

**AGENDA  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, NOVEMBER 4, 2014 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

*“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”*

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of October 21, 2014.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 28, 2014.

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE.**

**CONSENT AGENDA:**

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

3. Consider approving the request to declare the list of dumpsters as surplus and to be sold at auction.
4. Consider approving a lease agreement between the City of East Grand Forks and RDO for the rental of a motor grader for the 2014-2015 winter season for \$3,450 per month plus \$40 per hour after 100 hours.
5. Consider awarding the job of building new drawers and install new countertops at Fire Station No. 1 to Northland Custom Woodworking for the amount of \$10,700.
6. Consider authorizing staff and the city attorney to work with Verizon towards a possible lease agreement for a tower located out by the VFW Arena.
7. Consider approving the Site Use Agreement between the City of East Grand Forks and Lutheran Social Services for the use of the kitchen facilities at the East Grand Forks Senior Center for 2015.

8. Consider approving the renewal of the 2AM Closing Application for the Eagles Club located at 227 10<sup>th</sup> St NW, East Grand Forks, MN 56721.
9. Consider approving the renewal of the 2AM Closing Application for the VFW Post 3817 located at 312 Demers Ave, East Grand Forks, MN 56721.

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

10. Regular meeting minutes of the Water, Light, Power, and Building Commission from October 2, 2014.
11. Regular meeting minutes of the Economic Development/Housing Authority from September 23, 2014 and the Special meeting minutes from September 30, 2014.
12. Regular meeting minutes of the Planning Commission from September 10, 2014.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE.**

**NEW BUSINESS: NONE.**

**CLAIMS:**

13. Consider adopting Resolution No. 14-11-102 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20094 for a total of \$775.71 whereas Council Member Buckalew is personally interested financially in the contract.
14. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

**COUNCIL/STAFF REPORTS:**

**ADJOURN:**

Upcoming Meetings:

Closed Session – November 10, 2014 – 4:00 PM - Training Room  
Work Session – November 10, 2014 – 5:00 PM – Training Room  
Regular Council Meeting – November 18, 2014 – 5:00 PM – Council Chambers  
Work Session – November 25, 2014 – 5:00 PM – Training Room

**UNAPPROVED MINUTES  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, OCTOBER 21, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for October 21, 2014 was called to order by Council President Buckalew at 5:01 P.M.*

**CALL OF ROLL:**

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

*Dave Aker, Parks & Recreation Superintendent; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present*

**PLEDGE OF ALLEGIANCE:**

**SWEARING IN OF OFFICER CHERYL SEVIGNY:**

Chief Hedlund swore in Officer Sevigny as a new police officer for the East Grand Forks Police Department. The City Council congratulated and welcomed her to East Grand Forks.

**PLAQUE PRESENTATION:**

Mayor Stauss stated how the Knoff Family have helped with many things and have been good citizens to have in East Grand Forks. He thanked Mr. Kerry Knoff for serving on the EDHA Board and added how he know it has not been easy, but thanked him for what he had done for the community. Mr. Knoff commented how there is a duty for citizens to serve on boards and organizations. He stated how young families are moving into the area and how important it is for them to become involved which helps them get to know people as well as the community. Council President Buckalew thanked Mr. Knoff for his time spent on the EDHA Board and commented on how helpful he was on the Board since he had previously worked in housing.

**OPEN FORUM:**

*“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”*

**APPROVAL OF MINUTES:**

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of October 7, 2014.
2. Consider approving the minute summary of the “Closed Special Session” for the East Grand Forks, Minnesota City Council of October 7, 2014.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of October 14, 2014.

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

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS:**

4. Public Hearing to consider adopting Resolution 14-10-95 adopting the assessment rolls 328-332 for 2011 Assessment Job 2 & 3 – Utilities and Street Improvements – Industrial Park for a total assessment of 164,440.08.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO OPEN THE PUBLIC HEARING.**

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

*Voting Nay: None.*

Mr. Boppre informed the Council that the City had received funding from both the federal EDA and DEED for this project. He added that using these funds were able to significantly cut down on the amounts of assessments. He said how the street had been paved in 2013.

Michael Gornowicz, 1222 Gateway Dr NE and owner of Fert-L-Lawn, asked if any part of the assessments had been paid prior. Mr. Boppre said no. Mr. Gornowicz asked if he will be getting reassessed for the frontage road when that is repaired. Mr. Boppre explained how at the next work session they will be bringing forward a capital improvement plan for repairing streets in the City. He told Mr. Gornowicz that more than likely they will be assessed because they will have end benefit.

Council member Tweten commented how 50% of the funding for this project came from the federal government, 25% of the funding came from the State, and how further expansion is needed in the Industrial Park since all of the lots have been purchased.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO CLOSE THE PUBLIC HEARING.**

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

*Voting Nay: 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.*

Council President Buckalew stated that Mr. Stordahl had some information regarding one of these items. Mr. Stordahl informed the Council that he had checked again with MNDOT about who had the responsibility for repairs that were needed on the off ramp from Highway 2. He explained how he had made many phone calls to the MNDOT office and had received different answers. He stated that the last person that he spoke with reviewed the agreement the City had entered into with MNDOT in 1961 and other agreements and said how this repair did not look like it was the responsibility of the City. Mr. Stordahl added that this person was going to review this with his supervisor and get back to the City. He stated that the Council could choose to proceed with awarding this to Miller Motivations or they could wait for MNDOT's response. Council member Tweten asked if the City would be reimbursed from MNDOT if they moved forward with the project. Mr. Stordahl said they would not be reimbursed. Council Vice-President Leigh asked to have this taken off and wait to see how MNDOT moves forward with this.

5. Consider adopting the pay plan for seasonal employees which incorporates the minimum wage increase passed by the State of Minnesota.
6. Consider approving the request to replace the carpeting in Fire Station No. 1 with carpet squares from Brian's Flooring for the amount of \$11,950.00.
7. Consider awarding the job of repairing the off ramp from Highway 2 to Miller Motivations for the amount of \$10,325.00.
8. Consider adopting Resolution No. 14-10-96 formally accepting the COPS Grant, entering into an agreement with the East Grand Forks Public School splitting the cost on the School Resource Officer, and authorizing a hiring process to start when necessary to fill this position.
9. Consider adopting Resolution No. 14-10-97 authorizing the East Grand Forks Police Department to enter into an agreement with neighboring communities to share the grant of \$45,158.32 and have East Grand Forks be the fiscal agent and administer the Towards Zero Deaths Grant.
10. Consider approving the purchase of eight 800 ARMER portable radios for the Police Department from Stone's Radio for the amount \$29,189.00 with \$20,000 being paid for by the City and the remainder being paid for by funds from Polk County.
11. Consider adopting Resolution No. 14-10-98 authorizing the City Engineers to draft and submit a letter of intent making the City eligible for TAP funds to help pay for a bikeway along Bygland Road.

12. Consider approving the request for striping and signage to be placed in the parking lot by the Neil Law Office.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ITEMS FIVE (5) THROUGH TWELVE (12) EXCLUDING ITEM SEVEN (7).**

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

*Voting Nay: None.*

7. Consider awarding the job of repairing the off ramp from Highway 2 to Miller Motivations for the amount of \$10,325.00.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO AWARD THE JOB OF REPAIRING THE OFF RAMP FROM HIGHWAY 2 TO MILLER MOTIVATIONS FOR THE AMOUNT OF \$10,325.00.**

Council President Buckalew asked Mr. Stordahl how long the bid is good for. Mr. Stordahl said bids are typically good for 30 days but there was a good chance this company would honor this bid throughout the fall of this year. He added that MNDOT should be getting him an answer about this in a week or two. Council President Buckalew stated that they will know by the next meeting so if needed the Council could vote on this project then. Council member Helms asked Mr. Stordahl to keep contacting MNDOT so the City gets a response because this project could be taken care of this fall. Council President Buckalew asked if MNDOT would bid out this job. Mr. Stordahl stated that it would depend on the cost. He said that he would update the Council at the next work session.

*Voting Aye: Leigh.*

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

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

13. Special meeting minutes of the Water, Light, Power, and Building Commission from September 15, 2014.

14. Regular meeting minutes of the Water, Light, Power, and Building Commission from September 18, 2014.

15. Special meeting minutes of the Water, Light, Power, and Building Commission from September 22, 2014.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

16. Consider adopting Resolution No. 14-10-95 adopting the assessment rolls 328-332 for 2011

Assessment Job 2 & 3 – Utilities and Street Improvements – Industrial Park for a total assessment of 164,440.08.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 14-10-95 ADOPTING THE ASSESSMENT ROLLS 328-332 FOR 2011 ASSESSMENT JOB 2 & 3 – UTILITIES AND STREET IMPROVEMENTS – INDUSTRIAL PARK FOR A TOTAL ASSESSMENT OF 164,440.08.**

Council member Vetter asked if the EDA was going to be paying the assessments. Ms. Nelson informed the council that the assessment roll had not been updated but it was the current property owners that would be assess, not the EDA Authority.

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

*Voting Nay: None.*

17. Consider approving the Civic Recreation Center and VFW Memorial Arena Lease Agreement between the City of East Grand Forks and the East Grand Forks Public School District.

**A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE CIVIC RECREATION CENTER AND VFW MEMORIAL ARENA LEASE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE EAST GRAND FORKS PUBLIC SCHOOL DISTRICT.**

Mr. Murphy stated that he had received proposed boards to have up in the Civic Center showing how things will look when the project has been completed which he had passed out. He also informed the council that he had met with the School Superintendent, Mr. Pace, and discussed how the next agreement will be changed to match the fiscal year of the school and how the school will be helping pay for the locker room renovation. Council Vice-President Leigh said that enclosed seating was not included in the original project because it would cost too much but it was included in the story board. Mr. Murphy stated they think they can add it in and stay within the project budget. Discussion followed about how a Memorandum of Understanding should be passed since the new contract with new terms would be put in place before the current agreement would have expired.

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

*Voting Nay: None.*

18. Consider adopting Resolution No. 14-10-99 transferring the housing program to the Northwest Minnesota Multi-County Housing Authority.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 14-10-99 TRANSFERRING THE HOUSING PROGRAM TO THE NORTHWEST MINNESOTA MULTI-COUNTY HOUSING AUTHORITY.**

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

*Voting Nay: None.*

19. Consider adopting Resolution No. 14-10-100 accepting a proposal for auditing services and entering into a three year agreement.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 14-10-100 ACCEPTING A PROPOSAL FOR AUDITING SERVICES AND ENTERING INTO A THREE YEAR AGREEMENT WITH BRADY MARTZ.**

Council member Tweten explained the summary schedule and how the amount per year was not to exceed the amounts listed. Council member Vetter stated that he has nothing against Brady Martz but he will be voting no because it is good to make changes from time to time. Council President Buckalew commented the scope of work would be changing with housing transferring and asked if there was going to be a reduction in the bill to reflect that. Mr. Murphy stated that for 2014 housing would still be included but he would have to check and see if there would be a change for 2015 and 2016.

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

*Voting Nay: Vetter and Olstad.*

**CLAIMS:**

20. Consider adopting Resolution No. 14-10-101 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 19963 for a total of \$2,108.63 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 14-10-101 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 19963 FOR A TOTAL OF \$2,108.63 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

*Abstain: Buckalew.*

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

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Council Member Helms thanked Ms. Ellis for making sure a yard had been cleaned up. Ms. Ellis stated how a rental inspection was coming up and they will be addressing issues during that inspection.

Council President Buckalew thanked Mr. Kerry Knoff for his years of service for serving on the Board and previously as an employee.

Ms. Ellis informed the Council that Cities Area Transit has been working with the State of Minnesota to provide free bus service on Election Day so people are able to make it to the polls. She added that Dial-A-Ride service will also provide free for trips to and from the polling locations and that information will be sent out about this service.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER HELMS, TO ADJOURN THE OCTOBER 21, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:38 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, OCTOBER 28, 2014 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for October 28, 2014 was called to order by Council President Craig Buckalew at 5:02 P.M.*

**CALL OF ROLL:**

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

*Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.*

**DETERMINATION OF A QUORUM:**

*The Council President Determined a Quorum was present*

**1. Request for Cell Tower Location – Nancy Ellis**

Ms. Ellis informed the Council that this drawing was not done to scale but she thinks this proposed location would work to place the service shed and monopole. She explained they know this has to be at least 30 feet away from the dyke which would meet the require setbacks. She said at this point she needs direction from Council and is asking to see if they would like staff to work with Verizon to move forward with this. She explained this process was still in the beginning phases and staff would be bringing back detailed drawings to scale, the potential lease agreement, and other information so the Council can decide if this is something they would like to move forward with.

Council Vice-President Leigh asked if the Council would like to allow this within the City and in a park. He then asked how tall the pole would be. Ms. Ellis stated that the pole would be 65 feet high and that the light fixtures are around 30 to 40 feet high. Mr. Galstad stated that the City has on ordinance that allows towers within the City. He added that they can't be restricted from being within the City but the towers would have to comply with City requirements. Council President Buckalew asked if this would be additional income for the City. Ms. Ellis explained a \$9,000 per year had been offered but that is negotiable. Discussion followed about how the City will be maintaining ownership of the property, to possibly include an inflation clause in the

contract, the new placement was much better than what had been previously proposed, and how this area will be fenced in and landscaped in accordance with the ordinance. Council Vice-President Leigh asked to see what other communities receive on leases like this. Council President Buckalew asked if there were any objections and if there were none that this would be moved on.

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

## **2. Parcel 40.00149.00 Discussion – Nancy Ellis**

Ms. Ellis stated how there had been some questions regarding the City Property that is just outside of City Limits. She explained the history of this property on how the County had purchased this property, it had been turned over to the City, and that it had been purchased with 404 funds. She explained that there were restrictions on this property because it was purchased with 404 funds which require it to remain open without storage. Mr. Galstad added that if the City were to sell they could only sell it to another government entity. He explained that Huntsville Township's zoning requirements include screening items that were being stored which cannot happen because nothing can be built on this property so it could not be leased to be utilized for storage. Council Vice-President Leigh stated they should be able to continue to use the right-of-way on the property to prevent them from having to back up on the highway. Mr. Galstad said the gravel does not violate the restrictions of 404. Council President Buckalew asked who would be contacting the Peckas about this. Mr. Murphy stated that it would be handled.

## **3. Review of Extension to Township Fire Contracts – David Murphy**

Mr. Murphy explained he had reviewed the proposed extension to the fire contract. He told the Council that the original and previous amendment was included in the packet as well as the extension of the contract. He said how there were a couple items that he had a question on with the first being wording in sections C and D. He stated that this contract was for five years, how things can change, and if the townships would be agreeable to including language where if funding were to change they would be willing to make modifications.

Mr. Jeffery explained that one year into the 2009 agreement the prior administrator changed the amounts so this was to protect the townships. He then explained how the City collects the 2% from taxes, how they provide 4 vehicles for the Fire Department to use, they help pay for maintenance, and how providing service for the townships helps in getting grants because of the large service area. He stated that both sides bring something to the table and that they don't want taxes to rise for the township residents. Discussion followed about the good working relationship between the townships and the City, that the proposed extension was the same wording as before, and that the townships pay a lump sum for 1<sup>st</sup> Responder calls while the City collects a monthly fee.

Council member Vetter asked to change the contract so it does not say fee so in the future if the City could raise property tax to cover the cost of 1<sup>st</sup> responder calls they would be able to do so instead of having to amend the contract. After more discussion on language Mr. Jeffery stated he

will adjust the language stating the City will raise the funds as they see fit. More discussion followed about this language was originally added so the townships would have the assurances the City will continue to collect for 1<sup>st</sup> responder service. Mr. Murphy stated that they now have the direction from the Council and will fine tune the proposed extension to the contract.

#### **4. Request for Kitchen Repairs at Fire Station No. 1 – Gary Larson**

Ms. Nelson informed the Council about how the current cabinets were made out of particle board and no further repairs can be made. She stated how the Chief was asking to replace the particle board drawers with real wood, reuse the drawer and cabinet fronts, and replace the counter tops. Council Vice-President Leigh commented how difficult it is to work and repair particle board. Ms. Nelson added that there was \$10,600 budgeted and the lowest bid came in at \$10,700. Ms. Anderson stated that other projects had come in under budget so there would be \$100 available to cover the cost.

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

#### **5. Request to Repair Windows at Blue Line Arena – Dave Aker**

Mr. Aker explained how there were windows that needed to be replaced and that he had two estimates for this project which were \$16,275 and the other was for \$5,184. He stated how he would recommend moving forward with Sterling Carpet One and would like to keep the five windows on the west side of the building which would reduce the amount of by \$1,296 to bring the cost of the project to \$3,888. He added that Mr. Leigh suggested keeping the windows in place and covering them with siding. Council Vice-President Leigh stated that there the windows should be thermal paned which could be covered and would be cheaper to do. Council member Tweten said the kind of window used needed to be specified and asked if anything was being done with energy efficiency. Mr. Aker stated that the windows were coming out. Discussion followed about if the windows and window frames needed to be removed, that the windows were already covered on the inside of the building, and if there would be an issue covering the bottom of the frames. Council President Buckalew asked Mr. Murphy to look into this further with Mr. Aker.

#### **6. Street Improvements – Jason Stordahl**

Mr. Stordahl informed the Council that in the past there is usually 7 to 10 year cycles of completing a mill and overlay on some streets. He said how the last mill and overlay that was completed was done about eight years ago. He explained how Mr. Murphy had asked for a street improvement plan. He stated how he had been working with the city engineers to come up with a plan for street improvements utilizing ICON and inspecting the streets. Mr. Stordahl said they created a map showing what needs to be done and included a proposed time frame. He stated that they are asking the Council to review the information and provide input. Discussion followed about areas that need attention and if they were included on the map, how this was just a proposal, and would not extend the contract the City has with the city engineers. Council President Buckalew asked to see who would be affected and how much it will cost to complete some of these projects. He added that he appreciates the information entry that has been done as

well as the time spent putting this plan together. He also asked if any of these projects had been coordinated with watermain replacement. Mr. Stordahl stated they were as far out as the Water and Light Department had planned. More discussion followed about the different proposed projects, how these projects were grouped according to treatment, and how they tried to keep costs similar in each year.

Council member Olstad asked if the Council would be receiving a breakdown of the costs and where the funds to pay for the project were coming from like state aid or assessments. Mr. Murphy commented on how a plan like this will help as a budgeting tool. Mr. Stordahl explained that these projects did not include the smaller repairs that Public Works has done but next year most of those funds will be used on the cemetery mill and overlay and fixing Lee's Place. He added that there might not be enough for crack sealing. Council Vice-President Leigh asked about some panels that needed to be replaced by 22<sup>nd</sup> St NW and Sunny Side Court. Mr. Stordahl said some panels had been replaced in that area.

Council President Buckalew asked about bonding and what can be bonded for. Mr. Murphy stated staff was trying to make an educated decision based on some of the projects that need to be done. Council Vice-President Leigh asked if the Civic Center parking lot was included in the plan. Mr. Murphy said that it was not at this time. Council member Olstad asked to have the information brought forward on bonding. Mr. Murphy told the Council he would be putting something together to show them when things can be taken care of so the City can plan for projects. He explained how he would like to get on a rolling plan which would come before the Council at least twice a year for review. Discussion followed about how the Council would like all of the payments put into a spreadsheet for the current bonds and to include the big ticket items that are coming up. Council member Olstad asked to see what the ratio was between the bonding threshold and where the City is currently at. Mr. Murphy asked the Council if Elher's could help put this information together. He explained how they are creative and the best he has worked with in regards to this process. He said he could look into what the cost would be for them to help with that.

Mr. Emery informed the Council that how the City will have approximately \$421,000 in State Aid funds to help with projects in 2015 and how 25% of those funds can be used towards non-state aid streets. Council President Buckalew asked the Council members to go for a drive and inspect the streets. Mr. Murphy added that tonight was informational only and no formal action was needed from the Council at this time.

## **7. Request for Motor Grader Rental – Jason Stordahl**

Mr. Stordahl reminded the Council that each year the City rents a motor grader during the winter months. He explained the estimates he had received were from November 15<sup>th</sup> until April 15<sup>th</sup>. He said that he was recommending moving forward with the estimate from RDO after the review of a typical year of use of the rented motor grader. He added both companies are good to work with as well as it is good equipment to use.

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

## **8. Request to Declare Surplus Property – Jason Stordahl**

Mr. Stordahl informed the Council that there were a few more items he would like to add to the auction list which included dumpsters that are no longer being used. Discussion followed about who might be interested in purchasing these dumpsters.

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

## **9. Discussion on Spring & Fall Cleanup – Jason Stordahl**

Mr. Stordahl explained to the Council that he was just bringing this to their attention because staff have been reviewing their budgets and looking at areas that could be cut. He stated how cleanup costs were approximately \$37,543.18 in 2013 and how this was an average year for spring and fall cleanup along with hazardous waste. He added that the cost of fuel for running extra equipment was not included with these numbers and he estimated that fuel costs were around \$3,000 for both cleanups. He said that he brought this forward for the Council to review and to give staff direction. He stated that they were trying to get the calendars printed for next year which include when the cleanups are. Discussion followed about how this service helps keep the town clean and if this service is stopped there could be many issues with items being left at the green site. Council President stated that the council would continue to support both the spring and fall cleanups.

### **ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE OCTOBER 14, 2014 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:23 P.M.**

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

*Voting Nay: None.*

*Absent: Helms.*

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David Murphy, City Administrator/Clerk-Treasurer

# Request for Council Action

Date: 10/23/2014

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

Cc: File

From: Jason Stordahl, Public Work Director

RE: Declaration of Surplus Property

---

The Public Works Department has a number of dumpsters that we no longer use, and would like to declare surplus and sell. The following is a list of those dumpsters:

Rear Load Dumpsters

3- 6 yard  
1- 4 yard  
1- 2 yard  
3- 1 yard

Front Load Dumpsters

2- 8 yard

Recommendation: Declare the above list of dumpsters as surplus property.

# Request for Council Action

Date: 10/20/2014

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

Cc: File

From: Jason Stordahl, Public Works Director

RE: Winter Equipment Lease

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Background: The Public Works Department leases a motor grader for snow removal each snow season. I received the following estimates for the 2014-2015 winter rental season:

Butler Machine                      \$2,295.00 per month, plus \$72.00 per hour

RDO                                      \$3,450.00 per month, plus \$40.00 per hour after 100 hours

Recommendation: Approve the lease agreement with RDO.

Jason

Rental rate for MG for this season snow rate  
140M AWD is \$1,380 per month @ \$59 hour  
140M standard \$1,325 per month @ \$55 hour  
Add snow wing \$915 per month @ \$13 hour

We will take care of you

Thanks

**Clay Smaaladen | Butler Machinery Company | C.A.T.**

1201 S 46th St | Grand Forks, ND, 58201 | P 701-780-7771 | C 701-739-0888

**Butler Values | Our Team • Customer Driven • Accountability • Integrity • Excellence**

[www.butlermachinery.com](http://www.butlermachinery.com)



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# Rental Agreement

# GF721474

RDO EQUIPMENT CO. 6565 Gateway Drive, Grand Forks, ND 58203  
Phone: (701) 402-7904 Fax: (701) 772-9620

**Invoice To:**

CITY OF E. GRAND FORKS (Lessee)  
CITY SHOP  
PO BOX 373  
E GRAND FORKS, MN 56721  
ID: 2483010

**Location of Use:**

EAST GRAND FORKS MN  
POLK  
119

The following equipment, term, start, and end dates are all approximated and subject to change. RDO Equipment Co. reserves the right to replace equipment with "like" equipment at any time. **Applicable taxes to apply.**

Year/Make/Model	Serial Number	#	Term	Rate	Start	Est. End	Retail
2009 JOHN DEERE 772GP	DW772GP626079	5	Monthly	\$3,450.00	11/03/2014	04/01/2015	\$190,000.00
Total rate for all equipment per term				\$3,450.00			
Estimated Taxes				\$0.00			
Estimated Total Per Term (Approx)				\$3,450.00			

**Comments - Terms / Additional Charges**

RATE: \$3450 FOR 100 HOURS PER MONTH. \$40 PER HOUR OVER THE 100 HOUR LIMIT

**TERMS & CONDITIONS OF RENTAL AGREEMENT**

RDO Equipment Co. ("RDO") agrees to rent equipment, motor vehicles, and other personal property ("Equipment") to Lessee only upon the following terms and conditions:

- The rental rate for Equipment covers normal use only not to exceed 8-hours/1day, 40 hour/week, or 100 hours/month, based on 20 working days. Any excess use will be prorated against the appropriate rate and charged to the Lessee. If Equipment is operated on a job site deemed to be severe conditions, including but not limited to sites containing rock, which causes excessive wear and tear a surcharge of 25% of the normal rental rate will be added to said normal rate, and be the responsibility of Lessee. Lessee shall still be responsible for any damages to rental Equipment used on a site containing rock, in addition to the rock surcharge. The Equipment will be transported to and from RDO's place of business at Lessee's expense. Rental begins when items are delivered to Lessee and continues until items are picked up by or returned to an RDO location of RDO's choice. Equipment must be checked in at the office during normal business hours. No allowance will be made for holidays, time in transit or any prior time the Equipment may not be in actual use while in Lessee's possession.
- INSURANCE REQUIREMENTS** (Notice about your financial responsibility and optional loss damage waiver) Prior to renting the following minimum insurance requirements must be met. RDO must receive a current "Certificate of Insurance" naming it as "Certificate Holder" or Additional Insured" for general liability (Mandatory) with limits of liability not less than \$500,000 combined single limit per occurrence (bodily injury including death and property damage) unless greater liability limits are specified, and as "Certificate Holder" or " Loss Payee" for physical damage for the full value of the Equipment . Most customers, for convenience, issue one certificate covering their policy period stating "all sites and operations" instead of obtaining a new certificate for each individual rental. Should Lessee not provide RDO with physical damage insurance coverage, a Loss Damage Waiver fee of 14% of the rental charge will be assessed. If there are damages to the Equipment, and the Loss Damage Waiver fee for physical damage coverage applies, coverage is subject to a \$3,000 per occurrence deductible which Lessee is liable for. However, LOSS DAMAGE WAIVER will not protect Lessee if: (a) Damage is from willful, wanton, reckless or intentional conduct; (b) Damage is from lack of lubrication or maintenance of necessary oil, water, and air pressure levels; (c) Damage or loss is a result of overloading or exceeding the rated capacity of the Equipment; (e) Damage is from natural disaster. The damage waiver DOES NOT cover bodily injury or other property damage claims.
- Unless otherwise required by RDO, Lessee shall pay the rental sums due as follows: net payment to be received by RDO within thirty (30) days from date of RDO invoice. Lessee agrees that RDO can charge invoices to a credit card, Farm Plan, or PowerPlan account on file with RDO. Should Lessee fail to pay any part of the sum or any other sum required by Lessee to be paid to RDO within thirty (30) days from date of invoice, all past due amounts shall bear a finance charge at the rate of one percent (1.0%) per month. North Dakota law, including the laws governing interest and usury, shall be applicable to this Rental Agreement and shall govern the monthly periodic rate and corresponding annual percentage rate. If for any reason it is determined by a court of competent jurisdiction that a different usury or interest law is deemed applicable, the monthly periodic rate and corresponding annual percentage rate shall be the maximum non-usurious rate of interest applicable to any entity such as Lessee in the applicable jurisdiction. Further, if for any reason it is determined by a court of competent jurisdiction that the law of: (i) the State of Arizona is applicable, then it is expressly agreed that A.R.S. § 44-6002 shall apply.

If for any reason amounts paid in connection with RDO's extension of credit to Lessee under this Rental Agreement are deemed interest that produces a rate in excess of the maximum non-usurious rate of interest under the law applicable to this Rental Agreement, RDO shall refund to Lessee such portion of said interest that is in excess of the maximum non-usury rate of interest for that particular jurisdiction applicable to an entity such as you. Lessee agrees to pay attorney's fees and related costs in the event that RDO shall incur either of the same in order to pursue collection of any sums due from Lessee to RDO or to interpret this Rental Agreement, to defend RDO in action or to enforce its rights against any third party. RDO, in its sole discretion, may venue the lawsuit in any county where RDO has a location or place of business and Lessee agrees to the same. In addition, Lessee shall be in default with the right of RDO to accelerate the all the obligations of Lessee if Lessee attempts to sell or encumber the Equipment, ceases operating, institutes or has instituted against it proceedings under any bankruptcy or insolvency law, makes an assignment for the benefit of creditors or fails to comply with any other provision of the Rental Agreement, or if any attachment, execution, writ of process is levied against the Equipment or any of Lessee's property, or if for any reason RDO deems itself insecure or the Equipment unsafe, Lessee agrees to deliver the Equipment to RDO on demand, and RDO may enter upon any job, building or place where the Equipment is located and take possession of it without notice to Lessee and this Rental Agreement shall thereupon terminate and be forfeited at the option of RDO. In the event of any such action, Lessee agrees to pay all guaranteed leases and all other leases due, damages or any injury to the Equipment, legal expenses, costs of removal of the Equipment from the possession of Lessee and all freight, storage, transportation and other charges incurred in such removal and return to RDO at its place of business.

4. It is agreed that it shall be Lessee's obligation to notify RDO of any mechanical or safety problems with the Equipment as soon as Lessee is aware of a problem. Lessee agrees not to operate Equipment when it is in need of mechanical or safety repairs. Lessee shall provide continual inspection and maintenance of all Equipment rented by Lessee and/or under its care, custody, or control. Lessee agrees to pay all operating and maintenance expenses while Equipment is out of RDO's possession and to make any needed repairs including all tire maintenance, fuel, missing parts and all damage other than normal wear. All repairs shall be at Lessee's expense, except for manufacturer warranty. All rented Equipment was received with Operator's Manuals and all safety equipment installed. Operation and servicing has been explained to Lessee. Lessee shall use fuel and oil as specified by the manufacturer including but not limited to requirements or Tier IV engines.

5. The Equipment will be delivered to the Lessee in normal operating condition and must be returned to RDO in the same condition less normal wear and tear. 'Normal wear and tear' is that which may be expected to result from the use of Equipment under normal conditions. Lessee shall operate and maintain the Equipment in a normal manner and see that the Equipment is not subjected to careless or needlessly rough usage. Lessee shall be responsible for all repairs, including parts and labor for breakdowns due to misuse, sabotage and operation negligence, such as, lack of oil, lack of grease, lack of water, vandalized compartments, stolen parts, dented or bent parts from collisions and punctured or cut tires. Lessee is liable for any damage or injuries resulting from allowing any unqualified persons to operate any Equipment who are not completely familiar with the operating and safety procedures. Lessee will allow only licensed drivers that meet state or federal license requirements including current medical card, to operate any vehicle and Lessee is responsible for any fines, penalties, or other assessments or charges for non compliance together with any and all damages and injuries arising there from.

6. Lessee shall comply with all applicable environmental laws and regulations including those on fuel use and idling. Lessee is responsible for any and all fines incurred for violations or the laws or regulations resulting from the use of the Equipment.

7. RDO is not responsible for any charge that the Lessee may have because of mechanical malfunction of the Equipment, and it shall not in any manner be liable for any back charges or any direct, indirect, special or consequential damages. Lessee will be responsible for Equipment if stolen at any time during rental period. While Equipment is on rent, RDO assumes no responsibility for any damages to property or persons. Any damage at all will be the complete responsibility of Lessee.

8. Lessee hereby assumes and shall bear the entire risk of loss or damage to the Equipment from any and every cause whatsoever from the time the Equipment is picked up until returned to the RDO designated location. No loss or damage to the Equipment or any part thereof shall impair any obligation of Lessee under this Rental Agreement, which shall continue in full force and effect. In the event of loss or damage of any kind whatsoever to any item of Equipment, at the option of RDO, Lessee shall: (a) Place the same in good repair, condition and working order or replace the Equipment; (b) Pay RDO in cash for RDO to cause the repairs to be made; or (c) If the Equipment is determined by RDO to be lost, stolen, destroyed or damaged beyond repair, to pay RDO to replace said Equipment. Once such payment has been made this rental shall terminate with respect to such item of Equipment.

9. Lessee shall defend, indemnify and hold RDO harmless from any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorney's fees which: (1) relate to injury, illness, sickness, disease or the death of any persons (including employees of Lessee), and (2) were caused, or claimed to be caused, in whole or in part by the Equipment leased herein or by the liability or conduct (including active, passive, primary or secondary), of RDO, its agents or employees, or any other person for whose acts any of them may be liable. The parties agree that RDO shall only be liable or responsible for actions of willful misconduct.

10. The Equipment rented pursuant to this Agreement are rented "as is" and without warranty whatsoever. RDO RENTS ALL EQUIPMENT AND SERVICES PURSUANT TO THIS AGREEMENT WITHOUT WARRANTY OF ANY NATURE WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. Notwithstanding anything contained to the contrary, Lessee agrees that Lessee may not offset any payments under this Rental Agreement or the account because of any dispute concerning warranty issues and that the payment on the account is absolutely due and owing without any right of offset or recoupment of any nature

11. RDO shall have the right at any time during business hours, without notice, to enter Lessee's premises or the site where RDO rental Equipment is located for the purpose of inspecting, repairing, adjusting or repossessing the Equipment.

12. RDO will mail to Lessee at Lessee's address, invoice(s). Lessee agrees to notify RDO in writing of any error in the invoice(s) within 30 days after the date of that invoice(s). If not so noticed, the invoice shall be deemed to be correct and accepted as rendered, thus no credits will be issued after 30 days from invoice date. Time is of the essence of this Rental Agreement.

14. The Rental Agreement must be signed and shall be returned to RDO. RDO may allow it to be returned by facsimile transmission or email. Any such facsimile transmission or email bearing signatures of Lessee shall be considered as valid as if it were an original document. RDO and Lessee have each agreed to conduct their business by electronic means.

15. Lessee, by signing this form, warrants that all information provided is true, correct, accurate, and complete and acknowledges that he/she has read same, understands its contents and expressly agrees to the terms and conditions as stated hereon. A corporate officer, LLC member officer, each and every partner, or the owner(s) of the company must sign this Rental Agreement and agree to be fully bound by its terms.

16. This is the entire agreement between RDO and Lessee regarding the Rental Agreement and no oral changes can be made. No promises, representation or agreement purporting to modify this Rental Agreement and no revocation, partial or otherwise, or change, amendment, addition or alteration shall be valid unless the same be in writing, signed by all parties hereto or by their duly authorized agents. Waiver by RDO of any terms or conditions of this Rental Agreement or waiver of any breach thereof shall not affect the validity or enforceability of the remaining provisions of this Rental Agreement. A determination that any provisions of this Rental Agreement are illegal or invalid shall not affect the validity or enforceability of the remaining provisions of this Rental Agreement

17. This transaction is intended as a true lease and not a sale. RDO may file an initial financing statement listing the Equipment to protect its rights.

**GENERAL LIABILITY INSURANCE**

Carrier Name \_\_\_\_\_ Policy No. \_\_\_\_\_ Effective Date \_\_\_\_\_

Agent Business Name \_\_\_\_\_ Agent Contact \_\_\_\_\_ Agent Telephone \_\_\_\_\_

**LESSEE**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ 19 \_\_\_\_\_ Title \_\_\_\_\_ Date Signed \_\_\_\_\_

# Request for Council Action

Date:

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

Cc: File

From: Fire Chief Gary Larson

RE: Fire Station 1 Cabinet, Drawers, and Countertop repair

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The drawers and countertops in Station 1 are in need of repair. The drawers were built with particle board and have been repaired many times. We have received bids to build new drawers, and install new countertops in the kitchen, dispatch area, and Chiefs office. They will be made to more of a commercial spec to alleviate future problems.

We have received two bids and have cut items to be repaired to meet the budget of the Capital Improvement Plan. We have a bid from Radi Custom Woodworking for \$16103.75, and a bid from Northland Custom Woodworking for \$10700.00.

It would be my recommendation to accept the bid from Northland Custom Woodworking in the amount of \$10700.00.

Respectfully,  
Gary Larson  
Fire Chief

## Gary Larson

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**From:** Northland Custom Woodworking, Inc. [ncw4@midconetwork.com]  
**Sent:** Sunday, November 23, 2014 2:35 PM  
**To:** Gary Larson  
**Subject:** Firehall Cabinet upgrade

Gary, here is a breakdown of the costs for the upgrades we have discussed.

Room	Cost	Work to be done
Kitchen	\$2,100	New countertops
Front Dispatch	\$2,100	New countertops
Rear Dispatch	\$2,150	New countertops
Chiefs Office	\$1,300	New countertops
Rear Shop	\$700	New countertops
Replace Drawers	\$2,350	Replace all drawers and slides in the above rooms
	<b>\$10,700</b>	

Just for your records, here is a copy of the original cost breakdown:

Room	Cost	Work to be done
Kitchen	\$5,000	Replace doors, drawers, fronts, and countertops
Front Dispatch	\$3,450	Replace doors, drawers, fronts, and countertops
Rear Dispatch	\$3,950	Replace doors, drawers, fronts, and countertops
Bunk Room Closets	\$2,500	Redesign closets using existing shell in place
Bathrooms	\$700	Replace all doors
	<b>\$15,600</b>	

Kris Marcott  
Northland Custom Woodworking, Inc.  
502 Business Hwy 2  
East Grand Forks, MN 56721  
ph: (218) 773-1721  
fax: (218) 773-1721

**\* BID PROPOSAL \***

RADI'S CUSTOM WOODWORKS INC.  
4366 24TH. AVE. NO.  
GRAND FORKS ND 58203  
746-0611 FAX/746-0374

JOB NO.	6463
NAME:	E. G. F. FIRE STATION
ADDRESS:	415 4TH ST. N. W.
CITY,STATE,ZIP:	E. GRAND FORKS, MN. 56721
PHONE NUMBER:	773-2403
DATE:	9/26/2014

WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF WORK OUTLINED IN PROPOSAL.

ALL MATERIALS ARE GUARANTEED TO BE AS SPECIFIED, AND THE BELOW WORK TO BE PERFORMED IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED FOR BELOW WORK AND COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER FOR THE AMOUNT SPECIFIED IN PROPOSAL.

ANY ALTERATIONS OR DEVIATIONS FROM BELOW SPECIFICATIONS INVOLVING EXTRA COST, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNERS TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE UPON BELOW WORK. WORKMEN'S COMPENSATION AND PUBLIC LIABILITY INSURANCE ON BELOW WORK TO BE TAKEN OUT BY RADI'S CUSTOM WOODWORKS.

**\* DESCRIPTION \***

KITCHEN AREA -	NEW COUNTER TOPS ( AS PLANNED )	
	# 17 - NEW DRAWERS	
	FIX PANTRY	\$4,686.50
FRONT DESK AREA -	NEW COUNTER TOPS ( AS PLANNED )	
	# 13 - NEW DRAWERS	\$3,988.00
FRONT DESK - BACK AREA	NEW COUNTER TOPS ( AS PLANNED )	
	# 14 - NEW DRAWERS	\$4,017.00
MAIN OFFICE AREA	NEW COUNTER TOPS ( AS PLANNED )	
	24" X 24" X30" BASE CABINT	
	# 6 - NEW DRAWERS	\$2,097.25
BACK SHOP AREA	NEW COUNTER TOPS ( AS PLANNED )	
	# 4 - NEW DRAWERS	\$1,315.00

# Request for Council Action

Date: October 28, 2014

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

Cc: File

From: Nancy Ellis, City Planner

RE: Verizon Wireless cell tower proposal on city property

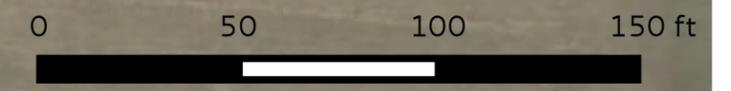
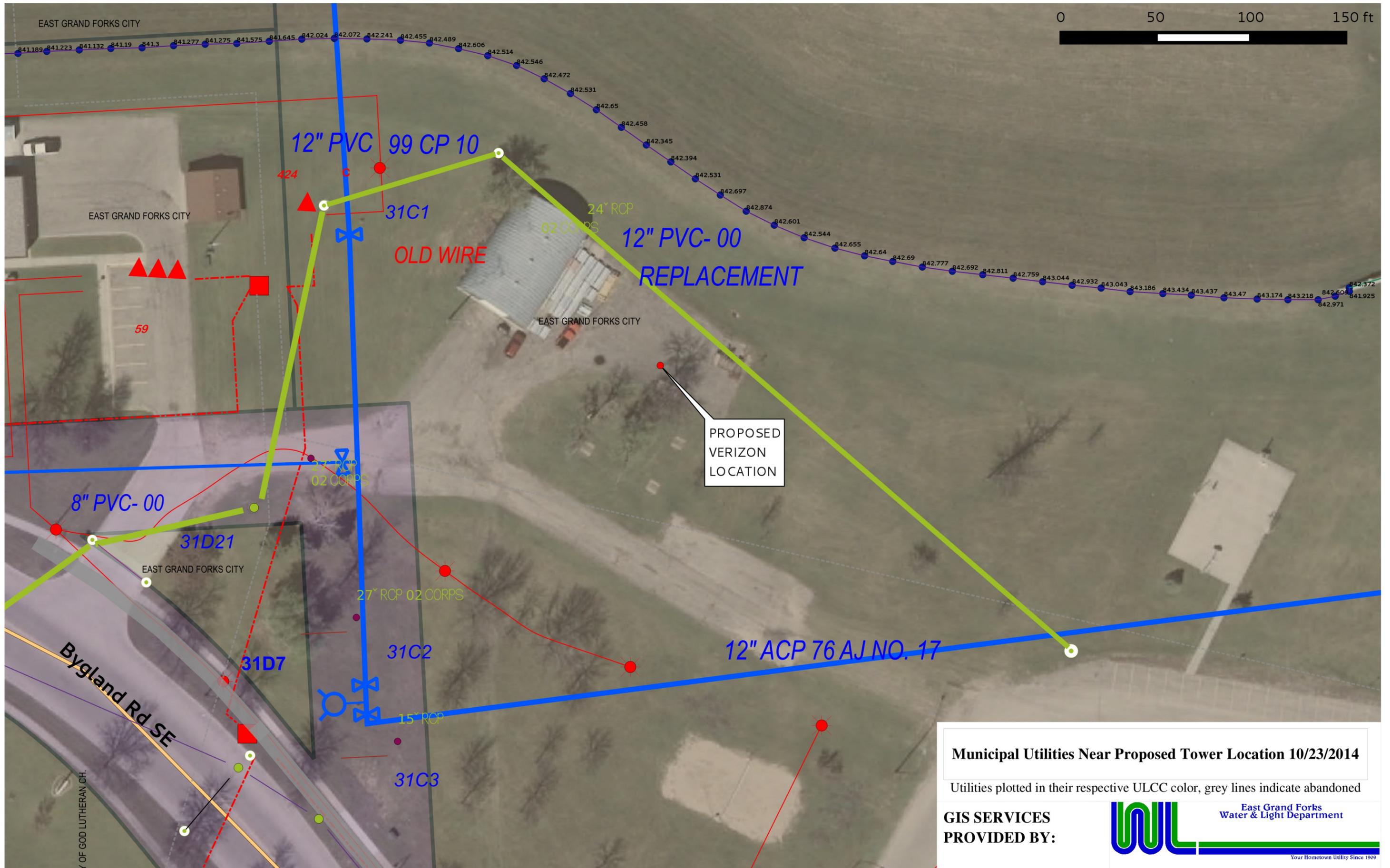
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## GENERAL INFORMATION

We have received a request from Verizon Wireless looking to construct a monopole cell tower and equipment shelter on City property around near the VFW arena (or other city properties on the south end). I am including a sketch plan of the location and will have the GIS available to see the aerial photo. They are looking at a location to place a tower on the south end and are approaching the City to see if we are interested in leasing land to them. This is in the planning phase only, no permits are requested at this time. THIS IS THE SECOND PROPOSAL BASED ON YOUR INPUT.

Verizon is proposing to erect a 65' stealth monopole tower with an 11.5' X 29.5' equipment shelter. This facility would fill a void in wireless services caused by a lack of capacity to handle the increasing data usage of Verizon customers. The facility must be set back 200' from the nearest adjacent property. The tower has been designed to blend into the surrounding area like a flag pole.

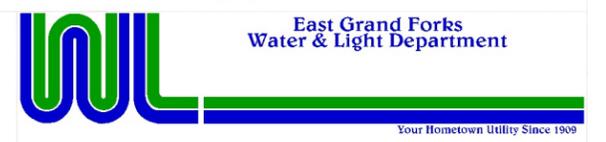
If you decide to move forward with leasing to Verizon, a number of steps will need to occur. Verizon staff will need to obtain an Engineering locate, prepare engineered drawings, obtain clearance from the FAA and FCC and prepare documents to meet our cell tower permit requirements. As well, lease paperwork and lease payment negotiations must begin. As well, a Special Use Permit would be required to construct a tower if we find a location to lease to Verizon.

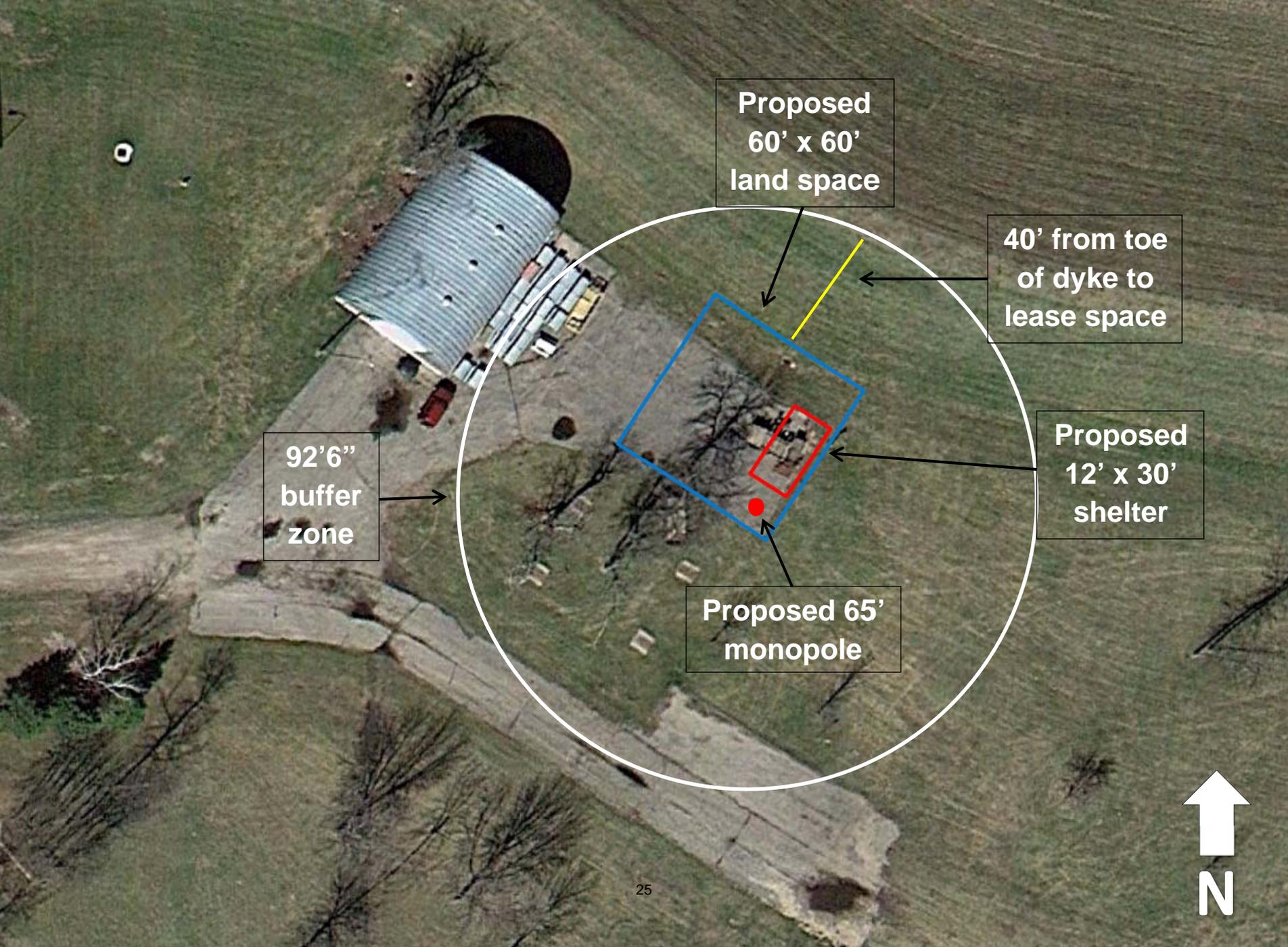


**Municipal Utilities Near Proposed Tower Location 10/23/2014**

Utilities plotted in their respective ULCC color, grey lines indicate abandoned

**GIS SERVICES  
PROVIDED BY:**





Proposed  
60' x 60'  
land space

40' from toe  
of dyke to  
lease space

Proposed  
12' x 30'  
shelter

Proposed 65'  
monopole

92'6"  
buffer  
zone



Proposed  
60' x 60'  
land space



40' from toe  
of dyke to  
lease space

5th Ave SE

Bygland Rd SE

Park Service Rd

26



# Request for Council Action

Date: 10/30/14

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

Cc: File

From: Megan Nelson

RE: Lutheran Social Service Site Use Agreement

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This agreement is for a one year period and is for the use of the kitchen facilities at the Senior Center. Lutheran Social Services makes the meals for the people who go to the Senior Center as well as people that live in Sunshine Terrace and Town Square.

Any questions about LSS and the services they provide can be addressed by Ms. Lynda Adams Vanderhoof, the Senior Center Coordinator. She can be reached at 773-0821.



Renewal Application for Optional Liquor 2AM License

License Type: 2AM-100K-5001 Expires On: September 23, 2014 ID Number: 18926

DBA

FOE Aerie 350  
Dacotah Aerie  
227 10th St NW/PO Box 482  
East Grand Fks MN 56721

Business Phone: 2187730077

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). Mail this application and check to: AGED, 445 Minnesota St., Suite 222, St. Paul, MN 55101-5133.

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes  No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_

(I certify that the city or county of \_\_\_\_\_ approves the sale of alcoholic beverages until 2AM)

Licensee Signature *William Melby* Date 10/20/2014  
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): 8080220

Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official

Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division (AGED)  
445 Minnesota Street, Suite 222, St. Paul, MN 55101-5133  
Telephone 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
dps.mn.gov



Renewal Application for Optional Liquor 2AM License

License Type: 2AM-100K-5001 Expires On: September 9, 2014 ID Number: 18816

DBA

VFW 3817  
Red River Valley Post  
312 DeMers Ave  
East Grand Fks MN 56721

Business Phone: 2187732481

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). Mail this application and check to: AGED, 445 Minnesota St., Suite 222, St. Paul, MN 55101-5133.

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- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes  No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_

(I certify that the city or county of \_\_\_\_\_ approves the sale of alcoholic beverages until 2AM)

Licensee Signature Gary Dudgeon Date 10-20-14  
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): 8147301

Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official

Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division (AGED)  
445 Minnesota Street, Suite 222, St. Paul, MN 55101-5133  
Telephone 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
dps.mn.gov

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held October 2, 2014 at 5:00 P.M.

Present: Quirk, Ogden, Loven, Tweten

Absent: None

It was moved by Commissioner Tweten seconded by Commissioner Loven that the minutes of the previous meetings of September 15, 18 and 22, 2014 be approved as read.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Ogden to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$378,286.66.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Ogden to approve the purchase of a pickup from Dahlstrom Motors Inc. in the amount of \$26,990.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to approve the continuing participation in the existing Joint Funding agreement for the real-time water quality monitoring station.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to approve the specifications for the 2015 water treatment chemicals; advertise for bids; and set the bid opening for 10 AM on Friday, November 7, 2014.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to approve the 5 year Capital Budget Plan and the 2015 O&M budget.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to adjourn to the next regular meeting on October 16, 2014 at 5:00 P.M.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

Lori Maloney  
Sec'y

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

A regular meeting of the Commissioners of the East Grand Forks Economic Development Housing Authority was held at 4:00 p.m. on September 23, 2014 in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

1. The regular meeting was called to order by President George Wogaman at 4:01 pm.

EDHA Commissioners present at roll included President George Wogaman, Vice-President Justin Hecht, Treasurer Kerry Knoff, Secretary Nan Larson, Board Members Chip Shea, Mark Olstad, and Chad Grassel.

Staff present included Karla Anderson, Finance Director; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Karen Lukasz, Housing Program Coordinator; David Murphy, City Administrator; and Megan Nelson, Executive Assistant.

2. Public Comments/Open Forum:

There were no comments or questions for the board.

3. Approval of minutes of the September 9, 2014 Regular Meeting.

A motion was made by Board member Olstad, seconded by Board member Larson, to approve the minutes from the September 9<sup>th</sup> Regular Meeting.

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

Voting Nay: None.

4. Review of Accounts Payable for September 16, 2014

The board members reviewed the accounts payable report and there were no questions.

5. Communications:

- a. Update on Bydal Loan and Cutting Edge Loan

Mr. Olstad stated that he would be able to give an update on the Bydal Loan. He stated that as of today a payment still had not been made for August or September because Mr. Bydal was waiting on receivables. He added information had been requested on how things were done after the flood. Mr. Olstad stated the information was being put together for him. Mr. Galstad asked what he was looking for. Mr. Olstad stated it was asked how to qualify for a zero percent interest loan. Mr. Galstad stated those were approved based on a case by case basis. Mr. Olstad added that Mr. Bydal

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will not be going back on the automatic payment. Discussion followed about how he was behind in payments, how the Board had been very cooperative throughout this whole process, and if the Board could take action. Mr. Galstad stated he breached the agreement so the board could take action. Mr. Knoff asked how long the Board would have to wait. Mr. Galstad stated the policy is to wait for 90 days of no payments before moving forward but since the agreement had been breached the Board didn't have to wait.

A motion was made by Mr. Knoff, seconded by Mr. Shea, to proceed with legal action against Bydal Design for collection of the loan and to protect the interest of the EDHA.

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

Mr. Shea stated that he would be able to give an update on the Cutting Edge Loan. He stated he had a conversation with Mr. Swenson who has every intent of paying back the loan. He said how they are selling off assets, trying to renegotiate the lease, and paying off debt. Mr. Murphy asked if the Board will lose the ability to take action if they don't do something. Mr. Galstad stated personal guarantees were signed and there is a two year statute of limitations from a default so the Board has time. Discussion followed if a timeline needed to be set to determine when payments will be made to the loan and if the other financial party involved has to take action because they are require to. Ms. Ellis stated that she would be contacting the other financial party to see what their requirements are. More discussion followed about how the Board would like to find out more information before taking action since they are trying to get things in place for the repayment of the loan. Mr. Shea stated that it would be a week or two before he would know any more information. The board decided to give Mr. Swenson 30 days to put a plan together on how he was going to repay the loan to the EDHA.

6. Old Business: None.

7. New Business:

a. Resolution Writing Off Bad Debts

A motion was made by Board member Olstad, seconded by Board member Hecht, to adopt Resolution No. 14-EDA-02 authorizing the listed debts written off because they have been deemed uncollectable.

Mr. Grassel asked if passing this resolution was going to open up a can of worms. He added that two of the businesses are no longer in existence. He asked if they will have issues with all of the loans. Mr. Olstad stated how the Board has no legal ramifications against one of the businesses because the position was given up when the building was foreclosed upon. Mr. Hecht stated that this was to get the bad loans off of the books.

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Mr. Murphy added that these loans were uncollectable. Ms. Anderson stated how they had also received a bankruptcy notice for one of the businesses as well.

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

Voting Nay: None.

8. Open for other Business:

a. Rents

Mr. Shea asked in regards to the Riverwalk Center if there were any more notices for repair work or where things were at with that. Ms. Ellis stated that there was an issue with the roof and water had gotten into Two Twenty Bling Boutique. She added that Skinner Roofing will be looking into that. She explained that there had been issues with the grates in the entrance of Riverwalk Center. She stated how new grates will be installed and that there shouldn't be many more repairs done at the Riverwalk Center. She added that if they would like to know more about the sale Mr. Galstad would know more information.

Mr. Galstad informed the Board that he is still waiting on the releases. He stated that they had been signed and sent out the previous week. He added there were two things that need to be completed which include putting an access easement on lot one on the north side of the building. He said that it will be platted and he is finishing up a combined purchase agreement. Mr. Galstad stated that they should have everything in place for the sale soon.

Mr. Wogaman asked if Ms. Ellis had received a call about the Artist Gallery. Ms. Ellis stated that she had, explained the issue with the flooring, and she is trying to find someone to fix the issue. Mr. Wogaman said that he had temporarily fixed it on Saturday.

Mr. Olstad asked if anyone had talked with Mamma Maria's. Ms. Ellis stated they were behind and someone will need to give them a call. Ms. Larson stated that they had been paying extra on some months so they will have to figure out what they are behind. Mr. Shea asked if someone will be getting a hold of them. Ms. Ellis stated that they will be contacted.

Mr. Grassel said that there had been a discussion about the roof at Sunshine Terrace and asked where things were at with that. Ms. Ellis stated that the shingles will need to be replaced, they are moving forward with insulating the attic space, and also cut in a place for a fan. She explained that they are looking at different options for funding the roof project. She added the residential shingles will have to be replaced with commercial shingles and the estimate she had received was approximately \$18,000. Mr. Grassel stated that he was there this past weekend and a resident showed him

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where the water was coming into her apartment. A discussion followed about if the maintenance man knew about it and that Ms. Ellis will make sure that he does and address the issue.

Ms. Anderson stated that she handed out a revenue and expense report along with a cash balance. She stated that this was for the first two quarters and that she will be trying to have these done for every quarter. She explained that there had never been a budget completed before so that is why there weren't any budget numbers on the sheets and then reviewed the information on the sheets. After the review she asked if there was enough information included on the sheets which Board members said yes. Mr. Galstad asked if there was still money in the Townsquare Fund. Ms. Anderson said there was and they were considering using those funds to pay for the roof repairs at Sunshine Terrace. Ms. Ellis added that a transfer would have to be done.

Mr. Murphy stated that he had two items he would like to remind the Board about the special meeting on September 30<sup>th</sup> starting at 4:00pm. He explained that if the Board was going to transfer the voucher system then they would need to pass a resolution by October 1<sup>st</sup>. He added that they will be considering that resolution along with amendments to the bylaws of the EDA.

9. Adjournment

A motion was made by Board member Grassel, seconded by Board member Hecht, to adjourn the meeting at 4:33pm.

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

The next regular meeting is **October 14, 2014 at 4:00 pm** at the **East Grand Forks Training Room, First Floor in the South Wing, East Grand Forks City Hall**, East Grand Forks, MN.

Respectfully Submitted,

Megan Nelson  
Executive Assistant

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

A special meeting of the Commissioners of the East Grand Forks Economic Development Housing Authority was held at 4:00 p.m. on September 30, 2014 in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

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

EDHA Commissioners present at roll included President George Wogaman, Vice-President Justin Hecht, Treasurer Kerry Knoff, Secretary Nan Larson, Board Members Mark Olstad and Chad Grassel.

Staff present included Karla Anderson, Finance Director; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Karen Lukasz, Housing Program Coordinator; David Murphy, City Administrator; and Megan Nelson, Executive Assistant.

2. Determination of a Quorum

President Wogaman determined a quorum was present.

3. New Business:

- a. Consideration of adopting Resolution No. 14-EDA-03 transferring the voucher system to Northwest Housing Authority

A motion was made by Board member Grassel, seconded by Board member Hecht, to adopt Resolution No. 14-EDA-03 transferring the housing voucher program to the Northwest Housing Authority.

Mr. Knoff asked if there were any unanswered questions or any questions that were not answered to the satisfaction of Board. Mr. Murphy stated that most everything had been worked out and the only outstanding issue is between the City and HUD on what can be done with the remaining funds in the fund balance. Mr. Olstad asked if a lease agreement had been reviewed. Mr. Galstad stated that he had not. Mr. Murphy said how originally there had been a three year agreement that was proposed and how they would prefer to extend the lease agreement from five up to ten year terms. He added that they would not be able to pay rent the first year but they would be paying for their phone use, internet, etc and from the second year on they would be able to pay rent.

Mr. Wogaman asked if they would be out any income by making the transfer. Ms. Lukasz stated how they might be out a little because they never completely used all of the HAP dollars but those funds have to stay in that fund and only be used on housing assistance. She added how they do use up all of the administration dollars on salaries and supplies so there really wasn't any income that they would be losing out on. She

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stated that she was not sure about the reserves. Mr. Murphy stated that there was a provision that would allow the City to use these funds on legitimate housing reasons. He added that in his opinion they should be able to use some of the reserve funds on the Sunshine Terrace building since it is for the public. Mr. Olstad asked if that was one of the options to help pay for the roof. Mr. Murphy said it was.

Mr. Grassel asked if the employees in this department are fully aware of what is going on. Ms. Lukasz said that it was explained and everyone had been talked to about how a layoff would take place effective December 31<sup>st</sup>. She added how the group from Mentor would like to start their hiring process as soon as possible to make sure the positions are filled by the first of the year and give our EDHA an opportunity to apply for the positions. Ms. Lukasz said how that she would have to defer to Ms. Ellis about the two positions at Sunshine Terrace. Ms. Ellis said the positions at Sunshine Terrace are already City positions. Mr. Grassel asked for verification on the office setup with two people splitting a full time position and one that is full time. Ms. Lukasz stated that there were two positions that were full time besides the one position being split by two people. She told the board the group from Mentor was going to be looking to fill three full time positions. Mr. Wogaman asked if they would be using the people that will be laid off. Ms. Lukasz said how they are interested in hiring the current staff since they know what they are doing, they already know the cliental, and they are already here. She added that nothing has been promised to any of the current staff.

Mr. Olstad asked if the resolution just addresses the transfer of the program or it also addresses the lease agreement between the City and the Northwest Housing Authority. Mr. Murphy stated that the resolution is just for the transfer of the voucher program and the lease agreement will be addressed separately.

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

Voting Nay: None.

b. Consideration of Amendments to the EDHA Bylaws

Mr. Murphy stated that there wasn't going to be a motion for this item yet but discussion on what needed to be updated and clarified in the bylaws. He said that in his review with comparing the current bylaws with information from both the League of Minnesota Cities and the State of Minnesota there were two things that needed to be addressed. He said the first item that should be addressed was the addition of the City Administrator as the EDA Director's day to day supervisor and be charged with helping the EDA Board with conducting the job evaluation for this position. He said how the Board had previous discussions on how they only meet every two weeks and that is not enough for the daily supervision.

Mr. Murphy continued by explaining how the information he has seen sets the board up as a five member board with two of the members being from the council. He asked if

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anyone knew if there was other information changing that since there were currently seven members on the board. Mr. Wogaman stated that at some point it was changed. Mr. Galstad said that he was reviewing files and had information that changed the number of board members from five to seven in 1993. Mr. Murphy said that information could be changed within the bylaws and reference the 1993 resolution making that change. He added that at an upcoming meeting he would like the Board formally adopt the updated bylaws because it will be nice to have a current version that included all of the changes.

Mr. Murphy continued by asking the Board if there was anything included in the handbook that they would like to include in the bylaws. He said how the question was asked about how board members are chosen. He explained that there is a state statute which sets the process of people being chosen by the mayor and confirmed by the Council.

Mr. Olstad said one thing he had a question on was when meetings were held. He asked if that should be looked at since the bylaws state the annual meeting is in October and when the specific times regular meetings are held. Mr. Murphy stated that the Board could have a more generalized statement of how often meetings take place and how the times of meetings will be set by the Board at the beginning of the year. Mr. Olstad asked if they needed to include language of the time changes of the meetings. Mr. Galstad stated how the language could be as set by the Board. Mr. Galstad also pointed out the annual meeting was October and his notes say that was changed to the second Tuesday of January.

Ms. Nelson stated that in the bylaws the Board is suppose to received a letter notifying them of the meeting and asked if they would like that practice to continue. She added how at the top of the agendas it states when and where the meetings are taking place. A short discussion followed about how the information is provided by the agenda and to take out the parenthesis in the bylaws so the agenda can be considered the notice.

Ms. Larson asked if they could look at the January annual meeting again. She stated how they have never had an annual meeting in January but they did have an end of the year meeting in December. Ms. Nelson asked about the organizational meeting. Ms. Larson said that was in January where they elected officers. Mr. Galstad stated the annual meeting was supposed to take place a year from the organizational date of the Board which had been in October. Ms. Larson stated how if there are new board members they start in January so that is why they have the organizational meeting in January. Discussion followed about when the annual meeting needs to be held and when the decisions made during the meeting go into effect. Mr. Galstad stated that if any changes were to be made that it had to be done 60 days before the annual meeting to make those changes. He added that he will double check the statute regarding the annual meeting.

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Mr. Olstad said how the bylaws state the executive director is the assistant treasurer who is in charge of the care and custody of the funds of the authority. He said that his question with the City Administrator who oversees this position now, should language be included for checks and balances to indicate they will be working with the Finance Director. Ms. Anderson stated that for checks and balances the Mayor has to sign off on opening any and all accounts. Mr. Olstad asked for the policy to be updated. Ms. Anderson stated that the authority is not writing their own checks since they all go through the Administration Office. Discussion followed about how the process and policy needs to be updated for what is actually being practiced.

Mr. Knoff asked if there should be a backup as the day to day supervisor in the case that the City Administrator is not able to be at work for a period of time. Mr. Murphy explained how the current setup is that the Finance Director fills in for the City Administrator if they are not able to be here.

Ms. Anderson asked the Board if they would like to include under the compensation portion of the bylaws that they will be following the pay plan that was adopted by the City Council. She added how the Director's position would fall under the grade that this position is pointed at. Mr. Murphy asked the Board what they thought about that. Mr. Wogaman asked if the Board would still be setting the budget or have that done by the executive director. Mr. Galstad stated the Board would be setting the budget. Mr. Wogaman stated how they would be approving any payroll changes. Mr. Murphy explained how this department will be subsidized by the City. He added how this had been self supporting but that was not sustainable. He said how the budget will have to be put together in conjunction with the City based on revenues.

Mr. Wogaman asked how many boards were compensated. Ms. Nelson stated the only two boards that were compensated were the Civil Service and the Water and Light Commission. Mr. Wogaman stated the Cemetery Commission also receives compensation. Discussion followed about how the bylaws state the EDHA Board receives compensation by getting a meal during the meeting and staff will be looking to what Boards get compensated. More discussion followed about if the EDHA is working with the Finance Director that it should be included in the bylaws so it is clear and there are not questions about this later on.

4. Adjournment

A motion was made by Board member Grassel, seconded by Board member Knoff, to adjourn the meeting at 4:36pm.

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

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The next regular meeting is **October 14, 2014 at 4:00 pm** at the **East Grand Forks Training Room, First Floor in the South Wing, East Grand Forks City Hall**, East Grand Forks, MN.

Respectfully Submitted,

Megan Nelson  
Executive Assistant

**EAST GRAND FORKS  
PLANNING COMMISSION MINUTES  
Wednesday, September 10, 2014 – 12:00 Noon  
East Grand Forks City Hall Training Room**

**CALL TO ORDER**

Chairman Powers called the September 10, 2014, meeting of the East Grand Forks Planning Commission to order at 12:02 p.m.

**CALL OF ROLL**

On a Call Of Roll the following members were present: Chairman Mike Powers, Vice-Chair Rand Boushey, Commissioners Chad Erickson, Jane Nelson, and Niel McWalter.

Absent: Commissioners Gary Christianson and Dale Helms.

Guest(s) present were: Pat Krug, Sandy Brooks, and Earl Haugen, MPO Director.

Staff present was: Nancy Ellis, City Planner; David Murphy, City Administrator; Ron Galstad, City Attorney; and Megan Nelson, Executive Assistant.

**DETERMINATION OF A QUORUM**

A quorum was present.

**COMMUNICATION**

None.

**APPROVAL OF MINUTES**

Matter Of Approval Of The June 12th, 2014 Meeting Minutes of the East Grand Forks Planning Commission.

***A MOTION WAS MADE BY COMMISSIONER ERICKSON, SECONDED BY COMMISSIONER NELSON, TO APPROVE THE MINUTES OF THE JUNE 12<sup>TH</sup> MEETING MINUTES OF THE EAST GRAND FORKS PLANNING COMMISSION, AS SUBMITTED.***

***Voting Aye: Powers, Boushey, Erickson, Nelson, and McWalter.***

***Voting Nay: None.***

***Absent: Christianson and Helms.***

**OLD BUSINESS**

None.

## **NEW BUSINESS**

### 1. Matter of the Update to the 2040 EGF Land Use Plan.

Mr. Haugen stated that a staff report was included in the packet asking if the City would like the Metropolitan Planning Organization's assistance in updating the land use plan like it has done in the past. He explained how the long range transportation plan will need to be updated by 2019, documentation will need to be included to show how they will meet needs, and part of that documentation is the land use plan. He added how in the past they have completed this process using in-house staff and how this year Ms. Ellis requested to use a consultant in this process. He said there were funds available this year to hire a consultant. Mr. Haugen stated how the MPO is also taking requests on other potential studies that the Planning Commission and City Council see as necessary and important.

Ms. Ellis reviewed what was in the Land Use Plan which includes the background of the City, demographics, and information of the economy of the City. She stated that the goals and policies as well as the implementation strategies and future land use needs should be looked at from an outside view point. She explained how the Industrial Park area is full, a new economic development director will be hired, and the City has adopted a strategic plan. She said how a consultant would be able to give clearer, concise goals to address what is needed in the City. She added how a consultant could help the City implement the strategic plan that the Council adopted which includes having more housing options, identifying strengths and weaknesses, and what the transportation needs are.

Commissioner Erickson asked if the third party had already been identified to help with the land use plan. Mr. Haugen said no and explained the RFQ process that would take place if the City requests hiring an outside consultant. He stated that the RFQ would not be released until January and once they are collected they would be asking members of the Planning Commission and City Council to review them. Commissioner McWalter asked if the project would be specifically land use. Ms. Ellis said that was the case at this point. She added that the commission could consider and recommend other studies to the Council for the MPO to work on. She listed the studies that the commission could recommend to the council which included a downtown plan and a study of Bygland Road. Commissioner Erickson asked if they will have the next few months to narrow down a list. Ms. Ellis stated the land use plan will be done, they could ask the council to look into other projects, but for sure to recommend updating the land use plan with the MPO's assistance with in-house staff and an outside consultant.

Mr. Galstad said when asking the MPO to help with different studies to include a list of what could be done. He added that from his standpoint he doesn't even know the first thing to suggest to a council member about a study that should be done. He asked if both Grand Forks and East Grand Forks would like to use consultants if they would be using the same consultant. Mr. Haugen said that initially they were looking at separate

consultants for each city but the Federal and State partners may want a consultant for both cities since they are in the same MPO area. Commissioner Erickson asked what the reason would be to have two separate consultants. Mr. Haugen explained how Grand Forks is a different community than East Grand Forks and how each city has their own concerns and issues. He added how if the cities had separate consultants they would be able to focus on the most important issues and not having to go between the cities. Commissioner Erickson stated how there are things going on in Grand Forks that should be considered in this process for East Grand Forks.

Commissioner Nelson asked if a consultant had been used in this process before. Mr. Haugen stated that back in the 1970s a consultant had been used. He said that Grand Forks has used consultants more often. Ms. Ellis added that sometimes getting an outside perspective is a good thing. Commissioner Erickson stated that since funding was available he didn't see any reason why they shouldn't move forward with this.

Mr. Haugen gave examples of studies that could be done by the MPO along with updating the land use plan which included downtown parking, a new intersection at US Highway 2 and 5<sup>th</sup> Ave NE, access management on Gateway Drive, Northwest East Grand Forks Street Study, a corridor study of Highway 220 North, Bygland Road, the Point Bridge approach, and individual intersection studies.

Commissioner Erickson asked what should be included in the motion. Ms. Ellis stated that they should ask for the MPO's assistance using both in-house and a consultant to update the land use plan. Commissioner Erickson then asked what the timeline was going to be for recommending other studies for the MPO to complete. Mr. Haugen stated that ideally the latest he would like the request from council is by the first meeting in October because the projects will need to go to the MPO's State and Federal partners for approval. Discussion followed about how the City is represented on the MPO Board, how housing and transportation should be looked into further, and how utilizing a consultant is a good idea.

***A MOTION WAS MADE BY COMMISSIONER ERICKSON, SECONDED BY COMMISSIONER BOUSHEY, TO APPROVE THE RECOMMENDATION THE CITY COUNCIL FORMALLY ASKS THE MPO FOR THEIR ASSISTANCE WITH UPDATING THE LAND USE PLAN AND POSSIBLE OTHER STUDIES.***

***Voting Aye: Powers, Boushey, Erickson, Nelson, and McWalter.***

***Voting Nay: None.***

***Absent: Christianson and Helms.***

2. Matter of Preliminary Plat Approval and Consideration of Final Plat Approval for the plat named Point of Woods 6<sup>th</sup> Addition being a replat of Outlot C, Point of Woods 5<sup>th</sup> Addition.

Ms. Ellis explained that in 2007 the Point of Woods 6<sup>th</sup> Addition was approved as an entire plat with both twin home lots and single family lots. She added that this was

never recorded so it never became an official plat. She said how Mr. Peabody came in last year with a plan for single family homes in Outlot B of Point of Woods 5<sup>th</sup> Addition. She continued by saying he is continuing with Outlot C which was never platted. She said this will be a replat of Outlot C as Point of Woods 6<sup>th</sup> Addition which will include eight lots. Ms. Ellis mentioned that this plat already has the necessary easements which have already been reviewed at a utility meeting. She said that the entire section will be platted, sidewalks are not required on cul-de-sacs that are less than 300 feet in length, and the parking dedication fees had already been paid. Ms. Ellis stated that the commission saw the PUD plan last year when they approved the Brandon Boulevard and Nate Circle area which was phase one and what the commission is considering for approval is phase two. She said that this will require a developer's agreement so within three years a street will have to be installed. She stated the right-of-way for Brandon Boulevard had been approved a long time ago.

Ms. Ellis asked if there were any questions. Ms. Sandy Brooks stated that she likes how there are going to be single family homes instead of twin homes. Commissioner McWalter asked if Brandon Boulevard was already paved. Discussion followed about how the intersection of Brandon Boulevard and Laurel Drive was paved but nothing else and how the Nate Circle area will have single family homes that are on a separate plat. Commissioner McWalter asked if there were any areas designated for twin homes. Ms. Ellis stated how there was an RFP sent out for a twin home development in the Water's Edge 1<sup>st</sup> Addition area. Discussion followed about how it is up to the developer to create a layout for the development.

Commissioner Nelson asked if there was something about the curb stops that needed to be addressed. Ms. Ellis stated that the utilities were put in for twin homes in the Nate Circle area and then it was changed from twin homes to single family homes. She reminded the commission that when they approved the last plat they included the condition that the additional curb stops were to be removed. Discussion followed about how the curb stops have not all been removed by Nate's circle, how there are no utilities put in by Crystal's Circle, how Brandon Boulevard will connect to Rhinehart Drive, and as of now it is not in the plan to lower Rhinehart Drive.

Commissioner McWalter asked if there was a demand for twin homes. Ms. Ellis stated that Mr. Ryan has built twin homes up on the north end and all of them are full. She added that more will be built on the corner of 23<sup>rd</sup> Street NW and River Road. Chairman Powers commented how he has been asked numerous times if he would like to sell his twin home. Ms. Ellis added that there was a twin home being built at the end of 10<sup>th</sup> Street SE. More discussion followed about how there should be an area to address the need for different types of housing such as twin homes. Ms. Ellis stated how that is what the land use plan does.

Ms. Ellis said she was asking the commission to approve the plat of Point of Woods 6<sup>th</sup>. Mr. Galstad reminded the commission the issues with the curb stops. Chairman Powers asked if a recommendation was made to have them removed. Ms. Ellis said that had already been done when the replat was approved last year. Discussion

followed about how the curb stops should have been removed, the removal of the curb stops is Mr. Peabody's responsibility, and what has happened up to this point. Ms. Ellis told the commission that the curb stops have nothing to do with the plat they are considering at this time, there are not any utilities in the proposed plat, and how this is a separate issue from the proposed plat.

**A MOTION WAS MADE BY COMMISSIONER BOUSHEY, SECONDED BY COMMISSIONER ERICKSON, TO RECOMMEND THE FINAL APPROVAL OF POINT OF WOODS 6<sup>TH</sup> ADDITION BEING A REPLAT OF OUTLOT C BLOCK 2 POINT OF WOODS 5<sup>TH</sup> ADDITION WITH SHOWN UTILITY AND ROAD/ACCESS EASEMENTS AS WELL AS HAVING A DIGITAL FILE AND SIGNED DEVELOPMENT AGREEMENT SUBMITTED TO THE PLANNING OFFICE.**

***Voting Aye: Powers, Boushey, Erickson, Nelson, and McWalter.***

***Voting Nay: None.***

***Absent: Christianson and Helms.***

3. Matter of Approval of the Amendment to the PUD Concept Plan for Phase 2 of the Newly Platted POW 6<sup>th</sup> Addition.

Ms. Ellis state the commission had already seen this PUD plan for both phase one and two which states what the impervious coverage is, what the setbacks are, and the minimum square footage. She stated that this was approved in 2013 but she was not sure if the motion included phase two so this is just a formality to make sure that phase two is approved. She added how everything on the PUD plan matches the requirements for R1 or single family residential. Vice-Chair Boushey stated he doesn't see a reason why this should be approved.

**A MOTION WAS MADE BY COMMISSIONER BOUSHEY, SECONDED BY COMMISSIONER ERICKSON, TO APPROVE OF THE POINT OF WOODS 6<sup>th</sup> ADDITION PUD CONCEPT DEVELOPMENT PLAN FOR PHASE 2.**

***Voting Aye: Powers, Boushey, Erickson, Nelson, and McWalter.***

***Voting Nay: None.***

***Absent: Christianson and Helms.***

### **OTHER BUSINESS**

Ms. Ellis stated she was not sure if there was going to be a meeting in October. She stated how things have been fairly quiet and if there was something she would send it out in a memo but if something needed to be discussed there will be a meeting. She added that the EDHA Board will be reviewing proposals for a twin home development in the Water's Edge Addition which was already zoned PUD. She said that if a proposal is approved, who ever submitted the proposal will have to start the formal approval process and bring in a plat and PUD plan for the planning commission to consider. Ms.

Ellis said that if that was the case then more than likely the commission will be seeing that in either November or December.

Commissioner McWalter asked what the square footage requirements were in the Point of Woods 6<sup>th</sup> Addition. Mr. Galstad stated he wasn't sure if there were covenants in this area. Commissioner McWalter asked since covenants weren't required by the City if they were required by the developer. Ms. Ellis stated that the City has a minimal square footage and general requirements for homes and lots. She added the PUD Plan will reflect what type of home is being built and how they would have to meet the requirements for that specific type. She added how a PUD could be more specific.

### **ADJOURNMENT**

***A MOTION WAS MADE BY COMMISSIONER BOUSHEY, SECONDED BY COMMISSIONER ERICKSON, TO ADJOURN THE SEPTEMBER 10<sup>TH</sup>, 2014, MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION AT 12:54 P.M.***

***Voting Aye: Powers, Boushey, Erickson, Nelson, and McWalter.***

***Voting Nay: None.***

***Absent: Christianson and Helms.***

Respectfully submitted by,

Megan Nelson  
Executive Assistant

**RESOLUTION NO. 14 – 11 – 102**

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 20094 for a total of \$775.71.

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 \$775.71 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 November 4, 2014.

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

The President declared the resolution passed.

Passed: November 4, 2014

Attest:

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

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

I hereby approve the foregoing resolution this 4<sup>th</sup> of November, 2014.

\_\_\_\_\_  
Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

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

I, Craig Buckalew, being duly sworn states the following:

1. I am 3<sup>rd</sup> Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 20094 for a total of \$775.71.
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 November 4, 2014.

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

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

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

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

# Accounts Payable

## Check Register Totals Only



# City of East Grand Forks

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

User: lkatka  
Printed: 10/30/2014 - 12:29 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20049	11/04/2014	ACM001	Acme Electric Companies	1,546.18	0
20050	11/04/2014	ADV001	Advanced Business Methods Inc	1,105.22	0
20051	11/04/2014	ALB001	Albrecht Manufacturing	32.40	0
20052	11/04/2014	AFP001	Allied Fire Protection, Inc.	11,385.00	0
20053	11/04/2014	AMA001	Amazon.com	663.70	0
20054	11/04/2014	AME002	American Tire Service	1,180.00	0
20055	11/04/2014	AME005	Ameripride Linen & Apparel Services	265.01	0
20056	11/04/2014	BAK001	Baker & Taylor Co	478.76	0
20057	11/04/2014	BAL001	Balco Uniforms Co Inc	1,883.41	0
20058	11/04/2014	BOB001	Bobcat of Grand Forks	9.98	0
20059	11/04/2014	BRO002	Brodart Co	401.31	0
20060	11/04/2014	CAR002	Carquest Auto Parts	39.01	0
20061	11/04/2014	CAR005	Carson Industries Inc	99.95	0
20062	11/04/2014	CHI002	Chief Supply	284.49	0
20063	11/04/2014	COL004	Coldspring Memorial	256.00	0
20064	11/04/2014	COL005	Collaborative Summer Library Program	32.50	0
20065	11/04/2014	COM003	Complete Pest Control Inc	75.00	0
20066	11/04/2014	COU008	Countrywide Sanitation Company	45,202.42	0
20067	11/04/2014	CRO001	Crookston City	16,414.11	0
20068	11/04/2014	CTM001	CTM Services Inc.	182.17	0
20069	11/04/2014	CUS002	Custom Stripes Inc	145.00	0
20070	11/04/2014	DAK003	Dakota Student	104.00	0
20071	11/04/2014	DAY002	Daydreams Specialties, LLC	45.00	0
20072	11/04/2014	DEM001	Demco Educational Corp	269.29	0
20073	11/04/2014	DIA001	Richard Papenfuss Diamond Cleaning	605.83	0
20074	11/04/2014	DIT001	Ditch Witch of MN Inc	258.28	0
20075	11/04/2014	DOS002	Dostal Dent Tech	125.00	0
20076	11/04/2014	EAG001	Eagle Electric	65,930.80	0
20077	11/04/2014	EAP001	EAPC Architects Engineers	11,312.00	0
20078	11/04/2014	EAS004	East Side Auto Center	222.42	0
20079	11/04/2014	ECO001	Economy Plumbing	656.80	0
20080	11/04/2014	EGF005	EGF Firemen's Relief Association	58,793.51	0
20081	11/04/2014	ELE001	Electric Pump	8,502.07	0
20082	11/04/2014	EME001	Emergency Apparatus Maintenance In	2,205.82	0
20083	11/04/2014	EXH001	Exhaust Pros of Grand Forks	775.00	0
20084	11/04/2014	EXP003	Explorer Post #38	40.00	0
20085	11/04/2014	EXP002	Exponent	431.52	0
20086	11/04/2014	FIL001	Filter Care	517.64	0
20087	11/04/2014	FOR001	Forks Freightliner	59.26	0
20088	11/04/2014	G&K001	G&K Services	242.42	0
20089	11/04/2014	GAF002	Gaffaney's	104.53	0
20090	11/04/2014	GAL001	Gale	46.78	0
20091	11/04/2014	GAR001	Garden Hut Inc	7.98	0
20092	11/04/2014	GEO001	George's Quick Printing	86.00	0
20093	11/04/2014	GFF001	GF Fire Equipment	49.84	0
20094	11/04/2014	HAR001	Hardware Hank	775.71	0
20095	11/04/2014	HAR003	Hart's Auto Supply	406.68	0
20096	11/04/2014	HEA001	Heartland Paper	497.33	0
20097	11/04/2014	HEN001	Henke - Alamo Group Company	2,584.52	0
20098	11/04/2014	HOL002	Holiday Credit Office	290.74	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20099	11/04/2014	HOM001	Home of Economy	149.99	0
20100	11/04/2014	HUG001	Hugo's	31.84	0
20101	11/04/2014	HUN002	Gerald Hunt	50.00	0
20102	11/04/2014	HWW002	HW Wilson	307.50	0
20103	11/04/2014	INT003	Integra Telecom	92.77	0
20104	11/04/2014	INT011	Integrated Process Solutions Inc	1,635.29	0
20105	11/04/2014	INT009	International Public Management Assc	180.00	0
20106	11/04/2014	INT006	Interstate Power Systems	1,573.44	0
20107	11/04/2014	JET001	Jet Way Multiple Services Inc	2,652.00	0
20108	11/04/2014	JUA001	Beth Juarez	50.00	0
20109	11/04/2014	KAL003	Kaler Doeling, PLLP	1,406.00	0
20110	11/04/2014	KAM001	Kameron Harstad	780.00	0
20111	11/04/2014	SIG001	Loreene Keehr	138.78	0
20112	11/04/2014	KEI001	Keith's Security World	185.00	0
20113	11/04/2014	KEN002	Kennedy & Graven, Chartered	1,002.75	0
20114	11/04/2014	KLE004	Kurtis Klemmer	50.00	0
20115	11/04/2014	KOE001	Darrel Koehler	50.00	0
20116	11/04/2014	KRO003	Scott Kroeber	75.00	0
20117	11/04/2014	KUR001	John Kurtz	680.00	0
20118	11/04/2014	LEA001	League of MN Cities	200.00	0
20119	11/04/2014	LIT001	Lithia Payment Processing	292.23	0
20120	11/04/2014	LJU001	Barb Ljunggren	50.00	0
20121	11/04/2014	LOC001	Locators & Supplies Inc	427.98	0
20122	11/04/2014	LOO001	Lookout Books	87.80	0
20123	11/04/2014	LUM001	Lumber Mart	60.84	0
20124	11/04/2014	MAC002	MacQueen Equipment	170.59	0
20125	11/04/2014	MAR004	Marco	69.88	0
20126	11/04/2014	MAT001	James Mathsen	52.50	0
20127	11/04/2014	MCF001	McFarlane	1,864.95	0
20128	11/04/2014	MIC001	Micro-Marketing LLC	35.00	0
20129	11/04/2014	MID003	Midcontinent Communications	1,531.52	0
20130	11/04/2014	MLR001	Miller Motivations LLC	1,450.00	0
20131	11/04/2014	MPW001	Minnesota Pump Works	24,127.13	0
20132	11/04/2014	MND013	MN Dept of Transportation	1,193.94	0
20133	11/04/2014	MNP003	MN Pollution Control Agency	565.40	0
20134	11/04/2014	MOT001	Motion Industries Inc	119.77	0
20135	11/04/2014	BAR005	MSC Industrial Supply Co.	536.49	0
20136	11/04/2014	MTI001	MTI Distributing Company	1,030.24	0
20137	11/04/2014	NOR004	Northern Plumbing Supply	3.20	0
20138	11/04/2014	ORE001	O'Reilly Auto Parts	985.30	0
20139	11/04/2014	ODL001	Odland Fitzgerald Reynolds & Harbot	442.50	0
20140	11/04/2014	OKA001	OK Automotive Parts & Equipment	169.73	0
20141	11/04/2014	OPP001	Opp Construction	448.50	0
20142	11/04/2014	PAR005	Paras Contracting	539,178.67	0
20143	11/04/2014	PAY001	Lucille Payment	200.00	0
20144	11/04/2014	PET012	Linda Peterson	25.00	0
20145	11/04/2014	POL001	Polk County Attorney-Widseth	568.13	0
20146	11/04/2014	POL008	Polk County Sheriff's Office	7,587.19	0
20147	11/04/2014	PRA001	Praxair Distribution	22.97	0
20148	11/04/2014	PSD001	PS Door Services	1,701.62	0
20149	11/04/2014	QUI001	Quill Corp	378.96	0
20150	11/04/2014	RED006	Red Lake Co-op Federal Credit Union	4,909.65	0
20151	11/04/2014	RUM001	Regents of the University of Minnesot	160.00	0
20152	11/04/2014	ZAV001	RJ Zavoral & Sons	5,000.00	0
20153	11/04/2014	RMB001	RMB Environmental Lab Inc	33.00	0
20154	11/04/2014	SAF002	Safety Kleen Corp	834.13	0
20155	11/04/2014	SMA001	Smart Apple Media	207.50	0
20156	11/04/2014	STA003	Star Tribune	61.75	0
20157	11/04/2014	CHA001	The Chamber of EGF/GF	90.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20158	11/04/2014	TRF002	Thief River Falls Police Department	2,934.83	0
20159	11/04/2014	THU002	Thur-O-Clean	2,550.00	0
20160	11/04/2014	TIM001	Tim Shea's Nursery & Landscaping	1,240.00	0
20161	11/04/2014	TRA002	Duc and Chau Tran	25.00	0
20162	11/04/2014	TRY001	Try-County Refrigeration	964.50	0
20163	11/04/2014	USB005	US Bank Corporate Payment System	15,610.89	0
20164	11/04/2014	VAL002	Valley Truck	3,321.72	0
20165	11/04/2014	VIL001	Vilandre Heating & A/C	498.00	0
20166	11/04/2014	WAT001	Water & Light Department	7,973.88	0
20167	11/04/2014	WID001	Wideth Smith Nolting & Associates	48,026.25	0
20168	11/04/2014	WIZ001	Wizard's Enterprises Inc.	475.00	0
20169	11/04/2014	XCE001	Xcel Energy	2,187.68	0
20170	11/04/2014	XER001	Xerox Corporation	81.47	0
20171	11/04/2014	ZEE001	Zee Medical Service	69.80	0
				<hr/> <hr/>	
Check Total:				931,551.83	
				<hr/> <hr/>	