

**AGENDA  
CITY COUNCIL  
CITY OF EAST GRAND FORKS  
JANUARY 5, 2010  
5:00 P.M.**

**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."*

Presentation of Plaque to Kevin Marcott for service on the EDHA Board

**ANNUAL BUSINESS:**

**1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS**

Consider adopting Resolution No. 10-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

**2. DESIGNATE OFFICIAL NEWSPAPER**

Consider adopting Resolution No. 10-01-02 a Resolution to designate The Exponent as the official newspaper.

**3. DESIGNATE FINANCIAL DEPOSITORIES**

Consider adopting Resolution No. 10-01-03 a Resolution to designate the following financial depositories.

- (A) American Federal
- (B) Community Bank
- (C) Smith Barney
- (D) Multi-Bank Securities
- (E) Dain Rausher
- (F) PMA - 4M Fund

Consider adopting Resolution No. 10-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

- (A) Lynn Stauss, Mayor
- (B) Scott Huizenga, City Administrator
- (C) Michelle French, Executive Assistant
- (D) Terry Knudson, Accounting Technician
- (E) Erin Johnson, Accounting Technician
- (F) Jerry Lucke, Finance Director

**APPROVAL OF MINUTES:**

- 4. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of December 15, 2009.
- 5. Consider approving the minutes of the "Work Session" & "Closed Meeting" for the East Grand Forks, Minnesota City Council of December 22, 2009.

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE.**

**CONSENT AGENDA:**

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

- 6. Consider approving the request to hire a full-time Mechanic and direct Civil Service to advertise internally.
- 7. Consider approving the contract amendment of for a rate change from \$5.63 per ride to \$5.89 for the FY2010 rate compensation for demand response services with Grand Forks Taxi.
- 8. Consider approving the application for an Exempt Gambling Permit for a raffle for the Sacred Heart Church & School to be held April 17, 2010 at the Sacred Heart, 200 3<sup>rd</sup> St. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
- 9. Consider adopting Resolution No. 10-01-05 a Resolution approving the 2010 Administrative Services Agreement with Discovery Benefits, Inc.
- 10. Consider adopting Resolution No. 10-01-06 a Resolution designating the Mayor's appointments to the East Grand Forks Boards and Commissions for 2010.
- 11. Consider adopting Resolution No. 10-01-07 a Resolution to adopt the implementation of the Compensation Plan.
- 12. Consider adopting Resolution No. 10-01-08 a Resolution to adopt amendments, effective January 1, 2010 to the City of East Grand Forks Personnel Policy Manual.
- 13. Consider adopting Resolution No. 10-01-09 a Resolution approving 5<sup>th</sup> Avenue Northwest for the 2014 Sub-Target Project.

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

14. The minutes of the Water, Light, Power and Building Commission for December 3, 2009.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

15. Consider adopting Resolution No. 10-01-10 a Resolution establishing an Administration and Finance Committee for purposes of studying and recommending certain issues as deemed necessary by the City Council or its President.

**CLAIMS:**

16. Consider adopting Resolution No. 10-01-11 a Resolution authorizing the City of East Grand Forks to approve purchases from Berts Truck Equipment for the goods referenced in check number 5006 for a total of \$3,509.10 whereas Council Member Gregoire is personally interested financially in the contract.

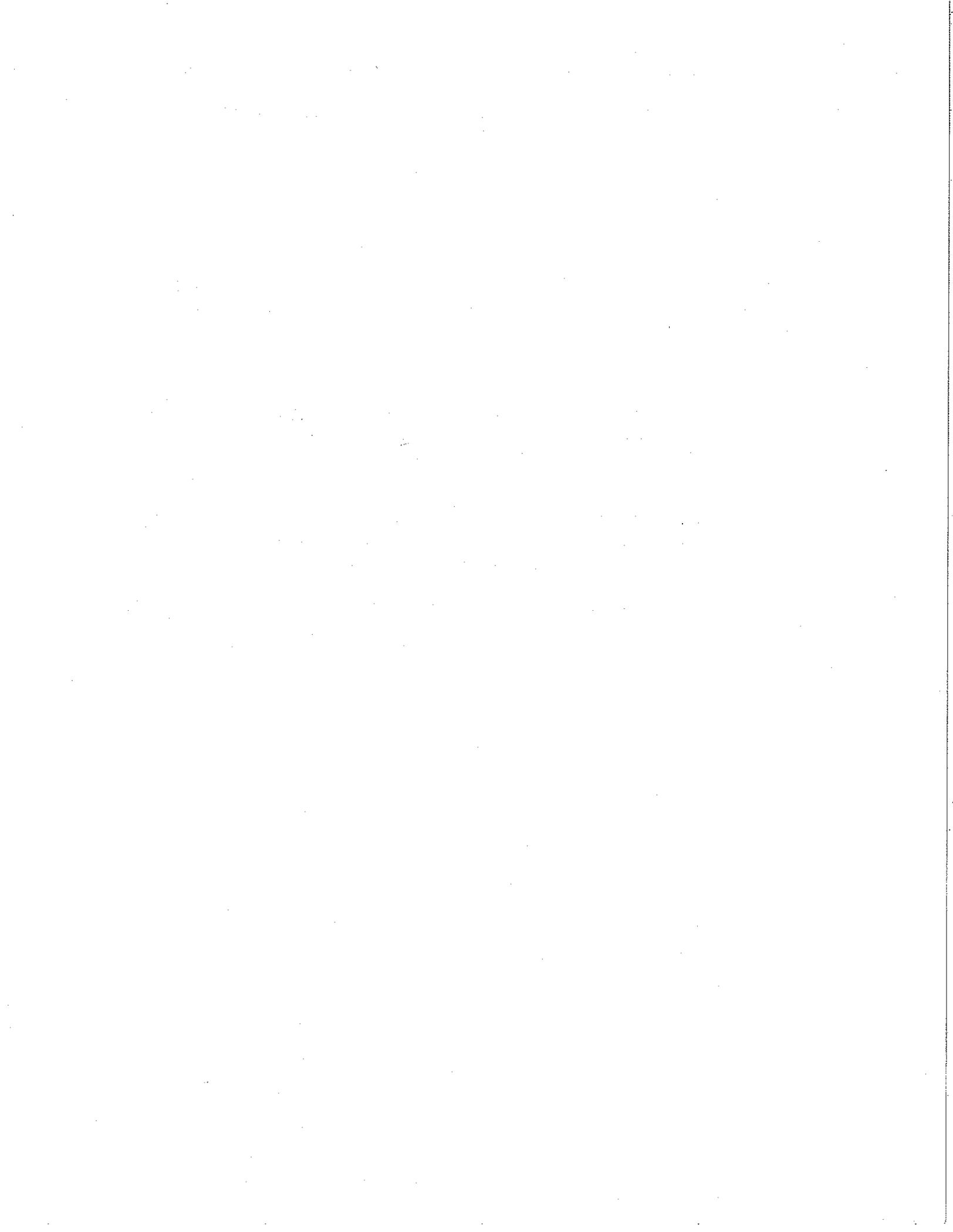
17. Consider adopting Resolution No. 10-01-12 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 5071 for a total of \$353.91 whereas Council Member Buckalew is personally interested financially in the contract.

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

**ADJOURN:**

Upcoming Meetings:

TBD



**RESOLUTION NO. 10 – 01 – 01**

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

BE IT RESOLVED, by the City Council of the City of East Grand Forks, Minnesota, regular city council meetings will be held on the first and third Monday of each month at 5:00 p.m. and the work sessions will be held on the second and fourth Monday of each month at 5:00 p.m. for the 2010 year. If a holiday falls on a Monday, the meeting will be held on Tuesday.

Voting Aye:  
Voting Nay: None.  
Absent: None.

The President declared the resolution passed.

Passed: January 5, 2010

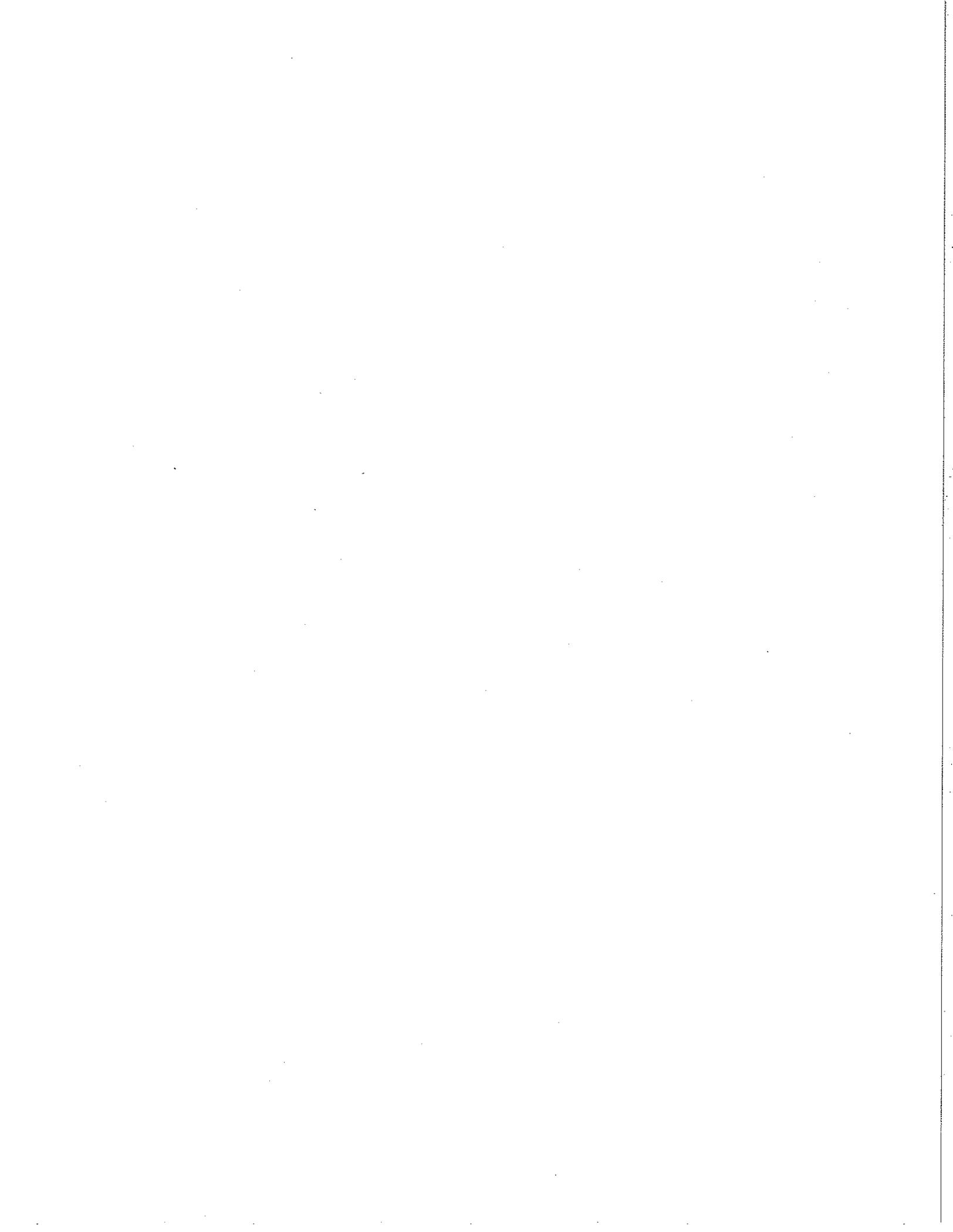
Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> of January, 2010.

\_\_\_\_\_  
Mayor



**RESOLUTION NO. 10 - 01 - 02**

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that "The Exponent" is hereby designated as the 2010 official city newspaper, in which shall be published all matters indicated in Section 10.01 of the City Charter.

Voting Aye:  
Voting Nay: None.  
Absent: None.

The President declared the resolution passed.

Passed: January 5, 2010

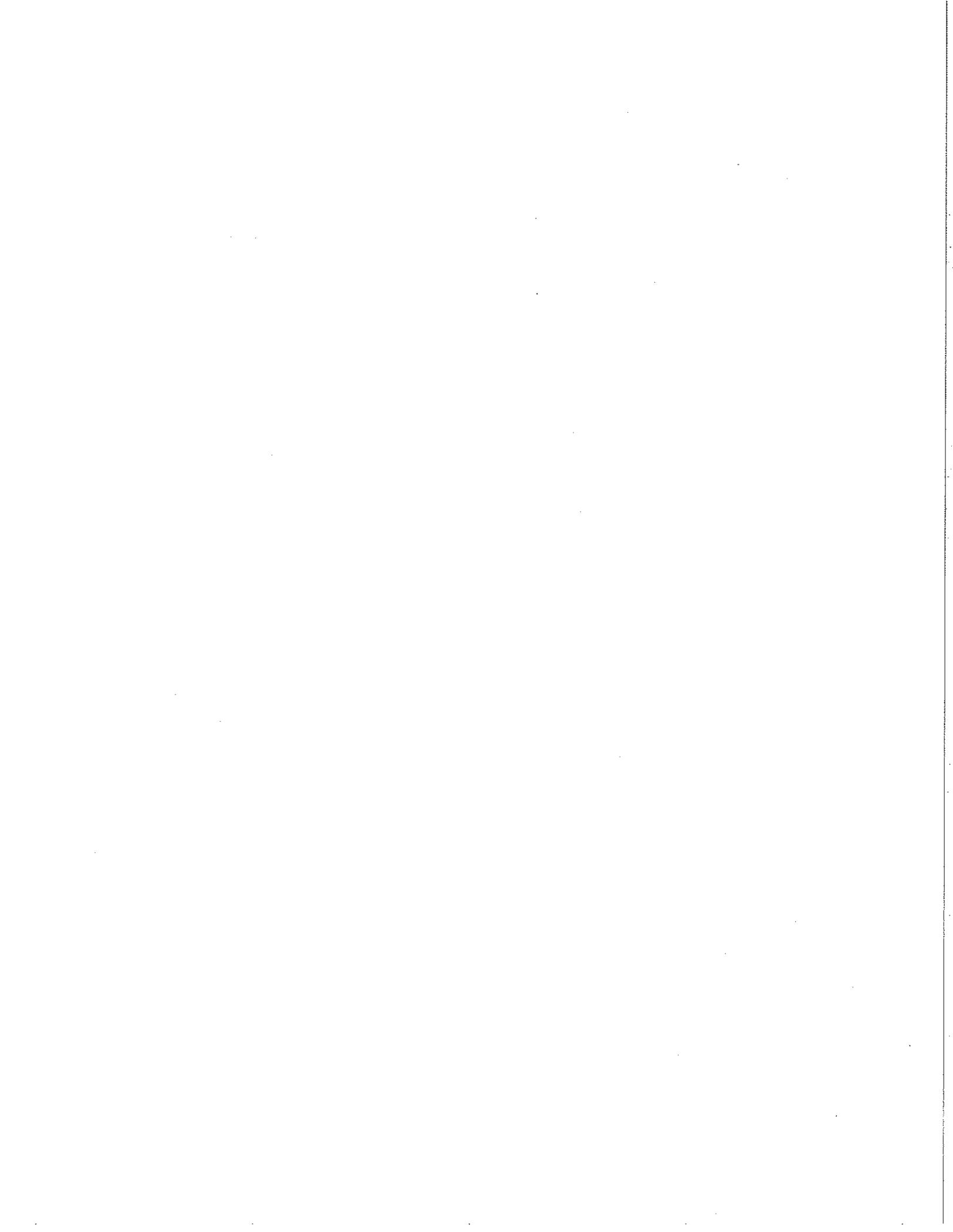
Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> of January, 2010.

\_\_\_\_\_  
Mayor



**RESOLUTION NO. 10 - 01 - 03**

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

WHEREAS, The following institutions have presented a proposal to act as depository of City funds and has filed an Assignment of Securities in Lieu of Bond by Public Depository with the Administrator/Clerk-Treasurer of the City of East Grand Forks, Minnesota; now therefore,

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the said proposal be hereby accepted and made a part hereof by reference and that the following listed financial institutions, be hereby designated as a depository for the next two years in which the Administrator/Clerk-Treasurer of said City shall keep and deposit monies of said City until a new designation is made, subject to the condition that other or additional depositories may be designated at any time:

American Federal  
Community Bank  
Morgan Stanley-Smith Barney  
Multi-Bank Securities  
Dain Rausher  
PMA - 4M Fund

BE IT FURTHER RESOLVED, That the securities as itemized on the Assignment of Securities filed with the Administrator/Clerk-Treasurer, be hereby approved as security for City Deposits and that the Assignment of Securities be made a part hereof by reference.

BE IT FURTHER RESOLVED, That the Administrator/Clerk-Treasurer is authorized to accept future securities as authorized by law for City deposits.

BE IT FURTHER RESOLVED, That there be no maximum amount which may so be deposited in said depository and that said depository shall furnish proper securities as stipulated by statute.

BE IT FURTHER RESOLVED, That the Administrator/Clerk-Treasurer is hereby authorized for and on behalf of the City to open or continue an account or accounts with and on behalf of the City to open or continue an account or accounts with said Bank and to execute and deliver to said Bank signature card or cards supplied by said Bank containing specimen signatures of officers or other persons hereinafter named and assenting to said Bank's Rules and Regulations Governing Bank Accounts, and is also authorized for and on behalf of the City to endorse or cause to be endorsed and to deposit or cause to be deposited in such account or accounts from time to time checks, drafts and other instruments and funds payable to or held by this corporation.

BE IT FURTHER RESOLVED, That checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of this corporation now or hereafter with said Bank may be signed by any two of the following, with the exception that the Administrator/Clerk-Treasurer is authorized to make withdrawals and deposits for investment by himself:

Lynn Stauss, Mayor  
Scott Huizenga, City Administrator/Clerk-Treasurer  
Jerry Lucke, Finance Director

and said Bank is hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account.

BE IT FURTHER RESOLVED, That the Administrator/Clerk-Treasurer is hereby directed to remit funds for payment of both principal and interest as the same become due on all issues of City of East Grand Forks Bonds, Certificates, and other instruments of indebtedness, to the paying agent specified therein.

Voting Aye:  
Voting Nay: None.  
Absent: None.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> day of January, 2010.

\_\_\_\_\_  
Mayor

**RESOLUTION NO. 10- 01- 04**

**CORPORATE AUTHORIZATION RESOLUTION**

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

WHEREAS, The City Council of the City of East Grand Forks, Minnesota, has designated American Federal Bank as a depository with ACH origination and online banking; and

BE IT RESOLVED By the City Council of and for the City of East Grand Forks, Minnesota, as follows:

- 1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by any representative(s) of the City identified in the following Paragraph 2, and authorizes American Federal Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on American Federal Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
- 2. The persons listed below (subject to any expressed restrictions) are authorized for ACH origination and for online banking:

Name and Title	Signature
(A) Lynn Stauss, Mayor	_____
(B) Scott Huizenga, City Administrator	_____
(C) Michelle French, Executive Assistant	_____
(D) Terry Knudson, Accounting Technician	_____
(E) Erin Johnson, Accounting Technician	_____
(F) Jerry Lucke, Finance Director	_____

BE IT HEREBY FURTHER RESOLVED that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

Voting Aye:  
Voting Nay: None.  
Absent: None.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> of January, 2010.

\_\_\_\_\_  
Mayor

**UNAPPROVED  
MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL**

**Tuesday, December 15, 2009 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for December 15, 2009 was called to order by Council President Dick Grassel 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 Dick Grassel, Council Vice President Henry Tweten, Council Member Marc Demers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT:**

*Scott Huizenga, City Administrator; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Greg Boppre, City Engineer; Mike Hedlund, Police Chief; Randy Gust, Fire Chief; Austin Skjei, Fire Fighter; Nancy Ellis, Planning & Zoning; Charlotte Helgeson, Library Director; Jerry Lucke, Finance Director; John Wachter, Public Works Superintendent; Dave Aker, Parks & Recreation Superintendent; and Jim Richter, EDHA 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.” If you would like to address the City Council, please come up to the podium to do so.*

Representatives from the VFW, American Legion, and Eagles asked why the City Council is allowing outside establishments to serve alcohol in the City of East Grand Forks. Ms Mills gave two examples – St. Michaels Fall Fling Fundraiser Event and Cabela’s Customer Appreciation Event. Ms French stated

that the establishment that served at the Cabela's event actually had a Caterers License through the State of Minnesota that allows them to go anywhere within the State unless the City has an ordinance against this license, which we don't. Ms French informed City Council that they approved a Temporary Liquor License to the Eagles Club for the St. Michaels event and also to Knights of Columbus. She stated that St. Michaels must have talked to multiple vendors adding confusion.

Chief Gust introduced Austin Skjei from Crookston, Minnesota who is the new Fire Fighter for the City of East Grand Forks.

Mr. Dempsey, 213 3<sup>rd</sup> St. NW, expressed his concern regarding the budget process and explained what was published in the paper. Mr. Dempsey felt that this Council has power struggles. He stated that he agrees with the Mayor on not going higher than a 5% increase because tax payers are struggling the way it is. Mr. Dempsey inquired about Water and Light and wanted to know who has the control over this department. Council Member Leigh and Council Tweten thanked the residents for any comments regarding this budget process.

Robert "Punky" Beauchamp, 435 Greenwood Dr. SE, announced that he is concerned with the \$100,000. He suggested setting that money aside for a project or building maintenance.

#### **APPROVAL OF MINUTES:**

1. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of December 1, 2009.
2. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of December 8, 2009.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS ONE (1) THROUGH TWO (2) AS SUBMITTED.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, Tweten, and Gregoire.*

*Voting Nay: None.*

#### **SCHEDULED BID LETTINGS:**

3. Consider approving the request to award the bid to Dahlstrom Motors, Inc. for two (2) 2009 Chevrolet 4 Door Impalas for a total bid price of \$22,000.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE REQUEST TO AWARD THE BID TO DAHLSTROM MOTORS, INC. FOR TWO (2) 2009 CHEVROLET 4 DOOR IMPALAS FOR A TOTAL BID PRICE OF \$22,000.**

Council Member Gregoire stated that he is not going to support this purchase because these vehicles have less miles on them than what most of us drive daily. This money can be used elsewhere. Council President Grassel informed City Council that the money is coming from the Police Auctions and this year,

they made around \$33,000. Chief Hedlund stated that he had \$20,000 in the capital plan. He stated that if these vehicles are replaced now, the taxpayers would not be affected. Council Member Buckalew asked if these funds need to be used this year. Chief Hedlund stated that the funds need to be used by the Police Department according to the Statute. Mr. Dempsey questioned the \$100,000 a year in overtime and asked if the funds can be used towards DUI's. Chief Hedlund stated that he understands that these funds cannot be used to offset the budget.

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, and Tweten.*

*Voting Nay: Gregoire.*

**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 adopting Resolution No. 09-12-88 a Resolution enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
5. Consider approving the application for an Exempt Gambling Permit for a raffle for the Min-Dak Border Chapter of Minnesota Deer Hunters to be held February 6, 2010 at the Eagles Club, 227 10<sup>th</sup> St. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
6. Consider approving the application for an Exempt Gambling Permit for a raffle for the Amyotrophic Lateral Sclerosis Assn, MN Chapter to be held January 23, 2010 at the Eagles Club, 227 10<sup>th</sup> St. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.
7. Consider approving the application for a Special Event for the Red River Sled Dog Derby on February 26, 2010 through February 28, 2010.
8. Consider approving the request to hire a full-time Wastewater Operator 1 and direct Civil Service to advertise internally.
9. Consider adopting Resolution No. 09-12-89 a Resolution authorizing the redemption of General Obligation Water Revenue Bonds, Series 2001.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO APPROVE CONSENT MOTIONS NUMBER FOUR (4) THROUGH NINE (9) AS SUBMITTED.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, Tweten, and Gregoire.*

*Voting Nay: None.*

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

10. The minutes of the Water, Light, Power and Building Commission for November 5, 2009.

## COMMUNICATIONS:

11. Acknowledging the retirement of Benjamin Smith effective December 31, 2009 and thank him for his years of dedicated service to the City of East Grand Forks.

Mr. Wachter announced that Public Works will be having a retirement party December 18<sup>th</sup> at noon at the City Shop for Mr. Smith and Mr. Kotrba.

## OLD BUSINESS:

12. Reconsider Resolution No. 09-12-85 as amended a Resolution approving the 2009 Tax Levy, Collectable in 2010.

### **A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE, TO RECONSIDER RESOLUTION NO. 09-12-85 AS AMENDED A RESOLUTION APPROVING THE 2009 TAX LEVY, COLLECTABLE IN 2010.**

Council President Grassel announced that the City Council had a levy proposal of 12.8% and the Department Heads, City Administrator, and Finance Director worked to lower the proposal. Mayor Stauss stated during the budget meetings that he would veto anything over 5%. Council President Grassel stated that City Council cannot vote at a Work Session but a 4.6% levy increase was discussed. December 1, 2009 City Council Meeting, Council Member DeMers came with an amended Resolution of 8.8% levy increase. Council President Grassel stated that the 8.8% levy increase is equivalent to 3.2% tax increase.

Council Member DeMers stated that this is absolutely a power struggle. He had questions about the \$100,000 too and talked to the Finance Director about that. He is in favor of lowering taxes too.

Council Vice President Tweten stated that the most important issue is open government. This City Council went item by item in the budget meetings and we don't need surprises. He stated that a 4.6% levy increase will work.

Mayor Stauss announced that the hardest job as an elected official is adopting a budget. He stated that after the Work Session, he thought there was a consensus of 4.6%.

Council Member Pokrzywinski stated that you can't believe everything you read, Council Member DeMers and himself expressed their concern at the Work Sessions.

Dale Helms, 613 2<sup>nd</sup> Ave. NE, informed City Council that nobody wants to come to these meetings. He stated that everything is going up from the insurance, gas, etc. He asked Council Member DeMers and Council Member Pokrzywinski how anyone could agree right after a proposal.

Mr. Huizenga stated that the motion is to reconsider the 8.8% levy. He informed City Council that there needs to be six yes votes to override the Mayor's veto.

*Voting Aye: Pokrzywinski, DeMers, Grassel, Buckalew, and Gregoire.*

*Voting Nay: Leigh and Tweten.*

13. Reconsider Resolution No. 09-12-86 as amended a Resolution to adopt 2010 Budget and to authorize specific financial related activities.

Mr. Huizenga stated that this Resolution is based on the 8.8% levy increase and also needs six votes to override.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER BUCKALEW, TO RECONSIDER RESOLUTION NO. 09-12-86 AS AMENDED A RESOLUTION TO ADOPT 2010 BUDGET AND TO AUTHORIZE SPECIFIC FINANCIAL RELATED ACTIVITIES.**

*Voting Aye: Pokrzywinski, DeMers, Grassel, Buckalew, and Gregoire.*

*Voting Nay: Leigh and Tweten.*

Mr. Huizenga stated that he provided a copy of a Resolution proposing a 5% levy increase and would like to see the City Council suspend the rules. Council Member DeMers stated that he cannot understand how anyone can vote on a new resolution under such short notice. Mayor Stauss stated that he would like to see a 4.6% increase but he will not veto anything over 5%. Council Member Leigh stated that he will be sticking with the 4.6%. Council Member Pokrzywinski would like to see a special meeting. Mayor Stauss asked the Council to vote on the 5%.

#### **SUSPENSION OF RULES:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, THAT THE COUNCIL DESIRES TO SUSPEND THE RULES AND CONSIDER THE FOLLOWING TWO (2) ACTION (S).**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, Tweten, and Gregoire.*

*Voting Nay: None.*

**A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 09-12-92 A RESOLUTION APPROVING 2009 TAX LEVY, COLLECTION IN 2010.**

*Voting Aye: Pokrzywinski, DeMers, Grassel, Buckalew, and Gregoire.*

*Voting Nay: Leigh and Tweten.*

**A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 09-12-93 A RESOLUTION TO ADOPT THE 2010 BUDGET AND TO AUTHORIZE SPECIFIC FINANCIAL RELATED ACTIVITIES.**

*Voting Aye: Pokrzywinski, DeMers, Grassel, Buckalew, and Gregoire.*

*Voting Nay: Leigh and Tweten.*

**NEW BUSINESS:**

14. Consider adopting Resolution No. 09-12-90 a Resolution to direct the Metropolitan Planning Organization to conclude its quiet zone study to note that East Grand Forks will not participate in a quiet zone implementation for fiscal year 2010 or 2011 until further funding become available.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 09-12-90 A RESOLUTION TO DIRECT THE METROPOLITAN PLANNING ORGANIZATION TO CONCLUDE ITS QUIET ZONE STUDY TO NOTE THAT EAST GRAND FORKS WILL NOT PARTICIPATE IN A QUIET ZONE IMPLEMENTATION FOR FISCAL YEAR 2010 OR 2011 UNTIL FURTHER FUNDING BECOME AVAILABLE.**

Council President Grassel stated that this Resolution supports all crossings to remain open until funding becomes available. Council Member DeMers stated that three Planning and Zoning Commissioners would like to close one intersection. He stated that closing Central would make things safer. Council Vice President Tweten stated that we need to be cautious on closing roads, once they are closed, they will be gone for good. Council Member Leigh stated that he is not in favor of any closings. Ms Ellis stated that the Resolution will show where East Grand Forks stands in this report.

*Voting Aye: Leigh, Pokrzywinski, Grassel, Buckalew, Tweten, and Gregoire.*

*Voting Nay: DeMers.*

**CLAIMS:**

15. Consider adopting Resolution No. 09-12-91 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 4922 for a total of \$411.84 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT RESOLUTION NO. 09-12-91 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 4922 FOR A TOTAL OF \$411.84 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Tweten, and Gregoire.*

*Voting Nay: None.*

*Abstain: Buckalew.*

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

Specialties	Nemisis Safety Glasses	\$49.38
Electric Companies	6' Eazy Stop Lanyard	\$234.83
Advanced Business Methods Inc	Copier Contract	\$175.64

American Tire Service	Tire Repair #117	\$1,860.30
American Tire Service Inc	Tires #541	\$689.88
Ameripride Linen & Apparel Services	Mop/Laundry/Towels	\$240.98
Aqua Water Solutions	Water Service	\$33.10
Arrowwood Resort	Lodging/Grassel/Stauss/Huizenga	\$371.92
Becker Arena Products Inc	Spreader Cloth	\$324.52
Border States Electric Supply	Lights	\$56.04
Brewitz Billy	Gas Reimb Fargo/MHD	\$59.03
Write-Way Window Cleaning	Riverwalk Windows	\$50.00
Bruce Jay	Clean Demers Building	\$60.00
B&R Laundry & Cleaners	Laundry Nov 09/ PD/FD/Campground	\$468.19
Cash Don	Nov 09 Dial-A-Ride	\$1,587.66
Centro Print Solutions	W2's & 1099 Misc	\$275.89
HEMetrics Inc	Test Kit	\$64.76
Civic Plus	Website Development	\$2,504.00
Color Papers Inc	Can Liners	\$66.47
Commercial Maintenance Chemical Corp	San Swr Degreaser/Granular	\$881.74
Cove's Snow Removal	Dec 2009 Snow Removal	\$180.00
Czegeiness Chad	Reimb Hockey Fees	\$325.00
Diamond Cleaning Supply Richard		
Dapenfuss	Window Squeege W/ Sponge	\$29.46
Display Sales Co	Banner Rods/Pins	\$542.93
East Grand Developers	Commission For Lot Sales Lot 8 & 9 Block 1 Waters Edge	\$1,800.00
Egeland Bobbie	Gas To Fargo	\$29.03
Explorer Post #38	Squad Cleaning	\$100.00
Filter Care	Washed Filters	\$194.47
Flat Plains Services Inc	Snow Removal/Second Payment	\$282.50
Floian Sanders	Prof Services	\$12,377.45
Forste Professional Floor Care	Floor Striping/Waxing	\$175.00
G&K Services	Mats	\$165.65
Gaffanays	Calendars	\$53.13
Galstad Jensen & McCann PA	Prof Services	\$9,137.25
GFCity Utility Billing	Landfill Nov 09	\$14,037.20
G Herald	Monthly Dinner & Dance	\$36.89
GF Convention & Visitors Bureau	Lodging Tax Sept 09 & Oct 09(E Grand Inn)	\$1,283.33
Gopher State Lawn Sprinklers	Fall Blow Out Sprinklers	\$133.63
Grand Forks City	3rd Qtr Bus Service 2009	\$45,729.00
Grand Forks Prairie Business	Econ Dev/With Comm Profile	\$638.00
Grajcek Rick	Cleaning Services	\$399.00
Hardware Hank	Maint Supplies	\$411.84
Hatton Ford Inc	2010 Ford F250 1FTNF2B55AEA92719	\$21,409.71
Heartland Paper	Repair NOB Twin Vacuum/Garbage Can Liners	\$461.99
Integra Telecom	LD Service	\$167.43

Kar Products	Inv Parts	\$131.77
Kellermeyer Building Service	Cleaning Service	\$3,099.38
Laker Chemical	San Swr Lift Station Degreaser	\$1,611.14
Loeslie Stacy	Refund For Markson	\$70.00
Lumber Mart	Lumber	\$34.07
Lund Ross	Reimb Ref Fees Level III	\$80.00
McDonald's of EGF	Prisoner Meals	\$48.78
Metropolitan Planning Organization	Local Share Oct 09	\$9,167.83
MN Chief of Police Association	2010 Membership Dues	\$265.00
MN Drivers & Vehicle Services	License & Registration Parks F250 92719	\$1,439.00
MN Hockey	Hockey Registration	\$30.00
MN Rec & Park Association	Membership Dues/D.Aker	\$183.00
MN State Treasurer - Treasury Division	Police Vehicle Auction	\$471.42
Newman Signs	Sign Rental	\$2,370.00
Northern Plumbing Supply	Breaker Repair Kit	\$5.98
Nyberg Thomas	Vacuum Repair	\$134.71
O'Reilly Auto Parts	Maint Supplies	\$469.31
Obermiller Nelson Engineering Inc	Electrical Design	\$227.50
Pamida	Supplies/Customer Id 02790447	\$3.21
Peterson Veterinarian Clinic P.C.	Nov 09 Pound Report	\$447.88
Polk County Attorney-Widseth	Police Vehicle Auction	\$7,093.84
Polk County DAC	Shredding Services	\$39.83
Poolman Mark & Leann	Deferred Loan Agreement	\$5,000.00
Praxair Distribution	Cylinder Rental	\$18.47
Premium Waters Inc	Water Service	\$34.12
Quill Corp	Office Supplies	\$256.62
Roto Rooter	Clogged Drain	\$80.00
Rydell Chevrolet	Tail Light Socket #302	\$103.14
Sherlock Trucking	Crushed Gravel/Sullivan Township	\$598.40
Stennes Granite	O/C 3 Graves	\$1,425.00
Streichers	Uniforms	\$857.55
Sun Dot Communications	ADSL/DSL Internet Service	\$138.49
Tab Products Co	Office Supplies	\$40.33
Titan Access Account	Late Fee/Finance Charge	\$25.55
Tony Dorn Inc	Copier Fees	\$147.67
True Temp	Furnace/Garage Unit/Broken Pipes/Boiler Switch Repairs	\$1,014.87
Uniforms Unlimited Inc.	Uniforms	\$1,286.59
US Hockey	Hockey Registration	\$150.00
Vonasek Terry	Safety Boots	\$75.00
Wagner Construction	08 CP 1 Est 14 Wastewater Improvements	\$33,665.10
Waste Mgmt	Refuse/Recycle Service	\$29,845.12
Water & Light Department	Monthly Service	\$33,936.76
Waterous Company	Parts For 404 Pump	\$369.38

Xerox Corporation

Base Charge For Nov 09

\$21.79

Total

\$256,667.82

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

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, Tweten, and Gregoire.*

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Council Member Buckalew stated that it is important to get residents opinions on all matters within the City.

Council Member Gregoire announced that this has been a tough budget process and requires a lot of work from staff.

Mr. Huizenga stated that January 14, 2010 the Chamber will have its annual dinner, if you are interested in attending to please let Ms French know. He announced that there will be a closed meeting on labor negotiations after the Work Session.

**ADJOURN:**

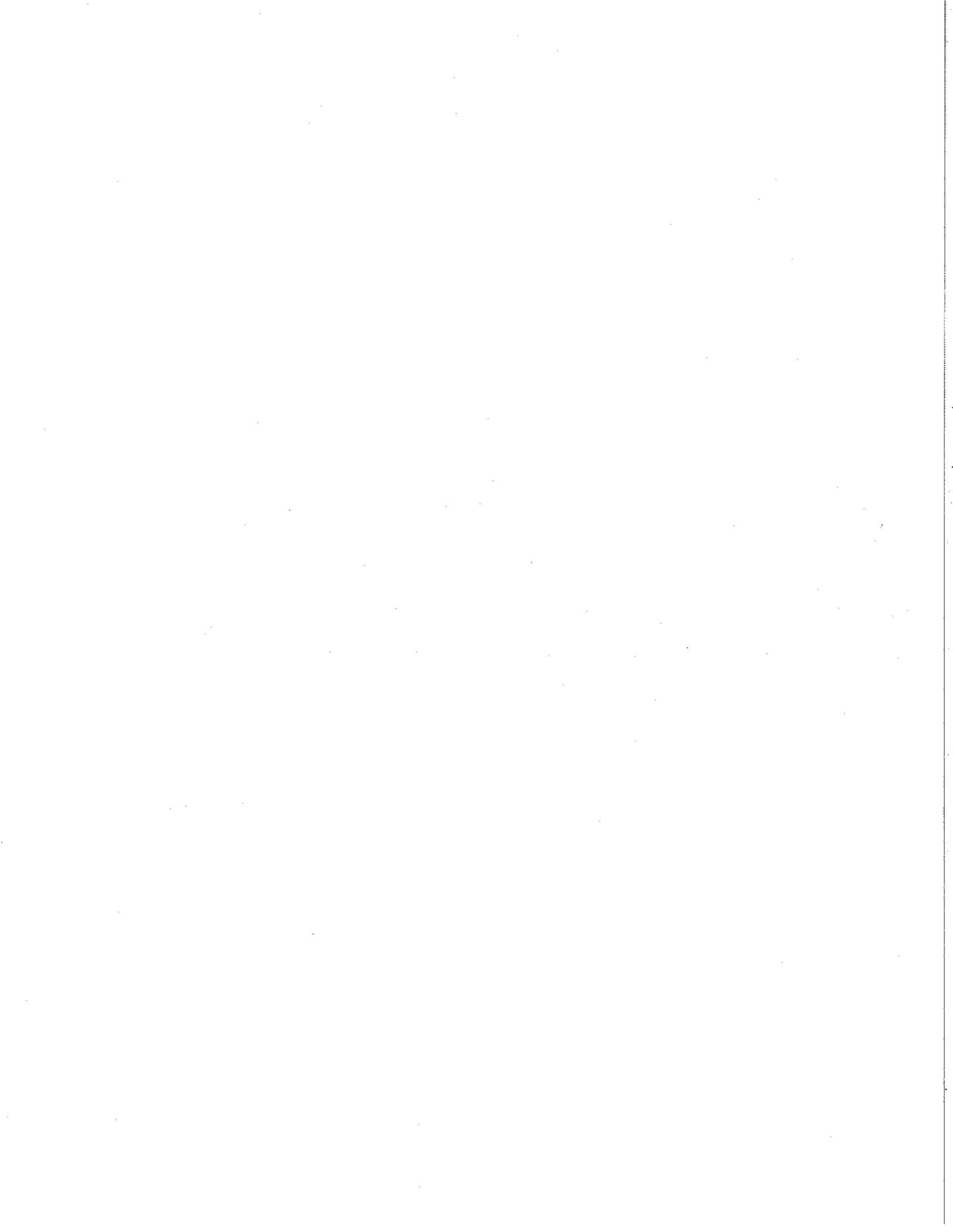
**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADJOURN THE DECEMBER 15, 2009 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:22 P.M.**

*Voting Aye: Leigh, Pokrzywinski, DeMers, Grassel, Buckalew, Tweten, and Gregoire.*

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer



**UNAPPROVED  
WORK SESSION  
MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL**

**Tuesday, December 22, 2009 – 5:00 PM**

**CALL TO ORDER**

*The Work Session of the East Grand Forks City Council for December 22, 2009 was called to order by Council President Dick Grassel 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 Dick Grassel, Council Vice President Henry Tweten, Council Members Marc DeMers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT**

*Scott Huizenga, City Administrator; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Greg Boppre, City Engineer; John Wachter, Public Works Superintendent; Terry Knudson, Accounting Technician/HR Generalist; Mike Hedlund, Police Chief; Dave Aker, Parks & Rec Superintendent; Jim Richter, EDHA Director; and Charlotte Helgeson, Library Director.*

**DETERMINATION OF A QUORUM**

**1. Hydrogen Sulfide Update – John Wachter**

Mr. Wachter gave a brief update on the efforts to remove hydrogen sulfide odor from the sewer system at Lift Station #1 and on 10<sup>th</sup> Street NW. Mr. Wachter provided a quote to install two scrubbers and a shed for approximately \$100,000. He stated that they currently are doing baseline testing, cleaning, and using chemical additives. Discussion occurred regarding the insulation and appearance of the building.

**2. Mechanic Position – John Wachter**

Mr. Wachter announced that Mr. Smith is retiring December 31, 2009 leaving one mechanic in the Public Works Department. He stated that this position is budgeted for 2010. Council Vice President Tweten stated that the City will need to farm some work out temporarily and we should get quotes from mechanics in East Grand Forks.

Council Member Buckalew stated that he would like to see two mechanics. Mr. Wachter would like the job requirement to include diesel and hydraulic experience. Discussion occurred regarding a work order system. Council Member DeMers stated that he has found out that outsourcing is expensive. Mr. Huizenga stated that there is enough work for two mechanics. Council Member Pokrzywinski informed City Council that two mechanics are needed to cover vacation time, sick leave, or workers compensation time. This item will be referred to City Council for action.

### **3. 2010 City Council Meetings – Wayne Gregoire**

Council Member Gregoire suggested moving all City Council Meetings to Monday's at 5:00 p.m. since many sporting events occur on Tuesday's. Council Vice President Tweten stated that he is in favor of moving to Monday's as well. Council Member Pokrzywinski announced that he is use to Tuesday's and he would hope that this does not cause a problem with media coverage.

Ms French announced that by moving the meetings to Monday's, this will give staff an extra day to get agenda items and documentation prepared for the next meeting. Mr. Galstad agreed with Ms French. This item will be referred to City Council for action.

### **4. Discuss Committees – Dick Grassel/Scott Huizenga**

Council President Grassel suggested looking at a sub-committee for finance. Mr. Huizenga stated that there are three possible options for possible committee structures including: the existing work session system, a formal committee structure, or a "hybrid" model. Council Member Leigh stated that he talked to former Council Members who went through committees and the majority of the time, the item went to a work session anyway. He announced that he is not in favor of the committee system. Council Vice President Tweten stated that he likes the system that is in place now because of the open discussion and we are not operating as individuals.

Council Member Pokrzywinski stated that he is in favor of trying a hybrid system for one to two years. Council Member DeMers expressed his concern with committees delaying the process of approval. This item will be referred to City Council for action.

### **5. Proposed Compensation Plan – Scott Huizenga**

Mr. Huizenga presented the final version of the proposed pay plan. He stated that all employees would be placed on the nearest pay steps to their current salaries beginning January 1, 2010. Employees already above the current pay scale will receive increases of one percent annually until the pay scale "catches up" with their current salaries through periodic cost-of-living adjustments granted by the City Council. Mr. Huizenga informed City Council that in 2011, employees will go to the next step on their anniversary date. Mr. Huizenga stated that by adopting this proposed pay plan, this will address the pay equity issues and will create a long-term plan. He stated that longevity will be rolled in with the plan. Discussion occurred regarding performance reviews. This item will be referred to City Council for action.

## **ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE DECEMBER 22, 2009 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:24 P.M.**

*Voting Aye: Pokrzywinski, DeMers, Grassel, Buckalew, Tweten, Gregoire, and Leigh.*

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED  
CLOSED MEETING  
MINUTES  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL**

**Tuesday, December 22, 2009 – 5:00 PM**

**CALL TO ORDER**

*The Closed Meeting of the East Grand Forks City Council for December 22, 2009 was called to order by Council President Dick Grassel at 6:26 P.M.*

**CALL OF ROLL**

*On a Call of Roll the following members of the East Grand Forks City Council were present: Council President Dick Grassel, Council Vice President Henry Tweten, Council Members Marc DeMers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT**

*Scott Huizenga, City Administrator; Michelle French, Executive Assistant*

**DETERMINATION OF A QUORUM**

1. Consider strategy for labor negotiations pursuant to Minn.Stat. 13D.03, subd. 1 (b).

The purpose of the closed meeting of the East Grand Forks City Council was to discuss labor negotiation strategies.

**ADJOURN**

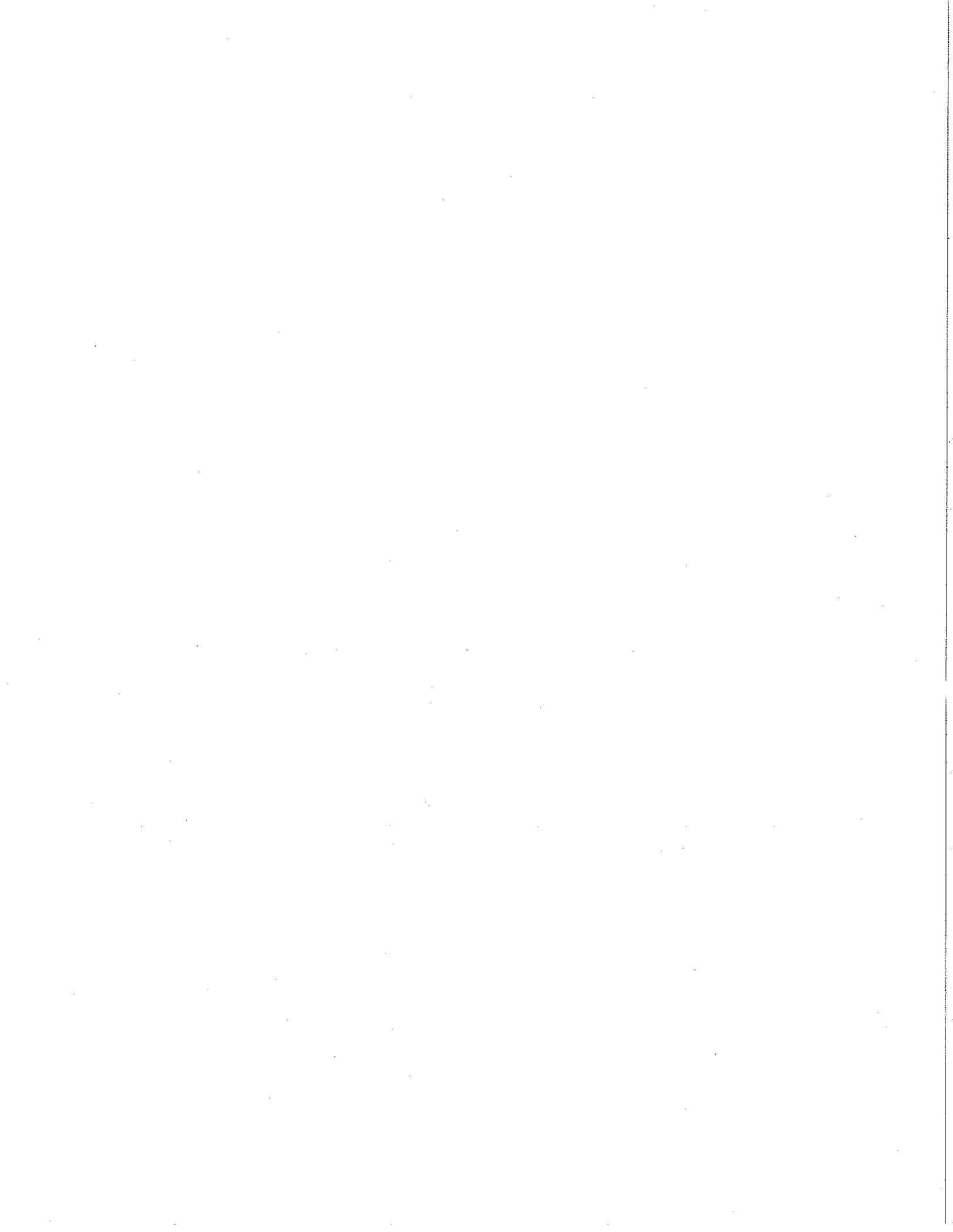
**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE DECEMBER 22, 2009 CLOSED MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:47 P.M.**

*Voting Aye: Pokrzywinski, DeMers, Grassel, Buckalew, Tweten, Gregoire, and Leigh.*

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer



# Request for Council Action

Date: 12/16/09

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: John Wachter

RE: Mechanic

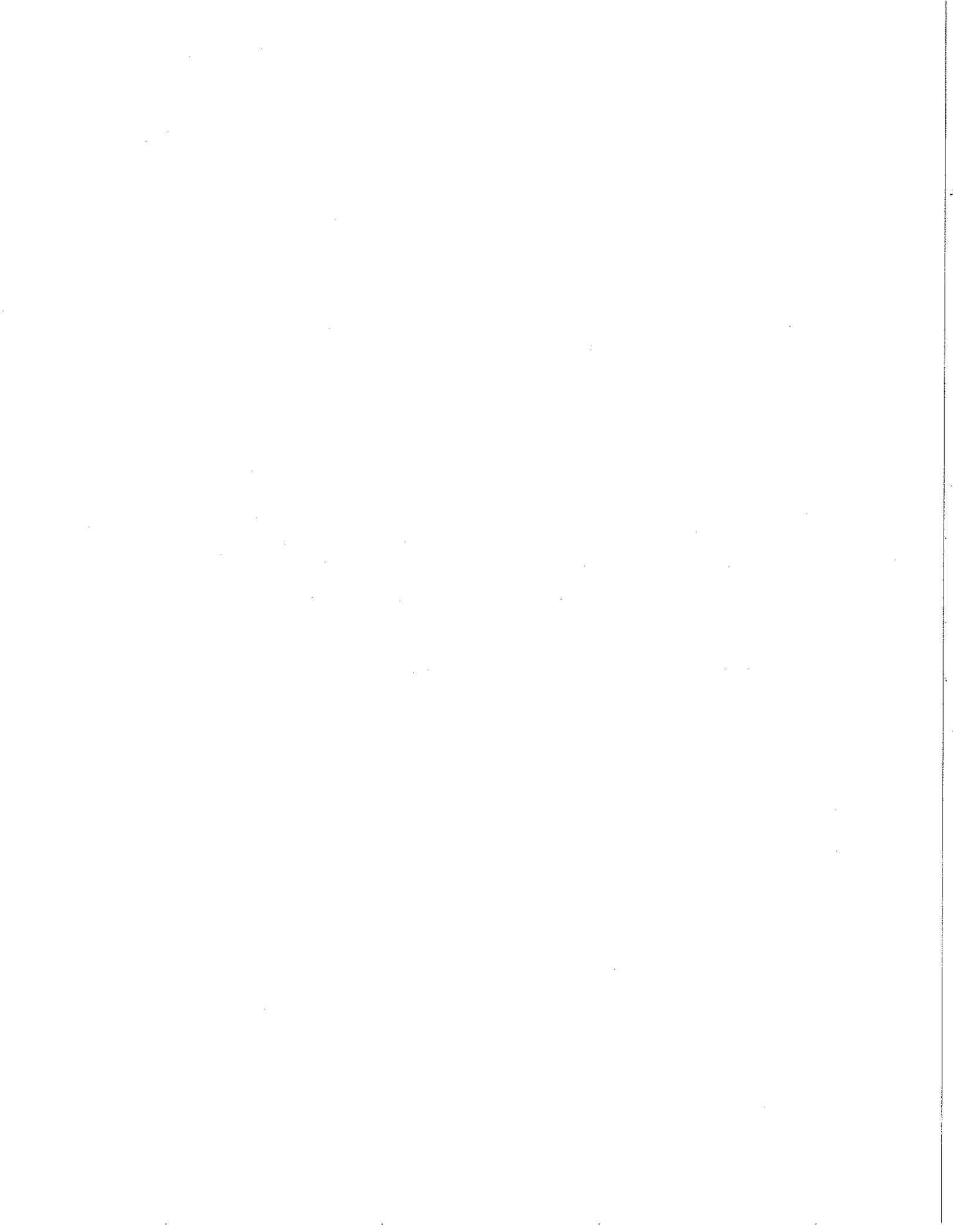
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## Background and supporting documentation of request:

I need to fill the Mechanic position at this time. Mr. Ben Smith, will be retiring from city service on December 31, 2009. I will do a two week internal posting first, followed by public posting if needed.

In the case that position is filled internally, I would like to fill the corresponding position as well.

Recommendation: Approve the posting for the Mechanic position.



# Request for Council Action

Date: January 4, 2010  
To: East Grand Forks City Council and Mayor Lynn Stauss  
Cc: File  
From: Earl Haugen, Executive Director  
RE: Demand Response Contract Adjustment

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## **Recommended Motion: Approve entering into the Contract Amendment for the FY2010 Rate Compensation for Demand Response Services**

**BACKGROUND:** The City has entered into a Five Year contract with Grand Forks to have GF Taxi provide demand response services. The initial year of the contract was 2006. Within the contract is a provision that allows for a contract extension.

While we are in the process of writing a new RFP we would like to extend the current contract with Grand Forks Taxi. With an extension we will need to amend the agreement to reflect current cost as reflected by the Consumer Price Index. Nothing in the agreement has change except for the cost the City pays for the service. The cost of service has changed from \$5.63 per ride to \$5.89 per ride. This increase would take affect January 1, 2010.

### **FINDINGS AND ANALYSIS:**

- The Contract for Demand Response service with GF Taxi covers a five year period.
- Annually, the contract provides for an adjusted compensation rate.
- The adjustment of compensation will change from \$5.63 per ride to \$5.89 per ride.

### **SUPPORT MATERIALS:**

- Contract Amendment #5

**AMENDMENT #5**  
**Contract Extension for DAR/SR Services**

**WHEREAS**, the Cities of Grand Forks and East Grand Forks, joining in an Intergovernmental Agreement, have contracted with Grand Forks Taxi Company to provide transportation services for the disabled and elderly;

**WHEREAS**, the contract is for a period of five (5) years, beginning On January 1, 2006 and ending on December 31, 2010;

**WHEREAS**, the contractual agreed upon services were developed in response to an RFP outlining the expected scope of services;

**WHEREAS**, the RFP specified that the rate paid to Grand Forks Taxi Company would be adjusted annually not to exceed the preceding year's cost plus increases demonstrated by the Consumer Price Index for that same period;

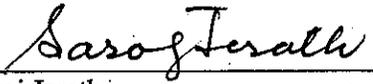
**WHEREAS**, the 2009 rate was adjusted by the contract provisions, as documented in Amendment #4 to the Agreement;

**WHEREAS**, Section #18 of the original Agreement provides for amending the contract as mutually agreed by all parties;

**IN WITNESS WHEREOF** the parties have caused this Agreement to be amended to the rate paid to Grand Forks Taxi Company at \$5.89, due to the fare increase, beginning in the January 2, 2010 invoice and continuing until December 31, 2010 or until such time a request for proposal is established with a new ending date in 2010;

Further, all other provisions of the contract entered into on January 2, 2006 remain unchanged.

**CITY'S OF GRAND FORKS, NORTH DAKOTA AND EAST GRAND FORKS,  
MINNESOTA:**

By:    
Michael R. Brown                      Saroj Jerath  
Mayor                                      Director, Finance & Administrative Services  
City of Grand Forks, ND              City of Grand Forks, ND

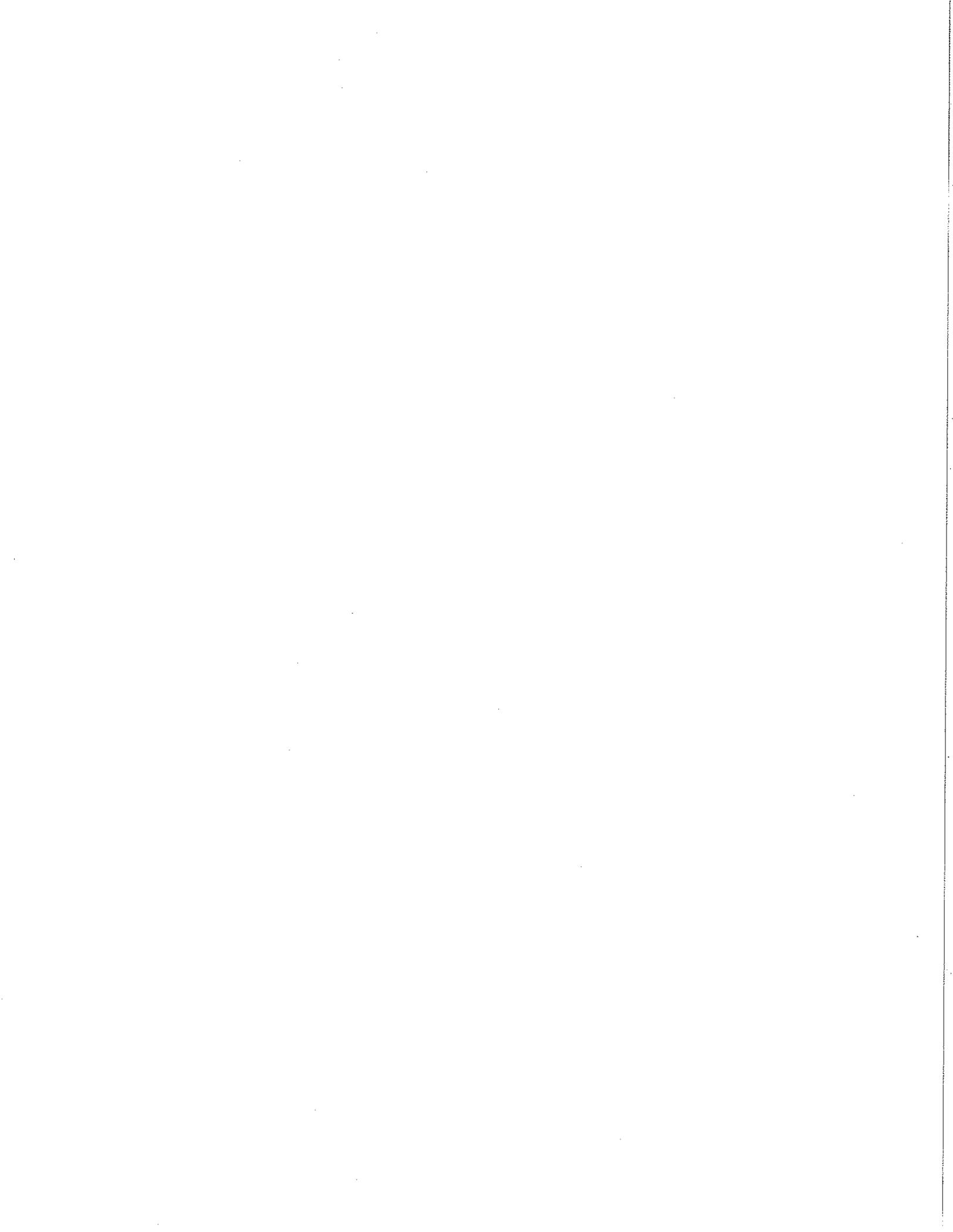
By: \_\_\_\_\_  
Lynn Stauss  
Mayor  
City of East Grand Forks, MN

\_\_\_\_\_  
Scott Huizenga  
City Administrator/Clerk-Treasurer  
City of East Grand Forks, MN

**GRAND FORKS TAXI:**

By: \_\_\_\_\_  
Typed Name: Don Cash and Bonita Cash

Title: Owner



# Minnesota Lawful Gambling 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.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

## ORGANIZATION INFORMATION

Check # \_\_\_\_\_ \$ \_\_\_\_\_

Organization name: Sacred Heart Church + School Previous gambling permit number: X-60010-10-002

Type of nonprofit organization. Check one.  
 Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address: 200 Third St NW City: East Grand Forks MN State: MN Zip Code: 56721 County: Polk

Name of chief executive officer (CEO): Larry Delaney Daytime phone number: 218 773-0877 Email address: mkratt@sacredheartegf.net

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

- Do not attach a sales tax exempt status or federal ID employer numbers as they are not 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., 180 State Office Building, St. Paul, MN 55155 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.
  - IRS - proof previously submitted to Gambling Control Board  
If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

## GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place):  
Same as above

Address (do not use PO box): \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing):  
Saturday, April 17, 2010

Check the box or boxes that indicate the type of gambling activity your organization will conduct:  
 Bingo\*  Raffles  Paddlewheels\*  Pull-Tabs\*  Tipboards\*

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

Also complete Page 2 of this form.

Fill-in & Print Form

Reset Form

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on List of Licensed Distributors, or call 651-639-4076.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

- 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 \_\_\_\_\_  
On behalf of the city, I acknowledge this application.

Signature of city official receiving application  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application.  
A township official is not required to sign the application.

- 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 \_\_\_\_\_  
On behalf of the county, I acknowledge this application.  
Signature of county official receiving application  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**(Optional) TOWNSHIP:** On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]

Print township name \_\_\_\_\_  
Signature of township official acknowledging application  
\_\_\_\_\_

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 date of our gambling activity.

Chief executive officer's signature *[Signature]* Date 12/17/09

**Complete a separate application for each gambling activity:**

- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

**Send application with:**

- a copy of your proof of nonprofit status, and
  - application fee for each event.
- 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](http://www.gcb.state.mn.us). Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4076.

Fill-in & Print Form

Reset Form

**Data privacy.** This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data 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, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are 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 consent.

**RESOLUTION NO. 10-01-05**

**RESOLUTION APPROVING THE 2010 ADMINISTRATIVE SERVICES AGREEMENT WITH DISCOVERY BENEFITS, Inc.**

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

WHEREAS, the City of East Grand Forks employs Discovery Benefits to administer the Flexible Benefits Plan for the City of East Grand Forks; and

BE IT RESOLVED, that the form of amended Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2010, presented Flexible Benefits Plan effective January 1, 2010, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

BE IT RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

BE IT RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form in hereby approved.

WHEREAS, The City Council of the City of East Grand Forks, Minnesota, has designated American Federal Bank as a depository.

BE IT RESOLVED By the City Council of and for the City of East Grand Forks, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by any representative(s) of the City identified in the following Paragraph 2, and authorizes American Federal Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on American Federal Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for online banking:

Name and Title

Signature

(A) Metavante/MBI

N/A \_\_\_\_\_

BE IT HEREBY FURTHER RESOLVED that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

Voting Aye:

Voting Nay: None.

Absent: None.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> of January, 2010.

\_\_\_\_\_  
Mayor

# RESOLUTION NO. 10 - 01 - 06

## A RESOLUTION DESIGNATING THE MAYOR'S APPOINTMENTS TO THE EAST GRAND FORKS BOARDS AND COMMISSIONS FOR 2010

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

WHEREAS, the Mayor appoints citizens to fill vacancies on various Boards and Commissions of the City of East Grand Forks each year; and

WHEREAS, These Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Mayor Lynn Stauss to the respective Board and/or Commission for the designated term:

<b>Board/Commission:</b>	<b>Member:</b>	<b>Term Expires:</b>
<b>Cemetery Commission</b>	Reappoint George Wogaman	12/31/12
<b>Civil Service Commission</b>	Reappoint Denise Anderson	12/31/12
<b>EDHA Board</b>	Appoint Justin Hecht to replace Kevin Marcott Reappoint Richard Grassel (Council Rep)	12/31/15 12/31/10
<b>Library Board</b>	Reappoint Judi Loer Reappoint Gary Chrisitanson Reappoint Pat Jacklich Reappoint Mike Pokrzywinski (Council Rep)	12/31/12 12/31/12 12/31/12 12/31/12
<b>Planning Commission</b>	Appoint ____ to replace Robert Beauchamp	12/31/13
<b>Senior Citizens Board</b>	Appoint Ted Obregon to replace Richard Osmundson Appoint Ivan Ferguson to replace Gus Lightfoot Reappoint Henry Tweten (Council Rep)	12/31/12 12/31/12 12/31/10
<b>Water, Light, Power, &amp; Building Commission</b>	Reappoint Marilyn Ogden Reappoint Henry Tweten (Council Rep)	12/31/12 12/31/12
<b>Metropolitan Planning Organization</b>	Appoint Mike Powers to replace Robert Beauchamp Reappoint Richard Grassel (Council Rep)	12/31/11 12/31/10

Voting Aye:  
Voting Nay:  
Absent:       None.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> day of January, 2010.

\_\_\_\_\_  
Mayor

11

**RESOLUTION NO. 10 - 01 - 07**

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

WHEREAS, the City Council of East Grand Forks supports the incorporation of a citywide Compensation Plan to create a long-term sustainable, long-term compensation solution that complies with Minnesota State Statutes regarding pay equity;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, that the City implements the Compensation Plan attached herein.

BE IT FURTHER RESOLVED, that the City adopts the following provisions for the implementation of the Compensation Plan.

Commencing January 1, 2010, non-union employees will be placed on the pay grade in the Compensation Plan commensurate to the employee's job classification; and on the pay step that is the nearest step above the employee's base pay plus longevity pay as of December 31, 2009, with a minimum increase of one percent. Commencing January 1, 2011, any non-union employee not at the maximum step in the employee's pay grade will receive a one-step increase at the employee's anniversary date if the employee received an annual review of at least "Meets Expectations" in the prior rating period.

Non-union employees whose current pay plus longevity pay are above the adopted pay range for their respective job classifications shall receive an increase in their base pay effective January 1, 2010. The increase shall be equivalent to an additional one percent of their base pay + longevity pay as of December 31, 2009.

Longevity pay and clothing allowances for non-union employees shall no longer be granted as separate allowances, but they shall be incorporated into the base pay consistent with the provisions contained in this resolution.

Any provisions not amended in this resolution shall be addressed through the City of East Grand Forks Personnel Policy Manual under the sections including, but not limited to, **POSITION CLASSIFICATION PLAN, RECLASSIFICATION, and COMPENSATION.**

## City of East Grand Forks Compensation Plan

Job Points				1	2	3	4	5	6	7	8	
0	-	64	Grade	1	23,347.79	23,962.21	24,576.62	25,805.46	27,034.29	28,263.12	29,491.95	30,720.78
65	-	84		2	24,865.40	25,519.75	26,174.10	27,482.81	28,791.52	30,100.22	31,408.93	32,717.63
85	-	94		3	26,481.65	27,178.54	27,875.42	29,269.19	30,662.96	32,056.73	33,450.51	34,844.28
95	-	134		4	28,202.96	28,945.14	29,687.32	31,171.69	32,656.06	34,140.42	35,624.79	37,109.15
135	-	154		5	30,036.15	30,826.57	31,617.00	33,197.85	34,778.70	36,359.55	37,940.40	39,521.25
155	-	184		6	31,988.50	32,830.30	33,672.10	35,355.71	37,039.32	38,722.92	40,406.53	42,090.13
185	-	214		7	34,067.75	34,964.27	35,860.79	37,653.83	39,446.87	41,239.91	43,032.95	44,825.99
215	-	229		8	36,282.16	37,236.95	38,191.74	40,101.33	42,010.92	43,920.50	45,830.09	47,739.68
230	-	269		9	38,640.50	39,657.35	40,674.21	42,707.92	44,741.63	46,775.34	48,809.05	50,842.76
270	-	284		10	41,152.13	42,235.08	43,318.03	45,483.93	47,649.83	49,815.73	51,981.64	54,147.54
285	-	314		11	43,827.02	44,980.36	46,133.70	48,440.39	50,747.07	53,053.76	55,360.44	57,667.13
315	-	354		12	46,675.77	47,904.08	49,132.39	51,589.01	54,045.63	56,502.25	58,958.87	61,415.49
355	-	399		13	49,709.70	51,017.85	52,326.00	54,942.30	57,558.60	60,174.90	62,791.20	65,407.50
400	-	434		14	52,940.83	54,334.01	55,727.19	58,513.55	61,299.91	64,086.27	66,872.63	69,658.98
435	-	454		15	56,381.98	57,865.72	59,349.45	62,316.93	65,284.40	68,251.87	71,219.35	74,186.82
455	-	504		16	60,046.81	61,626.99	63,207.17	66,367.53	69,527.89	72,688.24	75,848.60	79,008.96
505	-	589		17	63,949.85	65,632.74	67,315.64	70,681.42	74,047.20	77,412.98	80,778.76	84,144.54
590	-	659		18	68,106.59	69,898.87	71,691.15	75,275.71	78,860.27	82,444.82	86,029.38	89,613.94
660	-	719		19	72,533.52	74,442.30	76,351.08	80,168.63	83,986.18	87,803.74	91,621.29	95,438.85
720	-	749		20	77,248.20	79,281.05	81,313.90	85,379.59	89,445.29	93,510.98	97,576.68	101,642.37
750	-	849		21	82,269.33	84,434.32	86,599.30	90,929.26	95,259.23	99,589.19	103,919.16	108,249.12

Voting Aye:  
 Voting Nay: None.  
 Absent: None.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> of January, 2010.

\_\_\_\_\_  
 Mayor

# Request for Council Action

Date: 12/16/09

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc DeMers, Craig Buckalew, Wayne Gregoire Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: Compensation Pay and Grade Plan

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In 2007, the City of East Grand Forks retained Springsted, Inc. to complete a market study and compensation plan for the City. This study arose out of two separate studies pertaining to Minnesota Pay Equity compliance in 2005 and 2006.

The compensation study was slated for implementation in 2008 after Springsted presented its findings to the City Council in fall 2007. Unanticipated changes in City Administration delayed implementation of the plan.

Recently, I retained Springsted in anticipation of labor negotiations to produce an update to the compensation plan. Springsted incorporated the three-percent cost-of-living adjustments for Fiscal Years 2008 and 2009. The results of the update are attached.

After exploring a number of implementation options, we chose to enter negotiations by proposing to place all employees in 2010 on the nearest pay steps to their current salaries. Employees already above the current pay scale will receive increases of one percent annually until the pay scale "catches up" with their current salaries through periodic cost-of-living adjustments granted by the City Council.

The concept of pay grades and steps is not new. Each labor bargaining unit and some non-union employee groups already have embedded step increases through contracted rates and longevity steps. This has resulted in a disjointed pay philosophy that does not equally compensate similarly-rated job classifications. Further, the City has had difficulties in reporting its Pay Equity compliance to the State of Minnesota because similar classifications do not receive equivalent salaries or longevity pay. The proposed compensation plan incorporates a *pay philosophy* in which job classifications are compensated equally. Longevity and clothing allowances are incorporated into the ongoing pay plan through grades and steps.

For Fiscal Year 2010, the net impact of the plan is approximately \$45,000, or about a 1.4 percent salary increase. The three year average increase for citywide payroll through 2010-2012 is 2.27 percent, based upon current personnel and positions.

In future years, the City Council may wish to periodically grant cost-of-living adjustments that would increase the entire pay scale by the approved percentage. Council should also consider periodic market salary studies to ensure that the structure remains competitive with competing salaries in both the public and private sectors.

Incorporation of the plan for union positions is contingent upon ongoing labor negotiations.

**Recommendation:**

Approve the Compensation Plan effective January 1, 2010 for non-union positions. Approve collective bargaining agreements with the same compensation plan as they are confirmed by the bargaining units.

Position	Points	Grade
Accounting Technician	200	7
Arena Manager	252	9
Assistant Fire Chief	375	13
Assistant Line Foreman	362.5	13
Billing Clerk/Deputy Secretary	163	6
Building Inspector	278	10
Building Official	405	14
City Administrator/Clerk-Treasurer	778	21
Custodian	90	3
Customer and Energy Service Manager	395	13
Detective Sergeant	378	13
Distribution Superintendent	476	16
Distribution System Foreman	380	13
Equipment Operator	180	6
Executive Secretary	193	7
Finance Director	593	18
Fire Chief	555	17
Fire Department Engineer	310	11
Fire Marshall/Assistant Fire Chief	402.5	14
Firefighter	225	8
General Manager	695	19
Information Systems Manager	318	12
Librarian	280	10
Library Clerk	110	4
Library Coordinator	248	9
Library Director	500	16
Lineworker	340	12
Mechanic	223	8
Park Foreman	275	10
Park Maintenance Worker	160	6
Parks and Recreation Superintendent	530	17
Patrol Officer	270	10
Permit Technician	163	6
Police Chief	595	18
Police Sergeant	378	13
Public Works Foreman	285	11
Public Works Superintendent	570	17
Recreation Supervisor	304	11
Secretary	140	5
Secretary/Dispatcher/Jailer	150	5
Senior Billing Clerk/Secretary to Commission	190	7
Senior Center Coordinator	268	9
Truck Driver	150	5
Utility Business Secretary	160	6
Utility Locator/Systems Technician	243	9
Utility Operations Secretary	160	6
Utility Senior Secretary/Support Technician	230	9
Wastewater Operator	220	8
Water Distribution Maintenance Worker	200	7
Water Plant Operator	233	9
Water Treatment Superintendent	472	16
Police Lieutenant	425	14



## RESOLUTION NO. 10 – 01 – 08

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

WHEREAS, the City Council of East Grand Forks desires to amend the Personnel Policy Manual of the City of East Grand Forks to incorporate changes to its compensation and leave structures.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, that the City adopt the following amendments, effective January 1, 2010 to the City of East Grand Forks Personnel Policy Manual, where underscored and strikethrough language designates amended or new language:

### COMPENSATION

Performance Pay Increases: Non-union employees who have successfully completed their probationary period will be eligible for a performance pay increase. Any employee not at the maximum step in the employee's pay grade will receive a one-step increases at the employee's anniversary date if the employee received an annual review of at least "Meets Expectations" in the prior rating period.

### SEVERANCE PAY

Upon resignation, retirement, death or disability of an employee hired before January 1, 2004, the employee, or named beneficiary, shall be paid 100% of the employee's sick leave then accumulated, not to exceed twelve hundred and eighty (1280) hours, and the pay shall be paid at the employee's current rate of pay. Upon resignation, retirement, death or disability of an employee, employees hired on or after January 1, 2004 shall be paid for 100% of the employee's unused sick leave then accumulated, not to exceed nine hundred sixty (960) hours of unused sick leave then accumulated and the pay therefore shall be at the employee's current rate of pay. Upon resignation, retirement, death or disability of an employee, employees hired on or after January 1, 2010 shall be paid for 50 percent of the employee's unused sick leave then accumulated, the pay therefore shall be at the employee's current rate of pay.

### LEAVE BENEFITS

#### VACATION

Paid vacation time is provided for regular full-time employees.

For employees hired before January 1, 2010, vacation time shall be earned based on the following consecutive years of full-time service:

Upon Completion of:

1 year.....	40 hours
2 years.....	80 hours
4 years.....	88 hours
6 years.....	96 hours
7 years.....	104 hours
8 years.....	112 hours
9 years.....	120 hours
10 years.....	128 hours
11 years.....	136 hours
12 years.....	144 hours
13 years.....	152 hours
14 years.....	160 hours
15 years.....	168 hours
16 years.....	176 hours
17 years.....	184 hours
18 years.....	192 hours
19 years.....	200 hours
20 years.....	208 hours

For employees hired on or after January 1, 2010, vacation time shall be earned based on the following consecutive years of full-time service:

Upon Completion of:

1 year.....	40 hours
2 years.....	80 hours
4 years.....	88 hours
6 years.....	96 hours
7 years.....	104 hours
8 years.....	112 hours
9 years.....	120 hours
10 years.....	128 hours
11 years.....	136 hours
12 years.....	144 hours
13 years.....	152 hours
14 years.....	160 hours

Employees covered by a labor agreement shall earn vacation benefits according to the contract.

Eligible employees must obtain approval from their Department Head prior to taking vacation time. Paid vacation is not available to employees until they have completed the probationary period unless otherwise authorized by the City Administrator.

Employees with more than one (1) year of service, who leaves employment by reason of death, disability, retirement, dismissal or resignation will be paid for their accrued unused vacation time.

Employees with vacation accumulation in excess of 160 hours at year-end 2002 shall not accrue additional hours beyond their yearend 2002 total. Employees will forfeit all vacation hours accrued in excess of 160 hours or all hours accrued in excess of their year-end 2002 total, whichever is larger.

Unless approved by the City Administrator in writing:

- A. No more than three (3) Department Heads shall take vacation at the same time, and
- B. A Department Head and next ranking employee cannot take vacations at the same time.

### **SICK TIME**

Sick time shall not be considered as a privilege or vested right which an employee may use at the employee's discretion. Sick leave shall be granted for bona fide personal injury or illness, medical examination, medical treatment or legal quarantine. For periods of over twenty-four (24) working hour's absence, a written report by a doctor may be requested by the Employer.

Full-time employees shall accrue sick time at a rate of eight (8) hours for each calendar month. Employees hired after February 1, 2004 cannot accumulate more than twelve hundred (1280) hours nor sell back more than nine hundred and sixty (960) hours of sick leave upon severance. Employees hired after January 1, 2010 cannot sell back more than 50 percent of unused sick leave upon severance.

An employee must notify his/her immediate supervisor at least thirty (30) minutes prior to the start of their regular start time if the employee intends to be absent from work. If an emergency prevents the employee from notifying his/her supervisor at such time, the employee is expected to call as soon as possible during the work day. Employees are required to keep their supervisor informed of their condition and anticipated return to work.

An employee claiming sick time when physically fit to work or for reasons other than those explicitly set forth in this policy will be subject to disciplinary action.

An employee may be required to submit to a medical examination by a physician or medical facility licensed to practice medicine and submit a doctor's statement to the City regarding their illness. The City shall select the physician and facility which shall conduct the examination.

Sick leave may be used in case of serious illness in the immediate family requiring employee's attendance, and shall be for actual time required, but not to exceed twenty-four (24) working hours. Immediate family will mean employee's spouse, children, grandchildren, step children, parents, grandparents, step parents, brothers or sisters of the employee and employee's spouse. and any other member of the employee's household living with the employee.

Employees hired before January 1, 2010 may sell back to the Employer unused sick leave in excess

of nine hundred sixty (960) hours up to a maximum of forty-eight (48) hours in any one year at the employee's regular rate of pay. In computing this option, each year's accumulation is added to the previous accumulation and of that total any portion in excess of nine hundred sixty (960) hours may be sold back under this provision up to forty-eight (48) hours in any one year. Employees must indicate their intention to sell back the days prior to December 1 of that year.

All eligible employees with at least 480 hours of accumulated sick leave at year end will contribute the dollar equivalent of 3% of the unused and banked sick leave up to and including 1280 hours to a Health Care Saving Plan (MSRS). The dollar equivalent is calculated by taking the eligible employee's hourly rate of pay for the preceding year times the number of hours the employee is eligible to receive. This contribution will be deducted from banked sick leave in January of each year. The employee's banked sick leave hours will then be reduced by the number of eligible hours reflect by the employee's contribution.

## **HOLIDAYS**

The following holidays are observed by the City:

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Good Friday - 1/2 day (4 hours)  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
*Christmas Eve - 1/2 day (4 hours)\*\**  
Christmas Day  
*New Year's Eve - 1/2 day (4 hours)\*\**  
Floating Holiday – 2 days (16 hours)

Use of a Floating Holiday is subject to continuous full-time employment by the City of more than four months in a calendar year and supervisor approval. Employees shall receive holiday pay provided they worked or were on approved leave the regularly scheduled work day before and after the holiday.

Holidays occurring on Saturday will be observed the preceding Friday and holidays occurring on Sunday will be observed on the following Monday, assuming a Monday through Friday work week. Employees shall receive eight (8) hours of time off for each holiday and four (4) hours of time off for each half day holiday.

*\*\*In those years when Christmas Day and New Years Day falls on a Tuesday, Wednesday, Thursday or Friday employees shall receive 1/2 day (4) hours off for both Christmas Eve and New*

*Years Eve. In those years that Christmas Day and New Years Day fall on a Saturday, Sunday or Monday the 1/2 day (4) hours for both Christmas Eve and New Years Eve will not be granted.*

When a holiday falls during an employee's vacation, the employee will not be charged with vacation but the hours will be charged against holiday leave.

Although the City prefers that personnel enjoy the observed holidays, business emergencies may arise. Non-exempt hourly employees required to work on a recognized holiday will be paid at one and one-half times (1-1/2) their regular base rate of pay in addition to their regular holiday pay. Compensatory time-off may be taken in lieu of payment.

Floating Holidays may be combined with vacation or other leaves. Unused floating holidays are not paid to terminated employees.

### **FUNERAL LEAVE**

Full-time employees may be granted a maximum of twenty four (24) hours for funeral leave in the event of death in the employee's immediate family.

Immediate family will mean employee's spouse, children, grandchildren, step children, parents, grandparents, step parents brothers or sisters of the employee and employee's spouse, and any other member of the employee's household living with the employee.

Additional time off for funeral leave may be granted by the City Administrator for unusual and extenuating circumstances and shall be charged to the employee's vacation time.

Voting Aye:  
Voting Nay:  
Absent:       None.

The President declared the resolution passed.

Passed: January 5, 2010

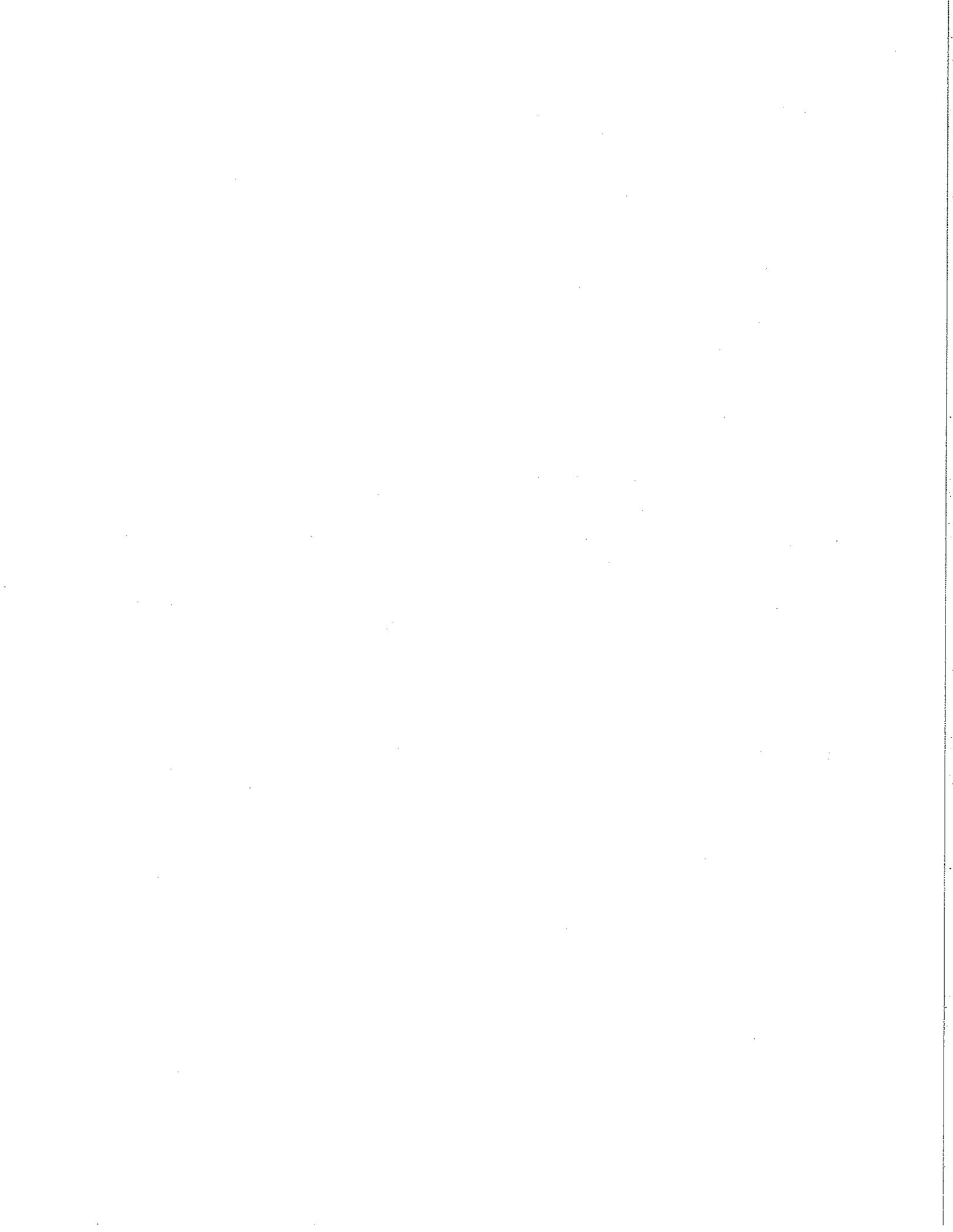
Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> day of January, 2010.

\_\_\_\_\_  
Mayor



**RESOLUTION NO. 10 – 01 – 09**

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

WHEREAS, the City Council must provide to the Grand Forks-East Grand Forks Metropolitan Planning Organization (“MPO”) direction regarding the City’s Transportation Improvement Plan (TIP); and

WHEREAS, the MPO is currently updating the TIP for Fiscal Year 2014; and

WHEREAS, the City of East Grand Forks has a Minnesota Cities “Sub-target” appropriation in 2014; and

WHEREAS, the City Council of East Grand Forks previously recommended the 5<sup>th</sup> Avenue NW project for the 2014 Sub-target appropriation; and

WHEREAS, the City currently has identified no other potential alternatives for the 2014 Sub-target appropriation;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, that the MPO recommend to the Technical Advisory Committee and to the full MPO Board of Directors 5<sup>th</sup> Avenue NW as the City’s designated 2014 Sub-Target appropriation project.

Voting Aye:

Voting Nay:

Absent:       None.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> day of January, 2010.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: December 22, 2009

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Greg Boppre, P.E.

RE: 5<sup>TH</sup> Ave NW – 2014 Sub-Target Project

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## Background:

As per the discussion at previous Work Sessions and City Council actions, 5<sup>th</sup> Ave NW was removed from the 2010 Sub-target project and reprogrammed for the 2014 Sub-target project. The TAC Committee will be acting on the 2011-2014 TIP projects at their January 2010 meeting, which would include the proposed project on 5<sup>th</sup> Ave NW. Therefore, please see the attached revised cost estimate.

## Recommendation:

Approve 5<sup>th</sup> Ave NW for the 2014 Sub-Target

## Enclosures:

Cost Estimate

ITEM NUMBER	DESCRIPTION	QUANTITY	Unit Prices	EXTENSION
2102.502	PAVEMENT MARKING REMOVAL-TEMPORARY	500	3.00	\$1,500.00
2104.501	REMOVE CURB AND GUTTER	3250	4.00	\$13,000.00
2104.503	REMOVE CONCRETE SIDEWALK	2000	2.00	\$4,000.00
2104.503	REMOVE CONCRETE DRIVEWAY PAVEMENT	2000	2.00	\$4,000.00
2104.505	REMOVE CONCRETE MEDIAN	300	5.00	\$1,500.00
2104.505	REMOVE PAVEMENT	10000	5.00	\$50,000.00
2104.505	REMOVE BITUMINOUS PAVEMENT	200	7.00	\$1,400.00
2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	4000	7.00	\$28,000.00
2105.501	COMMON EXCAVATION	500	6.00	\$3,000.00
2105.507	SUBGRADE EXCAVATION	3000	4.00	\$12,000.00
2105.522	SELECT GRANULAR BORROW MOD 7%(LV)	2500	16.00	\$40,000.00
2105.525	TOPSOIL BORROW (LV)	200	12.00	\$2,400.00
2105.541	STABILIZING AGGREGATE	1000	20.00	\$20,000.00
2105.604	GEOTEXTILE FABRIC TYPE V	11800	2.00	\$23,600.00
2211.502	AGGREGATE BASE (LV) CLASS 5	1000	20.00	\$20,000.00
2301.502	CONCRETE PAVEMENT STANDARD WIDTH 7.0"	500	20.00	\$10,000.00
2301.502	CONCRETE PAVEMENT STANDARD WIDTH 10.5"	5000	30.00	\$150,000.00
2301.503	CONCRETE PAVEMENT IRREGULAR WIDTH 7.0"	500	20.00	\$10,000.00
2301.503	CONCRETE PAVEMENT IRREGULAR WIDTH 10.5"	5000	30.00	\$150,000.00
2301.511	STRUCTURAL CONCRETE	2900	90.00	\$261,000.00
2301.529	REINFORCEMENT BARS (EPOXY COATED)	6000	2.00	\$12,000.00
2301.545	CONCRETE CORING	10	200.00	\$2,000.00
2502.541	4" PERF TP PIPE DRAIN	1500	8.00	\$12,000.00
2504.602	ADJUST GATE VALVE	3	300.00	\$900.00
2506.522	ADJUST FRAME & RING CASTING	5	500.00	\$2,500.00
2521.501	4" CONCRETE WALK	2000	4.00	\$8,000.00
2531.501	CONCRETE CURB & GUTTER DESIGN B424	2500	16.00	\$40,000.00
2531.503	CONCRETE MEDIAN (MOUNTABLE)	400	70.00	\$28,000.00
2545.541	SERVICE CABINET	1	12,000.00	\$12,000.00
2545.545	EQUIPMENT PAD	1	600.00	\$600.00
2545.553	PULL BOX	1	1,000.00	\$1,000.00
2557.527	ELECTRICAL GROUND	2	100.00	\$200.00
2563.601	TRAFFIC CONTROL	0.25	60,000.00	\$15,000.00
2563.602	RAISED PAVEMENT MARKER TEMPORARY	350	2.00	\$700.00
2563.602	TUBE DELINEATOR	100	60.00	\$6,000.00
2564.602	PAVEMENT MESSAGE (LEFT ARROW) POLY PREFORMED-GROUND IN	4	500.00	\$2,000.00
2564.602	PAVEMENT MESSAGE (RIGHT ARROW) POLY PREFORM-GROUND IN	3	500.00	\$1,500.00
2564.603	4" SOLID LINE WHITE-PAINT	2500	3.00	\$7,500.00
2564.603	4" SOLID LINE YELLOW-PAINT	500	3.00	\$1,500.00
2564.603	4" BROKEN LINE WHITE-POLY PREFORM-GROUND IN	1100	6.00	\$6,600.00
2564.603	4" SOLID LINE WHITE-EPOXY	2500	3.00	\$7,500.00
2564.603	8" SOLID LINE WHITE-EPOXY	250	3.00	\$750.00
2575.505	SODDING TYPE LAWN	2000	3.00	\$6,000.00
2575.532	COMMERCIAL FERTILIZER ANALYSIS 22-5-10	750	1.00	\$750.00
2581.501	REMOVABLE PREFORMED PLASTIC MARKING	10000	1.00	\$10,000.00
	Full T act T Control Signal System	1	225,000.00	\$225,000.00

**ESTIMATED TOTAL CONSTRUCTION COST**

**\$1,215,400.00**

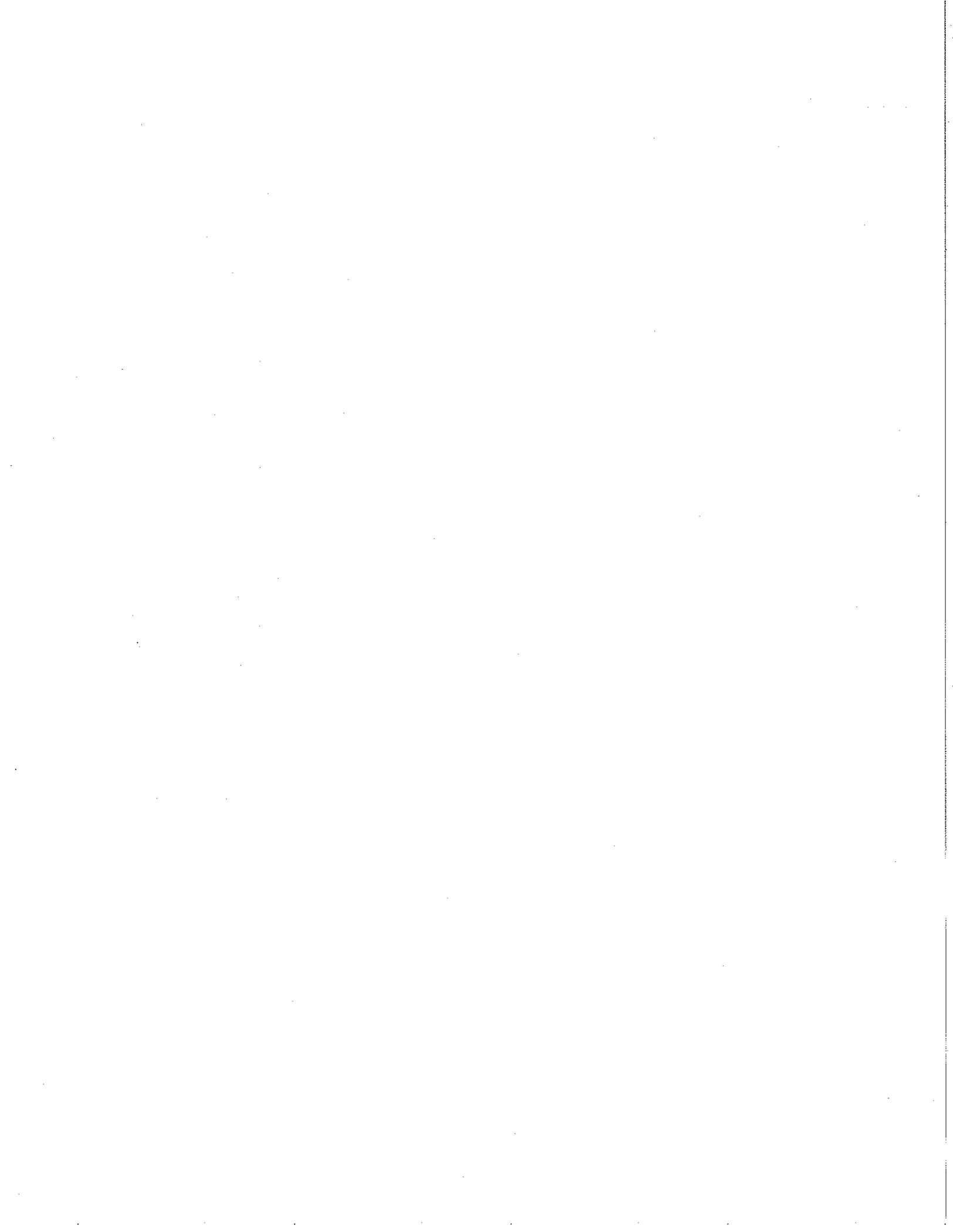
Engineering / Inspection  
 Legal / Administration  
 Contingencies

\$182,310.00  
 \$60,770.00  
 \$121,540.00

**TOTAL ESTIMATED PROJECT COST**

**\$1,580,020.00**

NOTE: Property / ROW acquisition not included in this estimate



Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held December 3, 2009 at 5:00 P.M.

Present: Ogden, Brickson, Quirk, Tweten

Absent: None

It was moved by Commissioner Quirk second by Commissioner Tweten that the minutes of the previous meeting of November 19, 2009 be approved as read.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Brickson to approve and sign the final draft of the Interdepartmental Loan Agreement as presented by the City Attorney.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Brickson to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,750,728.22.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Brickson to approve the purchase of HAZ-MAT training props in the amount of \$3,500.00 for the Fire Department's yearly WTP chemical response training.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Brickson to award the 2010 water treatment chemical bids as presented by the superintendent, withholding the polyphosphate bid for further review.

Voting Aye: Ogden, Brickson, Quirk, Tweten

Voting Nay: None

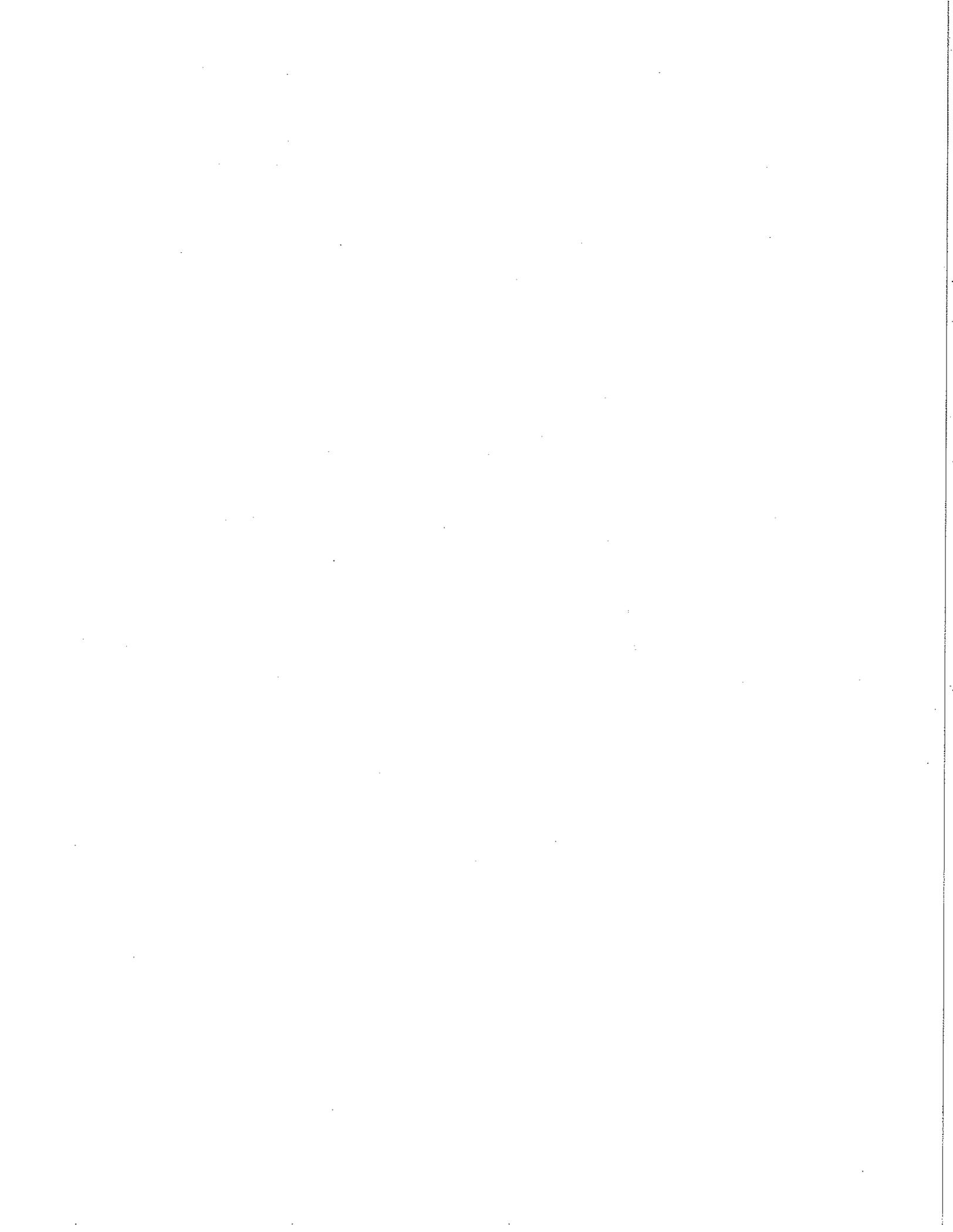
Commissioner Brickson exited the meeting at 6:15.

It was moved by Commissioner Quirk second by Commissioner Tweten that the meeting be adjourned to December 17, 2009 at 5:00 P.M.

Voting Aye: Ogden, Quirk, Tweten

Voting Nay: None

Lori Maloney  
Sec'y



**RESOLUTION NO. 10 – 01 - 10**

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

WHEREAS, the City Council conducts its discussion of public issues primarily through work sessions, or the "Committee of the Whole"; and

WHEREAS, some issues that are detailed or sensitive in nature require additional scrutiny and attention; and

WHEREAS, the work sessions do not always allow the level of detail required for said scrutiny and attention; and

WHEREAS, the City Council wishes to establish a committee through which certain issues can be assigned and studied and the needs arise.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, that the Council expresses its support for the establishment of an Administration and Finance Committee for purposes of studying and recommending certain issues as deemed necessary by the City Council or its President.

Voting Aye:  
Voting Nay:  
Absent:       None.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> day of January, 2010.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: 12/16/09

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council members: Marc DeMers, Craig Buckalew, Wayne Gregoire Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: City Council Committee Structures

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Several Council members have inquired about possible structures for the implementation of City Council committees. There are at least three options for possible committee structures including: the existing work session ("Committee of the Whole") system, a formal committee structure, or a "hybrid" model.

## **Committee Structure**

I envision three possible committees that the Council could develop in a new system: The committees would likely have three members. And, they would develop formal recommendations to the full City Council based upon committee votes.

- **Administration and Finance**: As the name implies, this committee would oversee matters relating to financial and administrative issues including budget, bonding, human resources, legal, and certain service contracts that have cross-departmental functions (e.g. City Hall).
- **Infrastructure and Maintenance**: This committee would oversee contracts, purchases, and projects primarily for the Departments of Parks and Recreation and Public Works
- **Public Safety**: This committee would oversee the functions of the Fire Department and the Police Department.

## **Advantages of the Committee Structure**

- Committees would vote upon formal recommendations to the City Council rather than relying upon staff to presume consensus.
- Division of labor allows for greater detail and Council input on each item while minimizing the time commitments for individual council members.

## **Disadvantages of the Committee Structure**

- Council members may feel "shut out" on specific issues; although they would always be permitted to participate in any committee.
- Committee meetings would likely occur during working hours

## **Hybrid Structure**

A proposed hybrid structure would retain the Committee of the Whole work session while establishing an Administrative Subcommittee for selected issues, presumably including budget. It would be very important to precisely define the scope and duties of such a committee. If the Administrative Subcommittee was *ad hoc* in nature, the City Council would be better advised to simply appoint task forces as needed. Alternatively, the City Council could specifically appoint a Budget Committee if that is the primary issue.

### **Advantages of the Hybrid Structure**

- The entire City Council retains input on all issues through the Committee of the Whole.
- Council can delegate specific detailed activities, when appropriate, to the established subcommittee.

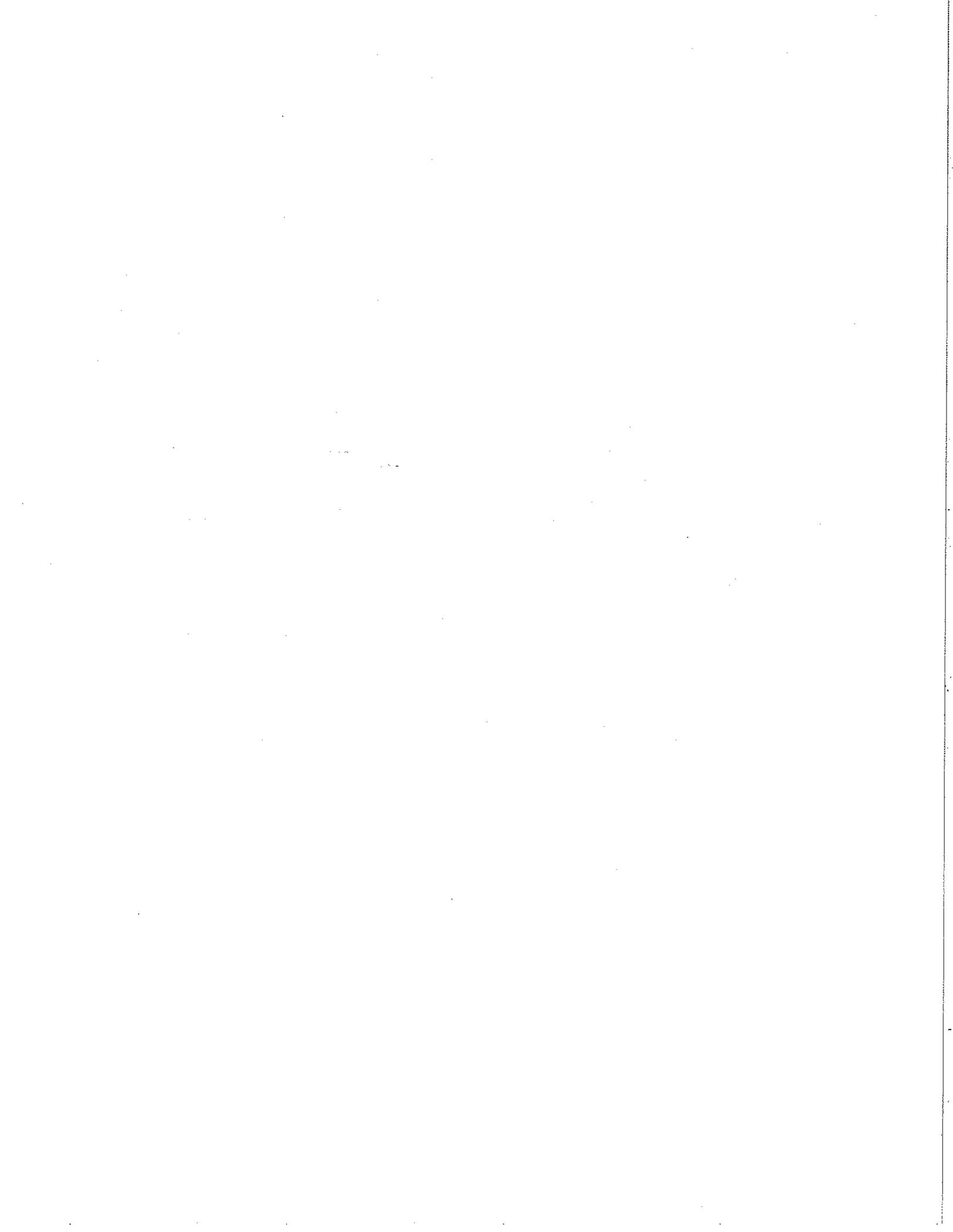
### **Disadvantages of the Hybrid Structure**

- The unclear mission of subcommittee requires further definition.
- Council members may still feel "shut out" on issues that are delegated to the subcommittee.

### **Recommendation:**

If the City Council decides a committee structure is warranted, I recommend having multiple committees. The Committee of the Whole could be retained. But, it would become secondary to the formal committees. The Committee of the Whole would meet when items are referred by the individual committees.

Ultimately, any structure can work with the proper guidance and leadership from council members and staff. If a hybrid model is more palatable, the resulting subcommittee should be clearly defined with a specific mission and purpose. A loosely defined Administrative Subcommittee could lead to more confusion than clarity. Council Members should vote on rules that establish the issues that are referred to the subcommittee rather than retained by the full Committee of the Whole.



**RESOLUTION NO. 10 -- 01 - 11**

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

**RESOLUTION RATIFYING CONTRACTS**

WHEREAS, the City of East Grand Forks purchased the following goods from Bert's Truck Equipment:

<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Total Amount</u>
12-09-09	41262	Prep & Paint #615	\$2,977.44
12-11-09	41289	Headlight/Cutting Bolt	\$531.66

WHEREAS, Wayne Gregoire, 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 \$3,509.10 on check number 5006 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on January 5, 2010.

Voting Aye:  
Voting Nay: None.  
Abstain: Gregoire.  
Absent: None.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> of January, 2010.

\_\_\_\_\_  
Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

STATE OF MINNESOTA )  
COUNTY OF POLK ) ss  
CITY OF EAST GRAND FORKS )

I, Wayne Gregoire, being duly sworn states the following:

- 1. I am 5<sup>th</sup> Ward Council Member of the City of East Grand Forks.
- 2. The following goods were furnished to the City of East Grand Forks by Bert's Truck Equipment:

<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Total Amount</u>
12-09-09	41262	Prep & Paint #615	\$2,977.44
12-11-09	41289	Headlight/Cutting Bolt	\$531.66

- 3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
- 4. Resolution passed by unanimous vote of the council on January 5, 2010.

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)

**RESOLUTION NO. 10 - 01 - 12**

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 5071 for a total of \$353.91.

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 \$353.91 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 January 5, 2010.

Voting Aye:  
 Voting Nay: None.  
 Absent: None.  
 Abstain: Buckalew.

The President declared the resolution passed.

Passed: January 5, 2010

Attest:

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

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

I hereby approve the foregoing resolution this 5<sup>th</sup> of January, 2010.

\_\_\_\_\_  
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 5071 for a total of \$353.91.
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 January 5, 2010.

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

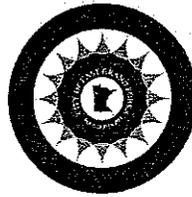
Affiant further states that the affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part thereof has been paid.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Official)

# Accounts Payable

## Check Register Totals Only



# City of East Grand Forks

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

User: ejohnson  
Printed: 12/29/2009 - 2:54 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
4989	01/05/2009	ACM001	Acme Electric Companies	209.57	0
4990	01/05/2009	ADV001	Advanced Business Methods Inc	158.41	0
4991	01/05/2009	AIR001	Airgas	32.05	0
4992	01/05/2009	AKE003	Jeremy and Jacklyn Aker	2,910.77	0
4993	01/05/2009	ALB001	Albrecht Manufacturing	10.80	0
4994	01/05/2009	ALL006	Michael and Marsha Allmaras	2,784.54	0
4995	01/05/2009	ALL001	Alltel	363.76	0
4996	01/05/2009	AME002	American Tire Service	282.00	0
4997	01/05/2009	AME008	American Tire Service Inc	1,350.35	0
4998	01/05/2009	AME004	American Water Works Association	165.00	0
4999	01/05/2009	AME005	Ameripride Linen & Apparel Services	502.29	0
5000	01/05/2009	AND005	Marjorie Anderson	1,597.49	0
5001	01/05/2009	BAK001	Baker & Taylor Co	54.83	0
5002	01/05/2009	BAK002	Susan Bakke	243.81	0
5003	01/05/2009	MCL001	Barbara McLeod and Christy Senecha	2,133.87	0
5004	01/05/2009	BAR004	Michel & Julie Barksdale	1,856.23	0
5005	01/05/2009	BAR006	Steve Bartlette	90.00	0
5006	01/05/2009	BER001	Bert's Truck Equipment	3,509.10	0
5007	01/05/2009	BLU001	Blue Cross Blue Shield of ND	4,977.20	0
5008	01/05/2009	BOR002	Border States Trophy & Awards	95.00	0
5009	01/05/2009	BRA001	Brady Martz & Associates	5,400.00	0
5010	01/05/2009	BRA004	Darrell & Dianne Bratvold	1,459.54	0
5011	01/05/2009	BRO002	Brodart Co	244.45	0
5012	01/05/2009	BRO007	City Of Brooklyn Park	395.00	0
5013	01/05/2009	BRO008	Seth & Lisa Brown	4,348.27	0
5014	01/05/2009	BRU001	Jay Bruce	82.50	0
5015	01/05/2009	BUL003	Rob Bulman	1,752.08	0
5016	01/05/2009	CBC001	CBCS	105.00	0
5017	01/05/2009	CEN001	Center Point Large Print	1,530.00	0
5018	01/05/2009	CLA001	Claitor's Law Book & Publishers	43.41	0
5019	01/05/2009	CLI001	Climate Control Inc	6,000.00	0
5020	01/05/2009	COA001	Coalition of Greater MN Cities	370.00	0
5021	01/05/2009	COL002	Cole Papers Inc	730.83	0
5022	01/05/2009	COM003	Complete Pest Control Inc	64.12	0
5023	01/05/2009	COU0001	Country Inn & Suites Brooklyn Center	928.85	0
5024	01/05/2009	PIE001	Craig Pietruszewski and Jackie Gaddie	3,608.19	0
5025	01/05/2009	CRO001	Crookston City	802.27	0
5026	01/05/2009	CUS002	Custom Stripes Inc	160.00	0
5027	01/05/2009	DAC001	Dacotah Paper Co	48.48	0
5028	01/05/2009	DAH002	Travis & Lindsay Dahlin	1,733.14	0
5029	01/05/2009	DEG001	Chad Degeiness	325.00	0
5030	01/05/2009	DET001	David Deterding	90.00	0
5031	01/05/2009	DIA001	Richard Papenfuss Diamond Cleaning	152.07	0
5032	01/05/2009	DIE001	Wayne & Kimberly Dietrich	3,261.79	0
5033	01/05/2009	EAG001	Eagle Electric	2,168.80	0
5034	01/05/2009	EAS006	East Side Sharpening	71.00	0
5035	01/05/2009	EBA001	Troy and Stacy Eback	2,089.53	0
5036	01/05/2009	EGF006	EGF City Petty Cash Ckng	278.00	0
5037	01/05/2009	EAS009	EGF Police Petty Cash	10.00	0
5038	01/05/2009	EGG001	John and Joan Eggebraaten	1,899.80	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
5039	01/05/2009	EIC001	Eickhof Columbaria Inc	351.62	0
5040	01/05/2009	ELE001	Electric Pump	389.98	0
5041	01/05/2009	EME001	Emergency Apparatus Maintenance In	560.57	0
5042	01/05/2009	EME002	Steve & Linda Emery	2,502.03	0
5043	01/05/2009	ERI002	Christopher Erickson	1,738.44	0
5044	01/05/2009	EXP003	Explorer Post #38	50.00	0
5045	01/05/2009	EXP002	Exponent	31.00	0
5046	01/05/2009	FED001	FedEx Kinko's	2,497.95	0
5047	01/05/2009	FLA001	Flaherty & Hood PA	718.75	0
5048	01/05/2009	FLA002	Flat Plains Services Inc	786.00	0
5049	01/05/2009	FLO001	Floan Sanders	92,029.57	0
5050	01/05/2009	FOL002	Bruce and Constance Folkedahl	3,591.80	0
5051	01/05/2009	FOR008	Matt Fore	27.00	0
5052	01/05/2009	FOR001	Forks Freightliner	33.28	0
5053	01/05/2009	FRE004	Michelle & Timothy French	2,362.42	0
5054	01/05/2009	FRO003	Chad Frost	4,147.59	0
5055	01/05/2009	G&K001	G&K Services	231.62	0
5056	01/05/2009	GAD001	Dennis Gaddie	2,017.12	0
5057	01/05/2009	GAF001	Gaffaneys	41.60	0
5058	01/05/2009	GAH002	Gregory and Kelly Gahlon	2,962.03	0
5059	01/05/2009	GAL001	Gale	170.84	0
5060	01/05/2009	GER003	Steven Gerszewski	2,157.26	0
5061	01/05/2009	GFT002	GF Thur-O-Clean	213.75	0
5062	01/05/2009	GGF001	GGF Convention & Visitors Bureau	879.04	0
5063	01/05/2009	GRA004	Grand Cities Towing	130.00	0
5064	01/05/2009	GRA003	Cody Grassel	70.00	0
5065	01/05/2009	GRE010	Lloyd & Ethel Gregoire	1,849.55	0
5066	01/05/2009	GUS001	Randy Gust	60.50	0
5067	01/05/2009	HAG001	Cindy Hagen Hangsleben	5,425.95	0
5068	01/05/2009	HAJ002	Riek Hajicek	275.50	0
5069	01/05/2009	HAL0001	Barbara Hallin	1,752.74	0
5070	01/05/2009	HAM003	Heidi Hamre	1,880.47	0
5071	01/05/2009	HAR001	Hardware Hank	353.91	0
5072	01/05/2009	HAW001	Hawkins Chemical	1,236.18	0
5073	01/05/2009	HEA001	Heartland Paper	462.72	0
5074	01/05/2009	HED002	Mike & Paula Hedlund	4,116.95	0
5075	01/05/2009	HEL001	Charlotte Helgeson	151.18	0
5076	01/05/2009	HOL002	Holiday Credit Office	75.48	0
5077	01/05/2009	HOL012	Jay Holm	165.00	0
5078	01/05/2009	HUG001	Hugo's	28.02	0
5079	01/05/2009	INT003	Integra Telecom	157.40	0
5080	01/05/2009	JLG001	JLG Architects	250.00	0
5081	01/05/2009	DAY001	Jolanda Streifel	90.00	0
5082	01/05/2009	JON002	Jonathan Bruley & Kristin Reichmann	1,605.61	0
5083	01/05/2009	KAL002	Kevin and Paula-Dee Kallinen	3,492.63	0
5084	01/05/2009	KEL001	Kellermeyer Building Service	1,175.63	0
5085	01/05/2009	KEL004	Chris & Nichole Kelsey	1,238.83	0
5086	01/05/2009	KLE001	Jennifer Klein	1,084.67	0
5087	01/05/2009	KNO001	Kory Knoff	2,164.45	0
5088	01/05/2009	KNU004	Philip and Alissa Knutson	2,682.26	0
5089	01/05/2009	KOS001	Linda Kossow	60.50	0
5090	01/05/2009	LIT001	Lithia Payment Processing	27.84	0
5091	01/05/2009	LUC002	Lucken Trucks & Parts	106.88	0
5092	01/05/2009	LUT001	Lutheran Social Service	4,618.09	0
5093	01/05/2009	MAC001	Jason & Kristy Mack	3,921.70	0
5094	01/05/2009	MAR001	Marco Inc	279.54	0
5095	01/05/2009	MAR002	Marshall Cavendish	117.52	0
5096	01/05/2009	MCD001	McDonald's of EGF	33.75	0
5097	01/05/2009	MER003	Seth & Christina Merkens	2,054.79	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
5098	01/05/2009	MER004	Kimberly (Tinkham) Merrill	1,751.38	0
5099	01/05/2009	MES001	MESERB Treasurer Keith Nelson	1,927.31	0
5100	01/05/2009	MPO001	Metropolitan Planning Organization	10,670.32	0
5101	01/05/2009	MIC001	Micro-Marketing LLC	189.16	0
5102	01/05/2009	MID003	Midcontinent Communications	783.01	0
5103	01/05/2009	MID002	Midwest Testing Laboratory Inc	1,200.00	0
5104	01/05/2009	MIK001	Mike's Pizza	44.77	0
5105	01/05/2009	MND006	VOID****VOID****VOID*** MNI	1,066.00	0
5106	01/05/2009	MMA001	MN Mayors Association	20.00	0
5107	01/05/2009	MNN002	MN NAHRO	185.00	0
5108	01/05/2009	MOO002	Deb Moon	67.93	0
5109	01/05/2009	NAN002	Nancy Davis & Jordan Wojnarski	1,919.70	0
5110	01/05/2009	NEL005	Jon and Kristi Nelson	4,012.02	0
5111	01/05/2009	NEL001	Kim Nelson	81.57	0
5112	01/05/2009	NER001	Christopher Nero	1,990.17	0
5113	01/05/2009	ORE001	O'Reilly Auto Parts	59.59	0
5114	01/05/2009	OFF001	Office of The Secretary of State	120.00	0
5115	01/05/2009	OLS003	Bruce Olson	125.00	0
5116	01/05/2009	ORC002	Richard Orchard	27,391.24	0
5117	01/05/2009	OVE001	Overhead Door Co	108.00	0
5118	01/05/2009	PAC001	David & Debra Pace	2,405.55	0
5119	01/05/2009	PAR004	Joshua and Emily Parrill	1,633.48	0
5120	01/05/2009	PAW001	Travis Pawloski	1,585.27	0
5121	01/05/2009	PEA002	Robert and Jeanine Peabody	11,209.80	0
5122	01/05/2009	PEN001	Penworthy Company	133.72	0
5123	01/05/2009	POL001	Polk County Attorney-Widseth	6,093.84	0
5124	01/05/2009	POL004	Polk County Recorder	300.00	0
5125	01/05/2009	POL008	Polk County Sheriff's Office	1,032.67	0
5126	01/05/2009	PSD001	PS Door Services	58.00	0
5127	01/05/2009	QUI001	Quill Corp	649.61	0
5128	01/05/2009	QWE001	Qwest	2,314.94	0
5129	01/05/2009	RDO001	RDO Powerplan OIB	343.41	0
5130	01/05/2009	REZ001	Anthony Reznicek	232.75	0
5131	01/05/2009	RIE001	David Riedy	2,513.40	0
5132	01/05/2009	ZAV001	RJ Zavoral & Sons	21,246.35	0
5133	01/05/2009	ROB003	James and Rose Robinson	1,464.90	0
5134	01/05/2009	ROT001	Roto Rooter	3,000.00	0
5135	01/05/2009	RUD001	Dustin and Karina Rude	1,989.79	0
5136	01/05/2009	SCH004	Leonard Schmaltz	108.30	0
5137	01/05/2009	SCH009	Jason Schnathorst	232.75	0
5138	01/05/2009	SCH002	Scholastic Library Publishers	139.43	0
5139	01/05/2009	SCH012	Connie Schroeder	1,541.91	0
5140	01/05/2009	SCH011	Wayne & Diane Schull	2,109.59	0
5141	01/05/2009	SEN001	Sentimental Reflections	108.00	0
5142	01/05/2009	SKJ001	Austin Skjei	138.33	0
5143	01/05/2009	SKY003	Jeffery & Kristine Skyberg	2,350.46	0
5144	01/05/2009	SMA001	Smart Apple Media	383.76	0
5145	01/05/2009	SOL001	Bill Solem	166.71	0
5146	01/05/2009	SPR002	Spray Advantage	57.60	0
5147	01/05/2009	SPR001	Springsted	4,960.00	0
5148	01/05/2009	SPR003	Spruce Valley Corporation	32,790.10	0
5149	01/05/2009	STA008	Dr. Clifford and Gladys Stadem	1,780.64	0
5150	01/05/2009	STE007	Matt Stengl	90.00	0
5151	01/05/2009	STE001	Stennes Granite	150.00	0
5152	01/05/2009	STO001	Stone's Mobile Radio Inc	838.66	0
5153	01/05/2009	STO003	Dyann and Kenley Stordahl	2,871.52	0
5154	01/05/2009	STR001	Warren Strandell	2,000.00	0
5155	01/05/2009	STA005	Strata Corp	7,424.00	0
5156	01/05/2009	STR003	Streichers	143.96	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
5157	01/05/2009	SUN004	Leslie and Maureen Sundby	2,168.71	0
5158	01/05/2009	SUN001	Sunshine Terrace	85.67	0
5159	01/05/2009	SUR002	Surface Specialists of NW Minnesota	395.00	0
5160	01/05/2009	SZC001	Darren Szczepanski	232.75	0
5161	01/05/2009	CHA001	The Chamber of EGF/GF	80.00	0
5162	01/05/2009	THO007	Kevin and Jana Thompson	2,190.50	0
5163	01/05/2009	THO002	Terry Thompson	1,585.69	0
5164	01/05/2009	TRA002	Duc and Chau Tran	4,230.32	0
5165	01/05/2009	TRU001	True Temp	1,894.08	0
5166	01/05/2009	TRY001	Try-County Refrigeration	475.00	0
5167	01/05/2009	UNI005	Uniforms Unlimited Inc.	395.92	0
5168	01/05/2009	VAL005	Valley Door	3,339.00	0
5169	01/05/2009	VIK001	Viking Gas Transmission Company	276,000.00	0
5170	01/05/2009	VIL001	Vilandre Heating & A/C	446.50	0
5171	01/05/2009	WAG002	Wagner Construction	13,470.40	0
5172	01/05/2009	WAT001	Water & Light Department	56,870.34	0
5173	01/05/2009	WAT003	Waterous Company	130.89	0
5174	01/05/2009	WEL001	Wells Fargo Brokerage Services LLC	75,773.56	0
5175	01/05/2009	WIZ001	Wizard's Enterprises Inc.	490.00	0
5176	01/05/2009	XCE001	Xcel Energy	12,950.23	0
5177	01/05/2009	ZAV002	Joseph and Jenna Zavoral	2,097.58	0
5178	01/05/2009	ZEE001	Zee Medical Service	348.08	0
				855,122.28	
Check Total:					