

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, DECEMBER 2, 2014 – 7:00 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 November 18, 2014.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 25, 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 Exempt Gambling Application from the Whitetails Unlimited Red River Valley Deer Camp for a raffle on January 31, 2015 at the Eagles Aerie 350 227 10th St NW, East Grand Forks, MN 56721.
4. Consider approving the Exempt Gambling Application from the Knights of Columbus Council #5341 for a raffle on April 1, 2015 at Sacred Heart Catholic Church 200 3rd St NW, East Grand Forks, MN 56721.
5. Consider approving the hiring of an executive assistant for the Community Development and Economic Development Offices which will be placed on Grade 10 of the pay scale.
6. Consider approving the amended and updated Economic Development Bylaws for the Economic Development Board.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 7. Regular Meeting Minutes of the Water, Light, Power, and Building Commission from October 16, 2014.

COMMUNICATIONS: NONE.

OLD BUSINESS: NONE.

NEW BUSINESS:

- 8. Consider adopting Resolution No. 14-12-107 approving the 2014 Tax Levy, Collectable in 2015.
- 9. Consider adopting Resolution No. 14-12-108 approving the 2015 Budget and to authorize specific financial related activities.

CLAIMS:

- 10. Consider adopting Resolution No. 14-12-109 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20347 for a total of \$349.46 whereas Council Member Buckalew is personally interested financially in the contract.
- 11. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

Work Session – December 9, 2014 – 5:00 PM – Training Room
Regular Council Meeting – December 16, 2014 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 18, 2014 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for November 18, 2014 was called to order by Council President Buckalew at 5:04 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; Erika Azure, Administrative Assistant; Dan Boyce, Water & Light Manager; 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; and Megan Nelson, Executive Assistant.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of November 4, 2014.
2. Consider approving the summary minutes of the “Closed Special Meeting” for the East Grand Forks, Minnesota City Council of November 10, 2014.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of November 10, 2014.
4. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 10, 2014.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE ITEMS ONE (1) THROUGH FOUR (4).

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA: NONE

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.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

NONE

COMMUNICATIONS: NONE.

OLD BUSINESS: NONE.

NEW BUSINESS:

- 5. Consider adopting Resolution 14-11-104 authorizing the City Council to order that the following costs, with interest charged at 10% per year beginning on January 1, 2015 for mowing grass on the listed properties be certified to the County Auditor for collection with the 2015 real estate taxes.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION 14-11-104 AUTHORIZING THE CITY COUNCIL TO ORDER THAT THE FOLLOWING COSTS, WITH INTEREST CHARGED AT 10% PER YEAR BEGINNING ON JANUARY 1, 2015 FOR MOWING GRASS ON THE LISTED PROPERTIES BE CERTIFIED TO THE COUNTY AUDITOR FOR COLLECTION WITH THE 2015 REAL ESTATE TAXES.

Council Vice-President Leigh asked what the amounts were. Ms. Nelson stated there were three properties that were going to be assessed. She said two properties were being assessed \$320.62 and the other property was going to be assessed \$160.31.

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

Voting Nay: None.

- 6. Consider approving the Solid Waste Disposal and Management Agreement between the City of East Grand Forks and the City of Grand Forks for the use of the Grand Forks landfill from 2015 through 2024.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE THE SOLID WASTE DISPOSAL AND MANAGEMENT AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE CITY OF

GRAND FORKS FOR THE USE OF THE GRAND FORKS LANDFILL FROM 2015 THROUGH 2024.

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

Voting Nay: None.

- 7. Consider adopting Resolution No. 14-11-105 approving the sale of Parcel 83.00768.00 to Moore Family Theatres, Inc.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER OLSTAD, TO ADOPT RESOLUTION NO. 14-11-105 APPROVING THE SALE OF PARCEL 83.00768.00 TO MOORE FAMILY THEATRES, INC.

Council member Vetter asked if the lease agreements had been updated. Mr. Murphy explained that had been discussed at the EDHA meeting and the Board will be offering a two year lease agreement with a three year option to renew or the tenants could continue with their current lease. Council member Vetter then asked to use all of the same language for the closing of the sale. Mr. Galstad stated the closing was contingent upon a few things being put in place. Council member Helms asked if the easement was in place and where it extended to. Mr. Galstad explained that the easement did include the parking spots and extended out close to the other parking area.

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

Voting Nay: Helms.

- 8. Consider authorizing the City Engineers to prepare a report of feasibility for the proposed 2015 street repairs which will be prepared at no cost to the City.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER HELMS, TO AUTHORIZE THE CITY ENGINEERS TO PREPARE A REPORT OF FEASIBILITY FOR THE PROPOSED 2015 STREET REPAIRS WHICH WILL BE PREPARED AT NO COST TO THE CITY.

Council member Tweten stated the contract between the City and the engineers is up at the end of 2015 and this would extend their contract. He added that the City had asked for bids for auditing services and they should do the same with the engineering services.

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

Voting Nay: Tweten and Helms.

CLAIMS:

- 9. Consider adopting Resolution No. 14-11-106 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20228 for a total of \$413.75 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 14-11-106 A RESOLUTION

AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 20228 FOR A TOTAL OF \$413.75 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

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

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

Council member Vetter commented that there was a payment to Newman Signs and asked Mr. Murphy to look into this matter and see if this needed to continue.

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

None of the Council members or staff had anything to report.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE NOVEMBER 18, 2014 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:14 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 25, 2014 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for November 25, 2014 was called to order by Council President Craig Buckalew at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss(5:03pm), Council President Craig Buckalew, Council Vice President Greg Leigh, Council Members Clarence Vetter, Dale Helms, Henry Tweten, Mark Olstad, and Chad Grassel.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Brad Bail, City Engineer; Greg Boppre, City Engineer; 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

1. Update on Stabilization Pond Project – Greg Boppre

Mr. Boppre stated that they would be giving a shorter version of the presentation since the Council had a chance to review the information since they had received it on Thursday. He began by reviewing what the new proposed rates were going to be and how they have been updated. He explained there had been meetings and correspondence between the City and the Minnesota Pollution Control Agency (MPCA) regarding the stabilization pond project. He said if they moved forward with the project as it was originally proposed it would cost around \$25,000,000 due to the rise in costs of 30%. He added that this did include the 15% contingency. He then explained the MPCA is now requiring a four foot separation between the bottom of the pond and the water table. He reviewed how this requirement would increase the cost of the project by approximately \$12 million dollars.

Mr. Boppre then stated how this project is ahead of schedule by a year. He added the City is back on the IUP list for 2015 and at this point they have spent approximately \$80,000 which would have been spent regardless what project they had decided to move forward with. He said since the project is ahead of schedule and the Council will have time to consider if they would

like to move forward with this project or possibly consider another like a mechanical plant. Mr. Hallan then gave the Council a brief overview of how a basic mechanical plant could fit on the land to the north of the lagoons, how there would be room for expansion in the future if needed, a small lab would be included to complete the necessary testing, and how this potential project is estimated at \$24,300,000. Mr. Boppre then reviewed how the user of 6000 gallons would be affected by each of the projects and how much was going to have to be in reserves.

Mr. Boppre stated he had attended a meeting with Mr. Tweten, Mr. Grassel, Mr. Murphy, Mr. Buckalew, and Mr. Roger Moe. He said how Mr. Moe has received all of the information regarding this project and that he had suggested trying to have one more meeting with the MPCA and invite the state legislators to attend. Mr. Boppre informed the Council the meeting with the MPCA had been set for December 11th at 9:30 am where members of the Council, staff, and the engineers will be asking if the MPCA will change their mind on the requirement of the four feet of separation. He added that the information will be brought back to the Council to make a decision. Mr. Boppre then asked for questions.

Mr. Buckalew asked if the costs for operating the mechanical plant were included in the cost estimates. Ms. Anderson said the debt could only go out 20 years and that the cost of operations was included. Mr. Boppre commented on how they have tried to include all of the costs in the cost estimates.

Mayor Stauss commented how MPCA should have told this to the City a year ago. He added that both Senator Stumpf and Representative Kiel have been talked to about this issue and at this time they are not sure what the City should do. He added that the best lobbyists are representatives from the City and that he didn't understand how the MPCA could make the City decide on a project but not inform the City about everything required for that project. Mr. Boppre said that he was not defending the MPCA but through completing engineering work things were discovered and brought forward. Discussion followed about how projects in Western North Dakota are affecting prices and the availability of contractors in our area, how the required four feet of separation is a requirement that all cities have to follow, how the water table was found completing soil borings, and how the ground water affects this project.

Council Vice-President Leigh asked at what point the Council should have known about the four foot separation requirement. Mr. Boppre explained that it was discovered during the designing phase of the stabilization ponds. Council Vice-President Leigh said a constituent asked if the interconnect was still an option and if so what that cost would be. Mr. Boppre stated that he was told to focus on keeping this project in East Grand Forks so that is what he did. He then added if that was something the Council wanted to consider they could prepare estimates for that also. Council Vice-President Leigh commented there were some residents who would like to know what the costs would be on the interconnect project. He was not in favor of the interconnect but the Council should look at that option.

Council member Olstad asked about the MPCA letter regarding a plan to reduce the level of ground water and if that was included with what was being proposed or if that was another new requirement. Mr. Boppre explained that it was somewhat of an unknown but was included in the plan. He added how ground water was an issue and reviewed different ideas, including adding

drain tile, and mentioned how costly this was due to the size of the ponds. Council member Olstad then asked if the MPCA could also require other things. Mr. Boppre said yes. More discussion followed about how things were moving forward with Moorhead's lawsuit against the MPCA, if the project changes and the possibility of having to decommission the ponds, and how having a mechanical plant would not require an emergency pond because the MPCA would require the plant to be hooked up to backup generators. Mr. Boppre ended by reminding the Council about the upcoming meeting with the MPCA.

2. EDA Bylaws & Discussion of Expectations – David Murphy

Mr. Murphy explained that the EDA Board had reviewed their bylaws over the last few months and how there were four major changes to the bylaws. He said the first addition was include the City Administrator as the director's day to day supervisor, the second was having the bills be paid through the Finance Office which had been the practice for several years, make the director's schedule be a part of the City's approved salary schedule, and allow flexibility in the EDA meeting schedule. Mr. Murphy commented the Board had approved the bylaws at the last meeting and had already changed their meeting days to the 1st and the 3rd Tuesday of the month so they were able to approve their bills.

Council member Grassel commented that this had been a lengthy process and was not taken lightly. Council member Olstad stated that the Board was trying to make sure that things were being done correctly. Mr. Galstad stated the only change he would make would be the number of board members that constitutes a quorum. He stated that years ago the number of Board members was changed from five to seven. He asked that a change be made so four board members would constitute a quorum.

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

3. Sergeant's Pay Discussion – David Murphy

Mr. Murphy informed the Council that a grievance had been filed by two people in the police department. He explained the situation about how a junior sergeant was getting paid more than two sergeants who had been there longer. He stated how had been talking with the union rep, other colleagues, and the employment attorney regarding this issue and is now asking the Council how they would like to move forward. Discussion followed about how this situation happened since the clothing allowance was changed and included in the regular pay, how if the Council did not want to move the two sergeants up in pay that this will end up in arbitration, how much arbitration costs, and how the union had agreed to the labor contract. Council member Vetter asked to only have sergeants. Chief Hedlund explained that they would have to have it changed in the labor contract. Council President Buckalew asked if action needed to be taken on this. Mr. Murphy stated that he would only need direction from the Council. After more discussion the Council said they had been following the labor contract which had been signed by both parties so if they disagree this issue can go to arbitration.

4. Administrative Assistant Position – David Murphy

Mr. Murphy stated the Community Development and EDA Offices will be combining and the assistant in the Community Development Office if looking to retire soon. He asked the Council for the approval to hire an administrative assistant to fill this position. He explained this person would be the assistant for both the Community Development Office as well as the Economic Development Office. He stated they would like to have someone hired by the time the current assistant retires. Council Vice-President Leigh stated to move forward with this.

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

5. Verbal Update on EDA Director Position – David Murphy

Mr. Murphy informed the Council that Springsted had received 19 applications for the EDA Director position. He explained that after a review of the applications 10 met the criteria, seven then responded to a survey, and from those responses they have narrowed it down to four candidates. He said Ms. Klumpp had already done a first interview with them and they will be invited to interview with the EDA Board on December 8th. He added they will be doing reference checks and the names of the people will be public when they come for the interview.

Council President Buckalew asked if the Council was involved with the interview process. Mr. Murphy stated that the Charter and bylaws say the EDA Board will be doing the interviews. Mr. Galstad added that it is a responsibility of the EDA Board to conduct the interview process and hire the new director.

6. 2015 Budget – Karla Anderson

Ms. Anderson informed the Council that this was an updated budget summary because the City was going to receive about \$26,000 more in transit than expected. She said that this leaves a difference of about \$40,000 and asked if they would like to decrease expenses, raise fees, or take the remainder out of reserves. She reminded the Council that this does include a 10% increase in the levy. She reviewed four examples of different priced homes in East Grand Forks, how much the taxes will be going up with a 10% levy increase, and how much values of property went up. Ms. Anderson told the Council that this proposed budget did not include any capital, there would be the \$250,000 in the building maintenance fund, and how a lawnmower was going to be purchased for the cemetery but those funds would be coming from the general fund through a transfer.

Mayor Stauss commented how 10% is a large number and how the Council has tried to keep an increase below 5%. He said how people are moving away because of higher taxes. Discussion followed about how soon the Council will need to take action on the levy, how they could try to get the legislators to increase in LGA funds, and try to get more funds out in greater Minnesota. Council member Vetter asked to have each department decrease their budgets by a half of percent since there is usually some fluff in budgets. Ms. Anderson stated staff had already kept numbers at the 2014 level, had brought suggestions forward on how to increase revenue, and commented how there was a 7% increase in personnel. Mr. Murphy commented how there is

potential for more revenue with the sale of the Riverwalk Center which would help as well as funds coming from the campground. Council President Buckalew stated that the Council had held the line for quite a few years and that is how they are ending up with five year old squad cars. Ms. Nelson reminded the next Council the meeting will be at 7:00pm. Mr. Murphy stated the resolution will have the 10% increase.

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

7. Other

Council member Helms stated there were a couple things that he would like to discuss. He asked if the closing date had been set for the sale of the Riverwalk Center. Mr. Galstad said he had prepared and done everything that he could up to this point. Mr. Murphy stated that he was working on getting the closing date set with Mr. Moore.

Council member Helms then said he would like to discuss a snowplow situation which really bothered him. He stated that a deal was made for a snowplow in good faith, the plow never touched the ground, and it was replaced by another place. Discussion followed about the purchasing policy that the City has in place, the chain of command was broken in this situation, and how all employees need to adhere to the policy. Mr. Murphy stated he was less than happy about this situation and how this will not be happening again. He said things are in place so this will not happen again and all purchases will have to have the department heads will be signed off on prior to the purchase.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADJOURN THE NOVEMBER 10, 2014 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:40 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none"> • conducts lawful gambling on five or fewer days, and • awards less than \$50,000 in prizes during a calendar year. <p>If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.</p>	<p>Application fee (nonrefundable) If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100.</p>
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Organization Information

<p>Organization Name: <i>Whitetails Unlimited, Red River Valley Deer Camp</i></p>	<p>Previous Gambling Permit Number: <i>X-93327-14-001</i></p>
<p>Minnesota Tax ID Number, if any: <i>3891694</i></p>	<p>Federal Employer ID Number (FEIN), if any: <i>39-1415070</i></p>

Type of Nonprofit Organization (check one):

Fraternal
 Religious
 Veterans
 Other Nonprofit Organization

Mailing Address: *625 20th Ave NW* City: *Bandette* State and Zip: *MN 56623* County: *Cake of the Woods*

Name of Chief Executive Officer (CEO): *James Nordlof* Daytime Phone: Email:

Nonprofit Status

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

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
Don't have a copy? This certificate must be obtained each year from:
Minnesota Secretary of State
Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Phone: 651-296-2803

IRS income tax exemption (501(c)) letter in your organization's name.
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

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

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):
Eagles Aerie 350

Address (do not use PO box): *227 10th St NW* City or Township: *East Grand Forks* Zip Code: *56721* County: *Polk*

Date(s) of activity (for raffles, indicate the date of the drawing):
January 31, 2015

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

Bingo*
 Paddlewheels*
 Pull-Tabs*
 Tipboards*

Raffle (**total value of raffle prizes awarded for the year: \$ 10,000**)

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

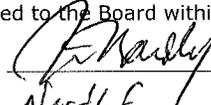
To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>Local unit of government must sign.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county). On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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Chief Executive Officer's Signature

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

Chief Executive Officer's Signature:  Date: 11/15/17

Print Name: James Nordhoff

Requirements

<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Send application with:</p> <p>_____ a copy of your proof of nonprofit status, and</p> <p>_____ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to State of Minnesota.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p>Financial report and recordkeeping required.</p> <p>A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.</p> <p>Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> <p>Questions?</p> <p>Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

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

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

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

Application fee (nonrefundable)
If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.

Organization Information

Organization Name: Knights of Columbus Council #5341 Previous Gambling Permit Number: X-05802-14-006

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Mailing Address: 200 3rd St NW City: East Grand Forks State and Zip: MN 56721 County: Polk

Name of Chief Executive Officer (CEO): Ken Vasek Daytime Phone: _____ Email: _____

Nonprofit Status

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

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
Don't have a copy? This certificate must be obtained each year from:
Minnesota Secretary of State
Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Phone: 651-296-2803
- IRS income tax exemption (501(c)) letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).**
If your organization falls under a parent organization, attach copies of **both** of the following:
 - a. an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 - b. the charter or letter from your parent organization recognizing your organization as a subordinate.

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):
Sacred Heart Catholic Church

Address (do not use PO box): 200 3rd St NW City or Township: East Grand Forks MN Zip Code: 56721 County: Polk

Date(s) of activity (for raffles, indicate the date of the drawing):
April 1st 2015

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*
 Raffle (total value of raffle prizes awarded for the year: \$ 4350)

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

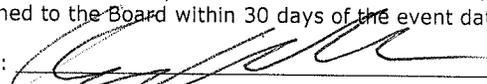
To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>Local unit of government must sign.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county). On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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Chief Executive Officer's Signature

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

Chief Executive Officer's Signature:  Date: 11/24/14

Print Name: Ken Vasok

Requirements

<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Send application with:</p> <p>_____ a copy of your proof of nonprofit status, and</p> <p>_____ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to State of Minnesota.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p>Financial report and recordkeeping required. A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.</p> <p>Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Request for Council Consideration

Date: November 25, 2014

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

Cc: File

From: David Murphy – East Grand Forks City Administrator

RE: EDA/Community Development Administrative Assistant.

Background.

The Northwest Minnesota Housing Authority is set to take over administering the HUD program for the City of East Grand Forks on January 1, 2015. The Community Development Department and EDA will be housed together in the current EDA offices. Jennifer Bushee the Community Development Permit Technician is retiring effective February 28th, 2015. Staff has discussed with Council the option to have one assistant serve both the Community Development Department and the EDA. I believe this will be a more efficient and cost effective use of the staffing resources. The position description that has been developed is included in your packet along with the identified salary schedule.

Issue for discussion and action.

The East Grand Forks City Charter is somewhat ambiguous on a combined position such as this one. The EDA is separate from the Civil Service Commission and is in charge of its own hiring processes. This position, however, is combined with Community Development which is under the authority of the Civil Service Commission. It is for this reason that it is being brought forward to Council to direct the Civil Service Commission to fill the position.

Budget Impact

This position has been placed at Grade 10 in the City's Pay Scale. Grade 10 has a starting salary of \$34,671.00 and a maximum salary of \$45,619.73. This position is in the 2015 Budget.

Staff Recommendation.

I am requesting that Council direct the Civil Service Commission to begin the process to fill this position so that we will have a person in place, trained and ready when Ms. Bushee retires at the end of February.

Executive Assistant - Community and Economic Development

Dept/Div: *Community Development*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work preparing correspondence, records, reports or files, maintaining financial data and official records, responding to inquiries from the public, handling a variety of departmental office and administrative tasks, and related work as apparent or assigned. Work is performed under the limited direction of the Community Development and Economic Development Directors.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Processes incoming and outgoing mail and correspondence; assists with maintaining office equipment; maintains inventory of supplies and equipment for the office.

Receives and responds to telephone, email, and direct walk in inquiries from staff or the public; responds directly to inquiries or directs to the appropriate staff member.

Develops and maintains electronic and paper files, records and reports related to department business; performs data entry and database management related to department operations.

Maintains and updates department specific website or web-based forms.

Takes or transcribes meeting minutes.

Prepares various written correspondence, letters, mailings, brochures or presentations for staff; proofreads various written materials.

Maintains adequate office supplies and materials; monitors and reports maintenance related requests.

Processes and bills rental property fees for registration; schedules inspections; coordinates the communication between owners and managers of rental properties with the police department related to incident reports.

Issues permits for building, plumbing, mechanical and/or excavation projects.

Collects, records, and submits daily deposit of permits fees collected, rents, and loan payments to Admin/Finance.

Approves new and renewal licenses and permits; sends out licenses/permits to appropriate applicants; submits applicable reports.

Responds to inquiries related to the permitting process.

Responds to complaints.

Knowledge, Skills and Abilities

Thorough knowledge of departmental procedures and equipment and of office and clerical operations; general knowledge of department organization and functions; ability to operate personal computers, including knowledge of applicable software packages; ability to communicate ideas effectively in both oral and written forms; ability to gather and give basic information and instructions on departmental programs; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree and moderate experience, or equivalent combination of education and experience.

Executive Assistant - Community and Economic Development

Dept/Div: *Community Development*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Last Revised: 10/6/2014

David Murphy

From: Terry Knudson
Sent: Thursday, November 20, 2014 3:21 PM
To: David Murphy
Subject: FW: Position Evaluation
Attachments: 2014-10-06 Executive Asst--Com Dev and Ec Dev.docx

Grade 10. \$34,671.00 to \$45,619.73

From: Sharon Klumpp [<mailto:sklumpp@springsted.com>]
Sent: Monday, October 06, 2014 3:35 PM
To: Terry Knudson
Subject: RE: Position Evaluation

Terry,

The Executive Assistant job description is attached. I came up with 178 points which would place the position in a grade 10. Let me know if this varies from what the city was expecting.

Sharon

Sharon Klumpp
Senior Vice President

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380 Jackson Street, Suite 300
Saint Paul, Minnesota 55101-2887
651-223-3053 Direct
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Springsted

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From: Terry Knudson [<mailto:tknudson@ci.east-grand-forks.mn.us>]
Sent: Monday, October 06, 2014 11:30 AM
To: Sharon Klumpp
Subject: RE: Position Evaluation

Thanks for the update Sharon.

Terry Knudson

From: Sharon Klumpp [<mailto:sklumpp@springsted.com>]
Sent: Monday, October 06, 2014 11:28 AM
To: David Murphy; Terry Knudson
Subject: Position Evaluation

I'll be working on the EDA position evaluation later today.

Sharon Klumpp

Request for Council Consideration

Date: November 25, 2014

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

Cc: File

From: David Murphy – East Grand Forks City Administrator

RE: Updated EDA By-Laws.

Background.

The EDA Board has been reviewing their by-laws for approximately the last 5 months to update them and clarify areas found to be ambiguous. The Board approved the amended by-laws on November 18th, 2014 with four significant changes.

The addition of the City Administrator as the EDA Director's day-to-day supervisor

Allowing for the appointment of a Board Approved fiscal agent under the responsibility of the Treasurer's Office. This allows for the processing of the bills, paying vendors etc., to be handled through the City's Finance Department (with the involvement of the Treasurer) which represents how it has been operating the last several years.

Specifies that the Economic Development Director's salary schedule is a part of the City approved salary schedule.

Allows for flexibility of the EDA Meeting schedule. An example is if the Board wishes to move the meetings from the 2nd and the 4th Tuesdays to the 1st and 3rd Tuesdays of the month to allow for the Board to review and approve the payables prior to them going to the Council.

Issue for discussion and action.

The East Grand Forks City Charter is somewhat ambiguous on the responsibility for setting and adopting the by-laws. I would rather err on the side of caution and have the Council endorse the by-laws as adopted by the EDA than the Council not endorsing them and having an argument made that they are not valid.

T:\David\November 25 EDA Bylaws.docx

Budget Impact

Not Applicable

Staff Recommendation.

I am requesting that Council formally endorse the amended by-laws at the December 2nd, City Council Meeting.

BYLAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF EAST GRAND FORKS, MINNESOTA

ARTICLE 1 – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Economic Development Authority of the City of East Grand Forks, Minnesota” (which may sometimes be referred to as the “EDA” or the “Authority”), and its governing body shall be called the Board of Commissioners (“the Board”). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. As required by Minnesota Statutes, Section 469.096, Subdivision 1, the Authority shall have an official seal. The seal of the East Grand Forks Economic Development Authority shall be the same seal as the City of East Grand Forks (“The City”).

Section 3. Office of Authority. The offices of the Authority shall be in City Hall, 600 Demers Avenue, in the city of East Grand Forks, but the Authority may hold its meetings at such other place or places as it may designate from time to time by Resolution.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, Vice-President, a Treasurer, an Assistant Treasurer and a Secretary. The President, the Vice-President and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The Assistant Treasurer and the Secretary need not be members of the Board.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Secretary (the Vice-President, in the Secretary’s absence or incapacity) shall sign all contracts, deeds and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the City Administrator and the Mayor. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and the policies of the Authority.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 5. Treasurer. The Treasurer, or Board-approved fiscal agent, is responsible for Authority money and is responsible for the acts of the Assistant Treasurer. The Treasurer, or Board-approved fiscal agent, shall disburse Authority money by check only, and shall keep an account of the source of all receipts, and the nature, purpose, and authority of all disbursements. The Treasurer, or Board-approved fiscal agent, shall file the Authority's detailed financial statement with its Secretary at least once a year at times set by the Authority.

Section 6. Assistant Treasurer. The City Finance Director shall serve as the Assistant Treasurer and shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in the City's bank or banks. The Assistant Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of such transactions and also of the financial condition of the Authority. The Assistant Treasurer shall post a bond as required by Minnesota Statutes, Section 469.096, Subdivision 6.

Section 7. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority

Section 8. Election or Appointment. The above officers shall hold office until the next annual meeting of the Authority, or until their successors are elected and qualified. At the first duly constituted meeting and at all annual meetings of the Authority held thereafter, a President, Vice-President, Treasurer, and Secretary shall be elected from among the Commissioners, who shall hold office for one year, or until their successors are elected and qualified.

Section 9. Executive Director. The Authority may employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He or she shall be charged with the management of the commercial and industrial economic development projects of the Authority. He or she shall act as Assistant to the Secretary of the Authority.

As Assistant to the Secretary, the Executive Director in his or her name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his or her office. He or she shall have the authority to affix the EDA seal to all contracts and instruments authorized to be executed by the Authority.

The Executive Director shall sign all orders and invoices for the payment of money under the direction of the Authority, with final approval by the City of East Grand Forks City Council. All checks disbursed for payment of such orders and invoices shall be signed by the City Administrator and the Mayor.

The Executive Director shall be appointed by the Authority and perform work under the general direction of the EDA Board and the City Administrator. Compensation of the Executive Director shall be determined by the pay plan adopted by the City of East Grand Forks.

Section 10. Vacancies. Should the office of President, Vice-President, Treasurer or Secretary become vacant, the Board shall elect a successor from its membership at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 11. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection process shall be determined by the Board, and compensation of such personnel shall be determined by the pay plan adopted by the City of East Grand Forks.

ARTICLE III – MEETINGS

Section 1. Annual Organizational Meeting. The annual organizational meeting of the Authority shall be held in January at a time specified by the Board. Required business at this meeting shall include the designation of a fiscal agent, which could be the elected Treasurer or the City of East Grand Forks (Minnesota Statute 469.098, Subdivision 7), and the election of officers.

Section 2. Regular Meetings. The regular meetings of the Board shall occur according to a meeting schedule, if any, adopted or revised from time to time by resolution of the Board. Notice (by letter with an agenda) of the monthly meetings are to be given by the Executive Director to EDA Commissioners at least two days prior to the meeting.

Section 3. Special Meetings. Special meetings of the Board may be called by the President or any two commissioners of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call, but if at least four members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 4. Quorum. The powers of the Authority shall be vested in the Board. Four Commissioners shall constitute a quorum for the purpose of conducting the business and exercising powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Board, the following shall be the order of business:

1. Roll Call
2. Approval of the minutes of previous meeting
3. Bills and communications
4. Reports
5. Unfinished business
6. New business
7. Adjournment

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 6. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may, but need not, be read aloud prior to vote taken thereon and may, but need not, be executed after passage.

Section 7. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

Section 8. Renumeration of Commissioners. The EDA Commissioners and Executive Director shall have their meeting meal costs paid. This shall be considered the pay for Commissioners attending meetings (Minnesota Statute 469.095, Subdivision 4).

ARTICLE IV – MISSION

The mission of the East Grand Forks Economic Development Authority is to create an economic climate or environment which will encourage existing resident businesses to remain and grow in East Grand Forks, which will entice existing non-resident businesses to either relocate to or expand in East Grand Forks, and which will be viewed by entrepreneurs and others as a healthy environment in which to start a new business.

ARTICLE V – AMENDMENTS

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three (3) members of the Authority at a regular or a special meeting; provided, however, that such proposed amendments shall be submitted in writing to all Commissioners of the Authority at least two (2) weeks prior to the meeting at which they shall be voted upon, and notice of the date, time, and place of the meeting shall be contained therein. Before such amendments may become effective, such changes must be approved by the City Council.

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held October 16, 2014 at 5:00 P.M.

Present: Quirk, Ogden, Tweten

Absent: Loven

It was moved by Commissioner Tweten seconded by Commissioner Ogden that the minutes of the previous meeting of October 2, 2014 be approved as read.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,406,760.01.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to approve the Amended & Restated Transmission Facilities Agreement with NSP.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to authorize KBM to assemble a 2015-2024 Fiber Expansion Plan study for an estimated amount of \$27,020.30.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to approve the purchase of LED fixtures from WESCO in the amount of \$6,550.20.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to adjourn to the next regular meeting on November 6, 2014 at 5:00 P.M.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

Lori Maloney
Sec'y

RESOLUTION 14 - 12 – 107

A RESOLUTION APPROVING 2014 TAX LEVY, COLLECTABLE IN 2015

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

WHEREAS, the state of Minnesota may impose tax levy limitations on cities; and

WHEREAS, the state legislature allows for special levies, including levies for natural disasters, unallotted LGA payments, bonded indebtedness, and increases in employer contributions to PERA; and

WHEREAS, the **total levy** will increase by approximately 10% from the 2014 level of \$2,925,988 and

WHEREAS, The 2015 Local Government Aid expected is \$2,514,148; and

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the proposed property tax levy collectible in year 2015 is hereby approved:

General Operations	\$ 3,043,485
Certificates of Indebtedness	108,990
Improvement Bonds of 2004/2012	24,014
PERA-Employer Share Increase	<u>42,097</u>
TOTAL LEVY	\$ 3,218,586

BE IT FURTHER RESOLVED, that the Administrator/Clerk-Treasurer can certify the tax levy as one levy without provisions for special levies to the County Auditor of Polk County.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: December 2, 2014

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 2nd, day of December, 2014.

Mayor

RESOLUTION NO. 14 - 12 – 108

A RESOLUTION TO ADOPT 2015 BUDGET AND TO AUTHORIZE SPECIFIC FINANCIAL RELATED ACTIVITIES

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

WHEREAS, The 2015 Budget has been completed and determined; and

WHEREAS, The budget is the fiscal blue print for the entire year where the City Council has considered and incorporated all foreseeable spending plans for 2015; and

WHEREAS, The city through sound fiscal policy establishes that current revenues will be used to finance current expenditures and regularly occurring capital expenditures; and

WHEREAS, The City Council shall by resolution set forth the total for each budgeted fund as per Section 6.06 of the City Charter, with the exception of bond, construction and special assessment funds; now therefore

BE IT RESOLVED, By the East Grand Forks City Council that the budgeted expenditures, excluding depreciation, for each fund during the 2015 calendar fiscal year shall be as follows:

SECTION 1. Appropriation Authorization

General Fund:		
Current		
General Government	\$ 1,043,889	
Public Safety	3,730,097	
Public Works - Streets	1,375,967	
Parks and Recreation	1,428,035	
Community Development	60,000	
EDA	109,525	
Library	507,566	
Senior Center	114,102	
Other Expenditures	264,500	
Capital Outlay		
General Government	0	
Public Safety	0	
Public Works - Streets	250,000	
Parks and Recreation	0	
Other Expenditures	56,639	
Other Financing Uses (Transfers)	242,204	
Total General Fund		\$9,182,523

SECTION 2. Transfers

- A) To Transit from General Fund - \$53,137
- B) To Debt Service and Capital Projects Funds from General Fund - \$143,014
- C) To Cemetery from General Fund - \$46,053

BE IT FURTHER RESOLVED, that budgetary guidance and fiscal management provisions set forth in prior annual budget setting resolutions continue to be in effect.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: December 2, 2014.

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 2nd day of December, 2014.

Mayor

RESOLUTION NO. 14 – 12 – 109

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 20347 for a total of \$349.46.

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 \$349.46 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 December 2, 2014.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: December 2, 2014

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 2nd of December, 2014.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

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

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

1. I am 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 20347 for a total of \$349.46.
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 December 2, 2014.

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

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

Dated: _____

(Signature of Official)

Accounts Payable

Check Register Totals Only

User: lkataka
 Printed: 11/26/2014 - 4:11 PM



City of East Grand Forks

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20303	12/02/2014	3DS001	3D Specialties	587.55	0
20304	12/02/2014	ACM001	Acme Electric Companies	21.98	0
20305	12/02/2014	ALB001	Albrecht Manufacturing	4,224.94	0
20306	12/02/2014	ALL002	All Pro Embroidery LLC	250.00	0
20307	12/02/2014	ALL007	Allied 100	180.00	0
20308	12/02/2014	ALL004	Allpro Interior Care Inc	310.00	0
20309	12/02/2014	ALT001	Altru Health System	44.00	0
20310	12/02/2014	AME002	American Tire Service	12,319.55	0
20311	12/02/2014	AME008	American Tire Service Inc	1,691.68	0
20312	12/02/2014	AME005	Ameripride Linen & Apparel Services	585.14	0
20313	12/02/2014	BAK001	Baker & Taylor Co	292.44	0
20314	12/02/2014	BAL001	Balco Uniforms Co Inc	165.23	0
20315	12/02/2014	BCA002	BCA CJTE	260.00	0
20316	12/02/2014	BOB001	Bobcat of Grand Forks	10.81	0
20317	12/02/2014	BOR001	Border States Electric Supply	76.58	0
20318	12/02/2014	BRO002	Brodart Co	240.58	0
20319	12/02/2014	BUS002	Business Essentials	79.97	0
20320	12/02/2014	BYD001	Bydal Designs	513.00	0
20321	12/02/2014	CAR002	Carquest Auto Parts	194.00	0
20322	12/02/2014	CLL001	CL Linfoot Co.	296.50	0
20323	12/02/2014	COA001	Coalition of Greater MN Cities	150.00	0
20324	12/02/2014	COU008	Countrywide Sanitation Company	953.38	0
20325	12/02/2014	CUL001	Culinex	46.48	0
20326	12/02/2014	DAH006	Dahl Funeral Home	125.00	0
20327	12/02/2014	DAY002	Daydreams Specialties, LLC	90.00	0
20328	12/02/2014	DIA001	Richard Papenfuss Diamond Cleaning	240.80	0
20329	12/02/2014	DOS002	Dostal Dent Tech	100.00	0
20330	12/02/2014	DSI001	DSI Inc	480.42	0
20331	12/02/2014	EME001	Emergency Apparatus Maintenance In	98.40	0
20332	12/02/2014	EXP003	Explorer Post #38	50.00	0
20333	12/02/2014	EXP002	Exponent	58.00	0
20334	12/02/2014	EZL001	EZ Locksmith	417.98	0
20335	12/02/2014	FIN003	Finest Auto Trim Inc.	172.50	0
20336	12/02/2014	G&K001	G&K Services	289.69	0
20337	12/02/2014	GAL001	Gale	46.78	0
20338	12/02/2014	GAR001	Garden Hut Inc	94.82	0
20339	12/02/2014	GAR003	Gardner Publishing	171.11	0
20340	12/02/2014	GEO001	George's Quick Printing	800.00	0
20341	12/02/2014	GER001	Gerrells Sport Center	128.00	0
20342	12/02/2014	GFF001	GF Fire Equipment	609.30	0
20343	12/02/2014	GFH002	GF Herald	462.00	0
20344	12/02/2014	GLA002	Sharol Gladue	264.31	0
20345	12/02/2014	GOP002	Gopher State Lawn Sprinklers	169.46	0
20346	12/02/2014	HLM001	H&L Mesabi Company	2,923.23	0
20347	12/02/2014	HAR001	Hardware Hank	349.46	0
20348	12/02/2014	HAW001	Hawkins Chemical	10.50	0
20349	12/02/2014	HEA001	Heartland Paper	167.00	0
20350	12/02/2014	HOG001	Hoglund Bus Co Inc	126,833.25	0
20351	12/02/2014	HOL002	Holiday Credit Office	54.66	0
20352	12/02/2014	HUG001	Hugo's	8.54	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20353	12/02/2014	INT011	Integrated Process Solutions Inc	110,398.05	0
20354	12/02/2014	K&K001	K&K Trucking Inc	2,560.00	0
20355	12/02/2014	KEE002	Keeps Inc	1,928.46	0
20356	12/02/2014	KEI001	Keith's Security World	173.69	0
20357	12/02/2014	KEL001	Kellermeyer Building Service	855.00	0
20358	12/02/2014	KEN002	Kennedy & Graven, Chartered	1,241.25	0
20359	12/02/2014	KER001	Anna Marie Kern	375.00	0
20360	12/02/2014	KID002	Kids Reference Company, Inc	82.33	0
20361	12/02/2014	LAK001	Laker Chemical	192.00	0
20362	12/02/2014	LEA001	League of MN Cities	28.34	0
20363	12/02/2014	LEA002	League of MN Cities	7,568.94	0
20364	12/02/2014	LIT001	Lithia Payment Processing	95.48	0
20365	12/02/2014	LUM001	Lumber Mart	180.00	0
20366	12/02/2014	MAR004	Marco	57.60	0
20367	12/02/2014	MEN001	Menards	61.52	0
20368	12/02/2014	MPO001	Metropolitan Planning Organization	5,265.00	0
20369	12/02/2014	MID003	Midcontinent Communications	1,518.10	0
20370	12/02/2014	MID016	Midwest Pest Control Inc	125.00	0
20371	12/02/2014	MIK001	Mike's Pizza	20.73	0
20372	12/02/2014	MLR001	Miller Motivations LLC	6,310.00	0
20373	12/02/2014	MND006	VOID****VOID****VOID*** MN I	172.00	0
20374	12/02/2014	MND013	MN Dept of Transportation	200.98	0
20375	12/02/2014	BAR005	MSC Industrial Supply Co.	386.61	0
20376	12/02/2014	NAR003	Nartec, Inc	340.11	0
20377	12/02/2014	NEW001	Newman Signs	1,229.88	0
20378	12/02/2014	NOR028	North Shore Analytical, Inc.	305.00	0
20379	12/02/2014	NOR003	Northern Lights Figure Skating	1,180.88	0
20380	12/02/2014	NOR004	Northern Plumbing Supply	516.03	0
20381	12/02/2014	NSC001	NSC Minerals	6,320.87	0
20382	12/02/2014	NWM001	NW MN Household Hazardous Waste	1,447.38	0
20383	12/02/2014	ORE001	O'Reilly Auto Parts	767.49	0
20384	12/02/2014	ODL001	Odland Fitzgerald Reynolds & Harbot	551.50	0
20385	12/02/2014	OLD001	Old Dominion Brush	782.41	0
20386	12/02/2014	ORC002	Roger Orchard	19,803.10	0
20387	12/02/2014	OVE002	OverDrive, Inc	1,200.00	0
20388	12/02/2014	PAP004	Richard Papenfus	50.00	0
20389	12/02/2014	PAR005	Paras Contracting	96,718.75	0
20390	12/02/2014	PEN001	Penworthy Company	247.72	0
20391	12/02/2014	PET001	Peterson Veterinarian Clinic P.C.	936.00	0
20392	12/02/2014	POL009	Polk County DAC	21.00	0
20393	12/02/2014	POL006	Polk County Highway Department	2,321.00	0
20394	12/02/2014	POL004	Polk County Recorder	92.00	0
20395	12/02/2014	PRA003	Prairie Wind BG Inc	363.00	0
20396	12/02/2014	PRE001	Premium Waters Inc	31.05	0
20397	12/02/2014	PSD001	PS Door Services	798.21	0
20398	12/02/2014	QUI001	Quill Corp	520.51	0
20399	12/02/2014	REL001	Reliable Office Supplies	80.97	0
20400	12/02/2014	RMB001	RMB Environmental Lab Inc	260.00	0
20401	12/02/2014	ROT001	Roto Rooter	250.00	0
20402	12/02/2014	MER001	Sanford Clinic Fargo Region	129.00	0
20403	12/02/2014	SHO001	Show Me Books	88.00	0
20404	12/02/2014	SPI001	Paul Spielman	930.95	0
20405	12/02/2014	STR009	Strander Abstracty & Title, LLC	3,896.00	0
20406	12/02/2014	SUM001	Summit Fire Protection	190.00	0
20407	12/02/2014	SUN001	Sunshine Terrace	84.81	0
20408	12/02/2014	SUR001	Surplus Center	29.96	0
20409	12/02/2014	TEN001	Cristina Campos Tenants Committee	600.00	0
20410	12/02/2014	CHA001	The Chamber of EGF/GF	541.00	0
20411	12/02/2014	RET001	The Retrofit Companies Inc	3,006.45	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20412	12/02/2014	THU002	Thur-O-Clean	2,550.00	0
20413	12/02/2014	TOD001	Todays Organized Living LLC	180.00	0
20414	12/02/2014	TRU001	True Temp	361.32	0
20415	12/02/2014	ULI001	Uline	173.31	0
20416	12/02/2014	UNI004	University of Minnesota	435.00	0
20417	12/02/2014	USB005	US Bank Corporate Payment System	6,322.41	0
20418	12/02/2014	USP004	USPS Postmaster	328.00	0
20419	12/02/2014	VIL001	Vilandre Heating & A/C	83.17	0
20420	12/02/2014	WAL007	Wallwork Truck Center	34.61	0
20421	12/02/2014	WAT001	Water & Light Department	30,238.06	0
20422	12/02/2014	WDA001	WDAZ TV	320.00	0
20423	12/02/2014	WEX001	Wex Bank	39.00	0
20424	12/02/2014	WID001	Widseth Smith Nolting & Associates	52,082.05	0
20425	12/02/2014	WIZ001	Wizard's Enterprises Inc.	590.00	0
20426	12/02/2014	XCE001	Xcel Energy	6,949.85	0
20427	12/02/2014	XER001	Xerox Corporation	82.84	0
20428	12/02/2014	ZEE001	Zee Medical Service	40.75	0
				<hr/> <hr/>	
Check Total:				545,946.50	
				<hr/> <hr/>	

Name	Default Accounting Code	Posting Date	Transaction Amount	Sales Tax	Merchant Name	Allocation Code	Allocation Amount	Allocation Last Changed By
DAVE AKER	101-45-121-42000	2014/10/23	\$75.00	\$0.00	SOUTH CENTRAL SERVICE	1014512143080	\$75.00	HADDEN,DEB
	101-45-121-42000	2014/10/30	\$160.00	\$0.00	GERRELLS SPORTS CENTER	1014512942000	\$160.00	HADDEN,DEB
	101-45-121-42000	2014/11/10	\$118.90	\$0.00	CULINEX GRAND FORKS	1014560042000	\$118.90	HADDEN,DEB
	101-45-121-42000	2014/11/10	\$99.00	\$0.00	SKILLPATH SEMINARS MAIN	1014512143080	\$99.00	HADDEN,DEB
	101-45-121-42000	2014/11/10	\$34.09	\$2.19	SKILLPATH SEMINARS MAIN	1014512143080	\$34.09	HADDEN,DEB
	101-45-121-42000	2014/11/21	(\$2.19)	\$0.00	SKILLPATH SEMINARS MAIN	101-45-121-42000	(\$2.19)	System
JAY BRUCE	630-46-440-44000	2014/11/10	\$30.83	\$0.00	SHOPKO 00507426	6304644042000	\$30.83	Bruce,Jay
	630-46-440-44000	2014/11/11	(\$30.83)	\$0.00	SHOPKO 00507426	6304644042000	(\$30.83)	Bruce,Jay
	630-46-440-44000	2014/11/11	\$28.85	\$0.00	SHOPKO 00507426	6304644042000	\$28.85	Bruce,Jay
	630-46-440-44000	2014/11/19	\$33.54	\$0.00	HOME OF ECONOMY GF	6304644042000	\$33.54	Bruce,Jay
MARK DRAGICH	101-45-121-42000	2014/10/23	\$410.00	\$0.00	GERRELLS SPORTS CENTER	1014512942400	\$410.00	HADDEN,DEB
	101-45-121-42000	2014/10/30	\$340.00	\$0.00	GERRELLS SPORTS CENTER	1014512942400	\$340.00	HADDEN,DEB
NANCY ELLIS	101-42-400-42000	2014/11/05	\$44.00	\$0.00	SUPERSHUTTLE EXECUCARDIA	2104980443300	\$44.00	ELLIS,NANCY
	101-42-400-42000	2014/11/10	\$30.00	\$0.00	FRONTIER AI 4220617297586	2104980443360	\$30.00	ELLIS,NANCY
	101-42-400-42000	2014/11/10	\$561.12	\$0.00	CROWNE PLAZA DNVER	2104980443360	\$561.12	ELLIS,NANCY
DEBRA HADDEN	101-45-121-42000	2014/11/04	\$10.80	\$0.00	USPS 26267007930102479	1014514042000	\$10.80	HADDEN,DEB
	101-45-121-42000	2014/11/18	\$219.50	\$0.00	TRACTOR-SUPPLY-CO #0116	101-45-121-42000	\$219.50	System
MICHAEL HEDLUND	101-42-100-42000	2014/11/03	\$125.00	\$0.00	SIMONSON GAT10050029	1014212344000	\$125.00	HEDLUND,MICHAEL
	101-42-100-42000	2014/11/19	\$192.08	\$0.00	CANAL PARK LODGE	1014210043300	\$192.08	HEDLUND,MICHAEL
TERRY KNUDSON	101-41-510-42000	2014/11/04	\$187.45	\$12.47	STANDARD REGISTER CO.	1014151042000	\$187.45	KNUDSON,TERRY
	101-41-510-42000	2014/11/17	\$238.14	\$0.00	RAMADA PLAZA MINNEAPOL	1014111043300	\$238.14	KNUDSON,TERRY
LINDA KOSSOW	630-46-440-44000	2014/10/24	\$69.47	\$0.00	WALMART.COM	6304644042400	\$69.47	Kossow,Linda
	630-46-440-44000	2014/10/28	\$7.99	\$0.00	SHOPKO 00507426	6304644042000	\$7.99	Kossow,Linda
	630-46-440-44000	2014/11/05	\$50.48	\$0.00	PAYPAL *ZORO.COM	6304644042000	\$50.48	Kossow,Linda
	630-46-440-44000	2014/11/06	\$21.99	\$0.00	PAYPAL *COLLECTIONS	6304644042000	\$21.99	Kossow,Linda
	630-46-440-44000	2014/11/07	\$2.39	\$0.00	JOANN FABRIC #0653	6304644042000	\$2.39	Kossow,Linda
	630-46-440-44000	2014/11/10	\$44.85	\$0.00	JOANN FABRIC #0653	6304644042000	\$44.85	Kossow,Linda
	630-46-440-44000	2014/11/17	\$17.99	\$0.00	PAYPAL *COLLECTIONS	6304644042000	\$17.99	Kossow,Linda
	630-46-440-44000	2014/11/21	(\$4.47)	\$0.00	WALMART.COM	6304644042400	(\$4.47)	Kossow,Linda
KRIS KOVAR	101 41 510 44300	2014/10/30	\$880.26	\$0.00	SYX*TIGERDIRECTINC	101 41 510 44300	\$880.26	System
	101 41 510 44300	2014/11/10	\$58.74	\$0.00	AMAZON MKTPLACE PMTS	1014210042000	\$58.74	HEDLUND,MICHAEL
BRIAN LARSON	101-45-140-42000	2014/10/23	\$161.97	\$0.00	HARDWARE HANK	1014514142400	\$161.97	HADDEN,DEB
	101-45-140-42000	2014/10/30	\$69.95	\$0.00	HARDWARE HANK	1014514242000	\$28.98	HADDEN,DEB
	101-45-140-42000	2014/10/30	\$0.00	\$0.00	HARDWARE HANK	1014514042000	\$40.97	HADDEN,DEB
	101-45-140-42000	2014/10/30	\$19.96	\$0.00	HARDWARE HANK	1014514042000	\$19.96	HADDEN,DEB
	101-45-140-42000	2014/11/05	\$89.70	\$0.00	HARDWARE HANK	2144901042000	\$89.70	HADDEN,DEB
	101-45-140-42000	2014/11/06	\$27.40	\$0.00	HARDWARE HANK	1014514142000	\$27.40	HADDEN,DEB
	101-45-140-42000	2014/11/21	\$59.92	\$0.00	HARDWARE HANK	101-45-140-42000	\$59.92	System
GARY LARSON	1014220042000	2014/11/18	\$54.00	\$0.00	CAMP RIPLEY BILLET FUND	1014220043300	\$54.00	Larson,Gary L
DAVID MURPHY	101-41-510-42000	2014/11/10	\$81.70	\$0.00	FRANKLINCOVEYPRODUCTS	101-41-510-42000	\$81.70	System
ELLEN OLSON	620-49-870-42000	2014/10/28	\$38.79	\$0.00	FEDEX 804548215493	620-49-870-42000	\$38.79	System
ANDREA SCHERER	101-45-500-42000	2014/11/11	\$8.91	\$0.00	MICHAELS STORES 1583	4004550443360	\$8.91	HELGESON,CHARLOTTE
	101-45-500-42000	2014/11/13	\$56.06	\$0.00	TARGET 00017830	4004550443360	\$56.06	HELGESON,CHARLOTTE
	101-45-500-42000	2014/11/13	\$32.31	\$0.00	PARTY CITY	4004550443360	\$32.31	HELGESON,CHARLOTTE

	101-45-500-42000	2014/11/20	\$6.94	\$0.00	DAYDREAMS SPECIALTIES	4004550443360	\$6.94	HELGESON,CHARLOTTE
AEISSO SCHRAGE	101-42-100-42000	2014/10/31	\$326.20	\$0.00	NARTEC, INC.	1014210042000	\$326.20	HEDLUND,MICHAEL
	101-42-100-42000	2014/11/05	\$232.35	\$0.00	ALIEN GEAR HOLSTERS	1014210042000	\$232.35	HEDLUND,MICHAEL
	101-42-100-42000	2014/11/11	\$903.82	\$0.00	ARROWHEAD SCIENTIFIC INC	1014210042000	\$903.82	HEDLUND,MICHAEL
	101-42-100-42000	2014/11/21	\$271.18	\$18.39	PUBLISHERS GROUP WEST	101-42-100-42000	\$271.18	System
	101-42-100-42000	2014/11/24	(\$18.39)	\$0.00	PUBLISHERS GROUP WEST	101-42-100-42000	(\$18.39)	System
JASON STORDAHL	1014314042210	2014/11/24	\$254.87	\$0.00	COUNTRY INN BY CARLSON	1014300043300	\$254.87	STORDAHL,JASON