

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

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**PRESENTATION ON SORLIE BRIDGE PROJECT:**

**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 September 16, 2014.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 23, 2014.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of September 29, 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.*

4. Consider approving the request declare the list of equipment, vehicles, and miscellaneous items as surplus and to be sold at auction.
5. Consider adopting Resolution No. 14-10-92 authorizing preliminary approval to the proposed functional classification revisions to the road system in East Grand Forks.
6. Consider adopting Resolution No. 14-10-93 requesting the Metropolitan Planning Organization to include specific studies in their work program for 2015-2016.
7. Consider approving a temporary liquor license application for St. Michael’s Church holding an event

at Sacred Heart Church on November 1, 2014 and contract with East Grand Lanes, LLC for liquor services.

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:**

8. Regular meeting minutes of the Water, Light, Power, and Building Commission from September 4, 2014.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

9. Consider accepting the proposed terms in the letter from EAPC and request an agreement to be drafted for repair work at the Campbell Library.
10. Consider approving an agreement between the City of East Grand Forks and Northland Community and Technical College for use of a public parking lot for the truck driving program.
11. Consider approving the Addendum to the Joint Exercise of Peace Officer Duties Agreement between the East Grand Forks Police Department including the Pine to Prairie Task Force and regional law enforcement departments in both North Dakota and Minnesota.

**CLAIMS:**

12. Consider adopting Resolution No. 14-10-94 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 19837 for a total of \$891.91 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:

- Closed Session – October 7, 2014 – Following the Regular Meeting – Training Room
- Work Session – October 14, 2014 – 5:00 PM – Training Room
- Regular Council Meeting – October 21, 2014 – 5:00 PM – Council Chambers
- Work Session – October 28, 2013 – 5:00 PM – Training Room

**AGENDA  
OF THE CITY COUNCIL  
CLOSED SPECIAL MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, OCTOBER 7, 2014 – FOLLOWING THE COUNCIL MEETING**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF QUORUM:**

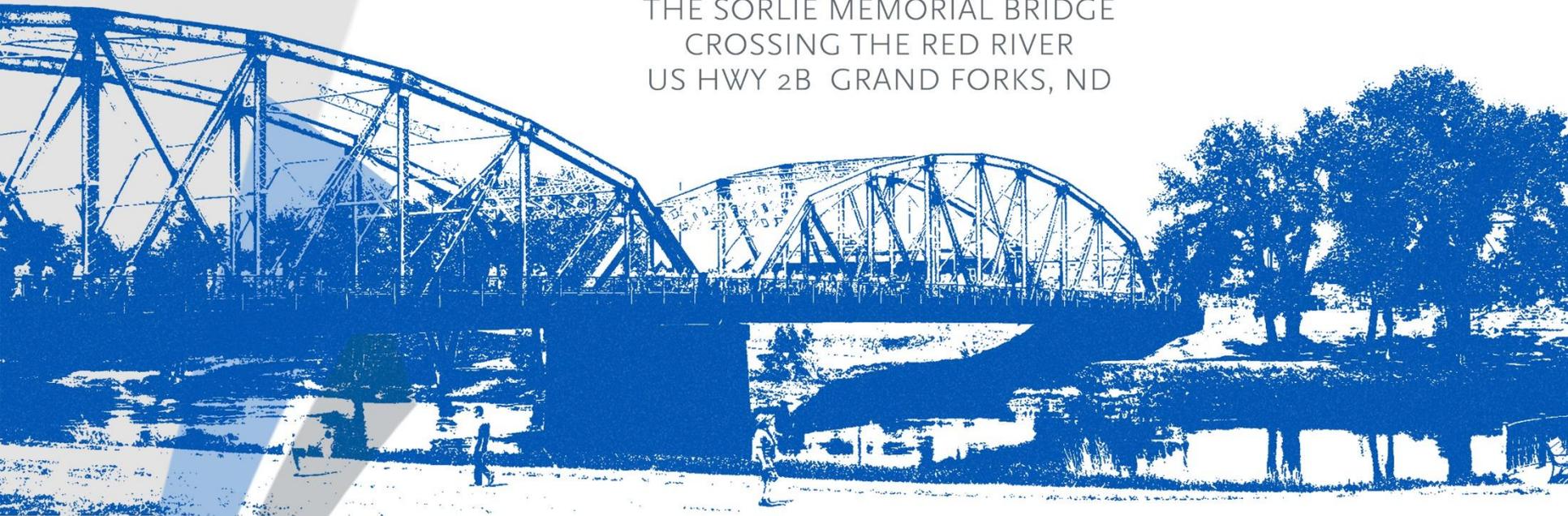
1. Closed session to evaluate the job performance of the City Administrator. Closed session is to be performed according to the exception to the open meeting law pursuant to Minnesota Statute 13D.05, Subd. 3(a).

**ADJOURN:**

**Upcoming Meetings:**

Work Session – October 14, 2014 – 5:00 PM – Training Room  
Regular Council Meeting – October 21, 2014 – 5:00 PM – Council Chambers  
Work Session – October 28, 2013 – 5:00 PM – Training Room

THE SORLIE MEMORIAL BRIDGE  
CROSSING THE RED RIVER  
US HWY 2B GRAND FORKS, ND



## *Project Update Meetings*

October 2014

# Project Study Area



# Environmental Impact Statement

- Initial Understanding of Repair
  - Replace all connection (gusset) plates
  - Completely close bridge
  - Lengthy potential construction schedule
  - Repair costs close to replacement costs
- Include Repair and Replacement Options
  - Potential for Significant Impacts

# Purpose & Need

- Purpose Statement
  - The purpose of the project is to provide a structurally sound crossing of Demers Avenue/US Highway 2 Business Loop over the Red River between Grand Forks and East Grand Forks. The proposed project would ensure that a safe, reliable, and adequate link is maintained between the two cities.
- Need Statement
  - The primary need for the project is to address the structural condition of the bridge so it can continue to provide a safe and reliable crossing of the Red River between the downtown areas of Grand Forks and East Grand Forks.

# Existing Bridge Evaluation

- Capacity Analysis of All Members
  - New FHWA rating guidance (Gusset Plates)
- Detailed Field Inspection
  - Field Verified Measurements
  - Visual Inspection
- Inspection and Rating Report

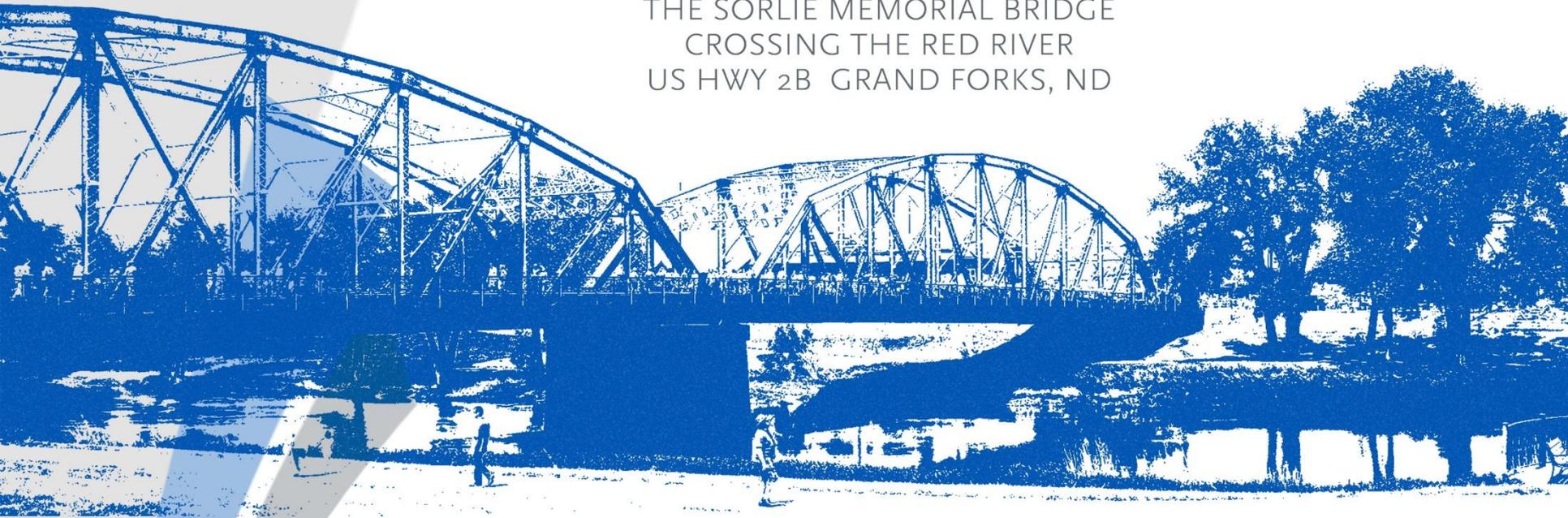
# Recommended Path Forward

- Move forward with repair options only
  - No Significant Environmental Impacts
  - Shorter Construction Schedule
  - Documented CATEX

# Input Requested

- Sorlie Bridge
  - Questions or concerns on DOT path forward?
- Roadway
  - Do Nothing
  - Minor Rehab (Mill & Overlay)
  - Total Reconstruct

THE SORLIE MEMORIAL BRIDGE  
CROSSING THE RED RIVER  
US HWY 2B GRAND FORKS, ND



# Discussion and Questions

**UNAPPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 16, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for September 16, 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; 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 “Special Meeting” for the East Grand Forks, Minnesota City Council of August 19, 2014.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of September 2, 2014.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 9, 2014.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS ONE (1) THROUGH THREE (3).**

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE.**

**CONSENT AGENDA:**

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

4. Consider approving the request purchase two pumps for Lift Station #1 from Minnesota Pump Works in the amount of \$58,806 to be paid for from the waste water fund.
5. Consider approving the Exempt Gambling Application from Grand Forks Red River Lions Club for a raffle on November 13, 2015 at the American Legion at 1009 Central Ave NW, East Grand Forks, MN 56721 with no waiting period.
6. Consider approving the Special Event Application for the Grand Forks Run for Fun/Wild Hog Half Marathon for September 27, 2014.
7. Consider approving the Special Event Application for the Family Adventure Race for September 27, 2014.
8. Consider approving the Snow Removal Agreement between the City of East Grand Forks and the residents living on the private drive in Pinehurst Court NW.
9. Consider adopting Resolution No. 14-09-87 authorizing staff to negotiate the purchase of property from BNSF not to exceed \$40,000 for the new location of Lift Station #5.
10. Consider adopting Resolution No. 14-09-88 approving the request to utilize the Metropolitan Planning Organization assistance in updating the East Grand Forks Land Use Plan with the use of in-house staff and consultants.
11. Consider adopting Resolution No. 14-09-89 authorizing the final payment of \$76,288.29 to be made to the Corps of Engineers for the flood control project.
12. Consider the request to start the hiring process for a Code Enforcement Officer for the Community Development Office.
13. Consider approving an agreement between the City of East Grand Forks and Indepth Inspections to continue the inspection contract until the Code Enforcement Officer position is filled or six months, whichever is less.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE ITEMS FOUR (4) THROUGH THIRTEEN (13).**

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

*Voting Nay: None.*

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:**

- 14. Regular meeting minutes of the Water, Light, Power, and Building Commission from August 21, 2014.
- 15. Regular meeting minutes of the Cemetery Commission from August 27, 2014.
- 16. 2014 First and Second Quarterly Financial Reports.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

- 17. Consider approving the Point of Woods 6<sup>th</sup> Addition Plat along with submitting a digital file to the Planning Office and submit a signing the development agreement.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE POINT OF WOODS 6<sup>TH</sup> ADDITION PLAT ALONG WITH SUBMITTING A DIGITAL FILE TO THE PLANNING OFFICE AND SUBMIT A SIGNED THE DEVELOPMENT AGREEMENT.**

Ms. Ellis explained how this was the second phase of the Point of Woods 5<sup>th</sup> Addition for Outlot C. She added how the Water & Light Department has worked with Mr. Peabody to resolve the curb stop issue, Brandon Boulevard would be connecting up with Rhinehart Drive, and the only other item needed was a signed developer’s agreement.

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

*Voting Nay: None.*

- 18. Consider approving the Point of Woods PUD concept development plan for Phase 2.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE POINT OF WOODS PUD CONCEPT DEVELOPMENT PLAN FOR PHASE 2.**

Ms. Ellis explained that this was originally planned for twin homes but is now going to be single family and even though the council had seen this before this was ensuring it had formal approval.

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

*Voting Nay: None.*

**CLAIMS:**

- 19. Consider adopting Resolution No. 14-09-90 a Resolution authorizing the City of East Grand Forks to

approve purchases from Hardware Hank the goods referenced in check numbers 19715 for a total of \$1969.53 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 14-09-90 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 19715 FOR A TOTAL OF \$1969.53 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

*Abstain: Buckalew.*

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

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

Mr. Grassel asked w

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss stated he was not going to be in town to start the half marathon and asked if there was anyone on the council that would like to volunteer to take his place. Council Vice-President Leigh said he would.

Council Member Buckalew informed the council that they will be receiving an evaluation form for Mr. Murphy’s review. He asked that they get turned back in to Ms. Nelson by September 30<sup>th</sup>.

Council Member Tweten stated how the council will be taking a tour of some of the parks that could be considered for upgrades. He asked to have the department heads and local media to join the council on this tour. He added how parks are an asset to the community and said how funding for suggested upgrades could come from the proceeds from the sale of City lots.

Council Member Leigh announced there was going to be a pig roast at the Senior Center on Sunday from 10:30am until 1:30pm and everyone was welcome to attend.

Mr. Murphy thanked Ms. Ellis for completing training in Economic Development and had been an invaluable help to him during this interim time.

Mr. Galstad stated that he was working with WSN and the property owners to work out an issue on 5<sup>th</sup> Ave NE that have come up due to the sidewalk project.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE SEPTEMBER 2, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:15 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 23, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for September 9, 2014 was called to order by Council President Craig 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, Henry Tweten, Mark Olstad, and Chad Grassel.*

*Karla Anderson, Finance Director; Brad Bail, City Engineer; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Hansen, Fire Engineer; Charlotte Helgeson, Library Director; David Murphy, City Administrator/Clerk-Treasurer; and Megan Nelson, Executive Assistant.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present*

**1. Update on the Girls Locker Room – Wayne Dietrich**

Mr. Dietrich explained that there were a few updates for the council on this project. He stated how the locker room will be located under the lobby and originally the concession stand would move to under the bleachers. He said after the first meeting with the Blue Line Club they didn't want the concession stand under the bleachers and suggested a satellite concession area in the front lobby. He added the cost estimates included this change. Mr. Dietrich reviewed how the bathrooms and locker rooms would be updated on the lower level and how some of the project will be bid out as alternates so the council can consider the costs of things. He explained how some of these alternatives included warm seating with the bridge coming out, building out the space by the bridge, and possible upgrades to the north concession area. He added that all of the equipment upgrades would be done and paid for by the Blue Line Club.

Council President Buckalew stated that based on a state statute 25% of the project has to be spent on accessibility issues and asked if it was addressed with this proposal. Mr. Dietrich stated that with the changes and upgrades being made there won't be any issues reaching that percentage. Mr. Murphy added that the concession added in the lobby will help with that also because it made it more accessible. Council member Grassel asked what the cost was to get rid of the bridge and make it just a flat walkway or if that was not included in the base bid. He added that he had the understanding it was going to be taken out and not bid as an alternative. Discussion followed about how they didn't need to change the whole area but just take out the steps making

this bridge accessible to all as well as including that in the base bid of this project.

Ms. Anderson informed the council of a grant that is available that could help pay for a portion of this project. She explained how the City could get up to \$200,000 but in order to submit an application the City Council would have to pass a resolution. She asked if a special meeting could be held because the application was due on October 1<sup>st</sup> and there would not be a meeting prior to the deadline. After a short discussion the Council chose to hold a special meeting on Monday, September 29<sup>th</sup> at 4:30pm to consider a resolution to apply for the grant.

## **2. Update on Functional Classifications Revisions – Earl Haugen**

Mr. Haugen informed the Council that he had spoken with the City Engineers, staff, and MnDOT about the proposed changes the Council would like the roads classified as within the City. He stated how they were trying to keep as many principal arterials as possible. He reviewed what had been discussed and what will be suggested to keep as principal arterials, major collectors, and what roads would be dropping down in classifications. He asked the council to approve the changes and explained how this will only be preliminary approval and how this might end up in arbitration if the other state and federal agencies don't agree with what was being proposed. Mr. Haugen also stated how this can be updated as the City grows. Council member Olstad asked if these changes affect possible funding for projects. Mr. Haugen explained that the streets that are dropping in classification would be either City projects or assessment projects so that funding wouldn't be changed. He added that if they are able to keep the proposed principal arterials the City will still be eligible for federal funds for those projects.

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

## **3. Request for MPO Studies – Nancy Ellis**

Ms. Ellis informed the Council that the MPO is preparing their work program for the next two years and would like to know if there are any specific studies the Council would like to have done. She added that there were a few examples included on the RCA the Council could ask to have done or an area of concern. Ms. Ellis said how the MPO will already be working on updating the Land Use Plan. She asked if there were any questions.

Council Vice-President Leigh asked what would be potentially studied for item two on Bygland Road. Ms. Ellis said they would be looking at speed, traffic numbers, traffic control, and any traffic concerns during busy times. Council member Tweten stated how there have been lots of comments about the intersection of Rhinehart and Bygland and asked for clarification about the slip plane. Discussion followed about how the river undercuts the approach to the Point Bridge which is a safety issue and how there is a question about the traffic and future growth on the north end of town. Council member Tweten stated that all of the items should be requested.

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

#### **4. Review of Northland Lease Agreement – David Murphy**

Mr. Murphy informed the Council that Mr. Huschle and Mr. Hamilton who was the instructor of the truck driving course were present at the meeting. He explained that the areas in red on the lease agreement were discussed at the last meeting, the items in blue were how the State Counsel had advised the college, and how these should address the issues brought up from the last meeting. He then turned it over to the representatives from Northland.

Mr. Huschle stated how the towing language addresses some of the issues that were brought up at the last meeting. He added that if there are vehicles in the way or there is too much snow to drive then they won't be driving there that day. He explained how they had not met with all of the businesses yet but they had met with the Blue Moose, Boardwalk, and River Cinema. Mr. Hamilton stated that since they will be utilizing the parking lot from 9:00am to 5:00pm Monday through Thursday and from 9:00am to 12:00pm on Fridays the businesses they had spoken with didn't have an issue with them using the lot. He added that how the school has a high safety record and he would not want to jeopardize that trying to drive around cars or through snow. He informed the Council that the student drivers are not brought out until they have certain skills and they do have an alternative area to use if necessary.

Council member Tweten stated that they could try and help the college within reason and at least try this arrangement. Council member Olstad asked about #5 in the lease agreement and if that no longer held the college responsible if there was damage because there was no guarantee. Mr. Galstad said there was no guarantee and they would not be held responsible for damages. Council member Olstad added how this parking lot is not a priority when it comes to snow removal and that it takes time to clean. He stated how he doesn't want that to be an issue. Council Vice-President Leigh commented how they could try this arrangement since the trucks will be empty. Discussion followed about how this section of the parking lot was built for truck traffic.

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

#### **5. Request to Declare Items as Surplus – Paul Hansen**

Mr. Hansen informed the council that the different departments have items that were no longer needed. Council Vice-President Leigh asked if there were items that other departments could utilize the items on this list. Mr. Hansen explained how many of these items are old and obsolete. Mr. Murphy added that the departments already discussed these items and they were not able to use them. Discussion followed about how other cities might have an interest in some of these items and how they are going to be sold at auction.

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

#### **6. Tour of Public Facilities and Parks**

The City Council and staff boarded a bus for a tour of the City parks. They began at O'leary Park followed by Stauss Park, Nash Park, Harnie Park, and ended with a quick look at Sherlock

Park. At each park the council saw what was there, discussed if there were possible upgrades to the park with replacement or additional of shelters and playground equipment, what buildings needed to be repaired, and how much the parks were utilized. Mayor Stauss commented that beautification of the City was important but it would also have to be practical with the consideration of the difference between wants and needs when it comes to upgrades and additions to the parks. President Buckalew asked if there was a way to monitor the parks, see how much they are utilized, and if there was a need for something like more shelters he would be in favor of moving forward on it.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE SEPTEMBER 23, 2014 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:39 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
OF THE SPECIAL CITY COUNCIL MEETING  
CITY OF EAST GRAND FORKS  
MONDAY SEPTEMBER 29, 2014 – 4:30 PM**

**CALL TO ORDER:**

*The Special Meeting of the East Grand Forks City Council for September 16, 2014 was called to order by Council Vice-President Leigh at 4:30 P.M.*

**CALL OF ROLL:**

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

*Karla Anderson, Finance Director; David Murphy, City Administrator/Clerk-Treasurer; and Megan Nelson, Executive Assistant.*

**DETERMINATION OF A QUORUM:**

*The Council Vice-President Determined a Quorum was present*

**NEW BUSINESS:**

1. Consider adopting Resolution No. 14-09-91 authorizing the City to apply for a grant through the Minnesota Amateur Sports Commission to help fund the girls locker room project at the Civic Center.

**A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 14-09-91 AUTHORIZING THE CITY TO APPLY FOR A GRANT THROUGH THE MINNESOTA AMATEUR SPORTS COMMISSION TO HELP FUND THE GIRLS LOCKER ROOM PROJECT AT THE CIVIC CENTER.**

*Voting Aye: Tweten, Olstad, Leigh, and Helms.*

*Voting Nay: None.*

*Absent: Buckalew, Grassel, and Vetter.*

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADJOURN THE SEPTEMBER 29, 2014 SPECIAL COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 4:31 P.M.**

Special Meeting

September 29, 2014

*Voting Aye: Tweten, Olstad, Leigh, and Helms.*

*Voting Nay: None.*

*Absent: Buckalew, Grassel, and Vetter.*

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David Murphy, City Administrator/Clerk-Treasurer

# Request for Council Action

Date: 9/18/2014

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: Declaration of Surplus Property

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Background: East Grand Forks Public Works, Parks, Fire, and Police Departments have made up a list of equipment/vehicles/misc. items that we wish to have declared as surplus property so that they may be sold at auction.

Recommendation: Declare the vehicles/equipment/miscellaneous items listed on the attached document as surplus property:

Enclosures: List of vehicles/equipment/miscellaneous items to be declared surplus property.

C:\Users\mnelson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KQ64YLFA\RCA Declaration of Surplus Property (2).doc



# 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

Public Works Department · 1001 2<sup>nd</sup> St NE · East Grand Forks, MN 56721

## Surplus Property List:

### Equipment/Vehicles

1	Falls Snow Plow & Associated bracket and Lights	Public Works	Serial Number 579411
2	1999 15' Alamo Mower	Public Works	Serial Number 4004
3	1985 Ford Dump Truck	Public Works	VIN # 1FDNF60H6FVA44279
4	1977 Chevrolet Truck	Public Works	VIN # CCE677V100375
5	1987 GMC Truck	Public Works	VIN # 1GDS8C4Y1HV525856
6	1974 Ford 3000 Tractor	Public Works	VIN # 0D40A154A24L
7	1994 Chevrolet Pickup	Public Works	VIN # 1GCGK29K8RE257948
8	1984 Ford 2 Ton Truck	Parks and Rec.	VIN # 1FDND70HPEVA49917
9	2002 Ford Bus	Parks and Rec.	VIN # 1FDXE45592HB64915
10	1997 72" Toro Mower	Parks and Rec.	unit 351
11	1976 CONC enclosed Trailer	Police	VIN # 00022
12	Mayer Snowplow with mount	Fire	
13	1992 Arctic Cat Panther Deluxe 440 Fan Snowmobile	Fire	VIN # 9217547
14	Boston Whaler Boat with 40HP Mariner Motor and Trailer	Fire	VIN # 5A0310/427600

### Miscellaneous Items

1	multiple small valves	Public Works
2	2 30" water valves	Public Works
3	30" pipe T	Public Works
4	2 fence gates	Public Works
5	walk thru gate	Public Works
6	slide gate	Public Works
7	fuel tank	Public Works
8	3 desks and associated	Public Works
9	72" mower decks	Public Works
10	truck fenders	Public Works
11	snow plow swivel	Public Works
12	23 dumpsters various ages and sizes	Public Works
13	aluminum stop logs	Public Works
14	4 hydro cylinders	Public Works
15	tire chains (8 sets)	Public Works
16	8'x10' building	Public Works



# 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](http://www.eastgrandforks.net)

Public Works Department · 1001 2<sup>nd</sup> St NE · East Grand Forks, MN 56721

17	5-8" Crisafulli Pumps	Public Works
18	2 natural gas tanks	Parks and Rec.
19	Panasonic KX-FHD331 Fax Machine	Fire
20	Cannon IMAGERUNNER 5000i Copier	Fire
21	Sony Digital Mavica Floppy Disk Digital Camera	Fire
22	Writing Desk	Fire
23	2 Recliners	Fire
24	2 Spools 100' 5000PSI Hydraulic Hose	Fire
25	Phoenix Hydraulic Power Unit	Fire
26	Hurst Hydraulic Spreader	Fire
27	Gas Side Shaft Motor	Fire
28	Pull behind Lawn Sweep	Fire
29	Front mounted lawn dethatcher	Fire
30	Lawn mower front mounted snow blower	Fire
31	Snowflight walk behind snow blower	Fire
32	200' 1 1/2" OD Hose & Reel	Fire
33	4 Ton Porta-Power (Bad Seals)	Fire
34	2 x 1/2" 10' Suction Hose	Fire
35	3" Collapsible Hose	Fire
36	Miller Thunderbold 225V Stick Welder	Fire
37	Circul-Air Electric Fire Hose Dryer	Fire
38	Accufoam foam induction system	Fire
39	32" JVC Television	Fire
40	8-100' Rolls Single Jacket 1" Hose Pipe Thread Fittings	Fire
41	3-25' Rolls 1 1/4" Hose with 1 1/2" Fire Thread Fittings	Fire
42	4-50' 2" Hose with 2 1/2" Fire Thread Fittings	Fire
43	2-Garden Hose applicator nozzles	Fire
44	21-2216 SCBA's and Spare Bottles	Fire
45	Out of service 2216 SCBA Bottles	Fire

**RESOLUTION NO. 14 – 10 - 92**

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

WHEREAS, the Federal Highway Administration updated the guide on functional classifications in 2013;

WHEREAS, MnDOT has developed a statewide process to update the functional classification with those affects in mind and completed a review of the current systems along with proposing changes;

WHEREAS, these proposed changes have been reviewed by the Metropolitan Planning Organization (MPO) and compared to the current system; and

WHEREAS, the MPO has gone over the proposed changes with the City Council and requested feedback on the changes; and

WHEREAS, the City Council proposed changes for the MPO bring back to MnDOT;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of East Grand Forks, Minnesota preliminarily agrees with the following proposed functional classifications:

- 1 – MN Highway 220 will be a principal arterial
- 2 – Bygland Rd from 13<sup>th</sup> St SE with Business Hwy 2 to Demers Ave will be a principal arterial
- 3 – Rhinehart Drive SE will be a major collector from City Limits to Bygland Road
- 4 – 13<sup>th</sup> St SE/Greenway Blvd from Rhinehart Dr to City Limits will be a major collector
- 5 – 5<sup>th</sup> Avenue NW will be a major collector
- 6 – 4<sup>th</sup> Street NW from 17<sup>th</sup> Street NW to Demers Ave will be a minor arterial
- 7 - 23<sup>rd</sup> Street NW from River Rd to Central Ave will be a major collector
- 8 – The City agree to the other changes proposed by the MnDOT

*Voting Aye:*  
*Voting Nay:*  
*Absent:*

The President declared the resolution passed.

Passed: October 7, 2014

Attest:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this 7<sup>th</sup> Day of October, 2014.

\_\_\_\_\_  
Mayor

# 2010 Functional Classification East Grand Forks, Minnesota



**Functional Classification**

	Principal Arterial		Collector
	Future Principal Arterial		Future Collector
	Minor Arterial		Rural Minor Collector
	Future Minor Arterial		Local
	City Limits		Dike
	Urban Aid		

*Eric O'Hanrahan* 21 June 2010  
 Grand Forks-East Grand Forks MPO Date

*Dwain L. Moe* 17 February 2011  
 Federal Highway Administration, Minnesota Date

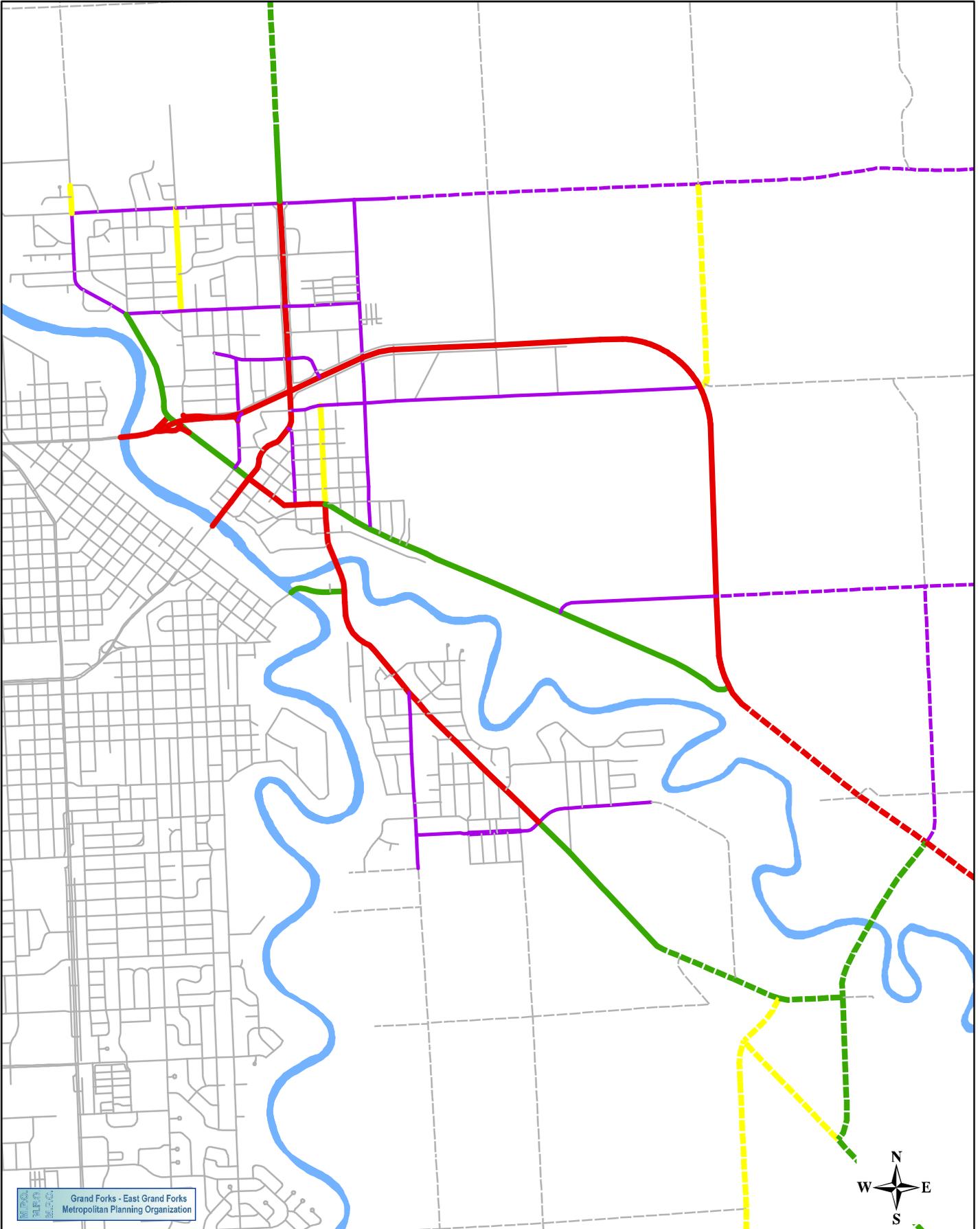
*Joseph S. McKinnon* June 23, 2010  
 Minnesota Department of Transportation - Dist 2 Date

0 0.25 0.5 1  
 Miles

W N E S

M.P.O. M.P.O. M.P.O. Grand Forks - East Grand Forks Metropolitan Planning Organization

# MPO Proposed FC



- |  |                          |  |                       |  |                       |  |             |
|--|--------------------------|--|-----------------------|--|-----------------------|--|-------------|
|  | Urban Principal Arterial |  | Rural Minor Arterial  |  | Urban Minor Collector |  | Rural Local |
|  | Rural Principal Arterial |  | Urban Major Collector |  | Rural Minor Collector |  | Urban Local |
|  | Urban Minor Arterial     |  | Rural Major Collector |  | Urban Local           |  |             |

Current Functional Classification

Classification	Miles	Percent	Guide
Urban Principle Arterials	9.09	12.51%	4%-9%
Urban Minor Arterials	6.58	9.05%	7%- 14%
Urban Major Collectors	10.92	15.02%	3%- 16%
Urban Minor Collectors	0.5	0.69%	3%- 16%
Urban Locals	45.59	62.73%	62%- 74%
Total	72.68		
Rural Principle Arterials	2.41	3.66%	2%- 6%
Rural Minor Arterials	8.52	12.93%	2%- 6%
Rural Major Collectors	4.35	6.60%	8%-19%
Rural Minor Collectors	9.05	13.74%	3%- 15%
Rural Local	41.55	63.07%	62%- 74%
Total	65.88		

MPO Proposed Functional Classification

Classification	Miles	Percent	Guide
Urban Principle Arterials	9.09	12.59%	4%-9%
Urban Minor Arterials	4.6	6.37%	7%- 14%
Urban Major Collectors	11.34	15.71%	3%- 16%
Urban Minor Collectors	1.11	1.54%	3%- 16%
Urban Locals	46.04	63.78%	62%- 74%
Total	72.18		
Rural Principle Arterials	2.41	3.63%	2%- 6%
Rural Minor Arterials	8.02	12.08%	2%- 6%
Rural Major Collectors	6.75	10.17%	8%-19%
Rural Minor Collectors	6.05	9.11%	3%- 15%
Rural Local	43.15	65.00%	62%- 74%
Total	66.38		

**RESOLUTION NO. 14 – 10 - 93**

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

WHEREAS, the Metropolitan Planning Organization (MPO) is soliciting work activities the local municipalities would like them to accomplish over the next two years;

WHEREAS, the City Council has already requested assistance updating the Land Use Plan; and

WHEREAS, the City Council has reviewed other issues and areas of concern for the and have other items they would like to request the MPO to include in their work program;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of East Grand Forks, Minnesota formally requests the MPO to consider and include the following studies for the work program of 2015-2016:

- 1 – Transportation Study for Bygland Road
- 2 – Study on the Slip Plane at the east approach to the Point Bridge
- 3 – Study of the intersection control at 23<sup>rd</sup> Street NW and Central Ave/Highway 220 N

*Voting Aye:*  
*Voting Nay:*  
*Absent:*

The President declared the resolution passed.

Passed: October 7, 2014

Attest:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this 7<sup>th</sup> Day of October, 2014.

\_\_\_\_\_  
Mayor



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 <i>St. Michael's Church</i>		DATE ORGANIZED	TAX EXEMPT NUMBER	
STREET ADDRESS <i>520 N 6th St</i>		CITY <i>Grand Forks</i>	STATE <i>ND</i>	ZIP CODE <i>58201</i>
NAME OF PERSON MAKING APPLICATION <i>Lisa Bohm</i>		BUSINESS PHONE <i>(701) 780-6199</i>	HOME PHONE <i>(701) 746-1306</i>	
DATES LIQUOR WILL BE SOLD <i>Nov 1st, 2014</i>		TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input checked="" type="checkbox"/> RELIGIOUS <input type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>Lisa Bohm</i>		ADDRESS <i>2501 50 38th St. Grand Forks ND</i>		
ORGANIZATION OFFICER'S NAME <i>Father Braun</i>		ADDRESS		
ORGANIZATION OFFICER'S NAME <i>Kevin Fruhwirth</i>		ADDRESS		
Location license will be used. If an outdoor area, describe				
<i>Sacred Heart School</i>				
<i>122 NW 3rd St. East Grand Forks, MN 56721</i>				
Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.				
<i>Liberty Lanes</i>				
<i>1500 5th Ave NE - East Grand Forks, MN 56721</i>				
Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.				
<i>No Liberty Lanes will be</i>				
<b>APPROVAL</b>				
<b>APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL &amp; GAMBLING ENFORCEMENT</b>				
CITY/COUNTY <i>City of East Grand Forks</i>		DATE APPROVED _____		
CITY FEE AMOUNT <i>\$100.00</i>		LICENSE DATES _____		
DATE FEE PAID <i>9/26/14</i>		_____		
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

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held September 4, 2014 at 5:00 P.M.

Present: Quirk, Ogden, Loven, Tweten

Absent: None

It was moved by Commissioner Tweten seconded by Commissioner Loven that the minutes of the previous meeting of August 21, 2014 be approved as read.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$468,130.11.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Tweten to authorize a 12 month interest free payment plan to a customer with excessive usage.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to approve the 2015 contract with Tri-Valley Fuel Assistance.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to approve the 2015 Salvation Army HeatShare agreement, and a donation of \$2000.00 to that program.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to approve an expenditure of approximately \$35,000.00 to upgrade the servers and technical equipment.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to adjourn to a special meeting on Monday, September 15, 2014 at 5:00 P.M.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

Lori Maloney  
Sec'y

# Request for Council Action

Date: 10/03/14

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

Cc: File

From: David Murphy, City Administrator

RE: EAPC letter on Library Repairs

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Before the City can move forward the Council needs to take formal action if they would like to utilize the services from EAPC for repairs to the library. If the Council agrees to the terms of the letter EAPC will be drafting an agreement for this project.



September 18, 2014

City of East Grand Forks  
 Attn: David Murphy, City Administrator  
 600 DeMers Avenue NW  
 East Grand Forks, MN 56721  
 218-773-2483

Subject: Campbell Library Air  
 Infiltration Retrofit  
 East Grand Forks, MN

Re: Fee Proposal / Contract

Dear Mr. Murphy:

Below you will find our fee proposal breakdown for the Campbell Library Air Infiltration Retrofit. We have laid out the general approach involved and tasks included by your Architectural and Engineering team.

<b>EAPC Architects Engineers</b>		<b>Architect and Engineers of Record;</b>
Design Development	\$1,500	Develop Design Documents
Construction Documents	\$3,000	Detailed Design; Plans, Specifications, and Estimate
Pricing and Award	\$700	Administration of the Pricing Process and Contract
Construction Administration	\$1,500	Includes Pre-Construction Meeting, Onsite Visits/Inspections during the repairs, and Final Site Visit to Evaluate Effectiveness of Fix
Post-Project Evaluation	\$1,000	Site Inspection with Air Infiltration Engineer Proskew and required follow-up
<b>TOTAL DESIGN FEE</b>	<b>\$7,700</b>	Lump Sum
Estimated Reimbursables	\$500	Printing/Reproduction;

Per the City's request, our approach and design solution recommendations will be based off of the "Fundamentals of Air Leakage" report produced by Gary Proskew. Mr Proskew has developed a "surgical," low-cost repair to stop the frost build-up on interior beams caused by air leakage and the freeze/thaw cycle. This proposed fix involves insulating around beams and in the beam pockets immediately adjacent to the soffit cavities around various areas of the building. The Design Development phase will investigate the curved exterior wall at the meeting room. The investigation will review the insulation of the beams above the windows, which connects to the beam referenced above running over the meeting room.

Our understanding at this point in the process is that the scope of the construction project is anticipated to be under the maximum value threshold requiring public bid. In this case, EAPC will work with the City of East Grand Forks to identify possible contractors with whom to negotiate competitive pricing proposals. EAPC will make an award recommendation to the City of East Grand Forks, and assist in preparing the Owner-Contractor AIA agreement.

*continued on page 2*



Due to the sensitive nature of this project, the level of potential unknowns within the extents of repair, and any litigation pursuant to the original design and construction deficiencies, EAPC recommends a formal contract be executed delineating the role, scope of work, and liability of EAPC and the City of East Grand Forks. If you find this letter agreeable, EAPC will prepare an AIA agreement for signature by the City of East Grand Forks and begin working on the project.

Please let us know if you have any questions about this breakdown or our fee proposal. Thank you again for choosing us to be a part of this team, we look forward to teaming with you.

Sincerely,

*Wayne G. Dietrich*

Wayne Dietrich, AIA

Cc: file, Jim Strommen, Kennedy & Graven



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

**NON-EXCLUSIVE USE AGREEMENT - MNSCU**

THIS AGREEMENT is made by and between City of East Grand Forks, located at 600 Demers Avenue, East Grand Forks, MN 56721, hereinafter referred to as **CITY**, and the **STATE OF MINNESOTA, BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES ON BEHALF OF Northland Community and Technical College**, located at 2022 Central Avenue NE, East Grand Forks, MN 56721, hereinafter referred to as **STATE**,

WHEREAS, the Board of Trustees of Minnesota State Colleges and Universities is empowered by Minn. Stat. §136F.06, to lease non-state property for use by its colleges and universities, and

WHEREAS, the CITY is the owner of the parking lot, located at the northeast corner, west of 4<sup>th</sup> Avenue, East Grand Forks, Minnesota, and desires to lease space in the property to STATE, and

NOW THEREFORE, CITY and STATE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree each with the other as follows:

1. PREMISES.

CITY grants and STATE accepts the lease of the following described Premises located in the City of East Grand Forks, County of Polk, Minnesota; more particularly described as:

Northeast corner, west of 4<sup>th</sup> Avenue, East Grand Forks, Minnesota:

Which is attached and incorporated as **Exhibit A** as part of this **USE** Agreement (hereinafter defined as the “Premises”).

2. USE.

STATE shall use and occupy the Premises for higher education purposes and for such activities related to STATE's operation as a Minnesota State Colleges and Universities system member institution leased location, or for any other lawful purpose for the commercial vehicle operation program.

STATE will ensure an instructor will always be either in a vehicle or onsite when students are in driving training. STATE will ensure students and instructor will monitor all training activities and suspend operations when a non-training vehicle or pedestrian enters the training location. **Vehicles left on training location will be worked around if practical and safe; training will otherwise be suspended.** STATE will ensure students will drive a commercial vehicle to the location with an instructor in the vehicle and will enter and exit the location utilizing the east (4<sup>th</sup> Avenue) entrance.

3. TERM.

Subject to Section 4(e), the term of this Agreement shall commence on September 22, 2014, (the "Commencement Date"), and end on January 9, 2015, unless otherwise sooner terminated as provided in this Lease. **OMITTED LANGUAGE**

4. TERMINATION.

- a. Consistent with Minnesota Statutes, Section 16B.24, Subdivision 6, this Agreement is subject to cancellation upon thirty (30) days written notice by STATE for any reason except lease of other non-state-owned land or premises for the same use.
- b. **The CITY reserves the right to cancel this agreement with reasonable notice not to exceed 45 days if it is determined at the sole discretion of the CITY that the property is needed for a public purpose or it is determined that the use by the STATE unreasonably interferes with the parking lots intended use.**

5. OPERATING EXPENSES AND SERVICES.

- a. Operating Expenses for a Gross Lease: CITY shall bear the cost of all typical costs and expenses paid to operate and maintain the parking lot. **The STATE shall bear the cost for any damage caused to the parking lot upon mutual agreement and subject to an encumbrance of funds as required by state law; normal wear and tear is excepted.**
- b. Exterior Lighting: CITY shall provide adequate exterior lighting in the parking lot.

6. ACCESS TO PREMISES.

STATE shall allow access to the Premises by CITY or its authorized representatives at any reasonable time during the life of this Agreement for the purpose of operation, maintenance, inspection, display and repairs of the Premises.

STATE will contact CITY one week (seven calendar days) prior to use of the space to insure space availability for specific dates and times. Typical STATE hours of operation are Mondays through Thursdays from 9:00 a.m. until 3:00 p.m. and Fridays from 9:00 a.m. until noon.

7. ASSIGNMENT AND SUBLEASE.

STATE shall not assign, sublet, or otherwise transfer its interest in this Agreement.

8. ALTERATION TO PREMISES.

STATE shall make no alterations, additions, or changes in the Premises, without the advance written consent of CITY. **CHANGED REMOVED LANGUAGE.**

STATE will paint 3” orange dots on the parking lot to mark location of cones, barrels, or barricades to facilitate effective set up. During hours of operation, STATE will section off area of parking lot with cones/barricades prior to 9:00 a.m. to prevent vehicular traffic within leased area. STATE will remove cones/barricades by 3:00 p.m. at the conclusion of hours of operation within leased area, **Monday through Thursday, and noon on Fridays.**

9. MAINTENANCE AND REPAIRS.

- a. Maintenance: CITY shall maintain in working condition and good repair, all appurtenances within the scope of this Agreement.
- b. Snow Removal: CITY shall be responsible for removal of snow, ice and debris within the parking lot. Snow plowing, snow shoveling and ice removal must be completed by 8:00 a.m., unless snow or wind conditions make this impractical. If the snow and ice removal is not completed by 8:00 a.m., CITY will make every effort to complete the snow removal as soon as possible.

**FOLLOW UP WITH PUBLIC WORKS THIS MAY NOT BE A PRIORITY ITEMS AND NOT IN PUBLIC INTEREST TO PRIORITIZE OVER OTHER STREET CLEANING**

10. DESTRUCTION OF LEASED PREMISES

If the Premises is destroyed or damaged by fire, tornado, flood, civil disorder, or any cause whatsoever, so that the Premises become unstable, the STATE shall have the option of terminating this Agreement immediately or allowing CITY such amount of time as STATE deems reasonable to restore the damaged Premises to stable condition.

11. INSURANCE **FOLLOW UP WITH OUR CARRIER**

General Liability and Property Damage Requirements. It shall be the duty of CITY and STATE to maintain insurance or self-insurance on their own property, both real and personal. For purposes of this Agreement, CITY shall maintain applicable insurance coverage consistent with the coverages outlined on **Exhibit B**, attached hereto and made a part of this Agreement, at CITY's sole expense during the term of this Agreement. CITY and STATE shall provide each other with evidence of insurance, upon request. Notwithstanding anything apparently to the contrary in this Agreement, CITY and STATE hereby release one another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage covered by said insurance, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.

## 12. LIABILITY

CITY and STATE agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. STATE's and the CITY'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Sections 3.736 and 466.01 and other applicable law.

## 13. NOTICES

All notices, requests, and other communications between CITY and STATE that are required or that CITY or STATE elect to deliver shall be deemed sufficiently given or rendered if in writing and delivered to either party personally, by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, (return receipt required) addressed as follows:

CITY: City of East Grand Forks  
600 Demers Avenue  
East Grand Forks, MN 56721  
ATTN: David Murphy, City Administrator

STATE: Northland Community and Technical College  
2022 Central Avenue NE  
East Grand Forks, MN 56721  
ATTN: Brian Huschle, Dean of Academic Affairs, EGF

With a copy to: Minnesota State Colleges and Universities  
ATTN: Real Estate Services  
30 E. 7th Street, Suite 350  
St. Paul, MN 55101

## 14. HUMAN RIGHTS

When applicable, CITY certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363A.36, or that

it has not had more than 40 full-time employees at any time during the previous 12 months and claims exemption from Minnesota Statutes, Section 363A.36.

## 15. ENVIRONMENTAL

CITY warrants that, to the best of CITY's knowledge there do not, and there will not on the Commencement Date, exist any Hazardous Substance, including mold in, on or about the Premises. CITY has delivered to STATE complete copies of all reports relating to the environmental condition of the Premises and underlying land in its possession of control, including but not limited to those assessing the presence or absence of Hazardous Substances and violations of or compliance with Environmental Law. "Hazardous Substance" means any pollutant, contaminant, toxic or hazardous waste, potentially dangerous substance, noxious substance, toxic substance, flammable, explosive or radioactive material, urea formaldehyde foam insulation, asbestos, PCBs, or any other substance the removal of which is required, or the manufacture, preparation, production, generation, use, maintenance, treatment, storage, transfer, handling, or ownership of which is restricted, prohibited, regulated, or penalized by any and all federal, state, county, or municipal statutes or laws now or at any time hereafter in effect, including but not limited to, the Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. § 9601, et seq.), the Hazardous Materials Transportation Act (49 U.S.C. § 5101 et seq.), the Resource Conservation and Recovery Act (42 U.S.C. § 6901 et seq.), the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), the Clean Air Act (42 U.S.C. § 7401 et seq.), the Toxic Substances Control Act, as amended (15 U.S.C. § 2601 et seq.), and the Occupational Safety and Health Act (29 U.S.C. § 651 et seq.) as these laws have been amended or supplemented (such laws are collectively referred to as "Environmental Law"). CITY will defend and indemnify STATE from any claims, liabilities, penalties, costs, fines, damages, or expenses, including all attorney's fees, which STATE incurs arising out of the presence of any Hazardous Substances placed, stored, or generated on or about the Premises, except to the extent any such liability arises from the STATE's own actions.

## 16. CITY REPRESENTATIONS.

CITY represents and warrants that it is the owner in fee simple of the Building and underlying real property. CITY represents that entering into this **AGREEMENT** will not cause CITY to violate any other agreement to which CITY is a party.

## 17. ENTIRE AGREEMENT

The Agreement documents, which constitute the entire Agreement between the parties except for agreed upon written amendments issued after execution of this Agreement, are enumerated as follows:

- Agreement

- **EXHIBIT A**, Premises
- **EXHIBIT B**, Performance Specifications and Standards
- **Any Subsequent amendments, addendum properly executed by the parties.**

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**APPROVED:**

CITY certifies that the appropriate person(s) have executed the contract on behalf of CITY as required by applicable articles, by-laws, resolutions, or ordinances.

**CITY:** City of East Grand Forks

By: \_\_\_\_\_  
Mr. David Murphy

Title: City Administrator \_\_\_\_\_

Date: \_\_\_\_\_

**STATE:** STATE OF MINNESOTA, BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES ON BEHALF OF Northland Community and Technical College

By: \_\_\_\_\_  
Dr. Anne Temte

Title: President \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A: PREMISES**

**This page intentionally left blank. Exhibit A on the following page.**

## EXHIBIT B – GENERAL INSURANCE REQUIREMENTS

### POLICY REQUIREMENTS

#### 1. Workers' Compensation Insurance

- A. Statutory Compensation Coverage
- B. Coverage B – Employers Liability with limits of not less than:
  - \$100,000 Bodily Injury by Disease per Employee
  - \$500,000 Bodily Injury by Disease Aggregate
  - \$100,000 Bodily Injury by Accident

#### 2. General Liability Insurance

- A. Minimum Limits of Liability:
  - \$2,000,000 – Per Occurrence
  - \$2,000,000 – Annual Aggregate
  - \$2,000,000 – Annual Aggregate applying to Products/Completed Operations
- B. Coverages:
  - Premises and Operations Bodily Injury and Property Damage
  - Personal & Advertising Injury
  - Blanket Contractual
  - Products and Completed Operations
  - Other; if applicable, please list \_\_\_\_\_
  - State of Minnesota or Minnesota State Colleges and Universities named as Additional Insured

#### Additional Insurance Conditions

STATE's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the City of East Grand Forks Minnesota with respect to any claim arising out of the STATE's performance under this Lease Agreement.

- CITY agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless STATE's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota
- CITY is responsible for payment of Agreement related insurance premiums and deductibles.
- If CITY is self-insured, a Certification of Self-Insurance must be attached.
- CITY's policy(ies) shall include legal defense fees in addition to the liability policy limits.
- CITY shall obtain insurance policy(ies) from insurance company(ies) having an "AM Best" rating of A- (minus), Financial Size Category of VII or better, and authorized to do business in the State of Minnesota.
- An Umbrella or Excess Liability insurance policy may be used to supplement the CITY's policy limits to satisfy the full policy limits required by the Agreement.

## ADDENDUM

### TO AGREEMENT FOR THE JOINT EXERCISE OF PEACE OFFICER DUTIES

This addendum to the agreement for the joint exercise of peace officer duties is made and entered into by and between the Grand Forks County, ND Sheriff's Department, the Grand Forks Police Department, the Grafton Police Department, the Walsh County, ND Sheriff's Department, the Pembina County Sheriff's Office, the North Dakota Attorney General's Bureau of Criminal Investigation, the University of North Dakota Police Department, Grand Forks Narcotics Task Force, the Polk County, MN Sheriff's Department, and the East Grand Forks Police Department, and the Pine to Prairie Drug Task Force.

The purpose of this Addendum is to satisfy the statutory requirements of M.S.A. § 471.59 Subd. 5 which mandates that the agreement shall provide for the disposition of any property acquired as the result of the joint or cooperative exercise of powers. Whereas, the parties wish to amend the agreement.

Now therefore the parties agree as follows:

Article IV: Other terms shall include subparagraph G.

#### **G. WITHDRAWAL OF AN AGENCY**

1. At the time of withdrawal any and all personal property used by the criminal justice agencies to this agreement and owned by a one of the named agencies shall be returned to that agency upon its termination of participation or termination of the agreement.
  
2. All funds and assets jointly owned at the time of termination of this agreement shall be distributed pro-rated to the criminal justice agencies participating at the time of termination of the agreement.

All other terms and conditions of the Agreement shall remain in full force and effect.

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**COUNTY OF GRAND FORKS, ND**

\_\_\_\_\_  
Bob Rost, Grand Forks County Sheriff

This Agreement has been approved by the Grand Forks County, ND Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
William Murphy, Chair, Grand Forks County Commission

Attest:

\_\_\_\_\_  
Debbie Nelson, Grand Forks County Auditor

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**CITY OF GRAND FORKS, ND**

\_\_\_\_\_  
Mike Kirby, Chief of Police

This Agreement has been approved by the Grand Forks City Council this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Michael Brown, Mayor

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Grand Forks City Auditor

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**COUNTY OF WALSH, ND**

\_\_\_\_\_  
Lauren Wild, Walsh County Sheriff

This Agreement has been approved by the Walsh County, ND Commission this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Ernie Barta, Chair, Walsh County Commission

Attest:

\_\_\_\_\_  
Kris Molde, Walsh County Auditor

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**CITY OF GRAFTON, ND**

\_\_\_\_\_  
Tony Dumas, Chief of Police

This Agreement has been approved by the Grafton City Council this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Chris West, Mayor

Attest:

\_\_\_\_\_  
Connie A Johnson, Grafton City Auditor

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**COUNTY OF PEMBINA, ND**

\_\_\_\_\_  
Brian Erovick, Pembina County Sheriff

This Agreement has been approved by the Pembina County, ND Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Hugh Ralston, Chair, Pembina County Commission

Attest:

\_\_\_\_\_  
Linda Schlittenhard, Pembina County Auditor

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**COUNTY OF POLK, MN**

\_\_\_\_\_  
Barb Erdman, Polk County Sheriff

This Agreement has been approved by the Polk County, MN Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Don Diedrich, Chair, Polk County Commission

Attest:

\_\_\_\_\_  
Michele Cote, Polk County Auditor

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**CITY OF CROOKSTON, MN**

\_\_\_\_\_  
Paul Beirmaier, Chief of Police

This Agreement has been approved by the Crookston City Council this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Dave Genereux, Mayor

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Crookston City Auditor

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**CITY OF EAST GRAND FORKS, MN**

\_\_\_\_\_  
Michael S. Hedlund, Chief of Police

This Agreement has been approved by the East Grand Forks City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Lynn Stauss, Mayor

Attest:

\_\_\_\_\_  
David Murphy, East Grand Forks City Administrator

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**Pine to Prairie Drug Task Force, MN**

\_\_\_\_\_  
Title

This Agreement has been approved by the Pine to Prairie Drug Task Force this \_\_\_\_ day of \_\_\_\_\_ 2014

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**Grand Forks Narcotics Task Force, ND**

\_\_\_\_\_  
Title

This Agreement has been approved by the Grand Forks Narcotics Drug Task Force this \_\_\_\_ day of \_\_\_\_\_ 2014

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**University of North Dakota Police Department**

\_\_\_\_\_  
Eric Plummer, Chief of Police

This Agreement has been approved by the North Dakota State Board of Higher Education this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
\_\_\_\_\_, President

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Secretary

In witness whereof, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**North Dakota Attorney General Bureau of Criminal Investigation**

\_\_\_\_\_  
Dallas Carlson, Director, BCI

This Agreement has been approved by the North Dakota Attorney General Bureau of Criminal Investigation this \_\_\_ day of \_\_\_\_\_ 2014

Approved as to legal sufficiency

BY: \_\_\_\_\_  
Tom Trenbeath, C

**RESOLUTION NO. 14 – 10 – 94**

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 19837 for a total of \$891.91.

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 \$891.91 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 October 7, 2014.

*Voting Aye:*  
*Voting Nay:*  
*Abstain:*

The President declared the resolution passed.

Passed: October 7, 2014

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this 7<sup>th</sup> of October, 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 3<sup>rd</sup> Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 19837 for a total of \$891.91.
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 October 7, 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: 10/1/2014 - 4:34 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
19796	10/07/2014	ACM001	Acme Electric Companies	263.39	0
19797	10/07/2014	ADV001	Advanced Business Methods Inc	1,254.87	0
19798	10/07/2014	ALT001	Altru Health System	88.00	0
19799	10/07/2014	AME002	American Tire Service	128.00	0
19800	10/07/2014	AME005	Ameripride Linen & Apparel Services	361.52	0
19801	10/07/2014	BAK001	Baker & Taylor Co	1,202.12	0
19802	10/07/2014	BAL001	Balco Uniforms Co Inc	412.95	0
19803	10/07/2014	BAS001	Nicholas Beiswenger and Bremer Banl	5,000.00	0
19804	10/07/2014	BCA002	BCA CJTE	285.00	0
19805	10/07/2014	BLU001	Blue Cross Blue Shield of ND	2,545.00	0
19806	10/07/2014	BOR001	Border States Electric Supply	118.15	0
19807	10/07/2014	BRI004	Brians Flooring	1,187.60	0
19808	10/07/2014	BRI003	Brite-Way Window Cleaning	60.00	0
19809	10/07/2014	BRO002	Brodart Co	218.50	0
19810	10/07/2014	BUS002	Business Essentials	63.16	0
19811	10/07/2014	CEN006	Century Link	839.25	0
19812	10/07/2014	COL002	Cole Papers Inc	460.83	0
19813	10/07/2014	COM003	Complete Pest Control Inc	325.00	0
19814	10/07/2014	CUM001	Cummins NPower LLC	835.05	0
19815	10/07/2014	CUS002	Custom Stripes Inc	720.00	0
19816	10/07/2014	DAH005	Connie Dahlen	422.46	0
19817	10/07/2014	DAK006	Dakota TV & Appliance	2,732.65	0
19818	10/07/2014	DAY002	Daydreams Specialties, LLC	41.50	0
19819	10/07/2014	DEM001	Demco Educational Corp	145.23	0
19820	10/07/2014	DIS004	District 16 Hockey	400.00	0
19821	10/07/2014	DRU001	Drummer's Diesel Inc	410.67	0
19822	10/07/2014	DVS001	DVS Renewal	60.00	0
19823	10/07/2014	EAG001	Eagle Electric	1,847.43	0
19824	10/07/2014	EAP001	EAPC Architects Engineers	3,030.00	0
19825	10/07/2014	EID001	EIDE Motors	32.95	0
19826	10/07/2014	EXP003	Explorer Post #38	50.00	0
19827	10/07/2014	FER001	Ferrellgas	231.30	0
19828	10/07/2014	G&K001	G&K Services	343.47	0
19829	10/07/2014	GAF002	Gaffaney's	34.24	0
19830	10/07/2014	GAL001	Gale	149.92	0
19831	10/07/2014	GAR001	Garden Hut Inc	488.94	0
19832	10/07/2014	GFF001	GF Fire Equipment	199.50	0
19833	10/07/2014	GGF001	GGF Convention & Visitors Bureau	1,457.10	0
19834	10/07/2014	GLA001	Glass Pro's Inc	6,940.00	0
19835	10/07/2014	GRA0011	Grainger	74.16	0
19836	10/07/2014	COD001	Jared Grefsrud	2,575.47	0
19837	10/07/2014	HAR001	Hardware Hank	891.91	0
19838	10/07/2014	HEA001	Heartland Paper	777.60	0
19839	10/07/2014	HOL002	Holiday Credit Office	109.11	0
19840	10/07/2014	HOM001	Home of Economy	137.61	0
19841	10/07/2014	HUG001	Hugo's	117.24	0
19842	10/07/2014	INT003	Integra Telecom	92.42	0
19843	10/07/2014	INT011	Integrated Process Solutions Inc	3,661.52	0
19844	10/07/2014	JET001	Jet Way Multiple Services Inc	5,881.50	0
19845	10/07/2014	K&K001	K&K Trucking Inc	1,400.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
19846	10/07/2014	KAL003	Kaler Doeling, PLLP	1,933.72	0
19847	10/07/2014	KAM001	Kameron Harstad	260.00	0
19848	10/07/2014	KEL001	Kellermeyer Building Service	855.00	0
19849	10/07/2014	KEN002	Kennedy & Graven, Chartered	1,030.75	0
19850	10/07/2014	KID002	Kids Reference Company, Inc	415.11	0
19851	10/07/2014	LAK001	Laker Chemical	1,543.00	0
19852	10/07/2014	LAN004	Christine and Choice Financial Langei	5,000.00	0
19853	10/07/2014	LAW003	Mike Lawrence	50.00	0
19854	10/07/2014	LCF001	LC Finance	510.00	0
19855	10/07/2014	LEA006	Leaders Distributing	69.00	0
19856	10/07/2014	LEA002	League of MN Cities	31,995.72	0
19857	10/07/2014	LIN004	Jennifer Linck	75.00	0
19858	10/07/2014	LIT001	Lithia Payment Processing	223.23	0
19859	10/07/2014	LUM001	Lumber Mart	18.99	0
19860	10/07/2014	M&W001	M&W Services	64.00	0
19861	10/07/2014	MAR004	Marco	249.24	0
19862	10/07/2014	MAR001	Marco Inc	225.24	0
19863	10/07/2014	DUA001	Mark Steven Dykes	675.54	0
19864	10/07/2014	MCF001	McFarlane	504.00	0
19865	10/07/2014	MEN001	Menards	119.58	0
19866	10/07/2014	MPO001	Metropolitan Planning Organization	3,496.01	0
19867	10/07/2014	MIC001	Micro-Marketing LLC	197.91	0
19868	10/07/2014	MID003	Midcontinent Communications	1,501.28	0
19869	10/07/2014	MID014	Midwest Overhead Crane	1,084.53	0
19870	10/07/2014	MID007	Midwest Refrigeration Inc	1,183.67	0
19871	10/07/2014	MID002	Midwest Testing Laboratory Inc	12,500.00	0
19872	10/07/2014	MIK001	Mike's Pizza	46.65	0
19873	10/07/2014	MLR001	Miller Motivations LLC	6,900.00	0
19874	10/07/2014	MPW001	Minnesota Pump Works	32,701.36	0
19875	10/07/2014	MND006	VOID****VOID****VOID*** MN I	307.00	0
19876	10/07/2014	MND013	MN Dept of Transportation	177.07	0
19877	10/07/2014	MND009	MN Drivers & Vehicle Services	1,796.52	0
19878	10/07/2014	MNI001	MN Ice Arena Mgr's Association	450.00	0
19879	10/07/2014	MNM002	MN Municipal Utilities Assoc	3,875.00	0
19880	10/07/2014	NAR001	Nardini Fire Equipment Co.	165.10	0
19881	10/07/2014	NEL001	Kim Nelson	2,072.90	0
19882	10/07/2014	NEW001	Newman Signs	600.00	0
19883	10/07/2014	NEI003	Northern Escrow, Inc.	30,783.39	0
19884	10/07/2014	ORE001	O'Reilly Auto Parts	1,492.15	0
19885	10/07/2014	ODL001	Odland Fitzgerald Reynolds & Harbot	456.00	0
19886	10/07/2014	OLS013	Casey Olson	254.00	0
19887	10/07/2014	OPP001	Opp Construction	7,061.50	0
19888	10/07/2014	PAR005	Paras Contracting	156,389.00	0
19889	10/07/2014	POL004	Polk County Recorder	92.00	0
19890	10/07/2014	POW001	Power Equipment Shop	14.95	0
19891	10/07/2014	PRA001	Praxair Distribution	50.15	0
19892	10/07/2014	PRO006	Proskiw Engineering, Ltd.	12,698.06	0
19893	10/07/2014	PUM001	Pumpkin Books	61.60	0
19894	10/07/2014	QUI001	Quill Corp	561.84	0
19895	10/07/2014	RAN003	Ranger GM	26,586.25	0
19896	10/07/2014	REL001	Reliable Office Supplies	309.69	0
19897	10/07/2014	RIS004	Steve Ristau	404.00	0
19898	10/07/2014	RMB001	RMB Environmental Lab Inc	71.00	0
19899	10/07/2014	ROD002	Leyton Rodahl	24.00	0
19900	10/07/2014	ROT001	Roto Rooter	390.00	0
19901	10/07/2014	MER001	Sanford Clinic Fargo Region	242.00	0
19902	10/07/2014	SCH002	Scholastic Library Publishers	152.10	0
19903	10/07/2014	SCI002	Science of the Superhero	870.00	0
19904	10/07/2014	SMI002	Smitty's Transmission	330.93	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
19905	10/07/2014	STU001	Stuart's Towing	60.00	0
19906	10/07/2014	TER002	Terry Engebretson	3,000.00	0
19907	10/07/2014	THU002	Thur-O-Clean	2,550.00	0
19908	10/07/2014	TRU001	True Temp	581.22	0
19909	10/07/2014	UMN002	Attn: Sean Peterson University Of Mir	160.00	0
19910	10/07/2014	UPS002	UPS Store	137.09	0
19911	10/07/2014	USB005	US Bank Corporate Payment System	7,541.98	0
19912	10/07/2014	USE001	Mike and Hayley Useldinger	5,000.00	0
19913	10/07/2014	VAL002	Valley Truck	5,592.35	0
19914	10/07/2014	VER001	Verizon Wireless	475.42	0
19915	10/07/2014	VIL001	Vilandre Heating & A/C	583.62	0
19916	10/07/2014	WAT001	Water & Light Department	47,587.76	0
19917	10/07/2014	WIZ001	Wizard's Enterprises Inc.	590.00	0
19918	10/07/2014	XCE001	Xcel Energy	1,912.87	0
19919	10/07/2014	ZEE001	Zee Medical Service	145.95	0
				481,189.28	
Check Total:					

## 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
<b>Name: DAVE AKER Account Number: **1870 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/20/2014</a>	08/25/2014	240507	5046	WHOLESALE COMMERCIAL	LINCOLN AQUATICS	CA		\$ 228.60	<a href="#">Memo</a>	SI247790	Not Reviewed	No
<a href="#">08/24/2014</a>	08/25/2014	240492	5814	FAST FOOD RESTAURANTS	DNCSS MN TWINS CONCESS	MN	160848422	10.50	<a href="#">Memo</a>	037169	Not Reviewed	No
<b>Name: KARLA ANDERSON Account Number: **7513 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/29/2014</a>	09/01/2014	240491	8699	MEMBERSHIP ORGANIZATIONS	MINNESOTA GOVERNMENT F	MN	237064516	60.00	<a href="#">Memo</a>	03708	Not Reviewed	No
<b>Name: JAY BRUCE Account Number: **5405 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/27/2014</a>	08/29/2014	240506	5541	SERVICE STATIONS	HOLIDAY STNSTORE 3548	MN	410771276	38.82	<a href="#">Memo</a>	142603047548	Not Reviewed	No
<a href="#">09/15/2014</a>	09/16/2014	240500	5999	MISCELLANEOUS AND SPECIAL	BATTERIES PLUS #24	ND	911772624	53.41	<a href="#">Memo</a>	J bruce	Not Reviewed	No
<b>Name: ERIC BURMAN Account Number: **4185 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/25/2014</a>	08/27/2014	240498	7399	BUSINESS SERVICES -OTHER	IA PUBLIC DEF TRAINING	IA	426004501	96.00	<a href="#">Memo</a>		Not Reviewed	No
<a href="#">08/28/2014</a>	08/29/2014	240506	5542	AUTOMATED FUEL DISPENSERS	KUM & GO #62	IA	421465780	48.33	<a href="#">Memo</a>	00085660062VPRY700 0005973	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
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Name: BENJAMIN DECKERT Account Number: \*\*4153 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

<a href="#">09/13/2014</a>	09/15/2014	240507	5072	WHOLESALE HARDWARE/S	IDENTISYS INC.	MN	411938567	\$ 147.36	<a href="#">Memo</a>	00225194	Not Reviewed	No
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Name: NANCY ELLIS Account Number: \*\*3178 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

<a href="#">09/12/2014</a>	09/16/2014	240493	3692	DOUBLETREE HOTELS DOUBLETREE	DOUBLETREE MINN PK PL	MN	453126114	146.67	<a href="#">Memo</a>	112087	Not Reviewed	No
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Name: KEVIN HANSON Account Number: \*\*1957 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

<a href="#">09/10/2014</a>	09/11/2014	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	16.32	<a href="#">Memo</a>	po 28612	Not Reviewed	No
<a href="#">09/10/2014</a>	09/11/2014	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	14.48	<a href="#">Memo</a>	po 28612	Not Reviewed	No
<a href="#">09/12/2014</a>	09/15/2014	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	72.18	<a href="#">Memo</a>	po 28612	Not Reviewed	No

Name: ANTHONY HART Account Number: \*\*1915 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

<a href="#">08/28/2014</a>	09/01/2014	240493	3614	AMERICINN	AMERICINN LODGE AND SUITE	MN	271624492	309.36	<a href="#">Memo</a>	11173737	Not Reviewed	No
<a href="#">09/19/2014</a>	09/22/2014	240493	3502	BEST WESTERN HOTELS	BEST WESTERN PLUS-SEVEN S	ND	450426405	407.10	<a href="#">Memo</a>	1	Not Reviewed	No

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

<a href="#">08/22/2014</a>	08/25/2014	240506	5541	SERVICE STATIONS	SIMONSON GAT10050029	ND	450280064	125.00	<a href="#">Memo</a>		Not Reviewed	No
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## 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
<a href="#">08/22/2014</a>	08/25/2014	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	\$ 130.92	<a href="#">Memo</a>	107-3427357-09146	Not Reviewed	No
<a href="#">08/23/2014</a>	08/25/2014	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	42.56	<a href="#">Memo</a>	107-8356811-61234	Not Reviewed	No
<a href="#">09/03/2014</a>	09/05/2014	240498	7393	DETECTIVE/PROTECTIVE SERV	KEITH'S SECURITY WORLD	ND	476529613	160.00	<a href="#">Memo</a>		Not Reviewed	No
<b>Name: JON HEFFERNAN Account Number: **1731 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/28/2014</a>	08/29/2014	240507	5200	HOME SUPPLY WAREHOUSE STORES	LOWES #01896*	ND	560578072	(7.40)	<a href="#">Memo</a>	919374530370189618261	Not Reviewed	No
<b>Name: CHARLOTTE HELGESON Account Number: **1631 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">09/07/2014</a>	09/09/2014	240493	3501	HOLIDAY INNS	HOLIDAY INNS	WA	271221373	243.62	<a href="#">Memo</a>	11366902	Not Reviewed	No
<b>Name: LINDA KOSSOW Account Number: **9273 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/27/2014</a>	08/28/2014	240507	5169	WHOLESALE CHEMICALS	PAYPAL *ROD PORTER	CA	770510487	49.99	<a href="#">Memo</a>	A2ZVC5J9U7QUG	Not Reviewed	No
<a href="#">08/27/2014</a>	08/28/2014	240500	5732	ELECTRONICS STORES	PAYPAL *RICKSVIDEO	CA	770510487	55.00	<a href="#">Memo</a>	5H3J22SR34AY6	Not Reviewed	No
<a href="#">08/27/2014</a>	08/28/2014	240500	5732	ELECTRONICS STORES	PAYPAL *ECOOLMARTCO	CA	770510487	53.89	<a href="#">Memo</a>	A2ZVC5A9TZW5N	Not Reviewed	No
<a href="#">08/27/2014</a>	08/28/2014	240500	5999	MISCELLANEOUS AND SPECIAL	PAYPAL *PROCHON	CA	770510487	47.49	<a href="#">Memo</a>	5H3J22SR34BJW	Not Reviewed	No
<a href="#">09/03/2014</a>	09/04/2014	240507	5310	DISCOUNT STORES	SHOPKO 00507426	MN	410985054	40.36	<a href="#">Memo</a>		Not Reviewed	No
<a href="#">09/07/2014</a>	09/08/2014	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	41.37	<a href="#">Memo</a>	116-3902764-16018	Not Reviewed	No
<a href="#">09/08/2014</a>	09/09/2014	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	4.48	<a href="#">Memo</a>	116-3902764-16018	Not Reviewed	No
<a href="#">09/17/2014</a>	09/18/2014	240507	5099	WHOLESALE DURABLE GO	PAYPAL *COLLECTIONS	CA	770510487	57.86	<a href="#">Memo</a>	5H3J22SXR3HE2	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
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Name: KRIS KOVAR Account Number: \*\*5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

<a href="#">09/05/2014</a>	09/08/2014	240499	5734	COMPUTER SOFTWARE STORES	PROMEVO.COM	KY	311760199	\$ 62.04	<a href="#">Memo</a>	00377478	Not Reviewed	No
<a href="#">09/05/2014</a>	09/08/2014	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	347.06	<a href="#">Memo</a>	106-0754245-44690	Not Reviewed	No
<a href="#">09/10/2014</a>	09/10/2014	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	229.99	<a href="#">Memo</a>	106-7583847-37786	Not Reviewed	No
<a href="#">09/17/2014</a>	09/18/2014	240499	5734	COMPUTER SOFTWARE STORES	PROMEVO.COM	KY	311760199	1,720.79	<a href="#">Memo</a>	00537363	Not Reviewed	No
<a href="#">09/17/2014</a>	09/18/2014	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	154.84	<a href="#">Memo</a>	106-9595487-77178	Not Reviewed	No
<a href="#">09/17/2014</a>	09/18/2014	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	464.52	<a href="#">Memo</a>	106-9595487-77178	Not Reviewed	No
<a href="#">09/17/2014</a>	09/18/2014	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	170.98	<a href="#">Memo</a>	106-9595487-77178	Not Reviewed	No

Name: BRIAN LARSON Account Number: \*\*0894 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

<a href="#">08/27/2014</a>	08/28/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	99.99	<a href="#">Memo</a>	G20917	Not Reviewed	No
<a href="#">09/08/2014</a>	09/09/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	48.96	<a href="#">Memo</a>	G23601	Not Reviewed	No
<a href="#">09/08/2014</a>	09/09/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	55.43	<a href="#">Memo</a>	G23748	Not Reviewed	No
<a href="#">09/08/2014</a>	09/09/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	50.77	<a href="#">Memo</a>	G23780	Not Reviewed	No
<a href="#">09/15/2014</a>	09/16/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	68.46	<a href="#">Memo</a>	G25573	Not Reviewed	No
<a href="#">09/18/2014</a>	09/19/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	84.46	<a href="#">Memo</a>	G26320	Not Reviewed	No
<a href="#">09/18/2014</a>	09/19/2014	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	60.07	<a href="#">Memo</a>	G26453	Not Reviewed	No

Name: GARY LARSON Account Number: \*\*0810 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

<a href="#">08/24/2014</a>	08/25/2014	240493	7011	OTHER HOTELS	CAMP RIPLEY BILLET FUND	MN	411404072	54.00	<a href="#">Memo</a>	44	Not Reviewed	No
<a href="#">08/28/2014</a>	09/01/2014	240491	8299	SCHOOLS/EDUCATIONA L SCHL	MINN FIRE SVC CERT BOARD	MN	912085637	120.00	<a href="#">Memo</a>	6450827782	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
<b>Name: JARED QUANRUD Account Number: **2376 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/25/2014</a>	08/27/2014	240498	7399	BUSINESS SERVICES -OTHER	IA PUBLIC DEF TRAINING	IA	426004501	\$ 96.00	<a href="#">Memo</a>		Not Reviewed	No
<b>Name: DENNIS ROBERTSON Account Number: **0425 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">09/04/2014</a>	09/05/2014	240500	5999	MISCELLANEOUS AND SPECIAL	ULTRA MAX	SD	460416607	282.00	<a href="#">Memo</a>	0000000003	Not Reviewed	No
<b>Name: ANDREA SCHERER Account Number: **1888 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/26/2014</a>	08/29/2014	240491	8699	MEMBERSHIP ORGANIZATIONS	MINNESOTA LIBRARY ASSOCIA	MN	416055915	250.00	<a href="#">Memo</a>	200000267	Not Reviewed	No
<b>Name: JASON STORDAHL Account Number: **5413 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/24/2014</a>	08/25/2014	240497	5969	OTHER DIRECT MARKETER	MINNESOTA EROSION CONTROL	MN	411837032	110.00	<a href="#">Memo</a>	MECA	Not Reviewed	No
<a href="#">09/19/2014</a>	09/22/2014	240491	9399	GOVERNMENT SERVICES-OTHER	MN DVS E GRANDFKS146713FE	TN	581916822	0.44	<a href="#">Memo</a>	1	Not Reviewed	No
<a href="#">09/19/2014</a>	09/22/2014	240491	9399	GOVERNMENT SERVICES-OTHER	MN DVS E GRND FKS 146 713	MN	416007162	18.25	<a href="#">Memo</a>	1	Not Reviewed	No
<b>Name: JACOB THOMPSON Account Number: **3435 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:</b>												
<a href="#">08/22/2014</a>	08/25/2014	240493	3614	AMERICINN	AMERICINN	MN	208262488	446.60	<a href="#">Memo</a>	11643284	Not Reviewed	No

## Transaction Detail - Summary

<u>Trans Date</u>	<u>Posting Date</u>	<u>MCCG Code</u>	<u>MCC</u>	<u>Merchant Category Code Description</u>	<u>Merchant Name</u>	<u>Merchant State/Province</u>	<u>Taxpayer ID Number (TIN)</u>	<u>Trans Amount</u>	<u>Posting Type</u>	<u>Purchase ID</u>	<u>Trans Status</u>	<u>Disputed Status</u>
<a href="#">08/30/2014</a>	09/01/2014	240500	5941	SPORTING GOODS STORES	CABELA S RETAIL, INC EAST	MN	470804130	\$ 234.46	<a href="#">Memo</a>		Not Reviewed	No

**Total Number of Records:** 52

**Total**

**\$7,924.38**

End of Report