

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 19, 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 August 5, 2014.
2. Consider approving the minute summary of the “Closed Special Session” for the East Grand Forks, Minnesota City Council and EDHA Board of August 11, 2014.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of August 12, 2014.
4. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 12, 2014.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA:

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

5. Consider approving the application for an Exempt Gambling Permit for a raffle for the Red River Valley Pheasants Forever organization to be held on April 18, 2015 at the American Legion, 1019 Central Ave NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
6. Consider approving the request to start the process for a new hiring register for the police department.
7. Consider approving the purchase of two microprocessors from American Industrial Refrigeration for the amount of \$20,751 to be installed at the Civic Center.

8. Consider approving the purchase and replacement of three overhead doors on the Public Works Building from Reliable Door & Supply LLC for \$17,253.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

9. Regular meeting minutes of Economic Development/Housing Authority Board from July 8, 2014.
10. Regular meeting minutes of the Campbell Library Board from June 24, 2014.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

11. Consider adopting Resolution No. 14-08-79 approving Change Order No. 1 for 2013 City Project No. 1 – Sidewalk Improvements (TE) which will be paid for by the Minnesota Department of Transportation.

CLAIMS:

12. Consider adopting Resolution No. 14-08-78 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 19517 for a total of \$1,115.91 whereas Council Member Buckalew is personally interested financially in the contract.
13. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

- Work Session – August 26, 2013 – 5:00 PM – Training Room
- Regular Council Meeting – September 2, 2014 – 5:00 PM – Council Chambers
- Work Session – September 16, 2014 – 5:00 PM – Council Chambers
- Regular Council Meeting – September 22, 2014 – 5:00 PM – Council Chambers

AGENDA
OF THE SPECIAL CITY COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 19, 2014 – Following the Regular City Council Meeting

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

NEW BUSINESS:

11. Preliminary 2015 Budget Discussion

ADJOURN:

Upcoming Meetings:

Work Session – August 26, 2013 – 5:00 PM – Training Room

Regular Council Meeting – September 2, 2014 – 5:00 PM – Council Chambers

Work Session – September 16, 2014 – 5:00 PM – Council Chambers

Regular Council Meeting – September 22, 2014 – 5:00 PM – Council Chambers

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

CALL TO ORDER:

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

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Brad Bail, 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; and Jason Stordahl, Public Works Director.

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.

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

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

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.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 14-08-72 AWARDED THE BID FOR SCADA SYSTEM UPGRADES TO INTEGRATED PROCESS SOLUTIONS FOR THE AMOUNT OF \$120,959.

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

Voting Nay: 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.

- 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.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ITEMS FOUR (4) THROUGH EIGHT (8).

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

Voting Nay: None.

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.

Mr. Aker introduced Mr. Jones to the council and explained how he has helped out at the Civic Center and the Cemetery. Council President Buckalew said to keep up the good work.

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.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT 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.

Ms. Ellis informed the council that because of the implementation of software none of the information was received until the end of July and the deadline for this was the middle of August so she was not able to bring this to work session first. She added how this process is something the City goes through every year and explained what the budget was going to cover for both the fixed route and Dial-A-Ride Services.

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

Voting Nay: None.

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.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT 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.

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

Voting Nay: None.

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.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE 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.

Mr. Murphy stated that there were a couple different firms that have already contacted the City asking for the proposal. Ms. Anderson stated there was going to be an audit committee that includes Mr. Vetter, Ms. Ogden, Mr. Boyce, and herself to look into these proposals more closely and then bring the information to the work session.

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

Voting Nay: None.

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

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 14-08-75 TRANSFERRING THE PROPERTY LISTED IN THE RESOLUTION TO RICHARD AND DIANE PESCH.

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

Voting Nay: None.

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.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE 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.

Mr. Helms asked that they have all of their licensing in place. Mr. Murphy stated all of the permit applications were in and they had been reviewed.

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

Voting Nay: None.

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.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE A TEMPORARY LIQUOR LICENSE APPLICATION FOR THE VFW POST 3817 FOR THE FUNDRAISING EVENT PUT ON IN THE PARKING LOT ON AUGUST 24TH.

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

Voting Nay: None.

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.

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

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

Voting Nay: None.

Abstain: Buckalew.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss asked if the DNR was on the river during Catfish Days checking boats and licenses and giving out fines. He commented how this event has gone on over 20 years and this had never happened before. He added that he understands and agrees with why there are rules and regulations in place but didn't think it was fair they would do something like this during this fishing tournament. Chief Hedlund stated that the Grand Forks County was on the water there to make sure people were being safe and slowing people down if they were going too fast. Mayor Stauss stated thanked the firemen for putting this event on again.

Council Member Helms said he heard that this had been one of the best run Catfish Days ever. He stated that he heard an interview from a fisherman who had nothing but good things to say about how well things were run during the fishing tournament. He then asked if the City lost an easement going to the sludge pond. Mr. Galstad stated the easement was not lost and explained how things have changed and how currently there is a utility easement there.

Council Member Buckalew thanked the Fire Department for the effort and work they put in for Catfish Days. He then asked Mr. Boyce if the windmill is not working. Mr. Boyce explained that parts are on order and it should be fixed soon. Council President Buckalew asked Mr. Stordahl how many more times they will be spraying for mosquitoes. Mr. Stordahl stated there had been mosquitoes found with West Nile so they are trying to keep the mosquito count down to help try and prevent residents from getting West Nile.

Council Member Tweten stated there had been a meeting held at 1:00 with members of East Grand Forks and Grand Forks. He said they discussed the Kennedy Bridge and will be meeting again in about 60 days. Council Vice-President Leigh stated he was confused because the MPO has been dealing with that issue and said they should have been included at that meeting.

Council Member Olstad reminded everyone that the Water Carnival was going on that evening, listed activities that would be taking place, and asked for people to come out and support this event.

Council Member Leigh commented on how he had asked to include where projects were being funded from which was included on the RCAs. He asked to include if it was a budgeted item or not and said

thanks for including the information because it is helpful.

Mr. Murphy stated he wasn't sure who had organized the meeting that Council member Tweten had mentioned and added the items discussed included the possibility of adding lighting or something to dress up the bridge. A short discussion followed about who set up the meeting, about who was invited, and who would be responsible for paying for these items that might be added to the bridge.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE AUGUST 5, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:27 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTE SUMMARY
OF THE CITY COUNCIL & EDHA BOARD
CLOSED SPECIAL MEETING
CITY OF EAST GRAND FORKS
MONDAY, AUGUST 11, 2014 – 5:00 PM**

CALL TO ORDER:

The Closed Special Meeting of the East Grand Forks City Council for August 11, 2014 was called to order by Council President Buckalew at 5:00 P.M.

CALL OF ROLL:

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

CALL TO ORDER:

The Closed Special Meeting of the East Grand Forks Economic Development/Housing Authority Board for August 11, 2014 was called to order by Board President Wogaman at 5:00 P.M.

CALL OF ROLL:

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

Staff present included Ron Galstad, City Attorney; David Murphy, City Administrator; Megan Nelson, Executive Assistant; and Brad Sinclair, Attorney.

Guests at the meeting included Dan Stauss, Scott Stauss, and Jane Moss.

DETERMINATION OF QUORUM BY BOTH CITY COUNCIL AND EDHA BOARD:

Council President determined there was a quorum for the City Council and the EDHA President determined there was a quorum for the EDHA Board.

1. Closed session with both the City Council and EDHA Board to discuss possible litigation. The closed session is to be performed according to the exception to the open meeting law pursuant for Attorney-Client Privilege according to Minnesota Statute § 13D.05, Subd. 3(b).

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO MOVE INTO A CLOSED SESSION TO DISCUSS POSSIBLE LITIGATION. THE CLOSED SESSION IS TO BE PERFORMED ACCORDING TO THE EXCEPTION TO THE OPEN MEETING LAW PURSUANT FOR ATTORNEY-CLIENT PRIVILEGE ACCORDING TO MINNESOTA STATUTE § 13D.05, SUBD. 3(B).

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

Voting Nay: None.

A MOTION WAS MADE BY BOARD MEMBER GRASSEL, SECONDED BY BOARD MEMBER HECHT, TO MOVE INTO A CLOSED SESSION.

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

Voting Nay: None.

Discussion followed in closed session.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO MOVE INTO OPEN SESSION.

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

Voting Nay: None.

A MOTION WAS MADE BY BOARD MEMBER GRASSEL, SECONDED BY BOARD MEMBER SHEA, TO MOVE INTO OPEN SESSION.

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

Voting Nay: None.

Mr. Galstad summarized the closed session by stating settlement options were discussed and it was determined more information was needed. The attorney representing the City informed both the City Council and EDHA Board about their options along with legal strategy for each option.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE AUGUST 11, 2014 CLOSED SPECIAL SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AND EDHA BOARD AT 7:33 P.M.

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

Voting Nay: None.

A MOTION WAS MADE BY BOARD MEMBER GRASSEL, SECONDED BY BOARD MEMBER HECHT, TO ADJOURN THE AUGUST 11, 2014 CLOSED SPECIAL SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AND EDHA BOARD AT 7:33 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE SPECIAL CITY COUNCIL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 12, 2014 – 5:00 PM**

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for August 12, 2014 was called to order by Council President Buckalew at 5:02 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Ron Galstad, City Attorney; 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

NEW BUSINESS:

1. Consider adopting Resolution No. 14-08-77 approving the plans and specifications and authorizing advertisement and setting the bid date for 2014 City Project No. 5 – Sand/Salt Storage Building.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 14-08-77 APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT AND SETTING THE BID DATE FOR 2014 CITY PROJECT NO. 5 – SAND/SALT STORAGE BUILDING.

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

Voting Nay: None.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE AUGUST 12, 2014 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:03 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 12, 2014 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for August 12, 2014 was called to order by Council President Craig Buckalew at 5:03 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, Henry Tweten, Mark Olstad, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Ron Galstad, City Attorney; 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 Start Hiring Register – Rod Hajicek

Mr. Hajicek stated that currently the police department was down by four people. He explained how the last register had been exhausted, they were currently running background checks on four people that are potential hires, and added how the background checks do not always come back positive. He said how this would keep the process going if that was the case. Mayor Stauss asked if there was a lot of overtime. Mr. Hajicek stated there was because they are basically down one shift.

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

2. Request to Purchase Microprocessor – Dave Aker

Mr. Aker asked to purchase two microprocessors to replace the thermostat and step system at the Civic Center. He added the bids he received were for \$22,897 and for \$20,751. Mayor Stauss stated how the biggest worry is if something shuts down with games coming up so this something that should be done. Council member Olstad stated that some of these things will need to be looked into and asked if these microprocessors will be obsolete right away. Mr. Aker stated it will depend of when they would have to make a change from using R-22. Council member Grassel asked if this would help run the current system. Mr. Aker explained that it

would and how the step system is obsolete because parts are no longer available. Mayor Stauss asked how long it would take to get these in and how long it would take to install them. Mr. Aker stated it would take about a week to get in and another week to install. Council member Helms asked if staff will be trained on how to operate them. Mr. Aker stated a guy was going to be sent up for that. Council member Helms asked if that was included in the price. Mr. Aker said it was.

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

3. Request to Replace Overhead Doors – Jason Stordahl

Mr. Stordahl informed the council there were three doors on the east side of the Public Works building. He explained how they are old and falling apart. He requested to replace all three doors and added how the cost for this replacement was included in the budget in the Building Maintenance fund. He recommended hiring Reliable Door & Supply for \$17,253. Council member Tweten asked if both bids met the required specifications. Mr. Stordahl stated the bids were for the same items including the springs. Discussion followed about where Reliable Doors & Supply is from, if there would be any issues with the servicing of the doors, and who all was asked to submit a quote.

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

4. Waste Water Fee Information Discussion – David Murphy

Mr. Murphy stated that the waste water fee has come up the last two years for discussion, it had been changed to raise funds for the waste water project, and this was asked to be brought up for discussion again. Mayor Stauss asked how much has been set aside for this project. Mr. Galstad stated that \$738,266 has been set aside. Council Vice-President Leigh stated he would be in favor of raising the fee by \$5.00. Discussion followed about how there has been a growth in the median income of East Grand Forks which no longer allows the City to be eligible for some grant dollars for the waste water project, how the median income figures may need to be challenged, and how the engineers are looking into other types of grants for phosphorus removal which the City could be eligible for. Mayor Stauss stated that the City has been successful in the past with bonding and should focus on trying to get this included on the bonding bill. Council member Tweten suggested meeting with legislators and Governor Dayton on this issue and making it a high priority.

Council President Buckalew commented that the MPCA had adopted the federal regulations for phosphate levels and asked if the number allowed had gone down. Mr. Bail stated that the City is still allowed 1 under the current permit but that might change when they apply for the next permit. Council President Buckalew asked what the costs would be to include a hybrid type system if the City had to treat for phosphorus. Mr. Bail stated the previous cost estimate had been \$400,000 plus some higher maintenance costs for maintaining the system. Council President Buckalew explained how when the fee had been raised before and most residences had a \$5.00 increase. Ms. Anderson added that it was done by percentage so the larger meters were charged more. Council member Vetter asked if the City bonded for everything would the current

fee service the debt. Council President Buckalew said no. Discussion followed about how the City is trying to raise funds so the whole project did not need to be bonded for, the City is trying to raise some of the funds for this project by slowly raising the fee instead of all at once, and to try and show the State the City is taking financial responsibility. Council member Vetter asked if the City was trying to get up to \$42 per household to meet state requirements or service the debt. Council President Buckalew stated it was to service the debt.

This item will be brought back to the next work session for further discussion.

OTHER:

Mr. Galstad updated the council on an issue at the previous location of Little Bangkok. He explained how there were some issues of pipes bursting and the question of who was responsible for the water bill. He stated how claims had been turned in to insurance companies. He added that they recently sent a letter to Little Bangkok asking if the insurance company was going to cover everything or if Little Bangkok will be responsible for paying the bill. Mr. Boyce said how Water and Light should receive a response by August 21st.

Mayor Stauss commented that the fountain loses water from time to time and the last time someone was adding more the water had been left on for a couple days. He stated how that should not happen, staff needs to be more careful, and there is an expense related to this.

Council member Tweten stated that Heritage Days is changing their program this year with a parade on Thursday evening starting at 6:00pm. He added how there is also a breakfast Saturday morning and how if it is important for people to attend and support Heritage Days.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE AUGUST 12, 2014 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:28 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name Red River Valley Pheasants Forever Previous gambling permit number _____

Minnesota tax ID number, if any _____ Federal employer ID number (FEIN), if any _____

Type of nonprofit organization. Check one.

____ Fraternal ____ Religious ____ Veterans Other nonprofit organization

Mailing address 10090 45th Ave NW City East Grand Forks State MN Zip code 56721 County Polk

Name of chief executive officer [CEO] Brian Nelson Daytime phone number [REDACTED] E-mail address [REDACTED]

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

____ **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

____ **IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of **both** of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
American Legion

Address [do not use PO box] 1019 Central Ave NW City or township East Grand Forks Zip code 56721 County Polk

Date[s] of activity. For raffles, indicate the date of the drawing.
April 18th 2015

Check each type of gambling activity that your organization will conduct.

____ Bingo* Raffle ____ Paddlewheels* ____ Pull-tabs* ____ Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.
 The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
 The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.
 The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
 The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature Brian Nelson Date 8-5-2014

Print name Brian Nelson

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

a copy of your proof of nonprofit status, and
 application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Request for Council Action

Date: 08/05/2014

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, Chad Grassel and Dale Helms

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Police Officer Hiring Request – Request to Start a New Hiring Register

Background: The East Grand Forks Police Department has exhausted its current hiring list. We currently have four openings and we are conducting background checks on four candidates from our current hiring register. Unfortunately, if any of those candidates were to not pass the background check or if another officer were to leave we would not have any additional candidates to fill a vacancy. We would like to begin the process in the near future with a testing date in early Fall 2014.

Recommendations: That the East Grand Forks City Council approve the start of a new hiring process/register.

Enclosures: None

Request for Council Action

Date: July 30, 2014

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

Cc: File

From: Dave Aker

RE: Micro-processor at Civic Center

Background:

I received two bids for two micro-processors that have to go in at the Civic Center. We have a bid from American Industrial Refrigeration for \$20,751.00 and one from Cool Air Mechanical for \$22,897.00, for two Vil Tech Micro-Controller panels. The step system we have now is obsolete along with the gauges and thermostat, with the new control panel would take care of all of that. The step control is currently arching and if that went out we would lose our ice. We have \$22,000.00 budgeted for the micro-processors in the capital under equipment and enough if the repair and maintenance budget to cover the cost.

Recommendation:

I would get the micro-processors from American Industrial Refrigeration for \$20,751.00. The cost of the electrician would be about \$1,500 and it would cost for tax and freight about \$1,500.00.

Enclosures:

The bids from both.

PROPOSAL



American Industrial Refrigeration Mechanical Contractors

14322 21st Ave. No. ♦ Plymouth, MN ♦55447 ♦Phone (952) 470-9610 ♦Fax (952) 470-9617

Company Name East Grand Forks Civic Center	Phone / Fax 218.773.8000	Date 7/28/2014
Street Address 300 15th St North	Quote number 0714-31-BL	
City, State, Zip East Grand Forks, MN 56721	Project Location Compressor room	
Attention: Brian Larson / Dave Acres	Project Description Install Vilter panels to remove Unimatic	

Dear Dave:

American Industrial Refrigeration is pleased to offer this proposal to install a new microprocessor panel on both of your Vilter compressors. This is a Vilter VILTech panel as seen in the picture below. My plan would be to get the panel shipped directly to you then you could have your electrician install in a convenient location and run all the high voltage wires. I would then have our tech come up to work with the electrician to install the pressure transducers, temperature probes and remove all the old pressure switches. Once this is all complete our tech will do the start up and run through all the tests with your electrician to make sure everything works correctly. All travel costs, labor and parts are included to perform this job. Each panel would include:

- VILTech Micro-Controller Retrofit Kit,
- NEMA 4 control panel
- Vibration isolators
- 3 pressure transducers
- 3 RTD's
- Wells
- Cables

Price.....\$20,751.00

Any other parts and associated labor needed that are outside this proposal will be billed as an extra. Tax, freight and electrical are not included in this proposal. This work is figured during a down time when the compressors are not needed and to be done in one week's time.



**COOL AIR
MECHANICAL, INC.**



Committed to excellence in service and installation since 1965

East Grand Forks Arena
PO Box 321
300 – 15th St NE
East Grand Forks, MN 56721
Attn: Dave Aker

July 29, 2014

Subject: Vilter Control Panels Upgrade

Proposal 0714-GB-10

Dear Dave:

Cool Air Mechanical, Inc. proposes to furnish and install Vilter Viltech compressor control panels on your two (2) existing Vilter compressors. The current Unimatic step control panels are outdated and parts are hard to obtain. These control panels will upgrade the control of each compressor, have accurate temperature and pressure readouts and provide for better control of the compressors' staging contributing to better energy efficiency. Our installation will include the following items:

- 2 Vilter - Viltech control panels
- 3 pressure transducers
- 3 temperature sensors
- Panel mounting hardware
- Technical labor
- Electrical terminations of the sensors & transducers wiring
- Truck, tool and delivery charges
- Travel & subsistence

East Grand Forks Arena\$22,897.00.

Electrical wiring, additional refrigerant, any additional repair labor or materials, overtime labor and panel accessories (Communication modules, VFD output modules, etc.) are not included in the figure quoted above.

All Material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard industry practices. Any deviation or alteration from the above listed specifications may involve extra charges over & above the quoted figure. Cool Air Mechanical, Inc. will not be liable for agreements contingent upon strikes, accidents or delays beyond our control. The building owner and or customer will carry fire, property and other necessary insurances. Cool Air Mechanical will not assume any insurance obligations beyond that included in their current insurance coverage. Cool Air Mechanical, Inc. will not be responsible for any work or cost of asbestos abatement. The building owner will provide a safe work area with free access to carry out our work. All work to be performed during the normal work day (7am-3:30pm, Mon-Fri) on straight time unless otherwise noted. Warranty includes one (1) year parts or materials installed and 90 days on labor. On all accounts over 30 days, the customer agrees to pay all reasonable collection and / or attorney fees. The above quoted figure is good for 30 days.



All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. American Industrial Refrigeration will not be held liable for agreements contingent upon strikes, accidents or delays beyond our control. Building owner will carry fire, property and other necessary insurance. Our workers are covered by workmen's compensation insurance. American Industrial Refrigeration will not be responsible for, nor will bid on this project, any work or cost of asbestos abatement. Building owner will provide safe work area with free access to carry out above work. As part of this Proposal, if it is required by the Contract, American Industrial Refrigeration will provide commercial general liability coverage for the scope of AIR's work on the project to the fullest extent of its current insurance coverage. American Industrial Refrigeration will not assume any insurance obligations beyond that included in its current insurance policy. Upgrading of existing systems to meet the most current codes is limited to scope of work detailed above. All work to be performed during normal workday (7am to 3:30 pm, M-F) on straight time unless otherwise noted. Drain down and refilling of piping systems by others unless noted above. On all accounts over 30 days, customer agrees to pay all reasonable collection fees and / or attorney fees.

Request for Council Action

Date: 8/6/2014

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

Cc: File

From: Jason Stordahl

RE: Overhead Doors

Background:

There are three overhead doors on the east side of our Public Works Building. The doors are very old and worn out. City Council budgeted \$17,000 in our Building Maintenance Fund to replace these doors.

We have received the following estimates for replacement of the three overhead doors:

PS Doors	\$ 20,291
Reliable Door & Supply, LLC	\$17,253

Recommendation: Hire Reliable Door & Supply, LLC to replace three overhead doors.

Reliable Door & Supply, LLC

1555 N. 52nd St.

Grand Forks, ND 58203

PH: 701-775-3196

Fax: 701-775-2235

Proposal and Acceptance

Date	Estimate #
5/7/2014	47

Name / Address
City of East Grand Forks 600 DeMers East Grand Forks, MN 56721

P.O. No.
Verb/Stu

Description	Qty	Total
We at Reliable Door and Supply propose Materials and Labor for the following: Re: New Overhead Doors in the city shop building.		
Door #2 of main building 1 - 16'-2" x 12'-9" Midland 3" energy saver steel thermal sectional overhead door, 3" track and hardware, commercial weatherstripping package, 15" radius, torsion springs, Hi-lift track, 22,000 cycle springs, Extended shaft to hook-up owners existing operator. Material, Labor & Tax included	1	4,485.00
Door #3 of main building 1 - 16'-2" x 12'-9" Midland 3" energy saver steel thermal sectional overhead door, 3" track and hardware, commercial weatherstripping package, 15" radius, torsion springs, Hi-lift track, 22,000 cycle springs, Extended shaft to hook-up owners existing operator. Material, Labor & Tax included	1	4,485.00
Door #4 of main building 1 - 20'-0" x 12'-9" Midland 3" energy saver steel thermal sectional overhead door, 3" track and hardware, commercial weatherstripping package, 15" radius, torsion springs, Hi-lift track, 22,000 cycle springs, Extended shaft to hook-up owners existing operator. Material, Labor & Tax included	1	5,575.00
Alternate #1 ADD: 24 x 12 Thermal window \$96.00 each	1	96.00
16'-2" x 12'-9" door, 100,000 cycle springs	2	900.00
20' x 12'9" door, 100,000 cycle springs	1	560.00

Please sign, date and fax back to except this proposal. Thank You for the opportunity to bid.



PS DOORS

Garage Doors & More

4212 Gateway Drive, Grand Forks, ND 58203

Phone: 701.772.3667 • Toll Free: 800.284.0623

Fax: 701.775-7415

www.psgaragedoors.com

PROPOSAL #	R03T270 R3
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Date: August 6, 2014

Proposal Prepared For:	
Stewart kovar	Phone: 218-773-9428
EGF City Equipment Shop	Fax: 218-773-5615
	Email: skovar@eastgrandforks.net

PS DOORS Contact Information:
Proposed by: Dan Kuske
Email: dkuske@psdoors.com

Project Name: Location:

We are pleased to quote the following items as listed below:

DESCRIPTION/OPTIONS
<p>One (1) 20'-2" wide x 12'-7" high RAYNOR TC300 3" insulated (R=17.05) sectional 25 ga. steel door, white exterior & interior Includes: Raynor TC300 Web-Link Click Here</p> <ul style="list-style-type: none"> ❖ Full angle mounted 3" tracks for steel jamb opening of 20'-0" x 12'-7" (Door #4 Main shop storage building) ❖ Lift clearance torsion spring hardware for available headroom ❖ Full perimeter weatherseal ❖ 100,000 life cycle springs ❖ Five (5) 24" x 8" insulated vision windows in the third section ❖ We will install new pneumatic hose and re-use cable reel (ATTN STEWART: this is the door you should repair the push button on) <p>Two (2) 16'-2" wide x 12'-7" high RAYNOR TC300 3" insulated (R=17.05) sectional 25 ga. steel door, white exterior & interior Includes: Raynor TC300 Web-Link Click Here</p> <ul style="list-style-type: none"> ❖ Full angle mounted 3" tracks for steel jamb opening of 16'-0" x 12'-7" (Door #2 Main shop building) ❖ Lift clearance torsion spring hardware for available headroom ❖ Full perimeter weatherseal ❖ 100,000 life cycle springs ❖ Four (4) 24" x 8" insulated vision windows ❖ We will install new pneumatic hose and re-use cable reel <p style="text-align: center;">MATERIAL AND INSTALLATION: \$20,291</p>

Prices based on properly prepared opening and floors in place. Installation includes hangers; excludes structural supports, pads, jambs and jamb extensions. As an included installation service, we remove, haul away and dispose of the removed materials.

Installation by **PS DOORS**, ALL WIRING (including control wiring) BY OTHERS.

Note: This proposal is valid for 30 days and subject to change thereafter.

DELIVERY: estimated 4-6 weeks.

FOB: Jobsite installed by PS Doors

TERMS: Net 30 days OAC

Includes "Standard General Liability and Additional Insured", additional endorsements will be at an additional cost.

Applicable **TAXES** are included if installed.

Respectfully submitted,

Dan Kuske
Sales

Accepted: (Please circle all prices accepted.)	
By (print):	
Signature:	
Title:	Date:

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

A regular meeting of the Commissioners of the East Grand Forks Economic Development Housing Authority was held at 12:00 p.m. on July 8, 2014 in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

1. The regular meeting was called to order by President George Wogaman at 12:10 pm.

EDHA Commissioners present: George Wogaman, Mark Olstad, Nan Larson, Chip Shea, Justin Hecht, Chad Grassel, and Kerry Knoff.

Absent: None.

Also Present: David Murphy, EGF City Administrator
Ron Galstad, City Attorney
Nancy Ellis, City Planner
Megan Nelson, Executive Assistant

President Wogaman determined a quorum was present.

2. Public Comments/Open Forum: None.
3. Approval of minutes:

A motion was made by Mr. Grassel, seconded by Mr. Olstad, to approve the minutes from the June 24, 2014 Regular Meeting and the June 24, 2014 Closed Minute Summary.

Voting Aye: Grassel, Hecht, Knoff, Larson, Olstad, Shea, and Wogaman.
Voting Nay: None.

4. Review of Accounts Payable:

The board reviewed the list of bills. Mr. Grassel asked why moving expenses were paid. Ms. Ellis stated that water got into the apartment because of the roof and it could not be fixed with the tenant living in the apartment. She added that she has called a roofing company to check the roof and see what repairs are needed.

5. Communications:

a. Update on EDHA Department

Mr. Murphy stated that he would like a general direction from the board and at this point no action would need to be taken. He explained how there had been another meeting

JULY 8, 2014

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

between the City and the Northwest Housing Authority. He said how many representatives came over and reviewed the City's practices and procedures. He added how they now have a full idea of what they might be possibly taking over. Mr. Murphy told the board the request to offer a proposal to East Grand Forks will go before the Northwest Housing Authority Board on July 15th.

Mr. Murphy also explained that if the proposal is accepted the housing office would more than likely move down into the Community Development Office and the Community Development Office would then share a space with Economic Development. Mr. Wogaman asked what affect these changes would have on the employees. Mr. Murphy explained that if housing changes the current employees would be laid off but they would have the opportunity to apply to work for Northwest Housing Authority. He added how they have compared the salaries and benefits to what they are offered by the City. He said how the salary was a little less but the benefits were better.

Mr. Murphy told the board that Ms. Lukasz had the most experience with economic development and how he would to give her the opportunity to work with the new economic development director. He added that she would also have the opportunity to apply for a housing position. Discussion followed about how the Community Development Office could be moving upstairs and what the office staffing would include. Mr. Murphy stated that he would like to have the new Economic Development Director only focus on economic development and how the City will more than likely have to subsidize this office.

Mr. Knoff stated that he is apprehensive when people are laid off. Mr. Murphy explained how these changes would affect the current employees and how the Northwest Housing Authority would be looking at staffing the East Grand Forks office with three employees. Mr. Hecht asked where the office was going to be located. Mr. Murphy said they are proposing to move housing into the current Community Development Office so it would still be located in City Hall. Mr. Knoff asked if they would be taking over as managers of Sunshine Terrace also. Mr. Murphy explained how they would only be taking on the vouchers, not Sunshine Terrace. Mr. Wogaman asked how much it was going to cost for the group from Mentor to take over the vouchers. Mr. Murphy stated he had not seen the proposal so he wasn't sure and added they could offer a no-cost proposal.

Ms. Ellis told the board that they are looking different options at Sunshine Terrace for both maintenance and cleaning. Mr. Murphy stated they are looking into a three year contract for services. Ms. Ellis explained how the office would be moved into the efficiency apartment and use the current office for storage so things can be put away. She added that if these changes are made she would like to have the maintenance guy have set office hours so the residents know when he is available as well as making other changes.

JULY 8, 2014

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

Mr. Wogaman asked if the City will advertise for an experience Economic Director. Mr. Murphy said yes. He explained that there should be a lot of interest because of all the growth and potential growth of the region. Mr. Olstad asked for a flow chart of the office setup. Mr. Galstad asked if the job description will be revised. Mr. Murphy said yes. Mr. Knoff asked when the position could potentially be filled. Mr. Murphy said if possible by sometime in October. Mr. Olstad stated that they will need to look at the by-laws and see if changes need to be made with the change of office setup and who the director will be answering to. Discussion followed about the possible changes to the director's position, how the board has a necessary function, and how the City will need to have more oversight when it comes to evaluations, reprimands, and discipline for the economic development director's position. Mr. Shea stated that Mr. Galstad should look through the by-laws and make it clear how things need to happen from this point on. He added that everything should be in place before they start asking for applications.

6. Old Business: None

7. New Business:

a. Appointment to the Polk County Single Family Housing Fund Board

Mr. Murphy explained that Mr. Richter had represented East Grand Forks on this board and they have asked for that position to be filled. Mr. Murphy said they had suggested that Ms. Lukasz be the new representative. Mr. Knoff asked what this board does. Mr. Murphy said he was not entirely sure but Ms. Lukasz does.

A motion was made by Mr. Grassel, seconded by Mr. Knoff, to appoint Karen Lukasz to the Polk County Single Family Housing Fund Board.

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

Voting Nay: None.

8. Open for other Business:

a. Rents and Loans

Mr. Murphy informed the board that DJ Dahl Inc will be replacing Bremer with Choice Financial which would put the City in second position. He stated that this would have to be approved by the board and they will have to pay the recording fee. Mr. Galstad stated that both Mr. Wogaman and Mr. Murphy will need to sign. He added that Mr. Murphy will be referred to as the Interim Executive Director.

JULY 8, 2014

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

A motion was made by Ms. Larson, seconded by Mr. Grassel, to approve the subordination of the DJ Dahl Inc Loan.

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

Voting Nay: None.

Abstain: Olstad.

b. Other Business

Ms. Ellis stated that she was asked to write a standard operating procedure for the sale of city lots. She said that issues had been brought up and it was suggested that the EDHA board should have a chance to review this also. She added how this will finalize the process of how city property is sold or leased. Mr. Olstad commented on how this had been pulled from the City Council agenda because there are many things to consider. Mr. Galstad explained how the procedures for selling lots need to be cleaned up. Discussion followed about how a procedure needs to be put in place to keep it fair for all and all of the departments will be using the same procedure.

Mr. Galstad stated that a checklist should be included in each file so they know the process had been followed and that he can prepare templates for bare land purchases. Mr. Hecht asked if it would make a difference if there were land available for commercial growth. More discussion followed about the possibilities of expanding the Industrial Park and how the new director should know what property is available for commercial growth regardless if it is owned by the City or privately owned.

Mr. Murphy informed the board that he had received a check from TNT for two months of rent. Mr. Hecht asked if anyone had attended the meeting for Surface Pride. Mr. Galstad stated that there was no reason to. Mr. Galstad asked the board what they would like to do in regards to the Eagle's loan because the statute of limitations could be coming up. After a brief discussion the board asked Mr. Galstad to review the file to see what could be done.

Mr. Knoff thanked Ms. Ellis and Mr. Murphy. He stated how Ms. Ellis has taken on many other job duties and Mr. Murphy has done a great job so far with the EDHA.

9. Adjournment:

A motion was made by Mr. Grassel, seconded by Mr. Knoff, to adjourn the meeting at 1:24 pm.

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

Voting Nay: None.

JULY 8, 2014

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

Motion Carried.

The next regular meeting is **July 22, 2014 at 12:00 pm** at the **East Grand Forks Training Room, First Floor in the South Wing, East Grand Forks City Hall**, East Grand Forks, MN.

Respectfully Submitted,

Megan Nelson
Executive Assistant

Present: Judi Loer, Pat Jacklitch, Kay Buckalew, Gary Christianson, Henry Tweten, Anne Temte and Charlotte Helgeson

- I. Motion to accept minutes by Jacklitch with a second by Loer. Passed.
- II. Motion to pay bills was made by Tweten with a second by Temte. Passed.
- III. Old Business
 - A. The roof investigation concluded our frozen beams were due to internal air leaking into the bulkheads, rising to the roof cavity and freezing. When the sun warms the roof, the beams melt and drip into the library. The fix is to seal the top and bottom of the beams and other areas where air is getting to the beams. A written report will be provided by Proskiw Engineering. They will also provide names of contractors able to do the work, a description of work needed to be done and a valuation of previous work completed.
 - B. The front door handicap button and operator has been replaced approximate cost \$1,800. Two companies are working on bids for a 2-3 year carpet replacement. PS Doors has submitted a bid for a new staff door for \$1,539. The sprinkler board was replaced for \$307.81 during annual maintenance. Public Works is mowing and weed whacking the lawn. Next year, the library will be included in the contract lawn work for the downtown area. Temte discussed the need to lay down a weed barrier and rid the garden of overgrown weeds and grass. She suggested a volunteer work group. Charlotte will work with Rita on this project.
 - C. There are names tags to identify Board Members available on the reservation shelf for members attending events.
 - D. Xcel gave \$370.44 to purchase a Chromebox for the public.
 - E. OCLC reclamation work is completed and is now being finalized by staff. This process was done under the annual contract with OCLC.
- IV. New Business
 - A. Supervision of students has been intensified due to suspicious adults in the area of activity dismissals.
 - B. The PALS contract is due July 1 and has increased from \$6000-\$6200. They gave notice that they may not be offering support next year.
 - C. Candice Homstad, Experience Works, had her last day at work on June 19. Yeisa Frederickson, Library Technician will have her last day July 16. Lauren Martinez, Library Aide, will be leaving for a 3-month internship August 25. Cody Rasmussen has been hired for 16 hours a week as a Library Aide.
 - D. The Library reviewed the first preliminary 2015 budget. Tweten mentioned the increase in property value in the city and the Board wanted to review staffing for changes in the future. Replacing boilers is included in Building Maintenance. The part-time staff has a tentative 2% raise. The preliminary budget will be voted on at the July meeting.

The next meeting will be Tuesday, July 29 at 7 a.m. in the Library meeting room.

Request for Council Action

Date: August 14, 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: Brad Bail, P.E.

RE: Change order – 2013 TE Sidewalk Improvements SP 119-010-005

Background:

This is a \$4,000 increase in the project cost and is being done at the request of Cindy Hazelton from MNDoT. It involves changing the location of the APS at the intersection of 220 and 14th, as shown in the attached drawing.

There is no City funds required, all of the funding is from MNDoT,

Because this is a City project the change order needs to be approved by the council

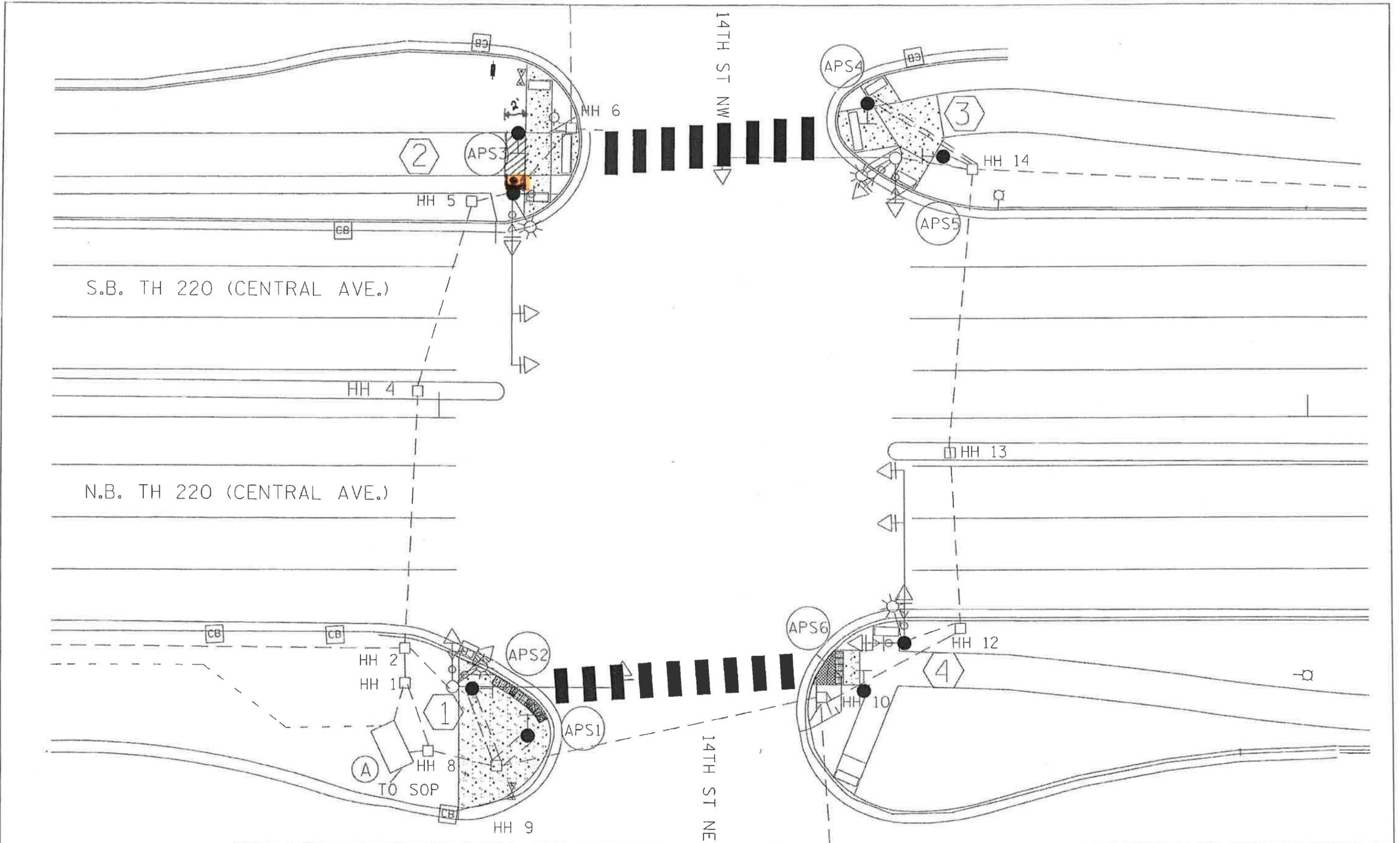
Recommendation:

Approve change order 1

Enclosures:

PLOTTED/REVISED:

DISTRICT *:
PLOT NAME:
PATH & FILENAME:



<p>APS ELECTRICAL</p>	<p>I HEREBY CERTIFY THAT THIS PLAN SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</p> <p>ENGINEER <i>W. J. [Signature]</i> LIC. NO. 42051</p>	<p>MULTI-PURPOSE TRAIL WITHIN THE WEST MNDOT ROW FOR TH220</p> <p>S.P. 6017-40 (TH 220) S.P. 119-010-005 SHEET NO. 50 OF 51 SHEETS</p>
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Change Order

No. 1

Date of Issuance: August 12, 2014 Effective Date: August 12, 2014

Project: 13 CP 1 – Multi-Use Trail	Owner: City East Grand Forks	Owner's Contract No.: <u>13CP1</u>
Contract: <u>13CP1 - MULTI-USE TRAIL WITH IN WEST R-D-W OF TH 220</u>	Date of Contract: <u>JUNE 10, 2014</u>	
Contractor: <u>PARAS Contracting Inc</u>	Engineer's Project No.: 0706G0014	

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Move one APS to an independent pole 10' from current location per Engineers request.

Attachments (list documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 217,270.65

NO CHANGE
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 1:

\$ 0

Contract Price prior to this Change Order:

\$ 217,270.65

[Increase] [Decrease] of this Change Order:

\$ 4,000.00

Contract Price incorporating this Change Order:

\$ 221,270.65

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 8/16/14

Ready for final payment (days or date): 8/30/14

[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 1:

Substantial completion (days): NO CHANGE

Ready for final payment (days): NO CHANGE

Contract Times prior to this Change Order:

Substantial completion (days or date): NO CHANGE

Ready for final payment (days or date): NO CHANGE

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): NO CHANGE

Ready for final payment (days or date): NO CHANGE

Contract Times with all approved Change Orders:

Substantial completion (days or date): 8/16/14

Ready for final payment (days or date): 8/30/14

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 8/12/14

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: Heather Overson
Contractor (Authorized Signature)

Date: 08/12/2014

RESOLUTION NO. 14 – 08 – 79

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

WHEREAS, the City approved the 2013 City Project No. 1 – Sidewalk Improvements (TE);

WHEREAS, this project includes an upgrade to the pedestrian crossings at the intersection of Highway 220 and 14th Street NE; and

WHEREAS, the funds to this portion of the project are being provided by the Minnesota Department of Transportation; and

WHEREAS, the Minnesota Department of Transportation are requesting a change order for this portion of the project; and

WHEREAS, the Minnesota Department of Transportation will be covering the additional costs incurred by this change order;

NOW THEREFORE, BE IT RESOLVED the City Council of East Grand Forks approves the request for Change Order No. 1 for the 2013 City Project No. 1 – Sidewalk Improvements (TE).

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: August 19, 2014

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 19th day of August, 2014.

Mayor

RESOLUTION NO. 14 – 08 – 78

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 19517 for a total of \$1,115.91.

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 \$1,115.91 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 19, 2014.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: August 19, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 19th 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 19517 for a total of \$1,115.91.
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 19, 2014.

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

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

Dated: _____

(Signature of Official)

Accounts Payable

Check Register Totals Only



City of East Grand Forks

600 Demers Avenue Northwest
 East Grand Forks, Minnesota 56721
 (218) 773-2483 www.egf.mn

User: lkatka
 Printed: 8/14/2014 - 3:19 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
19481	08/19/2014	ACM001	Acme Electric Companies	1,062.32	0
19482	08/19/2014	ALL002	All Pro Embroidery LLC	140.00	0
19483	08/19/2014	AME002	American Tire Service	30.00	0
19484	08/19/2014	AME005	Ameripride Linen & Apparel Services	543.23	0
19485	08/19/2014	AHC001	Anderson Heating & Cooling, Inc	354.55	0
19486	08/19/2014	AQU001	Aqua Water Solutions	78.95	0
19487	08/19/2014	BUS002	Business Essentials	19.27	0
19488	08/19/2014	C&R001	C&R Laundry & Cleaners	284.35	0
19489	08/19/2014	CAN001	Canon Financial Services	128.00	0
19490	08/19/2014	CAR004	Cariveau Concrete Construction Inc	1,078.00	0
19491	08/19/2014	GFT003	Donald Scott Cash	2,739.05	0
19492	08/19/2014	CEN006	Century Link	845.37	0
19493	08/19/2014	CHW001	David Chwialkowski	35.00	0
19494	08/19/2014	COV001	City of Virginia	50.00	0
19495	08/19/2014	COL004	Coldspring Memorial	95.20	0
19496	08/19/2014	COU008	Countrywide Sanitation Company	35,489.74	0
19497	08/19/2014	CRO001	Crookston City	922.22	0
19498	08/19/2014	CUS001	Custom Aire Inc	552.00	0
19499	08/19/2014	DAK002	Dakota Fence	85.23	0
19500	08/19/2014	DAK006	Dakota TV & Appliance	1,638.00	0
19501	08/19/2014	DIA001	Richard Papenfuss Diamond Cleaning	174.95	0
19502	08/19/2014	EAG001	Eagle Electric	3,526.32	0
19503	08/19/2014	ENV002	Environmental Equipment	840.00	0
19504	08/19/2014	EXH001	Exhaust Pros of Grand Forks	160.79	0
19505	08/19/2014	EXP002	Exponent	320.68	0
19506	08/19/2014	FAR004	Fargo Water Equipment	3,445.70	0
19507	08/19/2014	FIL001	Filter Care	225.09	0
19508	08/19/2014	FLE003	FleetPride	179.52	0
19509	08/19/2014	G&K001	G&K Services	196.16	0
19510	08/19/2014	GAF002	Gaffaney's	33.96	0
19511	08/19/2014	GAL003	Galstad Jensen & McCann PA	10,584.25	0
19512	08/19/2014	GAR001	Garden Hut Inc	36.00	0
19513	08/19/2014	GEO001	George's Quick Printing	168.00	0
19514	08/19/2014	GFC001	GF City Utility Billing	16,036.59	0
19515	08/19/2014	GLO003	Global Safety Network, Inc.	49.00	0
19516	08/19/2014	GRE002	Greg's Lawn Care	173.30	0
19517	08/19/2014	HAR001	Hardware Hank	1,115.91	0
19518	08/19/2014	HAW001	Hawkins Chemical	998.95	0
19519	08/19/2014	HEA001	Heartland Paper	312.23	0
19520	08/19/2014	HUG001	Hugo's	26.77	0
19521	08/19/2014	INP002	In Prints Screen Printing	60.50	0
19522	08/19/2014	INP001	Inprints Screenprinting	448.00	0
19523	08/19/2014	INT011	Integrated Process Solutions Inc	971.42	0
19524	08/19/2014	JobsHQ	JobsHQ	196.00	0
19525	08/19/2014	K&K001	K&K Trucking Inc	1,800.00	0
19526	08/19/2014	KAI001	Gregory & Kim Kaiser	500.00	0
19527	08/19/2014	KAL003	Kaler Doeling, PLLP	8,752.84	0
19528	08/19/2014	KEE002	Keepsr Inc	437.99	0
19529	08/19/2014	LEI002	Leisureland RV	40.20	0
19530	08/19/2014	LUM001	Lumber Mart	212.63	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
19531	08/19/2014	M&W001	M&W Services	1,522.96	0
19532	08/19/2014	MAR004	Marco	57.60	0
19533	08/19/2014	MAR001	Marco Inc	236.25	0
19534	08/19/2014	MCD001	McDonald's of EGF	176.52	0
19535	08/19/2014	MID003	Midcontinent Communications	70.00	0
19536	08/19/2014	MID016	Midwest Pest Control Inc	125.00	0
19537	08/19/2014	MLR001	Miller Motivations LLC	1,975.00	0
19538	08/19/2014	MTI001	MTI Distributing Company	1,047.37	0
19539	08/19/2014	NEW001	Newman Signs	1,960.00	0
19540	08/19/2014	NOR006	Northdale Oil	49,918.25	0
19541	08/19/2014	NOR024	Northland Yard Service	1,150.00	0
19542	08/19/2014	ORE001	O'Reilly Auto Parts	1,059.48	0
19543	08/19/2014	OPP001	Opp Construction	500.00	0
19544	08/19/2014	PAT001	Patio World	500.00	0
19545	08/19/2014	PDQ001	PDQ Sanitary Services	779.00	0
19546	08/19/2014	PET001	Peterson Veterinarian Clinic P.C.	294.00	0
19547	08/19/2014	POL008	Polk County Sheriff's Office	882.61	0
19548	08/19/2014	PRA003	Prairie Wind BG Inc	429.00	0
19549	08/19/2014	PRE001	Premium Waters Inc	139.25	0
19550	08/19/2014	REL001	Reliable Office Supplies	75.31	0
19551	08/19/2014	REL002	Reliance Telephone System	288.00	0
19552	08/19/2014	RMB001	RMB Environmental Lab Inc	33.00	0
19553	08/19/2014	SET001	Seton	238.62	0
19554	08/19/2014	SHO006	James Shoemaker	387.50	0
19555	08/19/2014	SKI001	Skinner Roofing	586.00	0
19556	08/19/2014	STR004	Strategic Insights Inc	675.00	0
19557	08/19/2014	SUN002	Sun Dot Communications	89.99	0
19558	08/19/2014	TRF002	Thief River Falls Police Department	787.04	0
19559	08/19/2014	BOR002	Timothy Riopelle	191.10	0
19560	08/19/2014	TRU001	True Temp	303.98	0
19561	08/19/2014	TRY001	Try-County Refrigeration	2,657.50	0
19562	08/19/2014	USB004	US Bank Equipment Finance	132.81	0
19563	08/19/2014	VAL002	Valley Truck	213.87	0
19564	08/19/2014	VER001	Verizon Wireless	612.60	0
19565	08/19/2014	VIL001	Vilandre Heating & A/C	2,208.00	0
19566	08/19/2014	WAL007	Wallwork Truck Center	410.77	0
19567	08/19/2014	WAS001	Waste Mgmt	3,958.12	0
19568	08/19/2014	WAT001	Water & Light Department	24,281.16	0
19569	08/19/2014	XCE001	Xcel Energy	304.54	0
				199,451.43	
Check Total:					