aker, Parks & Recreation Superintendent; Brad Bail, City Engineer; 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; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. **Request to Prepare Plans & Specs for 14CP5 Sand/Salt Storage Building – Greg Boppre**

Mr. Boppre informed the board that he was looking for approval to prepare the plans and specifications for the sand and salt storage building for Public Works. He stated how this had been included in the budget for $120,000. Council member Tweten commented how this had been talked about for years, said how it is needed, and the council should move forward with this. Mr. Boppre reviewed the process of how the project will be moving forward and it will take some time before it is completed. Council member Vetter asked if the building would be open on one end. Mr. Boppre stated that it was. Council member Vetter asked if the prevailing winds were taking into account. Mr. Boppre stated that they had considered that when working on this project.

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

2. **Request to Prepare Plans & Specs for 14CP7 Campground Improvements – Greg Boppre**

Mr. Boppre stated that staff had started working on this project and ran into some problems. He

asked the council for their help and advice on how this should move forward. He said how there are currently four possible options to consider for this project that is being funded by $250,000 from the state. Council Vice-President Leigh asked which option is most needed from the City standpoint. Mr. Boppre said that Mr. Bail would be answering that.

Mr. Bail explained to the council this project was to add utilities to 24 existing sites at the campground. He said how he met with the Catherine Johnson, the head Park Ranger for the campground, and found out that 10% of the sites are required to stay primitive which would take off 11 sites on this project. Mr. Bail then explained he had contacted Lance Crandall from the Department of Natural Resources to see what options are possible. Mr. Bail suggested adding utilities but locking the boxes if the campers wanted it to remain primitive but there was an option of renting the site as either primitive or with utilities. Discussion followed about how the DNR is unhappy with the City because they did not go through them for this project and how the City Engineers are waiting to hear back from the DNR about what options are possible.

Mr. Boppre told the council that it would be in the City's best interest to be able to add utilities to the 24 sites that were originally proposed for this project. He added how there are issues between what the City and DNR would like to see happen and how there are differences of opinion on the profit-sharing portion of the contract. Council Vice-President Leigh stated that he would like to work with the DNR on this project and added that if the DNR owes the City money they should be paying it. Mr. Boppre said that the funds from the State need to be obligated this year so they will have to come up with a plan soon. Discussion followed on how the current contract between the City and the DNR reads and how the DNR might be willing to add an amendment to the contract clarifying the issue of profit-sharing. Mr. Boyce informed the council of the work that Water and Light does every year before and after the flood in the campground and about the expenses that have not been reimbursed by DNR and how these will be turned in to them.

Mr. Bail stated again that he had been in contact with Mr. Lance Crandall who is in charge of the Northwest region of Minnesota and have been running possible options by him for this campground. He said how Mr. Crandall was going to do some checking and will be getting back to them about which possibilities could be utilized. He added that an expansion of the park could result in an expansion of services like roads and another bathhouse. Council President Buckalew stated that if members of the council need to have a conference call with the DNR he would make himself available otherwise they will wait to see what is brought forward at the next meeting.

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

3. Request to File Plans & Specs for 14CP6 Cemetery Mill & Overlay – Greg Boppre

Mr. Boppre told the council that these cost estimates included a narrowed street at Lee's Place and an alternate that included the repairs to the trail system. He explained that the price is higher than the estimates because the overlay that is needed is longer that what was originally proposed at a previous work session and because there was another area that was identified that is in need of repair. Council Vice-President Leigh stated that maintenance of the paths are important

because they are used all of the time. He then asked where the funds are coming from for this project. Mr. Boppre said that he had been working with Ms. Anderson on that and that a portion of the project was going to be paid for from the Street Maintenance fund. Mr. Aker stated that there was $44,000 available in the Greenway Maintenance fund for the bike trails. A short discussion followed about including the fund the project will be funded by on the RCA on future projects.

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

3a. SCADA System Update

Council President Buckalew stated there was going to be a brief discussion on 3a. Mr. Boppre informed the council that they had forgotten to include an RCA for this item and there had been a bid opening that day for this project. He said how the estimate for this project was over $200,000 and the low bid came in at $120,959. He added that the other bid came in at $146,600 so both bids received were very good bids. He stated how this will be brought forward at the next council meeting and thanked the council for allowing this to be added to the meeting.

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

4. Request to Declare Surplus Property – Mike Hedlund

Chief Hedlund told the council they had been provided a list of surplus vehicles that were seized by either the Police Department or the Drug Task Force. He stated the plan was to put these up for auction on GovDeals. He added that there was also a surplus of bikes. He explained how the Police Department holds on to the bikes for 60 days but if they are not claimed they are then considered as surplus property. He asked if those were the bikes could be included on the auction. Council member Tweten asked if 50% of the money goes to the county on the vehicles. Chief Hedlund explained how if a case is handled by the county a percentage of goes to the county prosecutor, a percentage goes to the state, and a percentage goes to the City. He added that the money from the vehicles brought in by the drug task force only goes to the task force. A short discussion followed about how the bikes that are not claimed will be included on the auction.

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

5. 2014-2015 Gravel & Sand Bids – Jason Stordahl

Mr. Stordahl explained how gravel and sand bids are asked for annually. He said the gravel is used mainly for alleys and the sand is used to mix with salt in the winter time for the roads. He stated that no one responded to the RFP so companies were contacted for bids. He said that K&K Trucking came in low and recommended awarding them the job. Mr. Murphy asked if the bids were comparative to last year. Mr. Stordahl stated they were very comparable and close to what they proposed the previous year.

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

6. Final Approval of Riverwalk 1st Addition – Nancy Ellis

Ms. Ellis informed the council that this is being brought forward so they are aware of the situation before this went to a council meeting. She explained how they are cleaning up the plat of the Riverwalk Center for the sale of the building. She explained that the original plat included lots 1-24 with an alleyway running through the center of it. She stated that the Riverwalk Center was built over this and was never replatted so this replat would clean up the legal description, vacate the alley, and break the property into two lots. She said that Lot 1 is the parking lot area with utility boxes and Lot 2 is the building itself. Ms. Ellis told the council that in the original agreement the legal description that was used included lots 1-24 which they thought at the time was only the building but that description also included a portion of the parking lot and utilities. She said this is why it was split into two lots on the replat. Ms. Ellis then explained easements that are included on the plat were access easements to maintain the access to the parking lot from 2nd and 3rd Street as well as utility easements. Ms. Ellis then asked for questions.

Council member Helms explained that this had gone through the Planning Commission and summarized the discussion of the plat and issues that might come up with the sale of a portion of the parking lot. Council Vice-President Leigh stated that he was not in favor of selling Lot 1. Ms. Ellis stated that the council could include an access easement on Lot 1. Discussion followed about if there was a way to modify or renegotiate the agreement and how the original agreement came to be and was approved by the City Council.

Council member Olstad stated the EDHA Board had discussions with Mr. Moore. He said the discussions were about the access to the building, not blocking the access points, and if the dumpster area could be redone. He added nothing was ever said about building a garage. More discussion followed about how far out Lot 1 extended into the parking lot. Council President Buckalew asked if council action was needed to put an access easement across Lot 1. Ms. Ellis stated that it would only need to be added to the plat since this property is currently owned by the City. Council President Buckalew asked to have that included on the plat and to have meeting set up with Mr. Moore to inform him of this change.

7. Housing Update – David Murphy

Mr. Murphy stated that he was first going to address the proposal the City had received from the Northwest Housing Authority. He explained that they are now proposing a transfer of housing instead of managing the housing for East Grand Forks. He said that transfers are only allowed twice a year by HUD so if this was to happen the transfer of housing would be set for January 1st. He added that if housing is transferred over Northwest Housing Authority would look at renting the space in the city. Mr. Murphy told the Council that he had shared this information with the EDHA Board at their meeting today and they were in support of moving forward with the transfer. He added that Lee Meier will be at the next EDHA Board Meeting to answer any questions the board had about the transfer.

Mr. Murphy stated that the second item he was going to address was the hiring of a new Economic Development Director. He stated there were two major head hunting firms in

Minnesota. He stated that it would be about a three month process and explained how either company would work with the City to find a candidate. He added that the estimated cost for this process was around $15,000 and that the EDHA Board did give the go ahead to start moving forward with this process. Council member Vetter asked how the EDHA was going to pay for this process. Ms. Nelson suggested funds that were left over from Town Square. Council member Vetter pointed out that the EDHA general fund was already in the hole and asked how the Northwest Housing Authority could afford to run the housing and not downsize. Discussion followed about how the vouchers allocated for East Grand Forks could not be transferred to another city and how HUD reduces the amount of reimbursements to a housing authority if they have a high fund balance which East Grand Forks does, and if all of those funds would be transferred with the housing program.

8. August 12th Meeting – David Murphy

Mr. Murphy asked Ms. Nelson to address this. Ms. Nelson stated that the Work Session scheduled for August 12th would take place the same day as the Primary Election. She explained that a meeting can take place but it could not go past 6:00pm. She asked the council if they would like to meet up in the Council Chambers since the Training Room is used as a polling location or if they would like to postpone the meeting. After a brief discussion the council asked to hold the meeting on 12th up in the Council Chambers. Ms. Nelson stated she would post the change in location of the meeting.

Other

Council member Tweten brought up some projects that should be considered and addressed. He asked Mr. Stordahl to elaborate. Mr. Stordahl explained to the council some problem areas Public Works has been dealing with this year and explained how some money had been set aside for projects like this but not all of the projects could be addressed at this time due to lack of funding. Council member Tweten asked to increase the street maintenance budget. Council President Buckalew stated that Mr. Stordahl should give the council a priority list during budget discussions to see if some of these issues could be addressed starting next year but at this time the council didn't have enough information to take any type of action at this time.

Mr. Galstad stated that he had been notified there was an issue with water pooling out behind a home that is being built on the south end in Mr. Peabody's development area. He explained that Mr. Peabody is considering installing a storm water sewer and is asking to connect to the City's storm sewer that is already in place in this area. Discussion followed about where this area was located off of Laurel Drive, how if this was done it would have to be turned over to the City because no private utilities are allowed, and it would have to be built according to City specification. Council Vice-President Leigh stated that the council needs to see information before the council meeting. He added that the council needs more information before making any decisions on this. Council President Buckalew stated the information the council needs can be brought to the next work session to be discussed.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE JULY 22, 2014 COUNCIL WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:33 P.M.

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

_____
David Murphy, City Administrator/Clerk-Treasurer

AGENDA ITEM # 3

Request for Council Action

Date: July 24, 2014

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

Cc: File

From: Steve Emery, P.E.

RE: Project Award - 2014 City Project No. 4 – SCADA System Upgrades

Background:

Two bids were received on July 22, 2014 for the SCADA System Upgrades project. The low bidder for the project is Integrated Process Solutions, (IPS) out of Fosston, MN. Attached for your information is the bid tabulation.

The following is the proposed budget for the project:

PROPOSED BUDGET

	2014 CP#4
Construction	$120,959.00
Plans / Specifications	$12,095.90
Staking / Inspection	$6,047.95
Contingencies	$6,047.95
Administration / Legal	$3,628.77
TOTAL PROJECT COST	**$148,779.57**

PROPOSED FUNDING

	2014 CP#4
City	$148,779.57
TOTAL PROJECT COST	**$148,779.57**

This project will be funded by 605 Sewage fund.

Recommendation:
Award project to Integrated Process Solutions for $120,959.00
City Funding Source – Sewage Fund: 605-00-000-1650

Enclosures: Bid Tabulation

2014 City Project No. 4
Sanitary Sewer Lift Station SCADA System Upgrades
East Grand Forks, Minnesota

				Integrated Process Solutions		Sweeney Controls	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
330930	Master Control Station	1	LS	$ 38,925.00	$ 38,925.00	$ 40,500.00	$ 40,500.00
330930	Lift Station Number 1	1	LS	$ 18,130.00	$ 18,130.00	$ 9,600.00	$ 9,600.00
330930	Lift Station Number 2	1	LS	$ 5,232.00	$ 5,232.00	$ 16,500.00	$ 16,500.00
330930	Lift Station Number 3	1	LS	$ 7,928.00	$ 7,928.00	$ 15,500.00	$ 15,500.00
330930	Lift Station Number 4	1	LS	$ 6,331.00	$ 6,331.00	$ 7,800.00	$ 7,800.00
330930	Lift Station Number 6	1	LS	$ 7,750.00	$ 7,750.00	$ 9,200.00	$ 9,200.00
330930	Lift Station Number 7	1	LS	$ 8,268.00	$ 8,268.00	$ 9,600.00	$ 9,600.00
330930	Lift Station Number 8	1	LS	$ 7,262.00	$ 7,262.00	$ 9,200.00	$ 9,200.00
330930	Lift Station Number 13	1	LS	$ 7,463.00	$ 7,463.00	$ 11,400.00	$ 11,400.00
330930	Lift Station Number 14	1	LS	$ 7,750.00	$ 7,750.00	$ 9,200.00	$ 9,200.00
330930	Lift Station Number 16	1	LS	$ 5,920.00	$ 5,920.00	$ 8,100.00	$ 8,100.00
	Total Base Bid				**$ 120,959.00**		**$ 146,600.00**

RESOLUTION NO. 14 – 08 - 72

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2014 City Project No. 4 – SCADA System Upgrade bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

AND WHEREAS, it appears that Integrated Process Solutions is the lowest responsible bidder at a bid price of $120,959.00.

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Integrated Process Solutions in the name of the City of East Grand Forks for the improvement of 2014 City Project No. 4 – SCADA System Upgrade according to the plans and specifications therefore approved by the City Council and on file in the administration office.

2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

3. This project will be funded out of the Sewage Fund 605.

4. The expenses in of the following accounts of the City Projects Fund are hereby increased by the following amounts:

605-00-000-16400	Engineering (14CP4)	$18,143.85
605-00-000-16400	Construction (14CP4)	$120,959.00
605-00-000-16400	Miscellaneous (13CP1)	$9,676.72

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: August 5, 2014

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 5th of August, 2014.

_____

Mayor

Request for Council Action

Date: 7-17-2014

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

Cc: File

From: Jason Stordahl, Public Works Director

RE: 14-15 Gravel and Sand Bids

Consider approving the request to approve

I received two bids for the 2014-2015 gravel and sand contract. The bid results per ton for sand and gravel are as follows:

	Gravel	Sand
K & K Trucking	$12.50	$13.00
Davidson Construction Inc.	$14.00	$16.50

Recommendation: Award K & K Trucking the 2014-2015 gravel and sand contract for the bid prices of $12.50/ton gravel and $13.00/ton sand.

C:\Users\mnelson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KQ64YLFA\RCA gravel and sand contract.doc

BID FORM

The undersigned hereby submits the following bids for gravel and sand to be furnished to the City of East Grand Forks, Minnesota, in the year 2014-2015 in accordance with specifications and advertisement for bids.

Each bid will be considered separately.

A. Gravel $ 12.50 **per ton.**

Source Pennington Co.

B. Sand $ 13.00 **per ton.**

Source Pennington- Co

Correct Legal Name of Bidder: K&K Trucking, Inc.
(Individual, Partnership, Corporation)

BY: Kraig McVie

TITLE: Owner

ADDRESS: 21738 165th Ave NW

Dated this 23 day of June, 2014.

BID FORM

The undersigned hereby submits the following bids for gravel and sand to be furnished to the City of East Grand Forks, Minnesota, in the year 2014-2015 in accordance with specifications and advertisement for bids.

Each bid will be considered separately.

A. Gravel $ 14.00 **per ton.**

Source Pennington Co. Davidson/Larson Pit

B. Sand $ 16.50 **per ton.**

Source Davidson Const. Marshall Co. Paetznik Pit

Correct Legal Name of Bidder: Davidson Construction Inc.
(Individual, Partnership, Corporation)

BY: [signature]

TITLE: V.P./Operations Mgr.

ADDRESS: 65 State St. New Folden, MN 56738

Dated this 17th day of July, 2014.

Request for Council Action

Date: July 28, 2014

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Declaration of Surplus Property

Background: The East Grand Forks Police Department has acquired a number of vehicles through asset forfeiture which occurs on some DWI and other types of arrests. The vehicles the attached list have completely cleared the court process and are now the property of the City of East Grand Forks and/or the Pine to Prairie Drug Task Force (The proceeds of the sale of the Task Force vehicles go to the Task Force less any expenses). It is our wish to have these vehicles declared surplus property so that they may be sold at auction.

Recommendation: Declare the vehicles listed on the attached document as surplus property:

Enclosures: List of seized vehicles to be declared surplus property.

*** The attached list has been modified to include an additional vehicle. We are also requesting that sixty "found property" bikes be declared as surplus property so that we may dispose of them either through an auction or by selling them as scrap metal.

EAST GRAND FORKS
POLICE DEPARTMENT
Michael Hedlund
Chief of Police
520 DeMers Avenue East Grand Forks, MN 56721
Phone (218) 773 – 1104 Fax (218) 773 - 1108

EGFPD and Pine to Prairie Drug Task Force Seized and Forfeited Vehicles Request to be declared Surplus Property – July 2014

1. 1994 Ford Taurus – VIN# 1FALP53U2RA153982
2. 1998 Dodge Caravan – VIN# 1B3EJ56H1WN171558
3. 1997 Buick Park Avenue – VIN# 1G4CW52K6V4604347
4. 1997 Acura CL – VIN# 19UYA2256VL016473
5. 2004 Dodge Stratus – VIN# 4B3AG42G14E127821
6. 1998 Toyota Corolla – VIN# 1NXBR12E1WZ012474
7. 2001 Pontiac Grand Am – VIN# 1G2NF52T91C102118
8. 2000 Dodge Neon – VIN# 1B3ES46C7YD562489
9. 2000 Dodge Saturn – VIN# 1G8ZK5273YZ228326
10. 1997 Chevrolet Suburban – VIN# 1GNFK16R3VJ321149
11. 1996 Jeep Cherokee – VIN# 1J4GZ58S8TC195124
12. 2004 Chevrolet Silverado – VIN# 1GCEK19T34E243359
13. 2001 Chrysler 300 – VIN# 2C3HE66G81H541309
14. 1992 Oldsmobile Bravada – VIN# 1GHDT13Z5N2702765
15. 1999 Ford Explorer – VIN# 1FMZU34E8XZB24053
16. 1999 Subaru Legacy – VIN# 4S3BK4359X7303765
17. 1998 Buick Skylark – VIN# 1G4NJ52M9WC407771
18. 1992 Pontiac Grand Prix – VIN# 1G2WH54T2NF256718
19. 1997 Ford Expedition – VIN# 1FMFU18L8VLA95864
20. 1997 Cadillac El Dorado – VIN# 1G6EL12Y2VU607428
21. 2001 Oldsmobile Intrigue – VIN# 1G3WH52H11F207465
22. 2000 Ford Taurus – VIN# 1FAFP5523YA174167
23. 1998 Dodge Caravan – VIN# 2B4GP24R9WR824606
24. 1994 Toyota Pickup – VIN# JT4RN93P0R5100668
25. 2000 Mitsubishi – VIN# JA4MT31HOYP026237 – Added since Work Session.

In addition we have sixty "found" bicycles in various states of condition that we would like to get rid of either through auction or by selling as scrap metal.

AGENDA ITEM # 6

Request for Council Action

Date: July 17, 2014

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

Cc: File

From: Greg Boppre, P.E.

RE: File Plans/Specifications – 2014 City Project No. 5 – Sand/Salt Storage Building

Background:

I would like to get authorization to prepare plans and specifications for the above mentioned project, file the plans and specifications, and get authorization to advertise and set bid date.

The 2014 CP #5 project is a project to purchase and install a tension fabric building to store sand and salt used to prevent ice buildup on road surfaces during the winter.

The following is the proposed budget for the project:

PROPOSED BUDGET	2014 CP#5
Construction	$98,000
Plans / Specifications	$9,800
Staking / Inspection	$4900
Contingencies	$4900
Administration / Legal	$1960
TOTAL	**$119,560**

PROPOSED FUNDING	2014 CP#5
City	$119,560
TOTAL PROJECT COST	**$119,560**

Project funded by 425 Building Improvements

Recommendation:
File plans / specifications, advertise and set bid date.

Enclosures: Plans / Specifications will be filed at the Tuesday, August 5, 2014 City Council Meeting
See attached map.

WIDSETH SMITH NOLTING

Engineering
Architecture
Surveying
Environmental

widsethsmithnolting.com

DATE:	July, 2014
SCALE:	None
DRAWN BY:	DDA
CHECKED BY:	MH
JOB NUMBER:	0706G0030

2014 CP #5
City of East Grand Forks
Minnesota

Proposed Sand Storage Location

SHEET NO. C1

SHEET OF

© 2014 WIDSETH SMITH NOLTING

RESOLUTION NO. 14 – 08 - 69

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2014 CITY PROJECT NO. 5 – SAND/SALT STORAGE BUILDING

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. 5 – Sand/Salt Storage Building;

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. 5 – Sand/Salt Storage Building 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: August 5, 2014

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 5th of August, 2014.

_____

Mayor

AGENDA ITEM # 7

Request for Council Action

Date: July 17, 2014

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

Cc: File

From: Greg Boppre, P.E.

RE: File Plans/Specifications – 2014 City Project No. 6 – Cemetery Mill and Overlay

Background:

I would like to file the plans and specifications for the above referenced projects, get authorization to advertise and set bid date.

The 2014 CP #2 project is a paving project that includes 2,450 ft of mill and overlay at the Resurrection Cemetery and 140 ft of road reconstruction at Lees Place. Also, the city has added repairs to 3,630 ft of the bike path that will be bid as an alternative.

The following is the proposed budget for the project:

PROPOSED BUDGET	**2014 CP#6**
• *Cemetery – Location 1:*	
Construction	$114,100
Plans / Specifications	$11,410
Staking / Inspection	$5,705
Contingencies	$5,705
Administration / Legal	$2,282
TOTAL	**$139,202**
• *Lees Place – Location 2*	
Construction	$31,875
Plans / Specifications	$3,187
Staking / Inspection	$1,594
Contingencies	$1,594
Administration / Legal	$637
TOTAL	**$38,887**
SUB TOTAL	**$178,089**

- Bike Path Alternate – Locations 3,4,5

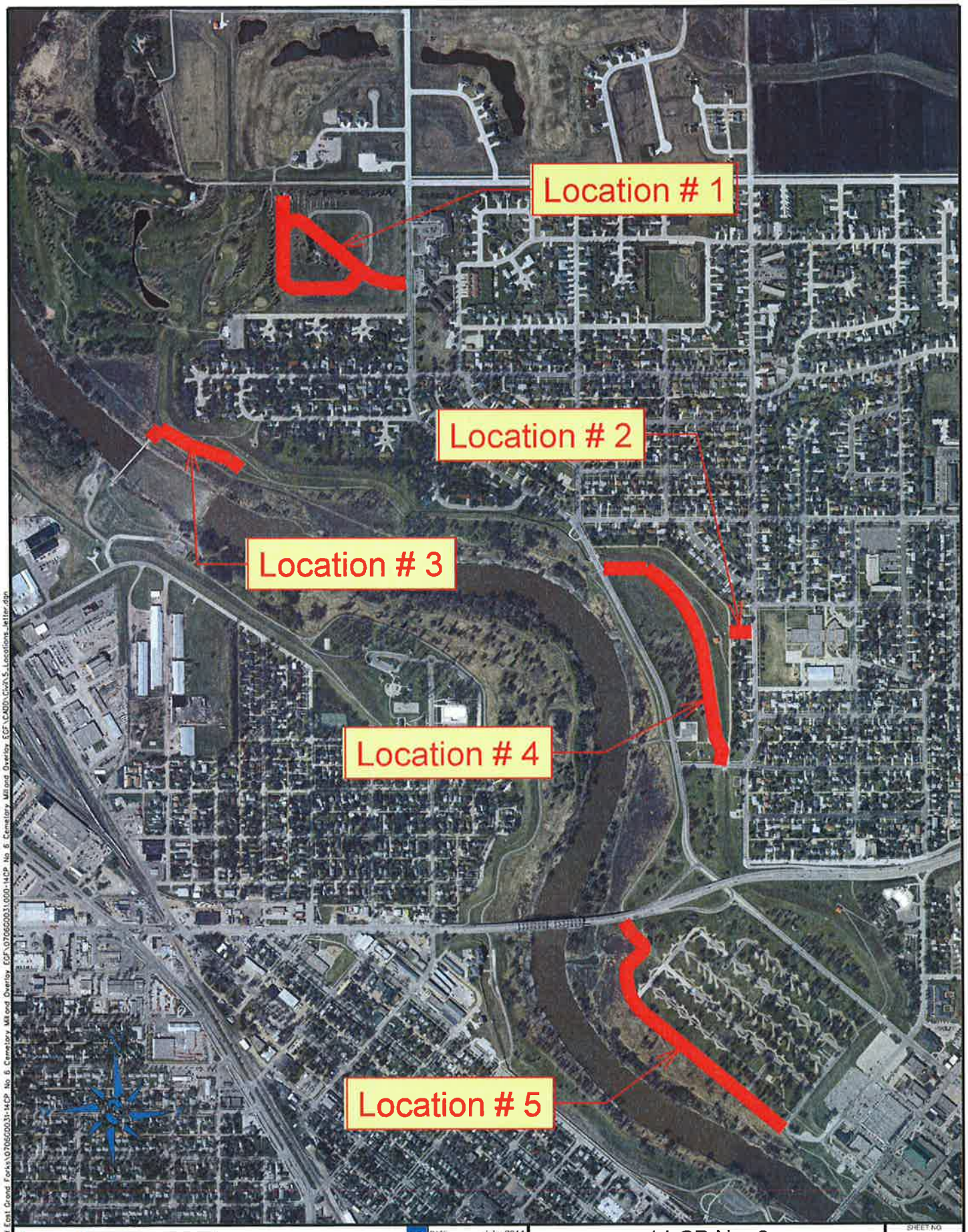
Construction	$59,670
Plans / Specifications	$5,967
Staking / Inspection	$2,983
Contingencies	$2,983
Administration / Legal	$1,193
Total	**$72,796**
TOTAL WITH ALTERNATE	**$250,885**

PROPOSED FUNDING	**2014 CP#2**
City	$250,885
TOTAL PROJECT COST	**$250,885**

This project will be funded using the 101 Street Maintenance fund and 217 Greenway Maintenance fund

Recommendation:
File plans / specifications, advertise and set bid date.

Enclosures: Plans / Specifications will be filed at the Tuesday, August 5, 2014 City Council Meeting
See attached map.



WIDSETH SMITH NOLTING

Engineering
Architecture
Surveying
Environmental

widsethsmithnolting.com

DATE:	July, 2014
SCALE:	None
DRAWN BY:	DOA
CHECKED BY:	GLB
JOB NUMBER:	0706G0031

14 CP No. 6
Cemetary Mill and Overlay
City of East Grand Forks, Minnesota

Exhibit Locations Map

SHEET NO. EX1

SHEET OF

© 2014 WIDSETH SMITH NOLTING

7/16/2014\0706G-City of East Grand Forks\0706G0031-14CP No. 6 Cemetary Mill and Overlay, EGF\0706G0031.000-14CP No. 6 Cemetary Mill and Overlay, EGF\CADD\Civil\5_Locations_letter.dgn

RESOLUTION NO. 14 – 08 - 70

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2014 CITY PROJECT NO. 6 – CEMETERY MILL AND OVERLAY

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

WHEREAS, the City Council has directed the City Engineer to prepare plans and specifications for the improvement of 2014 City Project No. 6 – Cemetery Mill and Overlay;

WHEREAS, the City Engineer has presented such plans and specifications to the Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The City Administrator shall prepare and cause to be inserted in the official paper, in Questcdn.com, and in Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be considered by the Council at 5:00 p.m. on September 16, 2014 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed. Passed: August 5, 2014

Attest:

_____ _____

City Administrator President of Council

I hereby approve the foregoing resolution this 5th of August, 2014.

_____

Mayor

AGENDA ITEM #___8___

Request for Council Action

Date: July 17, 2014

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

Cc: File

From: Greg Boppre, P.E.

RE: Prepare Plans/Specifications – 2014 City Project No. 7 – Campground Improvements

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Background:
I would like to get permission to prepare plans and specifications for the above referenced project(see attached map). The project is being funded by the State of Minnesota.

Recommendation:
Approve plans/specifications

Enclosures:
Map

RESOLUTION NO. 14 – 08 - 71

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2014 CITY PROJECT NO. 7 – CAMPGROUND 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. 7 – Campground 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. 7 – Campground 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: August 5, 2014

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 5th of August, 2014.

_____

Mayor

Minutes of a special meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held June 25, 2014 at 5:00 P.M.
Present: Quirk, Loven, Tweten
Absent: Ogden

It was moved by Commissioner Loven seconded by Commissioner Tweten that the minutes of the previous meetings of June 5 & 19, 2014 be approved as read.
Voting Aye: Quirk, Loven, Tweten
Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Tweten to approve North Holt Change Order #1 for the 2014 Miscellaneous Electrical Distribution Construction project in the amount of $4,703.70.
Voting Aye: Quirk, Loven, Tweten
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to adjourn to the next regular meeting on July 3, 2014 at 10:00 A.M. in the Water & Light conference room.
Voting Aye: Quirk, 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 July 3, 2014 at 10:00 A.M.
Present: Loven, Tweten
Absent: Quirk, Ogden

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 Tweten seconded by Commissioner Loven to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of $347,562.80.
Voting Aye: Loven, Tweten
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to adjourn to the next regular meeting on July 17, 2014 at 5:00 P.M.
Voting Aye: Loven, Tweten
Voting Nay: None

Lori Maloney
Sec'y

Request for Council Action

Date: August 5, 2014

To: East Grand Forks City Council and Mayor Lynn Stauss

From: Nancy Ellis, Planner – EGF Transit

RE: Approval of 2015 MnDOT Transit Application

RECOMMENDATION:

Staff recommends approval for the City of East Grand Forks to enter into an agreement with MnDOT for FY2015 transit funding.

BACKGROUND INFORMATION:

The city has entered into a contract with MnDOT every year for transit services. The contract states that the City of East Grand Forks will provide Fixed Route and Paratransit/Senior Rider service and in turn, the City will receive state funds to help with operating costs for both Fixed Route and DAR. This contract will run from January 1, 2015 to December 31, 2015.

The estimated budget for both Fixed Route and DAR in East Grand Forks has gone up a small percentage every year and will again increase a percentage this year due to an increase in bus driver wages (no raise for the last 4 years) and an increase in maintenance. Last year, the state has determined the East Grand Forks fixed route operating budget to be $253,000 and the DAR/Senior Rider operating budget at $54,000.

As our estimate stands for this year, operational costs for our fixed route will be $319,100 (estimate from CAT with my administrative costs and training included). This is a 19% increase from 2013 but no expected increase from 2014. It is estimated that the City will receive $12,800 in revenue from the farebox ($7200) and the contract with NCTC ($5600 but up to $7000 max). The DAR estimated budget is $55,174 – up 9% from last years' estimate but includes a takeover of the service by CAT – and our revenues from fare collection are an estimated $12400.

It is expected that the state will continue to estimate the East Grand Forks Transit budget for 2015 (as they have done in the past) at a lower estimate than ours. Keep in mind that we receive fed operating funds as well to help pay for each service.

FINDINGS AND ANALYSIS:

- This is an annual contract with MnDOT to receive operating funds for the Fixed Route and Paratransit/Senior Rider (DAR) service.

- I have not received any indication yet as to what the State may estimate our budget to be. When we approve our final transit budget in November, I will have the State's approved cost share of each transit service

SUPPORT MATERIALS:

Resolutions for both Fixed Route and DAR contracts

Paratransit/Senior Rider (DAR) Budget for 2015

Fixed Route (RR) Budget for 2015

FUNDING SOURCES:

Fixed Route

Federal funds: $76,930
Farebox and contract revenue: $12,800
State Funding Requested (80% of total cost including fed amount) : $168,110
(306,300 X .8 = 245,040 (-76,930))
Local share: $61,260 (includes admin and training costs)

Dial a Ride and Senior Rider:

Mn Funding request: $46, 898
Local share: $8,276

RESOLUTION NO. 14 – 08 - 73

CITY OF EAST GRAND FORKS

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

BE IT HEREBY RESOLVED, By the City Council of the East Grand Forks, Minnesota, that the City of East Grand Forks enter into an agreement with the State of Minnesota, to provide fixed route transportation services in East Grand Forks, Minnesota for period between January 1, 2015 and December 31, 2015; and

BE IT FURTHER RESOLVED, That the City of East Grand Forks agrees to provide 20% of the total operating costs for the fixed route service and up to 20% of the total capital costs; and

BE IT FURTHER RESOLVED, that authorization to execute the aforementioned Contract and any amendments thereto is hereby given to the Mayor and the Administrator/Clerk Treasurer.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed. Passed: August 5, 2014

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 5th of August, 2014.

_____

Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the ____ day of _____, 2014, as shown by the minutes of said meeting in my possession.

_____

Notary

PUBLIC TRANSIT OPERATING BUDGET

Legal Name:	City of East Grand Forks- RR				
OPERATING BUDGET					
PERSONNEL SERVICES		**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1010 Administrative, Management and Supervisory Services					
Description:	Payment to the MPO for adimistrative services				
	1010 Sub Total	$5,534.83	$5,000.00	$6,500.00	
1020 Operator's Wages					
Description:					
	1020 Sub Total	$0.00	$0.00	$0.00	
1030 Vehicle Maintenance Wages					
Description:					
	1030 Sub Total	$0.00	$0.00	$0.00	
1032 Vehicle Repair Wages					
Description:					
	1032 Sub Total	$0.00	$0.00	$0.00	
1040 General Office Support Wages					
Description:					
	1040 Sub Total	$0.00	$0.00	$0.00	
1050 Operations Support Wages					
Description:					
	1050 Sub Total	$0.00	$0.00	$0.00	
1060 Fringe Benefits					
Description:					
	1060 Sub Total	$0.00	$0.00	$0.00	
1000 TOTAL PERSONNEL EXPENSES ADD LINES 1010 THROUGH 1060		**$5,534.83**	**$5,000.00**	**$6,500.00**	**Category Total**
ADMINISTRATIVE CHARGES		**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1110 Management Fees					
Description:					
	1110 Sub Total	$0.00	$0.00	$0.00	
1120 Drug and Alcohol Testing and Administration Expenses					
Description:					
	1120 Sub Total	$0.00	$0.00	$0.00	
1130 Advertising, Marketing and Promotional Charges					
Description:					

		1130 Sub Total	$0.00	$0.00	$0.00	
1140 Legal, Auditing and Other Professional Fees						
	Description:					
		1140 Sub Total	$0.00	$0.00	$0.00	
1150 Staff Development Costs						
	Description:	Training to stay current.				
		Gross		$2,500.00	$3,000.00	
		Subtract RTAP Reimbursement		$375.00	$425.00	
		1150 Net	$0.00	$2,125.00	$2,575.00	
1160 Office Supplies						
	Description:					
		1160 Sub Total	$0.00	$0.00	$0.00	
1170 Leases and Rentals - Administrative Facilities						
	Description:					
		1170 Sub Total	$0.00	$0.00	$0.00	
1180 Utilities						
	Description:					
		1180 Sub Total	$0.00	$0.00	$0.00	
1190 Other Direct Administrative Charges						
	Description:					
		1190 Sub Total	$0.00	$0.00	$0.00	
1100 TOTAL ADMINISTRATIVE EXPENSES ADD LINES 1110 THROUGH 1090			**$0.00**	**$2,125.00**	**$2,575.00**	**Category Total**
VEHICLE CHARGES			**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1210 Fuel						
Gas		Gross	$0.00	$0.00	$0.00	
Diesel		Tax Refund	$0.00	$0.00	$0.00	
Alternative		Net	$0.00	$0.00	$0.00	
1220 Maintenance Parts and Material Expenses						
	Description:					
		1220 Subtotal	$0.00	$0.00	$0.00	
1222 Repair Parts and Material Expenses						
	Description:					
		1222 Subtotal	$0.00	$0.00	$0.00	
1230 Contract Maintenance Labor						
	Description:					
		1230 Subtotal	$0.00	$0.00	$0.00	
1232 Contract Maintenance Parts and Material Expenses						

Description:					
	1232 Subtotal	$0.00	$0.00	$0.00	
1234 Contract Repair Labor					
Description:					
	1234 Subtotal	$0.00	$0.00	$0.00	
1236 Contract Repair Parts and Material Expenses					
Description:					
	1236 Subtotal	$0.00	$0.00	$0.00	
1240 Tires					
Description:					
	1240 Subtotal	$0.00	$0.00	$0.00	
1250 Other Vehicle Charges					
Description:					
	1250 Sub Total	$0.00	$0.00	$0.00	
1200 TOTAL VEHICLE CHARGES ADD LINES 1210 THROUGH 1250		**$0.00**	**$0.00**	**$0.00**	**Category Total**
OPERATIONS CHARGES		**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1310 Purchase of Service					
Description:	Cost according to Cost Allocation agreement.				
	1310 Sub Total	$264,320.00	$313,530.00	$310,000.00	
1330 Mileage Reimbursement for Passenger Service					
Description:					
	1330 Sub Total	$0.00	$0.00	$0.00	
1340 Repair and Maintenance of Other Property					
Description:					
	1340 Sub Total	$0.00	$0.00	$0.00	
1350 Leases and Rentals (Garages, Vehicles, etc.) (list agreement(s) in Tab 9)					
Description:					
	1350 Sub Total	$0.00	$0.00	$0.00	
1360 Other Operation Charges					
Description:					
	1360 Sub Total	$0.00	$0.00	$0.00	
1300 TOTAL OPERATIONS CHARGES ADD LINES 1310 THROUGH 1360		**$264,320.00**	**$313,530.00**	**$310,000.00**	**Category Total**
INSURANCE CHARGES		**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	

PUBLIC TRANSIT OPERATING BUDGET

1410 Public Liability and Property Damage on Vehicles				
Description:				
1410 Sub Total	$0.00	$0.00	$0.00	
1420 Public Liability and Property Damage on Other than Vehicles				
Description:				
1420 Sub Total	$0.00	$0.00	$0.00	
1400 TOTAL INSURANCE CHARGES ADD LINES 1410 THROUGH 1420	**$0.00**	**$0.00**	**$0.00**	**Category Total**
TAXES AND FEES	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1510 Vehicle Registration and Permit Fees				
Description:				
1510 Sub Total	$0.00	$0.00	$0.00	
1520 Federal Fuel, Lubricant Taxes and Excise Taxes on Tires				
Description:				
1520 Sub Total	$0.00	$0.00	$0.00	
1540 Other Taxes and Fees				
Description:				
1540 Sub Total	$0.00	$0.00	$0.00	
1500 TOTAL TAXES AND FEES ADD LINES 1510 THROUGH 1540	**$0.00**	**$0.00**	**$0.00**	**Category Total**
1600 TOTAL OPERATING EXPENSES ADD LINES 1000, 1100, 1200, 1300, 1400 AND 1500	**$269,854.83**	**$320,655.00**	**$319,075.00**	**Total**
EXPENSE ANALYSIS	**Percent increase over 2013 year end actual**		**18.2%**	**Total**
	Percent increase over 2014 projected year end		**-0.5%**	**Total**

EXHIBIT VII

CAPITAL BUDGET					
CAPITAL EXPENSES		2013 Year End Actual	2014 Projected Year End	2015 Proposed	
1710 Vehicle					
Description:					
	1710 Sub Total	$0.00	$0.00	$0.00	
1720 Lift					
Description:					
	1720 Sub Total	$0.00	$0.00	$0.00	
1730 Communication Equipment					
Description:					
	1730 Sub Total	$0.00	$0.00	$0.00	
1740 Farebox					
Description:					
	1740 Sub Total	$0.00	$0.00	$0.00	
1750 Other Capital Expenses					
Description:					
	1750 Sub Total	$0.00	$0.00	$0.00	
1760 Facility Purchase and/or Construction Cost					
Description:					
	1760 Sub Total	$0.00	$0.00	$0.00	
1700 TOTAL CAPITAL EXPENSES ADD LINES 1710 THROUGH 1760		**$0.00**	**$0.00**	**$0.00**	**Category Total**

PUBLIC TRANSIT OPERATING BUDGET

REVENUES				
REVENUES FROM OPERATIONS (FARES)	2013 Year End Actual	2014 Projected Year End	2015 Proposed	
2010 Farebox Revenues				
1. Cash Fares				
Description: Cash from box and Advanced Ticket sales				
Cash Sub Total	$8,502.00	$7,200.00	$7,200.00	
2. Coupons, Passes and Tokens				
Description:				
Coupons, Passes, Tokens Sub Total	$0.00	$0.00	$0.00	
TOTAL FAREBOX REVENUES	**$8,502.00**	**$7,200.00**	**$7,200.00**	Category Total
REVENUES FROM SYSTEM OPERATIONS	2013 Year End Actual	2014 Projected Year End	2015 Proposed	
2020 System Operating Revenue				
1. Special Route Guarantees				
Description:				
Guarantees Sub Total	$0.00	$0.00	$0.00	
2. Contract Revenues				
Description: Contract with Northland College				
Contract Sub Total	$5,681.25	$5,600.00	$5,600.00	
3. Advertising and Concession Revenues				
Description:				
Advertising Sub Total	$0.00	$0.00	$0.00	
4. Vehicle/Facility Leasing Revenues				
Description:				
Leasing Sub Total	$0.00	$0.00	$0.00	
5. Other Revenues				
Description:				
Other Sub Total	$0.00	$0.00	$0.00	
TOTAL SYSTEM OPERATING REVENUES	**$5,681.25**	**$5,600.00**	**$5,600.00**	Category Total
2000 TOTAL OPERATING REVENUES ADD LINES 2010 THROUGH 2020	**$14,183.25**	**$12,800.00**	**$12,800.00**	Category Total
REVENUE ANALYSIS	**Percent increase over 2013 year end actual**		**-9.8%**	Total
	Percent increase over 2014 projected year end		**0.00%**	Total

EXHIBIT VII

PUBLIC TRANSIT OPERATING BUDGET

FEDERAL GRANTS					
FEDERAL GRANTS (5307 and 5309 Recipients Only)		2013 Year End Actual	2014 Projected Year End	2015 Proposed	
2110 Federal Operating Grants (5307 Recipients Only)		$0.00	$0.00	$0.00	
2120 Federal Capital Grants (5307 Recipients Only)		$0.00	$0.00	$0.00	
2130 Federal Capital Grants (5309 Recipients Only)		$0.00	$0.00	$0.00	
LOCAL SHARE					
LOCAL FUNDING SOURCES		2013 Year End Actual	2014 Projected Year End	2015 Proposed	
Name	Amount				
	$0.00				
	$0.00				
	$0.00				
Total		$0.00	$0.00	$0.00	
SPECIAL FUNDING					
3001 (none identified for 2009)					
3000 TOTAL SPECIAL FUNDING		$0.00	$0.00	$0.00	

EXHIBIT VII

SYSTEM STATISTICS				
DEMOGRAPHIC BREAKDOWN - PASSENGER TRIPS	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
2510 People with Disabilities	1,555	2,000	2,000	
2511 Elderly (60+ years of age)	3,058	3,500	3,500	
2512 Adults (18-59 years of age)	31,336	31,100	31,500	
2513 Youth (6-17 years of age)	305	200	200	
2514 Children (0-5 years of age)	199	200	200	
2500 TOTAL NUMBER OF ONE WAY PASSENGER TRIPS	**36,453**	**37,000**	**37,400**	Category Total
ONE-WAY PASSENGER TRIPS	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
2515 Dial-A-Ride	0	0	0	
2516 Fixed Route Trips (Sec. 5307 and Mankato Only)	36,453	37,000	37,400	
2517 Volunteer Driver Passenger Trips	0	0	0	
2518 Route Deviation Passenger Trips	0	0	0	
HOURS OF SERVICE	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
2521 Fixed Route (sec. 5307 and Mankato Only)	3,325	3,303	3,356	
2522 Dial-A-Ride	0	0	0	
2524 Route Deviation	0	0	0	
2526 Subscription	0	0	0	
2528 Special Route Guarantee	0	0	0	
2530 TOTAL NUMBER OF BUS SERVICE HOURS	**3,325**	**3,303**	**3,356**	Category Total
2531 TOTAL NUMBER VOLUNTEER DRIVER HOURS	0	**0**	**0**	Category Total
MILES	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
2531 Fixed Route (sec. 5307 and Mankato Only)	53,386	51989	52708	
2532 Dial-A-Ride	0	0	0	

2534 Route Deviation	0	0	0	
2536 Subscription	0	0	0	
2538 Special Route Guarantee	0	0	0	
2540 Total Number of Miles	**53,386**	**51,989**	**52,708**	**Category Total**
2541 VOLUNTEER DRIVER MILES				**Category Total**

RESOLUTION NO. 14 – 08 - 74

CITY OF EAST GRAND FORKS

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

BE IT HEREBY RESOLVED, By the City Council of the East Grand Forks, Minnesota, that the City of East Grand Forks enter into an agreement with the State of Minnesota, to provide paratransit transportation services in East Grand Forks, Minnesota for period between January 1, 2015 and December 31, 2015; and

BE IT FURTHER RESOLVED, That the City of East Grand Forks agrees to provide 15% of the total operating costs for the paratransit service and up to 20% of the total capital costs; and

BE IT FURTHER RESOLVED, that authorization to execute the aforementioned Contract and any amendments thereto is hereby given to the Mayor and the Administrator/Clerk Treasurer.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed. Passed: August 5, 2014

Attest:

_____ _____
City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 5th of August, 2014.

_____
Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the ____ day of _____, 2014, as shown by the minutes of said meeting in my possession.

_____
Notary

PUBLIC TRANSIT OPERATING BUDGET

Legal Name:	City of East Grand Forks- DAR				
OPERATING BUDGET					
PERSONNEL SERVICES		**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1010 Administrative, Management and Supervisory Services					
Description:	This is amount paid to the MPO for administrative costs.				
	1010 Sub Total	$5,534.83	$5,000.00	$6,500.00	
1020 Operator's Wages					
Description:					
	1020 Sub Total	$0.00	$0.00	$0.00	
1030 Vehicle Maintenance Wages					
Description:					
	1030 Sub Total	$0.00	$0.00	$0.00	
1032 Vehicle Repair Wages					
Description:					
	1032 Sub Total	$0.00	$0.00	$0.00	
1040 General Office Support Wages					
Description:					
	1040 Sub Total	$0.00	$0.00	$0.00	
1050 Operations Support Wages					
Description:					
	1050 Sub Total	$0.00	$0.00	$0.00	
1060 Fringe Benefits					
Description:					
	1060 Sub Total	$0.00	$0.00	$0.00	
1000 TOTAL PERSONNEL EXPENSES ADD LINES 1010 THROUGH 1060		**$5,534.83**	**$5,000.00**	**$6,500.00**	**Category Total**
ADMINISTRATIVE CHARGES		**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1110 Management Fees					
Description:					
	1110 Sub Total	$0.00	$0.00	$0.00	
1120 Drug and Alcohol Testing and Administration Expenses					
Description:					
	1120 Sub Total	$0.00	$0.00	$0.00	
1130 Advertising, Marketing and Promotional Charges					
Description:					

		1130 Sub Total	$0.00	$0.00	$0.00	
1140 Legal, Auditing and Other Professional Fees						
	Description:					
		1140 Sub Total	$0.00	$0.00	$0.00	
1150 Staff Development Costs						
	Description:	Training to keep staff up to date.				
		Gross		$0.00	$3,000.00	
		Subtract RTAP Reimbursement		$0.00	$0.00	
		1150 Net	$0.00	$0.00	$3,000.00	
1160 Office Supplies						
	Description:					
		1160 Sub Total	$0.00	$0.00	$0.00	
1170 Leases and Rentals - Administrative Facilities						
	Description:					
		1170 Sub Total	$0.00	$0.00	$0.00	
1180 Utilities						
	Description:					
		1180 Sub Total	$0.00	$0.00	$0.00	
1190 Other Direct Administrative Charges						
	Description:					
		1190 Sub Total	$0.00	$0.00	$0.00	
1100 TOTAL ADMINISTRATIVE EXPENSES ADD LINES 1110 THROUGH 1090			**$0.00**	**$0.00**	**$3,000.00**	**Category Total**
VEHICLE CHARGES			**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1210 Fuel						
Gas		Gross	$0.00	$0.00	$0.00	
Diesel		Tax Refund	$0.00	$0.00	$0.00	
Alternative		Net	$0.00	$0.00	$0.00	
1220 Maintenance Parts and Material Expenses						
	Description:					
		1220 Subtotal	$0.00	$0.00	$0.00	
1222 Repair Parts and Material Expenses						
	Description:					
		1222 Subtotal	$0.00	$0.00	$0.00	
1230 Contract Maintenance Labor						
	Description:					
		1230 Subtotal	$0.00	$0.00	$0.00	
1232 Contract Maintenance Parts and Material Expenses						

Description:					
	1232 Subtotal	$0.00	$0.00	$0.00	
1234 Contract Repair Labor					
Description:					
	1234 Subtotal	$0.00	$0.00	$0.00	
1236 Contract Repair Parts and Material Expenses					
Description:					
	1236 Subtotal	$0.00	$0.00	$0.00	
1240 Tires					
Description:					
	1240 Subtotal	$0.00	$0.00	$0.00	
1250 Other Vehicle Charges					
Description:					
	1250 Sub Total	$0.00	$0.00	$0.00	
1200 TOTAL VEHICLE CHARGES ADD LINES 1210 THROUGH 1250		**$0.00**	**$0.00**	**$0.00**	**Category Total**
OPERATIONS CHARGES		**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1310 Purchase of Service					
Description:	The cost of the third party provider for service.				
	1310 Sub Total	$45,512.00	$48,000.00	$55,714.15	
1330 Mileage Reimbursement for Passenger Service					
Description:					
	1330 Sub Total	$0.00	$0.00	$0.00	
1340 Repair and Maintenance of Other Property					
Description:					
	1340 Sub Total	$0.00	$0.00	$0.00	
1350 Leases and Rentals (Garages, Vehicles, etc.) (list agreement(s) in Tab 9)					
Description:					
	1350 Sub Total	$0.00	$0.00	$0.00	
1360 Other Operation Charges					
Description:					
	1360 Sub Total	$0.00	$0.00	$0.00	
1300 TOTAL OPERATIONS CHARGES ADD LINES 1310 THROUGH 1360		**$45,512.00**	**$48,000.00**	**$55,714.15**	**Category Total**
INSURANCE CHARGES		**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	

PUBLIC TRANSIT OPERATING BUDGET

1410 Public Liability and Property Damage on Vehicles				
Description:				
1410 Sub Total	$0.00	$0.00	$0.00	
1420 Public Liability and Property Damage on Other than Vehicles				
Description:				
1420 Sub Total	$0.00	$0.00	$0.00	
1400 TOTAL INSURANCE CHARGES ADD LINES 1410 THROUGH 1420	**$0.00**	**$0.00**	**$0.00**	**Category Total**
TAXES AND FEES	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
1510 Vehicle Registration and Permit Fees				
Description:				
1510 Sub Total	$0.00	$0.00	$0.00	
1520 Federal Fuel, Lubricant Taxes and Excise Taxes on Tires				
Description:				
1520 Sub Total	$0.00	$0.00	$0.00	
1540 Other Taxes and Fees				
Description:				
1540 Sub Total	$0.00	$0.00	$0.00	
1500 TOTAL TAXES AND FEES ADD LINES 1510 THROUGH 1540	**$0.00**	**$0.00**	**$0.00**	**Category Total**
1600 TOTAL OPERATING EXPENSES ADD LINES 1000, 1100, 1200, 1300, 1400 AND 1500	**$51,046.83**	**$53,000.00**	**$65,214.15**	**Total**
EXPENSE ANALYSIS	**Percent increase over 2013 year end actual**		**27.8%**	**Total**
	Percent increase over 2014 projected year end		**23.0%**	**Total**

EXHIBIT VII

CAPITAL BUDGET					
CAPITAL EXPENSES		2013 Year End Actual	2014 Projected Year End	2015 Proposed	
1710 Vehicle					
Description:	Class 400 Arboc Vehicle				
	1710 Sub Total	$0.00	$126,830.00	$0.00	
1720 Lift					
Description:					
	1720 Sub Total	$0.00	$0.00	$0.00	
1730 Communication Equipment					
Description:					
	1730 Sub Total	$0.00	$0.00	$0.00	
1740 Farebox					
Description:					
	1740 Sub Total	$0.00	$0.00	$0.00	
1750 Other Capital Expenses					
Description:					
	1750 Sub Total	$0.00	$0.00	$0.00	
1760 Facility Purchase and/or Construction Cost					
Description:					
	1760 Sub Total	$0.00	$0.00	$0.00	
1700 TOTAL CAPITAL EXPENSES ADD LINES 1710 THROUGH 1760		**$0.00**	**$126,830.00**	**$0.00**	Category Total

PUBLIC TRANSIT OPERATING BUDGET

REVENUES				
REVENUES FROM OPERATIONS (FARES)	2013 Year End Actual	2014 Projected Year End	2015 Proposed	
2010 Farebox Revenues				
1. Cash Fares				
Description: Fares collected by drivers.				
Cash Sub Total	$12,459.00	$12,400.00	$12,459.00	
2. Coupons, Passes and Tokens				
Description:				
Coupons, Passes, Tokens Sub Total	$0.00	$0.00	$0.00	
TOTAL FAREBOX REVENUES	**$12,459.00**	**$12,400.00**	**$12,459.00**	Category Total
REVENUES FROM SYSTEM OPERATIONS	2013 Year End Actual	2014 Projected Year End	2015 Proposed	
2020 System Operating Revenue				
1. Special Route Guarantees				
Description:				
Guarantees Sub Total	$0.00	$0.00	$0.00	
2. Contract Revenues				
Description:				
Contract Sub Total	$0.00	$0.00	$0.00	
3. Advertising and Concession Revenues				
Description:				
Advertising Sub Total	$0.00	$0.00	$0.00	
4. Vehicle/Facility Leasing Revenues				
Description:				
Leasing Sub Total	$0.00	$0.00	$0.00	
5. Other Revenues				
Description:				
Other Sub Total	$0.00	$0.00	$0.00	
TOTAL SYSTEM OPERATING REVENUES	**$0.00**	**$0.00**	**$0.00**	Category Total
2000 TOTAL OPERATING REVENUES ADD LINES 2010 THROUGH 2020	**$12,459.00**	**$12,400.00**	**$12,459.00**	Category Total
REVENUE ANALYSIS	**Percent increase over 2013 year end actual**		**0.0%**	Total
	Percent increase over 2014 projected year end		**0.48%**	Total

EXHIBIT VII

PUBLIC TRANSIT OPERATING BUDGET

FEDERAL GRANTS					
FEDERAL GRANTS (5307 and 5309 Recipients Only)		2013 Year End Actual	2014 Projected Year End	2015 Proposed	
2110 Federal Operating Grants (5307 Recipients Only)		$0.00	$0.00	$0.00	
2120 Federal Capital Grants (5307 Recipients Only)		$0.00	$0.00	$0.00	
2130 Federal Capital Grants (5309 Recipients Only)		$0.00	$0.00	$0.00	
LOCAL SHARE					
LOCAL FUNDING SOURCES		2013 Year End Actual	2014 Projected Year End	2015 Proposed	
Name	Amount				
	$0.00				
	$0.00				
	$0.00				
Total		$0.00	$0.00	$0.00	
SPECIAL FUNDING					
3001 (none identified for 2009)					
3000 TOTAL SPECIAL FUNDING		$0.00	$0.00	$0.00	

EXHIBIT VII

SYSTEM STATISTICS				
DEMOGRAPHIC BREAKDOWN - PASSENGER TRIPS	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
2510 People with Disabilities	2,629	2,353	2,400	
2511 Elderly (60+ years of age)	1,566	1,800	1,800	
2512 Adults (18-59 years of age)	0	0	0	
2513 Youth (6-17 years of age)	0	0	0	
2514 Children (0-5 years of age)	0	0	0	
2500 TOTAL NUMBER OF ONE WAY PASSENGER TRIPS	**4,195**	**4,153**	**4,200**	Category Total
ONE-WAY PASSENGER TRIPS	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
2515 Dial-A-Ride	4,195	4,153	4,200	
2516 Fixed Route Trips (Sec. 5307 and Mankato Only)	0	0	0	
2517 Volunteer Driver Passenger Trips	0	0	0	
2518 Route Deviation Passenger Trips	0	0	0	
HOURS OF SERVICE	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
2521 Fixed Route (sec. 5307 and Mankato Only)	0	0	0	
2522 Dial-A-Ride	4,760	4,808	4,852	
2524 Route Deviation	0	0	0	
2526 Subscription	0	0	0	
2528 Special Route Guarantee	0	0	0	
2530 TOTAL NUMBER OF BUS SERVICE HOURS	**4,760**	**4,808**	**4,852**	Category Total
2531 TOTAL NUMBER VOLUNTEER DRIVER HOURS	0	**0**	**0**	Category Total
MILES	**2013 Year End Actual**	**2014 Projected Year End**	**2015 Proposed**	
2531 Fixed Route (sec. 5307 and Mankato Only)	0	0	0	
2532 Dial-A-Ride	16,612	16400	16800	

2534 Route Deviation	0	0	0	
2536 Subscription	0	0	0	
2538 Special Route Guarantee	0	0	0	
2540 Total Number of Miles	**16,612**	**16,400**	**16,800**	**Category Total**
2541 VOLUNTEER DRIVER MILES				**Category Total**

Request for Council Action

Date: August 1, 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: Request for Proposal for Auditing Services for the years 2014, 2015 and 2016

Background:
The council requested that a Request for Proposal for Auditing services for the years ending December 31, 2014 , 2105 and 2016, with an option of extending for another three years.

Attached is the "Request for Proposal".

Recommendation:
The council approve the Request for Proposal for Auditing services and start the process of selecting a Certified Public Accounting firm.

City of East Grand Forks

Request for Proposal for Auditing Services

August 6, 2014

Karla Anderson, Finance Director
600 DeMers Ave NW
East Grand Forks, MN 56721

kanderson@egf.mn
www.egf.mn

TABLE OF CONTENTS

I. INTRODUCTION

A. General Information
B. Term of Engagement
C. Subcontracting

II. NATURE OF SERVICES REQUIRED

A. General
B. Scope of Work to be Performed
C. Auditing Standards to be Followed
D. Reports to be Issued
E. Reporting to the Audit Committee
F. Special Considerations
G. Working Paper Retention and Access to Working Papers

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Person
B. Background Information
C. Budgetary Basis of Accounting
D. Federal and State Financial Assistance
E. Pension Plans
F. Finance Department

IV. TIME REQUIREMENTS

A. Proposal Calendar
B. Notification and Contract Dates
C. Schedule for the 2014 Fiscal Year Audit

1. Detailed Audit Plan and Programs
2. Fieldwork
3. Draft Reports

D. Due Dates - Final Report

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department Assistance
B. Statements and Schedules to be Prepared by the Finance Department
C. Work Area, Telephone, Photocopying, FAX Machines, and Internet
D. Report Preparation (CAFR) and Water and Light Financial Statement

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. On-Site Visits
2. Inquiries
3. Submission of Proposals

B. Proposal

1. General Requirements
2. Independence
3. License to Practice in Minnesota
4. Firm Qualifications and Experience
5. Partner, Supervisory and Staff Qualifications and Experience
6. Similar Engagements with Other Government Entities
7. Specific Audit Approach
8. Identification of Anticipated Potential Audit Problems
9. Report Format
10. Audit Schedule

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price
2. Rates and Hours
3. Reimbursement for Out-of-Pocket Expenses
4. Rates for Additional Professional Services
5. Manner of Payment

VII. EVALUATION PROCEDURES

A. Audit Committee
B. Evaluation Criteria

1. Mandatory Elements
2. Technical Qualifications
3. Price

C. Oral Presentations
D. Final Selection
E. Right to Reject Proposals

ATTACHMENTS

A. Proposer Warranties
B. Schedules of Proposed Fees for City of East Grand Forks Audit

I. INTRODUCTION

A. General Information

The City of East Grand Forks is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2014, December 31, 2015, and December 31, 2016. These audits are to be performed in accordance with U.S. Generally Accepted Auditing Standards and the provisions of the Minnesota Legal Compliance Guide. Auditors may be called upon to comply with the standards for financial audits set forth by the General Accounting Office (GAO) or the provisions of the federal Single Audit Act of 1984/1996 - OMB Circular A133, if applicable.

There is no expressed or implied obligation for the City of East Grand Forks to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City of East Grand Forks and the firm selected.

To be considered, ten originals and an electronic copy of a proposal must be received by Karla Anderson, Finance Director, at 600 DeMers Ave NW, East Grand Forks, MN 56721 by 4:00 p.m. on August 28, 2014. The City of East Grand Forks reserves the right to reject any or all proposals submitted.

Proposals submitted may be evaluated by an Audit Committee, which may consist of industry experts in addition to City Staff.

During the evaluation process, the City reserves the right to request additional information or clarifications from responding firms, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

It is anticipated that the selection of a firm will be completed by September 16, 2014. Following the notification of the selected firm, it is expected that an engagement letter will be executed by October 1, 2014.

B. Term of Engagement

A 3-year contract is contemplated, subject to annual review of price and performance, along with an option to renew for an additional 3-year period. The 3-year renewal option will be at the sole discretion of the City, with scope of services and pricing to be negotiated.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City of East Grand Forks.

II. NATURE OF SERVICES REQUIRED

A. General

The City of East Grand Forks is soliciting the services of qualified firms of certified public accountants to audit and prepare its financial statements for the fiscal years ending December 31, 2014, 2015, and 2016 and audit and prepare the financial statements for the Water an Light Department for the same period. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of East Grand Forks desires the auditor to express an opinion on the fair presentation of the City's basic financial statements and also the Water and Light Department's basic financial statements in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. The auditor is not required to audit the introductory or statistical sections of the report.

An annual review of the Comprehensive Annual Financial Report shall be done to determine necessary steps so that the City can continue to receive a Certificate of Achievement for Excellence in Financial Reporting during this engagement.

C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

- The auditing standards generally accepted in the United States of America.
- The provisions of the Minnesota Legal Compliance Audit Guide for Local Governments
- The standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, if applicable.
- The provisions of the Single Audit Act of 1984 (as amended in 1996), if applicable.
- The provisions of U.S. Office of Management and Budget (OMB) Circular A-133, if applicable.

D. Reports to be Issued

Following the completion of both audits of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles for both the City and the Water and Light Department.

2. A report on the compliance and internal control over financial reporting based on the audit of the financial statements.

3. A report on compliance with applicable laws and regulations.

In the required report on internal controls, the auditor shall communicate any reportable conditions or material weaknesses, as defined by Government Auditing Standards.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator and the City Council.

E. Reporting to the Audit Committee

Auditors shall assure themselves that the City of East Grand Forks Audit Committee is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards

2. Planned scope and timing of the audit

3. Significant findings from the audit

4. Significant audit adjustments

5. Other information in documents containing audited financial statements

6. Disagreements with management

7. Management consultation with other accountants

8. Major issues discussed with management prior to retention

9. Difficulties encountered in performing the audit

F. Special Considerations

1. The City of East Grand Forks will send its Comprehensive Annual Financial Report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide assistance to the City of East Grand Forks to meet the requirements of that program.

2. The auditor shall be required, if requested, to provide assistance with implementation and compliance with reporting requirements mandated by future GASB Statements.

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three years, unless the firm is notified in writing by the City of East Grand Forks of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of East Grand Forks
- MN State Auditor
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City of East Grand Forks as part of an audit quality review process
- Auditors of entities of which the City of East Grand Forks is a sub-recipient of grant funds
- Others as they become known or required by the City of East Grand Forks

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Major Contact Person

The auditor's principal contact with the City will be Karla Anderson, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the City of East Grand Forks to the auditor.

B. Background Information

- The City of East Grand Forks is located in Polk County and has land area of nearly six square miles with a population of 8,581.

- The City of East Grand Forks' fiscal year begins on January 1 and ends on December 31.

- The City is a home-rule charter city with a Mayor-Council form of government.

- The City provides basic governmental services to its residents and businesses, including public Library, public safety (police and fire), construction and maintenance of local streets, neighborhood parks and trails, Housing and Economic Development and general administrative services. The City has its own municipal Electric and Water Department and Commission. Sewer services are also provided by the City.

- More detailed information about the City and its finances can be found in the 2013 CAFR and the 2014 budget. These documents are available on the City's website at

http://www.egf.mn. in the Finance Department section.

C. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Federal and State Financial Assistance

During the fiscal years to be audited, the City does not expect to have expended in excess of $500,000 of State and Federal assistance from various programs. The specific programs and information will be available prior to the interim work.

E. Pension Plans

All full-time and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The association administers the Public Employees Retirement Fund (PERF) and the Public Employees Police and Fire Fund (PEPFF) which are cost sharing, multiple employer retirement plans.

F. Finance Department

The finance department is headed by Karla Anderson, Finance Director. The Finance Department has one additional employee, an Accounting Technician.

IV. TIME REQUIREMENTS

A. Proposal Calendar:

Request for proposal issued	August 6, 2014
Due date for proposals	August 28, 2014
Interview Final Choices	September 3-5, 2014

B. Notification and Contract Dates:

Selected firm notified	September 16, 2014
Engagement Letter executed	October 1, 2014

C. Schedule for 2014 Fiscal Year Audit

The City will have all records ready for audit and all management personnel available to meet with the firm's personnel at a date that is mutually convenient. Each of the following should be completed by the auditor no later than the dates indicated.

1. Detailed Audit Plan: The auditor shall provide to the City by December 1, 2014, both a detailed audit plan and a list of all schedules to be prepared by the City.

2. Fieldwork: The auditor shall complete all fieldwork by April 30, 2015.

3. Draft Reports: The auditor shall provide reviewed drafts of the financial statements to the Finance Director by May 15, 2015. City staff will use these financial statements for preparation of the MD&A.

D. Due Dates - Final Report

The auditor shall meet with the City's Audit Committee to discuss the financial statements, notes, required supplementary schedules, management letter, and report on legal compliance by May 15, 2015.

Twelve bound copies and one copy in pdf format of the City's CAFR. Fifteen bond copies and one copy in pdf format of the Water and Light Department's Comprehensive Annual Financial Report. shall be delivered to the Finance Director by June 1, 2015

The auditor shall present the CAFR, Report on Legal Compliance, and Management Letter to City Council no later than the second Council Meeting in June (June 16, 2015). The auditor shall present the Comprehensive Annual Financial Report to the Water and Light commission no later than the June meeting in 2015.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION

A. Finance Department

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. Preparation of confirmations will be the responsibility of the Auditor with assistance from the City.

B. Statements and schedules to be prepared by the Finance Department

The Finance Department staff will help prepare as many audit worksheets and schedules as is practical. The Finance Department will help prepare or help gather information for the Statistical Section of the CAFR and the Statistical section of the Water and Light Department Report Statistical section.

C. Work Area, Telephones, Photocopying, FAX Machine, and the internet.

The City will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and FAX machines. Wireless internet connection may be available.

D. Report Preparation (CAFR) for the City and Water and Light Department.

Report preparation, editing, and printing shall be the responsibility of the Auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Time will be made available to Audit Firms for an on-site visit, should one be desired.

2. Inquiries concerning the request for proposals and the subject of the request for proposals should be made to:

   Karla Anderson, Finance Director
   kanderson@egf.mn
   218-399-3244

3. Submission of Proposals

   Seven originals and an electronic copy (e-mailed) of the proposal must be received by 4:00 p.m. on August 28, 2014, for a proposal to be considered. The proposal shall include the following:

   a. Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.

   b. Table of contents

   c. Transmittal letter - A signed letter of transmittal, stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 60 days.

   d. Detailed proposal - The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

   The completed proposal should be sent to:

   Karla Anderson, Finance Director
   600 DeMers Ave NW
   East Grand Forks, MN 56721
   kanderson@egf.mn

B. Proposal

1. General Requirements

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of East Grand Forks in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items No. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the City as defined by generally accepted auditing standards.

The firm should also list and describe the firm’s professional relationship involving the City or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City written notice of any relevant professional relationships entered into during the period of this agreement.

3. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, or other assigned staff may be changed if those personnel leave the firm, are promoted, or are assigned to another office, provided that the replacements have substantially the same or better qualifications or experience. The City retains the right to approve or reject replacements.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum of 3, maximum of 5) performed in the last three years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Indicate whether or not the Comprehensive Annual Financial Report received the GFOA Certificate of Achievement for the most recent audit.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

9. Report Format

The proposal should include sample formats for required reports.

10. Audit Schedule

The proposal should include an acknowledgement of the required audit schedule and a statement as to the firm's ability to meet the schedule.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

   The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The proposal needs all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses for the (1) City of East Grand Forks audit and CAFR and (2)East Grand Forks Water and Light Department's audit and Comprehensive Annual Financial Report. So, two proposals need to be submitted.

   The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

2. Hourly rates for partners, managers, supervisors, and other staff, with amount of hours anticipated for each. The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in Attachment B, that supports the total all-inclusive maximum price.

3. Estimated out-of-pocket expenses to be reimbursed should be presented in the format provided in Attachment B. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

4. Rates for Additional Professional Services

   If the City requests the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

5. Manner of Payment

   Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

A. Audit Committee

Proposals submitted may be evaluated by an Audit Committee. The City of East Grand Forks reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

   a. The audit firm is independent and licensed to practice in Minnesota.

   b. The firm has no conflict of interest with regard to any other work performed by the firm for the City

   c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal

   d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work

2. Technical Qualifications

   a. Expertise and Experience

      i. The firm's past experience and performance on comparable government engagements

      ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

b. Audit Approach

i. Adequacy of a proposed staffing plan for various segments of the engagement

ii. Adequacy of sampling techniques

iii. Adequacy of analytical procedures

3. Price

Price will be a factor in the selection of an audit firm. However, price will not be the sole determining factor in the selection process.

C. Oral Presentations

During the evaluation process the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal.

D. Final Selection

The City Administrator, Finance Director, Water and Light Commission and Water and Light General Manager will recommend to the City Council the appointment of a CPA firm judged to be the most responsive and responsible proposer for the auditing services requested. The final decision with respect to the appointment will be made by the City Council.

E. Right to Reject Proposals

The City of East Grand Forks reserves the right, without prejudice, to reject any or all proposals. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City and the firm selected.

ATTACHMENT A

PROPOSER WARRANTIES

Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state) corporations.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City.

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed or printed): _____

Title: _____

Firm: _____

Date: _____

ATTACHMENT B

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE 2014 CITY'S FINANCIAL STATEMENTS

	HOURS	STANDARD HOURLY RATES	QUOTED HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
SUBTOTAL	_____			_____
OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____

TOTAL NOT-TO-EXCEED COST FOR THE 2014 AUDIT _____

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE 2014 WATER AND LIGHT FINANCIAL STATEMENTS

	HOURS	STANDARD HOURLY RATES	QUOTED HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
SUBTOTAL	_____			_____
OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____

TOTAL NOT-TO-EXCEED COST FOR THE 2014 AUDIT _____

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE 2015 CITY'S FINANCIAL STATEMENTS

	HOURS	STANDARD HOURLY RATES	QUOTED HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
SUBTOTAL	_____			_____
OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____

TOTAL NOT-TO-EXCEED COST FOR THE 2015 AUDIT _____

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR
THE AUDIT OF THE 2015 WATER AND LIGHT FINANCIAL STATEMENTS

	HOURS	STANDARD HOURLY RATES	QUOTED HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
SUBTOTAL	_____			_____
OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____

TOTAL NOT-TO-EXCEED COST FOR THE 2015 AUDIT _____

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE 2016 CITY'S FINANCIAL STATEMENTS

	HOURS	STANDARD HOURLY RATES	QUOTED HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
SUBTOTAL	_____			_____

OUT-OF-POCKET EXPENSES (SPECIFY)

_____	_____
_____	_____
_____	_____
_____	_____

TOTAL NOT-TO-EXCEED COST FOR THE 2016 AUDIT _____

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR
THE AUDIT OF THE 2016 WATER AND LIGHT FINANCIAL STATEMENTS

	HOURS	STANDARD HOURLY RATES	QUOTED HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
SUBTOTAL	_____			_____
OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____

TOTAL NOT-TO-EXCEED COST FOR THE 2016 AUDIT _____

SUMMARY SCHEDULE

YEAR	NOT-TO-EXCEED AMOUNT
2014	_____
2015	_____
2016	_____
GRAND TOTAL	_____

Request for Council Action

Date: July 29, 2014

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

Cc: File

From: Ron Galstad

RE: Richard and Diane Pesch

The resolution transfers the property legally described as follows:

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.

to Richard and Diane Pesch. Said transfer is in resolution of a disputed claim.

RESOLUTION NO. 14 – 08 - 75

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

WHEREAS, the County of Polk, (hereinafter "The County") acquired real property to in conjunction with the Army Corp of Engineer Flood Control Project.

WHEREAS, after the completion of the levee system the County had remnant parcel's of property.

WHEREAS, the County deeded the parcel legally described as follows:

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.

to the City by Warranty Deed dated May 28, 2002.

WHEREAS, Diane and Richard Pesch own the adjacent parcel and have been maintaining the above described property for the City since 2002.

WHEREAS, The City did a pavement project 2011 AJ No.1 Reconstruction Project, (Hartsville Road).

WHEREAS, a dispute arose regarding the project and in a mutual resolution to the dispute the City has agreed to transfer said property to Richard and Diane Pesch.

WHEREAS, prior to transferring the property the City wanted to make sure that the parcel was in City Limits and completed an annexation of the parcel.

WHEREAS, prior to transferring the property Richard and Diane Pesch agreed to pay the special assessments and a $1,000.00 administrative/legal fee.

WHEREAS, Richard and Diane Pesch have present the City Attorney with a check for the appropriate funds.

NOW, THEREFORE, BE IT HEREBY RESOLVED

1. That the City has determined that the parcels of land more specifically described was no longer needed and served no public purpose.

2. That the City has determined that it would be in the public interest to exchange the parcel in satisfaction of a disputed claim rather than expend public funds to maintain said parcel and to pursue and defend the disputed claim;

3. The City authorizes the City Administrator and the Mayor may accept the funds, transfer the property "A is" without warranty and to to sign all appropriate documents.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed. Passed: August 5, 2014

Attest:

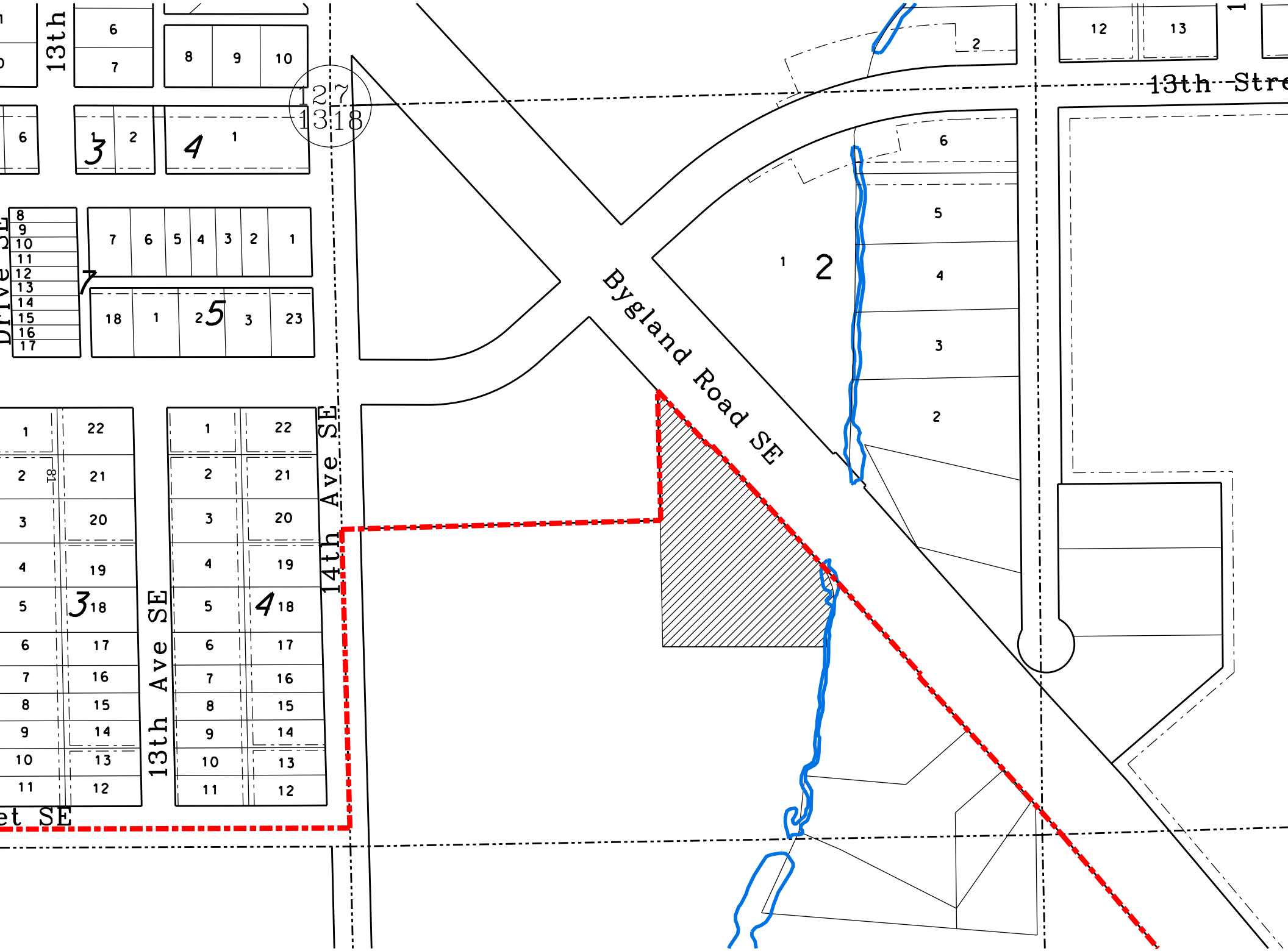
_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 5th of August, 2014.

_____

Mayor


13th
Bygland Road SE
13th Ave SE
14th Ave SE
13th Stre
et SE
Drive SE
127
1318

City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

APPLICATION FOR SPECIAL EVENT

License Fee: _____

Organization Information

Relay For Life E-Race Cancer
Organization Name

[redacted]
Organization Phone Number

[redacted]
Organization Address

G.F ND 58201
City State Zip

Applicant Information

Darlene Anderson
Applicant Name

70
Applicant Phone Number

Applicant Address

City State Zip

Special Event Information

8-24-14
Date of Event

1:00 pm
Start Time

4:00 pm
End Time

Fundraiser
Explanation of Event

Parking Lot behind VFW
Route/Area of Event (include map)

Barricade
Special Requests (Staff, Road Closures, Etc)

I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.

Darlene Anderson
Signature of Applicant

7/28/14
Date

Darlene Anderson
Print Name

Title

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar Street Suite 133, St. Paul MN 55101-5133
(651) 215-6209 Fax (651) 297-5259 TTY (651) 282-6555
WWW.DPS.STATE.MN.US

APPLICATION AND PERMIT
FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
VFW 3817	1942		
STREET ADDRESS	CITY	STATE	ZIP CODE
312 Demers Ave	E Grand Forks	MN	56721
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE	HOME PHONE	
Patricia Sauskojus	(218) 773-2481	(218) 791-0180	
DATES LIQUOR WILL BE SOLD 8-24-2014	TYPE OF ORGANIZATION (CLUB) CHARITABLE RELIGIOUS OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME	ADDRESS		
Ben McPherson, Commander	1601 Summerfield DR #27 Crookston, MN 56716		
ORGANIZATION OFFICER'S NAME	ADDRESS		
Gary Dudgeon, Quartermaster	18577 440th Ave SW East Grand Forks MN 56721		
ORGANIZATION OFFICER'S NAME	ADDRESS		
William Bridges, Adjutant	1504 Aspen Ave NE East Grand Forks MN 56721		

Location license will be used. If an outdoor area, describe

City Parking Lot Behind VFW Building

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage. yes

AIX Specialty Insurance Co. $500,000 Occurance
$500,000 Aggregate

APROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____ DATE APPROVED _____

CITY FEE AMOUNT _____ LICENSE DATES _____

DATE FEE PAID _____

_____ _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL **APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT**

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

PS-09079 (02/05)

RESOLUTION NO. 14 – 08 – 76

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 19385 for a total of $675.86.

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 $675.86 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.

3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.

4. Resolution passed by unanimous vote of the council on August 5, 2014.

Voting Aye:
Voting Nay:
Absent:
Abstain:

The President declared the resolution passed.

Passed: August 5, 2014

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 5th of August, 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 19385 for a total of $675.86.

3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.

4. Resolution passed by unanimous vote of the council on August, 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

User: lkatka
Printed: 8/1/2014 - 1:28 PM

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
19331	08/05/2014	A&L002	A&L Siding & Home Improvement C	115.00	0
19332	08/05/2014	ACM001	Acme Electric Companies	999.91	0
19333	08/05/2014	ADV001	Advanced Business Methods Inc	1,488.03	0
19334	08/05/2014	ALS001	Al's Electric	540.00	0
19335	08/05/2014	ALB001	Albrecht Manufacturing	7.22	0
19336	08/05/2014	AFP001	Allied Fire Protection, Inc.	452.50	0
19337	08/05/2014	ALL004	Allpro Interior Care Inc	80.00	0
19338	08/05/2014	AME002	American Tire Service	3,084.00	0
19339	08/05/2014	AME005	Ameripride Linen & Apparel Services	312.87	0
19340	08/05/2014	ANY001	Anytime Plumbing	65.00	0
19341	08/05/2014	APP001	Applied Concepts Inc.	85.00	0
19342	08/05/2014	BAK001	Baker & Taylor Co	318.96	0
19343	08/05/2014	BLU001	Blue Cross Blue Shield of ND	5,746.60	0
19344	08/05/2014	BRO002	Brodart Co	304.81	0
19345	08/05/2014	BCA003	Bureau of Crim Apprehension	1,530.00	0
19346	08/05/2014	CAR002	Carquest Auto Parts	305.24	0
19347	08/05/2014	CED001	Cedar Rapids Tire	827.30	0
19348	08/05/2014	CEN006	Century Link	833.77	0
19349	08/05/2014	COA001	Coalition of Greater MN Cities	13,513.00	0
19350	08/05/2014	COL002	Cole Papers Inc	128.38	0
19351	08/05/2014	COM003	Complete Pest Control Inc	75.00	0
19352	08/05/2014	CRO004	Crookston Daily Times	152.00	0
19353	08/05/2014	CUM001	Cummins NPower LLC	448.93	0
19354	08/05/2014	CUS002	Custom Stripes Inc	270.00	0
19355	08/05/2014	DAK004	Dakota Supply Group	100.34	0
19356	08/05/2014	DAK006	Dakota TV & Appliance	2,600.25	0
19357	08/05/2014	EAS006	Dale Gulbranson	255.00	0
19358	08/05/2014	DEM001	Demco Educational Corp	997.24	0
19359	08/05/2014	DIA001	Richard Papenfuss Diamond Cleaning	99.90	0
19360	08/05/2014	SAL002	Donald & Karen Salwey & Gate City l	5,000.00	0
19361	08/05/2014	DRU001	Drummer's Diesel Inc	486.31	0
19362	08/05/2014	DSI001	DSI Inc	102.00	0
19363	08/05/2014	EMP001	Emphasys Computer Solutions	1,313.28	0
19364	08/05/2014	ENV002	Environmental Equipment	242.84	0
19365	08/05/2014	EVA001	Debra J. Evans	100.00	0
19366	08/05/2014	EXH001	Exhaust Pros of Grand Forks	229.97	0
19367	08/05/2014	EXP003	Explorer Post #38	40.00	0
19368	08/05/2014	EXP002	Exponent	424.18	0
19369	08/05/2014	EZL001	EZ Locksmith	40.80	0
19370	08/05/2014	FIL001	Filter Care	507.82	0
19371	08/05/2014	FOR004	Forx Radiator	1,086.99	0
19372	08/05/2014	G&K001	G&K Services	153.57	0
19373	08/05/2014	GAF002	Gaffaney's	77.98	0
19374	08/05/2014	GAL001	Gale	70.17	0
19375	08/05/2014	GAR001	Garden Hut Inc	2,216.37	0
19376	08/05/2014	GFF001	GF Fire Equipment	21.00	0
19377	08/05/2014	GFW001	GF Welding & Machine	61.33	0
19378	08/05/2014	GGF001	GGF Convention & Visitors Bureau	1,305.76	0
19379	08/05/2014	GOP002	Gopher State Lawn Sprinklers	307.81	0
19380	08/05/2014	GRA008	Grand Forks City	82,724.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
19381	08/05/2014	GMP001	Greater Minnesota Partnership	1,000.00	0
19382	08/05/2014	COD001	Jared Grefsrud	3,625.09	0
19383	08/05/2014	GRE002	Greg's Lawn Care	678.10	0
19384	08/05/2014	HSC001	Halogen Supply	126.64	0
19385	08/05/2014	HAR001	Hardware Hank	675.86	0
19386	08/05/2014	HAW001	Hawkins Chemical	1,964.50	0
19387	08/05/2014	HEA001	Heartland Paper	438.95	0
19388	08/05/2014	HOL002	Holiday Credit Office	22.25	0
19389	08/05/2014	HOM001	Home of Economy	59.98	0
19390	08/05/2014	HUG001	Hugo's	298.19	0
19391	08/05/2014	INT007	In the Swim	42.96	0
19392	08/05/2014	IND006	Indepth Inspections LLC	22,016.75	0
19393	08/05/2014	IND002	Indigo Signworks	1,321.93	0
19394	08/05/2014	INT003	Integra Telecom	90.28	0
19395	08/05/2014	INT0010	Interact Public Safety Systems	2,760.67	0
19396	08/05/2014	JET001	Jet Way Multiple Services Inc	45,381.25	0
19397	08/05/2014	JON001	Jones & Bartlett Publishers LLC	480.50	0
19398	08/05/2014	KAL003	Kaler Doeling, PLLP	8,087.84	0
19399	08/05/2014	KEI001	Keith's Security World	15.50	0
19400	08/05/2014	KEL001	Kellermeyer Building Service	855.00	0
19401	08/05/2014	KEN002	Kennedy & Graven, Chartered	987.00	0
19402	08/05/2014	KID002	Kids Reference Company, Inc	87.93	0
19403	08/05/2014	LEA001	League of MN Cities	775.00	0
19404	08/05/2014	LIB001	Liberty Business Systems	3.77	0
19405	08/05/2014	LIT001	Lithia Payment Processing	198.74	0
19406	08/05/2014	M&W001	M&W Services	703.00	0
19407	08/05/2014	MAR004	Marco	348.84	0
19408	08/05/2014	MCF001	McFarlane	750.00	0
19409	08/05/2014	MPO001	Metropolitan Planning Organization	3,490.23	0
19410	08/05/2014	MID003	Midcontinent Communications	1,463.13	0
19411	08/05/2014	MID006	Midwest Specialty Sales Inc	2,761.34	0
19412	08/05/2014	MLR001	Miller Motivations LLC	8,630.00	0
19413	08/05/2014	MIN002	Minnesota State University-Mankato	6,250.00	0
19414	08/05/2014	MND003	MN Dept of Labor & Industry	10.00	0
19415	08/05/2014	MND006	VOID****VOID****VOID*** MN I	490.00	0
19416	08/05/2014	MND013	MN Dept of Transportation	166.39	0
19417	08/05/2014	MND009	MN Drivers & Vehicle Services	11.00	0
19418	08/05/2014	COM002	Morgan Printing	92.70	0
19419	08/05/2014	MOT001	Motion Industries Inc	59.79	0
19420	08/05/2014	BAR005	MSC Industrial Supply Co.	485.97	0
19421	08/05/2014	MTI001	MTI Distributing Company	864.02	0
19422	08/05/2014	NEI003	Northern Escrow, Inc.	13,440.69	0
19423	08/05/2014	NOR024	Northland Yard Service	1,150.00	0
19424	08/05/2014	ORE001	O'Reilly Auto Parts	2,463.45	0
19425	08/05/2014	ODL001	Odland Fitzgerald Reynolds & Harbot	456.00	0
19426	08/05/2014	PAR005	Paras Contracting	117,438.37	0
19427	08/05/2014	POL009	Polk County DAC	21.98	0
19428	08/05/2014	POW001	Power Equipment Shop	170.00	0
19429	08/05/2014	PRA001	Praxair Distribution	393.45	0
19430	08/05/2014	PRE001	Premium Waters Inc	30.75	0
19431	08/05/2014	PRO004	Proll, LLC	250,000.00	0
19432	08/05/2014	PSD001	PS Door Services	1,970.00	0
19433	08/05/2014	PAT003	Public Agency Training Council	425.00	0
19434	08/05/2014	QUI001	Quill Corp	424.18	0
19435	08/05/2014	RAI001	Railroad Mgmt Co III LLC	584.63	0
19436	08/05/2014	RDO001	RDO Powerplan OIB	2,345.00	0
19437	08/05/2014	REL001	Reliable Office Supplies	281.69	0
19438	08/05/2014	ZAV001	RJ Zavoral & Sons	10,036.80	0
19439	08/05/2014	RMB001	RMB Environmental Lab Inc	150.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
19440	08/05/2014	SAF002	Safety Kleen Corp	826.99	0
19441	08/05/2014	SET001	Seton	628.73	0
19442	08/05/2014	SIM002	SimplexGrinnell	558.00	0
19443	08/05/2014	SKA002	Larry Skala	7,489.00	0
19444	08/05/2014	SPR002	Spray Advantage	223.86	0
19445	08/05/2014	STA003	Star Tribune	61.75	0
19446	08/05/2014	STE013	Stein's, Inc.	2,029.77	0
19447	08/05/2014	K&H001	Kenley Stordahl	4,000.00	0
19448	08/05/2014	STU001	Stuart's Towing	110.00	0
19449	08/05/2014	TAC001	TAC 10, Inc.	5,010.00	0
19450	08/05/2014	THU002	Thur-O-Clean	2,550.00	0
19451	08/05/2014	TIT003	Titan Machinery - Grand Forks	727.00	0
19452	08/05/2014	TRI001	Tristeel Manufacturing	20.82	0
19453	08/05/2014	ULT003	Ultimate Safety Concepts, Inc.	181.91	0
19454	08/05/2014	UPS002	UPS Store	15.31	0
19455	08/05/2014	USB005	US Bank Corporate Payment System	2,663.77	0
19456	08/05/2014	USA004	USABlueBook	101.62	0
19457	08/05/2014	VAL002	Valley Truck	450.80	0
19458	08/05/2014	VER001	Verizon Wireless	175.05	0
19459	08/05/2014	VIL001	Vilandre Heating & A/C	214.21	0
19460	08/05/2014	WAS002	Wastequip	6,456.32	0
19461	08/05/2014	WAT001	Water & Light Department	61,505.51	0
19462	08/05/2014	WID001	Widseth Smith Nolting & Associates	28,330.50	0
19463	08/05/2014	WIZ001	Wizard's Enterprises Inc.	590.00	0
19464	08/05/2014	XCE001	Xcel Energy	3,391.66	0
19465	08/05/2014	XER001	Xerox Corporation	108.41	0
19466	08/05/2014	HIG001	Paul Zavoral	7,637.80	0
19467	08/05/2014	ZEE001	Zee Medical Service	175.35	0
			Check Total:	788,835.65	

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: DAVE AKER **Account Number:** **1870 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
06/25/2014	06/26/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	$ 319.99	Memo	G03878	Not Reviewed	No
Allocation Accounting Code Amount: $319.99 **Allocation Accounting Code Value:** 1014520242400 **Allocation Source:** USER **Allocation Last Changed By:** HADDEN,DEB												
Name: KARLA ANDERSON **Account Number:** **7513 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/08/2014	07/10/2014	240491	8699	MEMBERSHIP ORGANIZATIONS	GOVERNMENT FINANCE OFFIC	IL	362167796	435.00	Memo	VTJAC0AC1BE6	Not Reviewed	No
Allocation Accounting Code Amount: $435.00 **Allocation Accounting Code Value:** 1014192044300 **Allocation Source:** USER **Allocation Last Changed By:** ANDERSON,KARLA												
Name: JAY BRUCE **Account Number:** **5405 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/10/2014	07/11/2014	240500	5999	MISCELLANEOUS AND SPECIAL	BATTERIES PLUS #24	ND	911772624	88.92	Memo	jay bruce	Not Reviewed	No
Allocation Accounting Code Amount: $88.92 **Allocation Accounting Code Value:** 6304644042000 **Allocation Source:** USER **Allocation Last Changed By:** ELLIS,NANCY												
07/17/2014	07/21/2014	240506	5541	SERVICE STATIONS	HOLIDAY STNSTORE 3548	MN	410771276	29.66	Memo	155903035548	Not Reviewed	No
Allocation Accounting Code Amount: $29.66 **Allocation Accounting Code Value:** 6304644042000 **Allocation Source:** USER **Allocation Last Changed By:** ELLIS,NANCY												
07/18/2014	07/21/2014	240507	5200	HOME SUPPLY	LOWES #01896*	ND	560578072	205.38	Memo	00000000000000000	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
				WAREHOUSE STORES								

Allocation Accounting Code Amount: $205.38 **Allocation Accounting Code Value:** 6304644044000
Allocation Source: USER **Allocation Last Changed By:** ELLIS,NANCY

Name: MARK DRAGICH **Account Number:** **3427 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

06/25/2014	06/26/2014	240491	8398	CHARITABLE/SOCIAL SERVICE	BABERUTH LG	NJ	770510487	24.34	Memo	5HRJ22RS42FJU	Not Reviewed	No

Allocation Accounting Code Amount: $24.34 **Allocation Accounting Code Value:** 1014513342000
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB

06/26/2014	06/26/2014	240491	8398	CHARITABLE/SOCIAL SERVICE	BABE RUTH LEAGUE INC	NJ	210652304	70.00	Memo	05420016	Not Reviewed	No

Allocation Accounting Code Amount: $70.00 **Allocation Accounting Code Value:** 1014513342000
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB

07/01/2014	07/02/2014	240491	8398	CHARITABLE/SOCIAL SERVICE	BABERUTH LG	NJ	770510487	17.94	Memo	5HRJ22RV4X2FS	Not Reviewed	No

Allocation Accounting Code Amount: $17.94 **Allocation Accounting Code Value:** 1014513342000
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB

07/07/2014	07/09/2014	240506	5541	SERVICE STATIONS	PERHAM OASIS	MN	410474270	42.70	Memo	14	Not Reviewed	No

Allocation Accounting Code Amount: $42.70 **Allocation Accounting Code Value:** 1014513342000
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB

07/10/2014	07/11/2014	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	18.07	Memo	00000000000000000	Not Reviewed	No

Allocation Accounting Code Amount: $18.07 **Allocation Accounting Code Value:** 1014513342000
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB

07/16/2014	07/17/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	7.99	Memo	G09754	Not Reviewed	No

Allocation Accounting Code Amount: $7.99 **Allocation Accounting Code Value:** 1014513342000
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB

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
07/18/2014	07/21/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	$ 48.95	Memo	G10398	Not Reviewed	No
Allocation Accounting Code Amount: $48.95 **Allocation Accounting Code Value:** 1014513342000												
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB												
07/21/2014	07/22/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	7.99	Memo	G11055	Not Reviewed	No
Allocation Accounting Code Amount: $7.99 **Allocation Accounting Code Value:** 1014513342000												
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB												
Name: DEBRA HADDEN **Account Number:** **2440 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
06/27/2014	06/30/2014	240500	7996	AMUSEMENT PARKS,CIRCUSES	NORTHERN AIR FAMILY FU	ND	454938538	500.00	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $500.00 **Allocation Accounting Code Value:** 1014512342000												
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB												
07/10/2014	07/11/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	32.97	Memo	G07889	Not Reviewed	No
Allocation Accounting Code Amount: $32.97 **Allocation Accounting Code Value:** 1014513342000												
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB												
Name: MICHAEL HEDLUND **Account Number:** **1856 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
06/26/2014	06/30/2014	240506	5541	SERVICE STATIONS	SIMONSON GAT10050029	ND	450280064	125.00	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $125.00 **Allocation Accounting Code Value:** 1014210044000												
Allocation Source: USER **Allocation Last Changed By:** HEDLUND,MICHAEL												

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:**												
06/24/2014	06/25/2014	240507	5411	GROCERY STORES,SUPERMARK	WAL-MART #5806	ND	710415188	$ 25.51	Memo	32278904	Not Reviewed	No
Allocation Accounting Code Amount: $25.51 **Allocation Accounting Code Value:** 6304644042000 **Allocation Source:** USER **Allocation Last Changed By:** ELLIS,NANCY												
07/07/2014	07/08/2014	240507	5331	VARIETY STORES	FAMILY DOLLAR #5938	MN	562056614	6.00	Memo	00409297	Not Reviewed	No
Allocation Accounting Code Amount: $6.00 **Allocation Accounting Code Value:** 6304644042000 **Allocation Source:** USER **Allocation Last Changed By:** ELLIS,NANCY												
Name: KRIS KOVAR **Account Number:** **5156 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/01/2014	07/02/2014	240507	5310	DISCOUNT STORES	SHOPKO 00507426	MN	410985054	170.99	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $170.99 **Allocation Accounting Code Value:** 1014210042000 **Allocation Source:** USER **Allocation Last Changed By:** HEDLUND,MICHAEL												
Name: BRIAN LARSON **Account Number:** **0894 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
06/23/2014	06/24/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	149.99	Memo	G03136	Not Reviewed	No
Allocation Accounting Code Amount: $149.99 **Allocation Accounting Code Value:** 1014514042000 **Allocation Source:** USER **Allocation Last Changed By:** HADDEN,DEB												
07/07/2014	07/08/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	(9.97)	Memo	G06891	Not Reviewed	No
Allocation Accounting Code Amount: ($9.97) **Allocation Accounting Code Value:** 1014514042000 **Allocation Source:** USER **Allocation Last Changed By:** HADDEN,DEB												

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
07/07/2014	07/08/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	$ 67.96	Memo	G06884	Not Reviewed	No
Allocation Accounting Code Amount: $67.96 **Allocation Accounting Code Value:** 1014514042000												
Allocation Source: USER **Allocation Last Changed By:** HADDEN,DEB												
Name: GARY LARSON **Account Number:** **0810 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/08/2014	07/09/2014	240491	8398	CHARITABLE/SOCIAL SERVICE	GTS EDUCATIONAL EVE	MN	770510487	150.00	Memo	4RB222RZ5GLMG	Not Reviewed	No
Allocation Accounting Code Amount: $150.00 **Allocation Accounting Code Value:** 1014220042000												
Allocation Source: DAC **Allocation Last Changed By:** System												
Name: ANDREA SCHERER **Account Number:** **1888 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/18/2014	07/21/2014	240507	5411	GROCERY STORES,SUPERMARK	TARGET 00017830	ND	410215170	128.39	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $128.39 **Allocation Accounting Code Value:** 4004550443360												
Allocation Source: USER **Allocation Last Changed By:** HELGESON,CHARLOTTE												

Total Number of Records: 24

Total

$2,663.77

End of Report