

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 20, 2015 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF 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.” If you would like to address the City Council, please come up to the podium to do so.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Organizational Meeting” for the East Grand Forks, Minnesota City Council of January 6, 2015.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 6, 2015.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 13, 2015.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

4. Consider adopting Resolution No. 15-01-10 approving the report of feasibility for 2015 Street Improvements for Seal Coat and Mill and Overlay and setting the public hearing for March 3, 2015.
5. Consider adopting Resolution No. 15-01-11 authorizing the City Engineers to prepare the report of feasibility for Paving in the Replat of Point of Woods 5th Addition and Utilities and Street Construction in Point of Woods 6th Addition.
6. Consider adopting Resolution No. 15-01-12 waiving the monetary limits on tort liability without purchasing the excess liability coverage.
7. Consider adopting Resolution No. 15-01-13 approving the Council appointments to the various

boards and commissions.

8. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Blue Line Club to be held March 28, 2015 at the East Grand Forks VFW Arena at 711 3rd St SE and waive the 30-day waiting period.
9. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Police Officers Association to be held April 15, 2015 at the East Grand Forks Police Department at 520 Demers Ave East Grand Forks, MN 56721 and waive the 30-day waiting period.
10. Consider approving Linda Wald on a temporary basis as Secretary/Dispatcher/Jailer from her home.
11. Consider approving the transfer of Officer April Hansen to the Secretary/Dispatcher/Jailer position and allowing her to work as a police officer as needed.
12. Consider approving the hiring of a patrol officer from the current hiring register to fill the position vacated by Officer Hansen.
13. Consider approving the request to start a hiring process for a patrol officer for the police department once the current roster is has been exhausted of candidates.
14. Consider declaring the old cab and chassis as surplus from the Fire Department's Rescue Truck and sell it to the highest bidder accepting no less than \$8,000.
15. Consider approving the nomination of Toby Strom to the Northwest Regional Development Commission as the municipal representative for Polk County.

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

16. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 4, 2014 and December 18, 2014.

COMMUNICATIONS:

17. Included in the packet are updated numbers of the three possible wastewater treatment projects for the Council to review prior to the next work session.

OLD BUSINESS:

18. Reconsider changing the motion dismissing the three day liquor license suspension to a deferment of the three day liquor license suspension for Hugo's Wine and Spirits.

NEW BUSINESS:

19. Consider adopting Resolution 15-01-14 approving the position of Commander of the Drug Task Force and placing Officer Schrage on Grade 18, Step 4.

CLAIMS:

20. Consider adopting Resolution No. 15-01-15 authorizing the City of East Grand Forks to approve

purchases from Hardware Hank the goods referenced in check numbers 20686 for a total of \$623.82 whereas Council Member Buckalew is personally interested financially in the contract.

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

ADJOURN:

Upcoming Meetings:

Work Session – January 26, 2015 – 5:00 PM – Training Room
Regular Council Meeting – February 3, 2015 – 5:00 PM – Council Chambers
Work Session – February 10, 2015 – 5:00 PM – Training Room
Regular Council Meeting – February 17, 2015 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 6, 2015 - 5:00 P.M.**

ORGANIZATIONAL MEETING

CALL TO ORDER:

The Organizational Meeting of the East Grand Forks City Council for January 6, 2015 was called to order by the temporary chairperson City Attorney Ron Galstad at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, Mark Olstad, Chad Grassel, and Marc DeMers.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; 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 QUORUM:

The Temporary Chairperson Determined a Quorum was present

ADMINISTER OATH OF OFFICE FOR ELECTED OFFICIALS:

Mr. Galstad swore in Council member Pokrzywinski, Council member Tweten, and Council member DeMers.

ELECTION OF COUNCIL PRESIDENT AND VICE-PRESIDENT BY WRITTEN BALLOT:

Mr. Galstad announced the nominations for Council President were open. Council member Grassel nominated Mr. Olstad for Council President. Council member Pokrzywinski nominated Mr. Vetter for Council President. Mr. Galstad asked if there were any other nominations. There were none.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER OLSTAD, TO CLOSE NOMINATIONS FOR COUNCIL PRESIDENT.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

Mr. Galstad asked the Council to cast their vote for Council President using a written ballot. Mr. Galstad read the votes with five for Mr. Olstad and two for Mr. Vetter. He declared Mark Olstad as the new Council President and asked him to take over as chair of the meeting.

President Olstad announced the nominations for Council Vice-President were open. Council member Tweten nominated Mr. Grassel for Council Vice-President. Council member Pokrzywinski nominated Mr. Vetter for Council Vice-President. President Olstad asked if there were any other nominations. There were none.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER BUCKALEW, TO CLOSE NOMINATIONS FOR COUNCIL VICE-PRESIDENT.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

President Olstad asked the Council to cast their vote for Council Vice-President using a written ballot. Mr. Galstad read the votes with five votes for Mr. Grassel and two votes for Mr. Vetter. He declared Chad Grassel as the new Council Vice-President.

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 15-01-01 setting the time and hour of regular City Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 15-01-01 SETTING THE TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

Ms. Nelson explained the resolution stated the regular council meetings would be held on the first and the third Tuesday of the month, the work sessions would be held on the second and fourth Tuesday of the month, and all would have a start time of 5:00pm.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 15-01-02 designating The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 15-01-02 DESIGNATING THE EXPONENT AS THE OFFICIAL NEWSPAPER.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 15-01-03 designating the following financial depositories.

- a. American Federal
- b. Frandsen Bank & Trust

- c. Morgan Stanley-Smith Barney
- d. Multi-Bank Securities
- e. Dain Rausher
- f. PMA – 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 15-01-03 DESIGNATING THE FINANCIAL DEPOSITORIES.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

Consider adopting Resolution No. 15-01-04 authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title Signature

- (A) Lynn Stauss, Mayor
- (B) David Murphy, City Administrator/Clerk-Treasurer
- (C) Megan Nelson, Executive Assistant
- (D) Terry Knudson, Accounting/HR Technician
- (E) Karla Anderson, Finance Director
- (F) Lynda Katka, Accounting Technician

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 15-01-04 AUTHORIZING PERSONS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING.

Council member DeMers asked if the Council President should be added. Mr. Murphy explained that typically it is just the Mayor and staff since the Council has to give their approval.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE JANUARY 7, 2014 ORGANIZATIONAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:12 P.M.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 6, 2015 - 5:00 P.M.**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 6, 2015 was called to order by Council President Olstad at 5:13 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 Olstad, Council Vice President Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; 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 QUORUM:

The Council President Determined a Quorum was present

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.” If you would like to address the City Council, please come up to the podium to do so.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 16, 2014.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of December 16, 2014.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of December 23, 2014 recessed and continued on December 29, 2015.

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

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

4. Consider adopting Resolution No. 15-01-05 designating "C&H Insurance" as the insurance agency to handle City Policy for 2015.
5. Consider adopting Resolution No. 15-01-06 approving the 2015 Administrative Services Agreement with Select Account.
6. Consider adopting Resolution No. 15-01-07 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
7. Consider adopting Resolution No. 15-01-08 approving the following Boards & Commission appointments and reappointments as presented by the appropriate elected officials.
8. Consider approving the application for an Exempt Gambling Permit for a raffle for Sacred Heart Church & School to be held January 24, 2015 at Sacred Heart School, 200 3rd Street NW East Grand Forks, MN 56721 and waive the 30-day waiting period.

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

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

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

9. Regular meeting minutes of the Economic Development/Housing Authority Board for December 2, 2014.
10. Regular meeting minutes of the Cemetery Commission for November 24, 2014.
11. Regular meeting minutes of the Library Board for October 28, 2014.
12. Regular meeting minutes of the Water, Light, Power, and Building Commission for November 20, 2014.

COMMUNICATIONS:

13. Acknowledge the notice received from GSS, Inc regarding a proposed monopole communications pole to be constructed within the railroad right-of-way.

Mr. Murphy explained the City had received a letter which stated this monopole tower for communications would be placed in the railroad's right-of-way which they have complete authority of and stated they do not have to comply with city ordinances within the right-of-way. Ms. Ellis added Mr. Boyce has been in contact with the construction company for this project to make sure that utilities would not be affected. Discussion followed about the possible location of the monopole and how it at this time the City does not have jurisdiction in the railroad's right-of-way.

OLD BUSINESS:

14. Consider approving the agreement between the City of East Grand Forks and Northland Community and Technical College for the use of a public parking lot for the truck driving program.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND NORTHLAND COMMUNITY AND TECHNICAL COLLEGE FOR THE USE OF A PUBLIC PARKING LOT FOR THE TRUCK DRIVING PROGRAM.

Mr. Galstad informed the Council the language had been added which would require the State's insurance to be listed and used first. Council Vice-President Grassel asked if there had been any complaints. Mr. Murphy stated there had only been a couple from the Council and the issues had been addressed.

Voting Aye: Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: Vetter.

NEW BUSINESS:

15. Consider approving the Joint Powers Agreement for Group Employee Benefits between the City of East Grand Forks and the Northwest Service Cooperative for health insurance benefits.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE JOINT POWERS AGREEMENT FOR GROUP EMPLOYEE BENEFITS BETWEEN THE CITY OF EAST GRAND FORKS AND THE NORTHWEST SERVICE COOPERATIVE FOR HEALTH INSURANCE BENEFITS.

Council member DeMers asked what had been done in regards to the health insurance. Mr. Murphy explained how the City had shopped around and was able to get a small decrease changing to Blue Cross Blue Shield of Minnesota instead of staying with Medica and having a larger increase. Council member Vetter asked when the City became a member of the Cooperative again instead of using an insurance broker. Discussion followed about how the City does use an insurance broker, this agreement needed to be passed in order for the City employees to have health insurance, and how they will continue to use the insurance broker in the future. Ms. Knudson informed the Council that Mr. Kroeger has done an excellent job for the City, he considers how the employees are affected, and that is has even reduced his fees. Council member Vetter stated the City does not want to lose his services.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

CLAIMS:

16. Consider adopting Resolution No. 15-01-09 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20592 for a total of \$380.91 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 15-01-09 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 20592 FOR A TOTAL OF \$380.91 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Vetter, Pokrzywinski, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

Abstain: Buckalew.

17. 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 DEMERS, TO AUTHORIZE THE CITY ADMINISTRATOR/CLERK-TREASURER TO ISSUE PAYMENT OF RECOMMENDED BILLS AND PAYROLL.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Council Member Pokrzywinski thanked Mr. Buckalew for this time and service as President of the Council. He congratulated Council President Olstad and added that it was good to be back on the Council.

Council Member Buckalew thanked the Council for letting him service as President and added that he was looking forward to the next two years. He stated how there will be hurdles to overcome but the Council is more than ready. He also thanked Mr. Stordahl and his crew for getting the streets cleaned.

Council Member Tweten thanked Mr. Buckalew for serving as President, that he had done a very good job, and handled things very well.

Council Member Olstad commented Mr. Buckalew had been a good sounding board for him, thanked everyone for serving and said there were lots of things coming up. He also asked that the Council members send him which Board or Commission they would like to serve on so he can start making those appointments.

Council Member Grassel thanked both Mr. Buckalew and Mr. Leigh for serving. He also thanked the Council for voting him as Vice-President and added he was looking forward to the future.

Council Member DeMers thanked Mr. Buckalew for his service as Council President. He stated that he had been a great role model as well as done a great service for the community. He asked to address on

how to improve the audio and visual availability of the meetings and work sessions at a future work session.

Mr. Murphy informed the Council an offer had been made to one of the candidates for the EDA Director position and he would be receiving notification very soon if the candidate agreed to the terms and accepted the position.

Mr. Galstad stated he was looking forward to working with the new council. He congratulated Mr. Murphy for being named the Grand Forks Herald's Person of the Year. He added that there had been lots of negative press and it was nice to have something positive.

Mr. Boppre congratulated to Mr. Olstad and Mr. Grassel on their new positions.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE JANUARY 6, 2015 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:40 P.M.

Voting Aye: Vetter, Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, and DeMers.

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 13, 2015 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for January 13, 2015 was called to order by Council President Mark Olstad 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 Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Brad Bail, City Engineer; 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; 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. File Report of Feasibility for 2015 Street Improvements – Steve Emery

Mr. Emery explained how the City Engineers had been asked to prepare a three to five year plan addressing the necessary repairs to the streets of the City. He stated they had figured out a three year plan with phase 1 including seal coat, mill and overlay, and in some areas a complete reconstruction. He reviewed the estimated costs for each of these projects and the potential costs for the City. Discussion followed about if the end benefits were calculated correctly, how current oil prices had not been taken into account regarding these prices, and that the amount the City will be paying for the total reconstruction portion could be higher than what was estimated. Mr. Murphy stated the Council will need to look at what is needed and prioritize based on what is feasible. Council member DeMers asked what had been budgeted. Ms. Anderson reviewed funds available for these projects based on the current estimates but this would also deplete these funds. Discussion followed about how some of these funds were also going to be used as the local match for lowering 5th Ave NE is the City is awarded the grant and how they might need to look at using waste water funds for the 5th Ave project instead of using state aid.

Council Vice-President Grassel asked if they should remove Lee's Place from the project list which could save about \$86,000 based on the bid received last fall. Council President Olstad

asked how the Council would like to move forward. Mr. Murphy also asked that they prioritize the projects. Council Vice-President Grassel suggested moving forward with the process, hold the public hearing, and get input from the residents. Council member Vetter agreed they will need to get input from residents. Council member Demers asked to have the numbers reviewed so the Council could see what the actual cost would be for the City's portion of these projects. Council member Buckalew commented how it wouldn't be responsible to deplete the funds and they will need to prioritize the projects based on the amount they are willing to spend. Mayor Stauss stated the City will need to pay for its part if they are going to be assessing these jobs to residents so they will need the figures before moving forward. Council member Pokrzywinski commented on the project size, how the seal coat numbers look affordable compared to waiting until a total reconstruction is needed. He added that the general consensus from the Council is to maintain but they can't deplete the funds this year because there wouldn't be any funds for projects next year.

Council President Olstad asked Mr. Boyce if he knew of any upcoming projects where the Water and Light would be replacing water main and if they would be able to try and do both at the same time. Mr. Boyce stated he wasn't sure at this time but would be able to look into the upcoming projects and would inform the Council. More discussion followed about how the majority of City costs would be from the reconstruction project. Council member DeMers asked if they should look at if they would be able to get funds from DEED for areas of the Industrial Park to help with the City's portion of the cost. More discussion followed about moving forward and holding the public hearing for the projects. Mr. Murphy stated staff has the direction of moving forward with the projects of seal coat along with the mill and overlay as presented, preparing the notifications, holding the public hearing, and then the Council can consider their options.

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

2. Point of Woods 5th and 6th Addition Projects – Steve Emery

Mr. Emery explained that Mr. Peabody would like to move forward with paving the Replat of the Point of Woods 5th Addition and start the utilities and street for Point of Wood 6th Addition. Mr. Murphy stated the request is that these projects would be 100% assessed and the City would have the upfront costs. He added he wanted the Council to be aware they would have to bond in order to have these projects completed. Discussion followed about how the Developer's agreement is being worked on for Point of Woods 6th Addition and it was suggested the approval for the projects be contingent on the developer's agreement being signed.

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

3. Waste Water Treatment Update – Brad Bail

Mr. Bail explained to the Council the design phase had been started, soil borings were done, and readings of the water table were taken from those borings. He said based on those readings the ground water is approximately one foot below the pond. He added he thinks that is artificially high but the MPCA is basing their information on those readings and requiring the four foot separation. He reminded them that this would increase the project cost by about 12 million

dollars. He stated that with this increase to the project they need direction from the Council on how they would like to proceed. Mayor Stauss stated how important it was to know what they are asking for when speaking with meeting with legislators.

Council President Olstad commented that there are three options for the Council to consider. Mr. Bail asked for direction from the Council on what project they would like to move forward with. Discussion followed about how much more the lagoons now cost and what projects should be considered. Mr. Bail stated that right now they have updated numbers for the lagoon and mechanical plant project. More discussion followed about which projects should be considered and how each system would have its own annual costs for operation. Council President Olstad asked if the engineers could have costs estimates for the interconnect ready by the next work session. Discussion followed about how some of the Council members would like to maintain control and will only consider the lagoon or mechanical plant project. Other Council members stated they should at least see what the new cost estimates are for the interconnect. Council President Olstad stated they would only be looking at the numbers to be informed. Council member Pokrzywinski asked to get the numbers showing how much an average household would be paying on their monthly bill for each of the projects. Mayor Stauss commented the City needs to find out how much the State will help with which could help pick which project the City should move forward with.

Mr. Murphy stated that this was an intense issue, there are potentially three options, and local control is a big issue. He asked the Council if they could narrow it down to two options. More discussion followed about how more information was needed and how the Council owes it to the residents to look at all three options. Mr. Bail stated they will try to have as much information prepared as they can for the next work session.

4. Update from Auditors – Brady Martz Auditors

Ms. Anderson introduced Ms. Janelle Mulroy and Ms. Amanda Scanson who were there for a pre-audit meeting with the Council. Ms. Mulroy reviewed the auditor's responsibility based on auditing standards. She explained that based on these standards the Housing Authority is done separately and after the 2014 won't need to be done again since housing had been transferred. She stated there were different components of the audit with included the City, the EDHA, and the Water and Light Department. She added that the audit is done on a test basis.

Ms. Mulroy then reviewed the timeline for the audit to be completed which included the preliminary work done in December to the delivery of the final financial statements on June 1st. She explained that this planned audit approach will look at investments, depreciation, and inquires from the Council about fraud matters. She asked the Council to inform them about any areas that they should give extra attention to. Ms. Mulroy then reviewed two new pronouncements on financial reporting for pension plans as well as accounting and financial reporting. Discussion followed about what would need to be done differently regarding the Fire Relief Association audit and what affect a potential liability could have on the City's report. Council member Buckalew asked if the proposed timeline for the audit would work for City staff. Ms. Anderson stated that this would be a good approach so staff can get the ground work done for the auditors.

5. Excess Liability Coverage for 2015 – Karla Anderson

Ms. Anderson stated this was something that needed to be done yearly. She explained that in the past the Council has chosen to waive the limit and not to purchase the excess liability coverage. Council member Pokrzywinski asked if option three would include the additional cost of \$35,000. Ms. Anderson stated yes and added that amount was not included in the budget.

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

6. Police Department Staffing Requests – Mike Hedlund

Chief Hedlund explained that there was going to be staffing changes in the police department with an officer moving to the secretary/dispatcher/jailer position due to an opening. He stated how this would open up a patrol position, that they are currently running background checks on four people to fill the current openings, and they might need to start another hiring process if any of them fail the background check. He said how they have looked at possible concerns from moving a patrol officer to the secretary/dispatcher/jailer position with the possibility of this helping out police officer. He stated that all of the concerns have been addressed. He added that they might also allow the person leaving to work on a part time basis helping with transcriptions from home and they had been working with the IT department to make that happen. He reviewed the pay scale for the person changing from patrol to secretary and that he would have to approve any overtime for that person to work as a patrol officer prior to the shift.

7. Police Officer Hiring Request – Mike Hedlund

Chief Hedlund continued with the hiring request. He stated again they were working on background checks for current openings. He added that with the officer moving positions would open another position and an officer is looking at retirement so that would result in another opening. He said he would like to ask for approval to start a hiring process if the current roster isn't enough to fill all of the positions. Discussion followed about the wages for the person changing positions, what the job duties are for the Secretary/Dispatch/Jailer position, and what the minimum staffing levels are in the police department.

Council member Vetter commented on the budget situation, how positions may end of getting cut, and that the Council needs to review the minimum staffing policy at the police department. He added that all departments will be looked at. More discussion followed about the secretary/dispatcher/jailer position job duties and how the data entry and transcribing duties are something that has to be done since the information needs to be available if a case ends up in court.

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

8. Reconsideration of License Suspension Deferment – David Murphy

Mr. Murphy asked Mr. Galstad to speak about this issue. Mr. Galstad explained he had advised the Council the motion made would allow for a deferment of the license suspension, not dismiss

it. He asked that they amend the motion to only defer the suspension for the one year period. He added that he already spoke with the people at Hugo's Wine and Spirits regarding this situation so they are aware of the Council taking this action.

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

9. Other

Mr. Murphy informed the Council the pool project is moving forward and the advertise for bids could go out in February. He added they will need to discuss the repayment of the funds the City is receiving from the Water and Light Department for this project. Council member Vetter asked to discuss it at the next work session.

Council member Buckalew asked if the waste water fee had been changed. He reminded the Council how they had been looking at slowly raising the fee over time for the waste water project instead of all at once. He added that should be discussed at a future meeting.

Chief Larson informed the Council the rescue truck was almost completed and they would be getting it at the end of the week. He reminded them they had a new cab and chassis and stated he had asked around about if anyone was interested in the old cab and chassis. He stated he had found someone who was interested in and would pay \$8,000 for it. He asked that at the next meeting to declare the old cab and chassis as surplus so they can leave it down in Iowa and sell it at least for \$8,000. President Olstad stated the Council will motion to accept no less than \$8,000 for the old cab and chassis.

Mr. Murphy stated that there was a chance he could make a formal announcement in the morning once he is told the EDA candidate has formally accepted the offer and job as the new EDA Director.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADJOURN THE JANUARY 13, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:06 P.M.

Voting Aye: Pokrzywinski, Buckalew, Tweten, Olstad, Grassel, DeMers, and Vetter.

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

Request for Council Action

Date: January 7, 2015

To: East Grand Forks City Council, Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Henry Tweten, Marc Demers, Craig Buckalew and Mike Pokrzywinski.

Cc: File

From: Steve Emery, P.E.

RE: File Report of Feasibility – 2015 Street Improvements

Background:

We would like to file the proposed Report of Feasibility for the above referenced project and set the date for the Improvement Hearing.

Recommendation:

Approve the Report of Feasibility and set date for Improvement Hearing

Enclosures:

Report of Feasibility with cost estimates and maps

RESOLUTION NO. 15 – 01 - 10

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

WHEREAS, a report has been prepared by Widseth Smith Nolting with reference to proposed 2015 Street Improvements for Seal Coat and Mill and Overlay projects

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, MINNESOTA:

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting and non-abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$176,417.50 for seal coat and \$491,325 for Mill and Overlay.
2. A public hearing shall be held on such proposed improvement on the 3rd day of March, 2015, in the Council Chambers in the City Hall at 5:00 pm and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: January 20, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 20th day of January, 2015.

Mayor



East Grand Forks
1600 Central Avenue NE
East Grand Forks, MN 56721-1570

218.773.1185 
218.773.3348 
EastGrandForks@wsn.us.com 

WidethSmithNolting.com

January 5, 2015

Honorable Mayor and City Council
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

RE: Report of Feasibility – 2015 Street Repairs
Estimate of Cost and Areas Proposed to be Assessed
East Grand Forks, MN

Dear Members of the Council:

We have as directed by the City Council made an investigation as to the feasibility of completing street repairs on miscellaneous streets throughout the City of East Grand Forks. The proposed work is broke down into the following street repairs: Seal Coat, Mill and Overlay and Full Reconstruction. The streets identified were chosen utilizing the Icon Pavement Management Software as a guide followed up by an inspection of the existing streets by Engineering Staff and Jason Stordahl, Public Works Superintendent. The last city wide street maintenance project was completed the summer of 2006.

We have identified the project needs as follows:

Seal Coating

Seal coating of streets is a preventative maintenance activity for bituminous streets. Seal coating protects the pavement from the deteriorating effects of sun and water which leads to cracks in the pavement service. A seal coat not only provides a waterproof membrane to slow down the oxidation process of the pavement but also minimizes cracking and protects water from entering the base material. A secondary benefit of seal coating is an increase in surface friction. The expected life of a seal coat application is five (5) to seven (7) years. See sheets (1-5) for seal coat areas and assessable properties.

The estimated total project cost for seal coating is \$176,417.50.

The estimated assessment rate is \$7.63 per front foot benefit and \$2.54 per end foot benefit.

Mill and Overlay

A mill and overlay is a cost effective method to renew the structural integrity and extend the life of a street. An overlay results in a new pavement surface, however, it is not a new road and cracks that were present in the existing pavement prior to the overlay will reflect through into the new pavement within a few years thus requiring crack sealing. A mill and overlay also restores the cross-section of the street allowing for improved drainage of the street section. A bituminous overlay shall be expected to last a minimum of ten (10) years and can last fifteen (15) years or longer. See sheets (6-10) for mill and overlay areas and assessable properties.

The mill and overlay projects will consist of the following:

1. An 1 ½" edge mill adjacent to concrete curb and gutter followed by an 1 ½" overlay
2. Removal and replacement of damaged sections of concrete curb and gutter or areas requiring replacement for drainage purposes
3. Removal and replacement of existing catch basin casting assemblies
4. Adjustment of existing manholes

The estimated total project cost for the mill and overlay and all associated work is \$491,325.00.

The estimated assessment rate is \$48.45 per front foot benefit and \$16.15 per end foot benefit.

Full Reconstruction

Full reconstruction has been identified for those streets in which the street is structurally deficient and beyond the end of its useful life. The streets identified as part of this report as full reconstruction are existing concrete streets. See sheets (11-12) for full reconstruction areas and assessable properties.

The full reconstruction project will consist of the following:

1. Removal of the existing concrete pavements curb and gutter and aggregate base.
2. Common excavation, subgrade preparation, drain tile installation and installation of new aggregate base section.
3. Replacement of existing storm or sanitary sewer manhole casting assemblies with floating casting assemblies.
4. Installation of new curb and gutter and concrete paving.
5. Landscaping and grading.

The estimated total project cost for the full reconstruction and all associated work is \$1,345,977.50.

It was assumed that the intersection of Central Ave and 3rd Street NW would be 100% city cost and therefore not assessed. The estimated total project cost for this intersection is \$159,127.00. It was also assumed that the north half of the highway 2 frontage road from 11th – 13th Ave NE

would be 100% city cost and therefore not assessed. The estimated total project cost for this section of street is \$224,729.00.

Therefore, the estimated total project to be assessed cost for the full reconstruction is \$962,121.50.

The estimated assessment rate is \$401.16 per foot benefit and \$133.72 per end foot benefit.

Areas to be Assessed

2015 Seal Coat

Wurdens 1st Addition	Block 2	Lots 6-10
Wurdens 2nd Addition	Block 4 Block 2	Lots 6-10 Lots 5-9
Wurdens 3rd Addition	Block 3 Block 1 Block 4 Block 2	Lots 1-9 Lots 1-10 Lots 1-9 Lots 1-9
Wurdens 4th Addition	Block 1 Block 2	Lots 1-37 Lots 1-21
Wurdens 5th Addition	Block 3 Block 1 Block 4 Block 2	Lots 1-8 Lots 1-8 Lots 1-8 Lots 1-8
Wurdens 6th Addition	Block 1 Block 3	Lots 5-8 Lots 1-7
Harney Addition	Block 1	Lots 1-11
Riverside Addition	Block 1 Block 2	Lots 1-12 Lots 1-14
Replat of Symingtons	Block 1	Lots 1-9
Country Woods Subdivision	Block 1 Block 1 Block 2	Lots 17-23 Lots 1-6 Lots 1-3

Auditors Plat Outlots 1-41		Lots 1-13 Lots 16-41
Garden Valley Addition	Block 1 Block 2	Lots 1-22 Lots 26-35 Lots 1-5
Garden Valley 2nd Addition	Block 3 Block 2 Block 1	Lots 1-4 Lots 1-5 Lots 1-5
Garden Valley 3rd Addition	Block 1	Lots 18-20
MJ Ryan Addition	Block 1	Lots 1-7
Trails Addition	Block 5 Block 12 Block 13 Block 14 Block 19 Block 20 Block 21 Block 22	Lots 13-24 Lots 1-24 Lots 1-24 Lots 14, 16, 18, 20, 22, 24 Lots 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24 Lots 1-24 Lots 1-12 Lots 19-24 Lots 2, 4, 6, 8, 10, 12
Budge's 2nd Addition	Block 2 Block 1	Lots 1-12 Lots 13-24
Budge's 3rd Addition	Block 3	Lots 11-24
Budge's 3rd Addition	Block 2 Block 1	Lots 1-6 Lots 19-24 Lots 19-24
Budge's 4th Addition	Block 6 Block 5 Block 4 Block 3 Block 2	Lots 1-6 Lots 1-17 Lots 1-12 Lots 19-24 Lots 13-24 Lots 6-24

Grand Forks East	Block 9 Block 8 Block 7 Block 6	Lots 2, 4, 6, 8, 10, 12,14,16,18,20,22,24 Lots 1,3,5,7 Lots 1-20 Lots 13-24 (Cabela's)
Minnesota Heights Addition	Block 1	Lot 1
Section 2, Twp 151 N, R 50 W		
Unplatted Properties:		

2015 Mill and Overlay

Good Samaritan Addition	Block 1	Lots 1 & 2
Resurrection Cemetery		Section 34, T152N R50W
Club Acres Addition		Lots 16 - 18
Auditors Plat Outlots 1-41		Lots 14 & 15
Wurdens 1st Addition	Block 1	Lots 1-5
Wurdens 2nd Addition	Block 1 Block 2 Block 3 Block 4	Lots 1-10 Lots 1-9 Lots 1-9 Lots 1-10
Wurdens 8th Addition	Block 1	Lots 1-6
Wurdens 4th Addition	Block 1 Block 1	Lots 1-9 Lots 30-37
Harney Addition	Block 1	Lots 1-6
M J Ryan Addition	Block 1 Block 2	Lots 8-14 Lots 1-7
Garden Valley Addition	Block 1	Lots 36-42

Grand Forks East	Block 7 Block 8 Block 9 Block 5	Lots 1-23 Sacred Heart Lots 2,4,6,8,10,12,14,16,18,20,22,24 Lots 1,3,5,7,9,11,13,15,17,19,21,23
Julia B. Griggs Addition Replat of Lots 4& 6 Julie B. Griggs Addition	Block 1 Block 1	Lots 8,10,12,14,16,18,20,22,24 Lots 4 & 6
Melines	Block 5	Lot 12
Trails Addition	Block 30 Block 33	Lots 1, 3, 5, 7, 9, 11, 13, 15
Unplatted properties:	Section 2, TWP 151N , R50W	

2015 Full Reconstruction

Replat of outlots 59-64 and outlots 17-64	Block 1	Lots 4-7
Unplatted Properties:	Section 31, TWP 152N , R49W	
Industrial Park Second Addition	Block 1 Block 2	Lots 1-5 Lots 1-5

Conclusions and Recommendations

From the results of the feasibility study it can be concluded that:

1. The projects as described are feasible as it relates to general engineering principles, practices and construction procedures.
2. The proposed improvements are essential to maintaining the city's street system.

Therefore, it is our recommendation that the city council approves the Report of Feasibility and proceed with an Improvement Hearing.

If you have any questions, or if additional information is needed, please contact our office.

Respectfully yours,
Widseth Smith Nolting & Associates, Inc.



Steve Emery, P.E.

SE:kmu

**ENGINEER'S PRELIMINARY ESTIMATE OF COST
2015 SEAL COAT
EAST GRAND FORKS, MINNESOTA**



12/18/2014

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
SEAL COAT	SQ YD	70567	\$ 2.00	\$141,134.00
ESTIMATED CONSTRUCTION PROJECT TOTAL =				\$141,134.00
PLANS / SPECIFICATIONS (10%)=				\$14,113.40
STAKING / INSPECTION (5%)=				\$7,056.70
CONTINGENCIES (7%)=				\$9,879.38
ADMINISTRATION / LEGAL (3%)=				\$4,234.02
ESTIMATED TOTAL PROJECT COST =				\$176,417.50

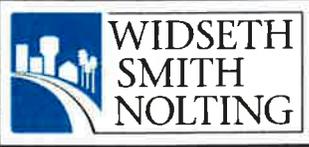


See Sheet 2B

See Sheet 2B

LEGEND

-  SEAL COAT AREA
-  FRONT BENEFIT
-  END BENEFIT



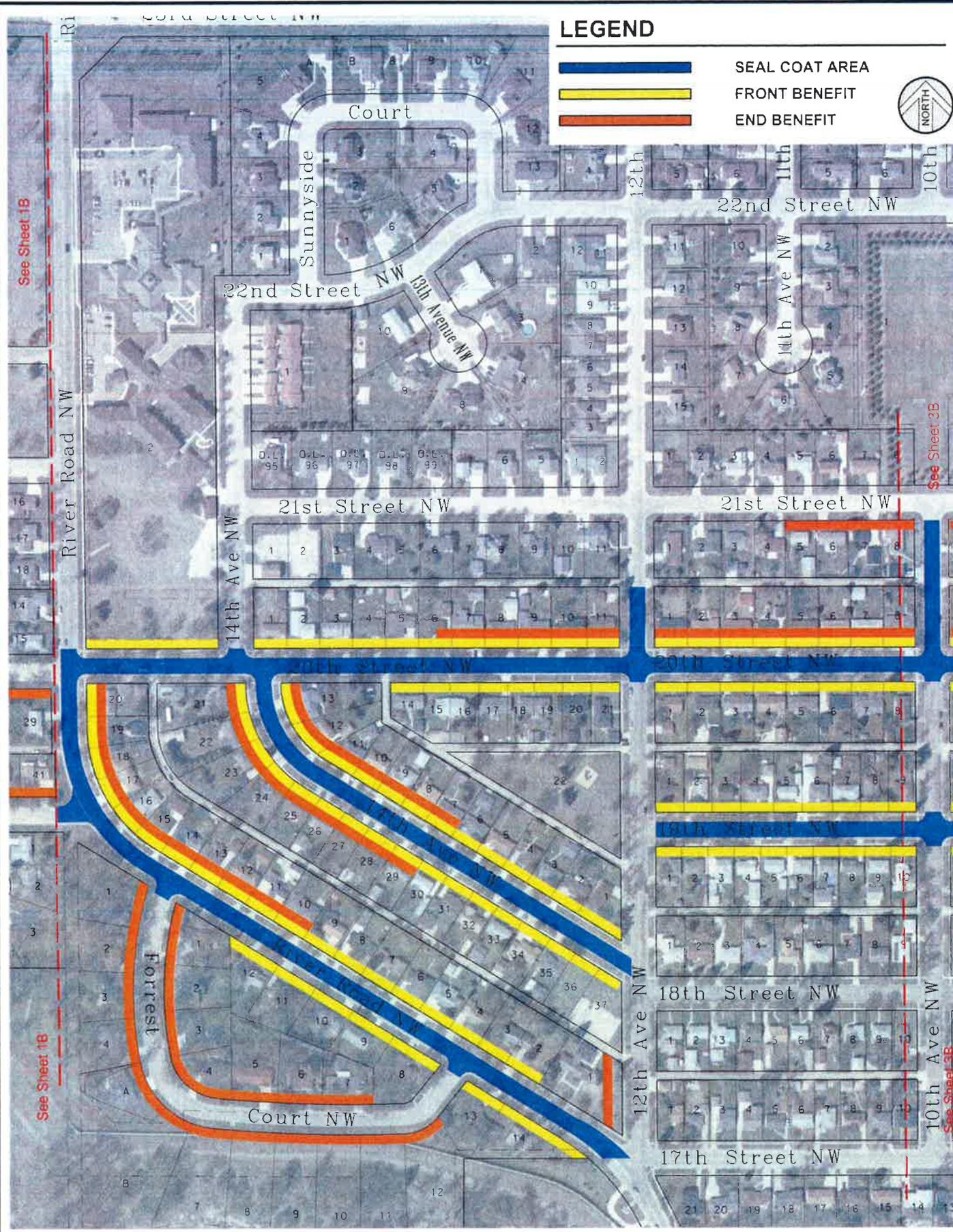
Engineering
Architecture
Surveying
Environmental

DATE	12-17-14
SCALE	None
DRAWN BY	DDA
CHECKED BY	SRE
JOB NUMBER	

City of East Grand Forks
Minnesota
Report of Feasibility
2015 - Seal Coat Areas

SHEET NO	1
SHEET	1 of 12

ROADS&FILE



LEGEND

- SEAL COAT AREA
- FRONT BENEFIT
- END BENEFIT



Engineering
Architecture
Surveying
Environmental

DATE	12-17-14
SCALE	None
DRAWN BY	DDA
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JOB NUMBER	

City of East Grand Forks
Minnesota
Report of Feasibility
2015 - Seal Coat Areas

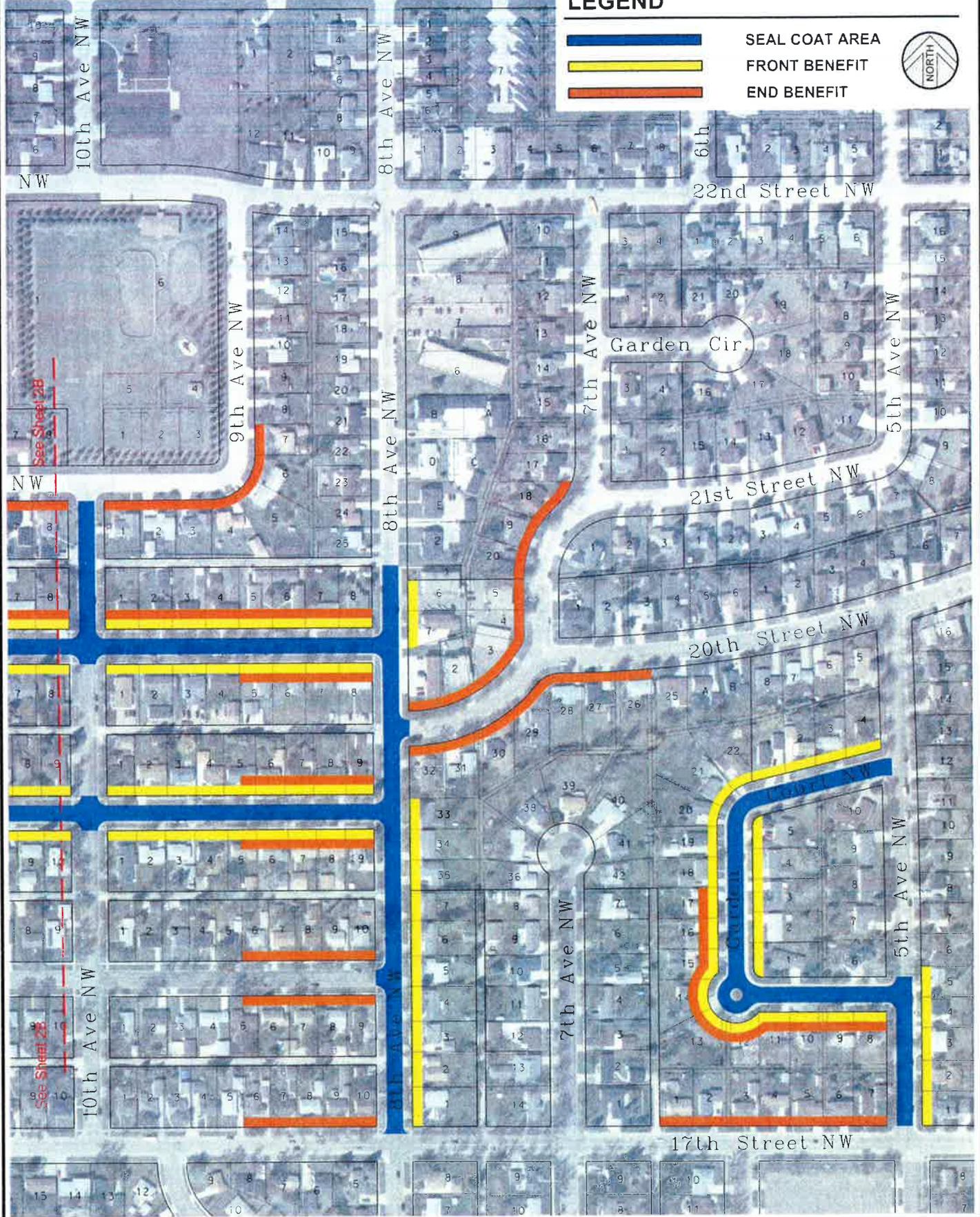
SHEET NO.	2
SHEET	2 OF 12

© 2014 WIDSETH SMITH NOLTING

22nd Street NW

LEGEND

-  SEAL COAT AREA
-  FRONT BENEFIT
-  END BENEFIT



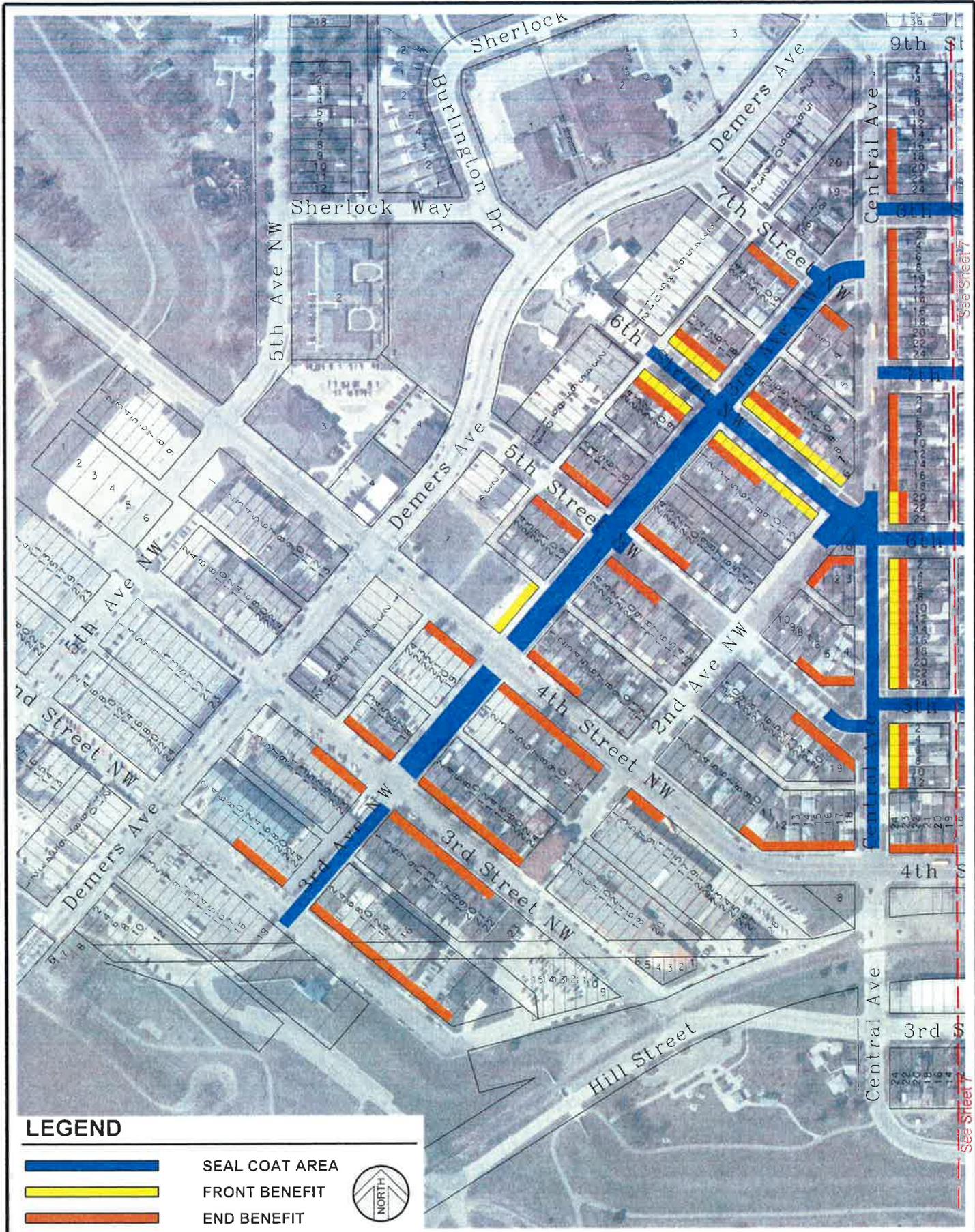
Engineering
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CHECKED BY	SRE
JOB NUMBER	

City of East Grand Forks
 Minnesota
 Report of Feasibility
2015 - Seal Coat Areas

SHEET NO	3
PAGE	3 of 12

STATE OF MINNESOTA



LEGEND

-  SEAL COAT AREA
-  FRONT BENEFIT
-  END BENEFIT



Engineering
 Architecture
 Surveying
 Environmental

DATE 12-17-14
 SCALE None
 DRAWN BY DDA
 CHECKED BY SRE
 JOB NUMBER

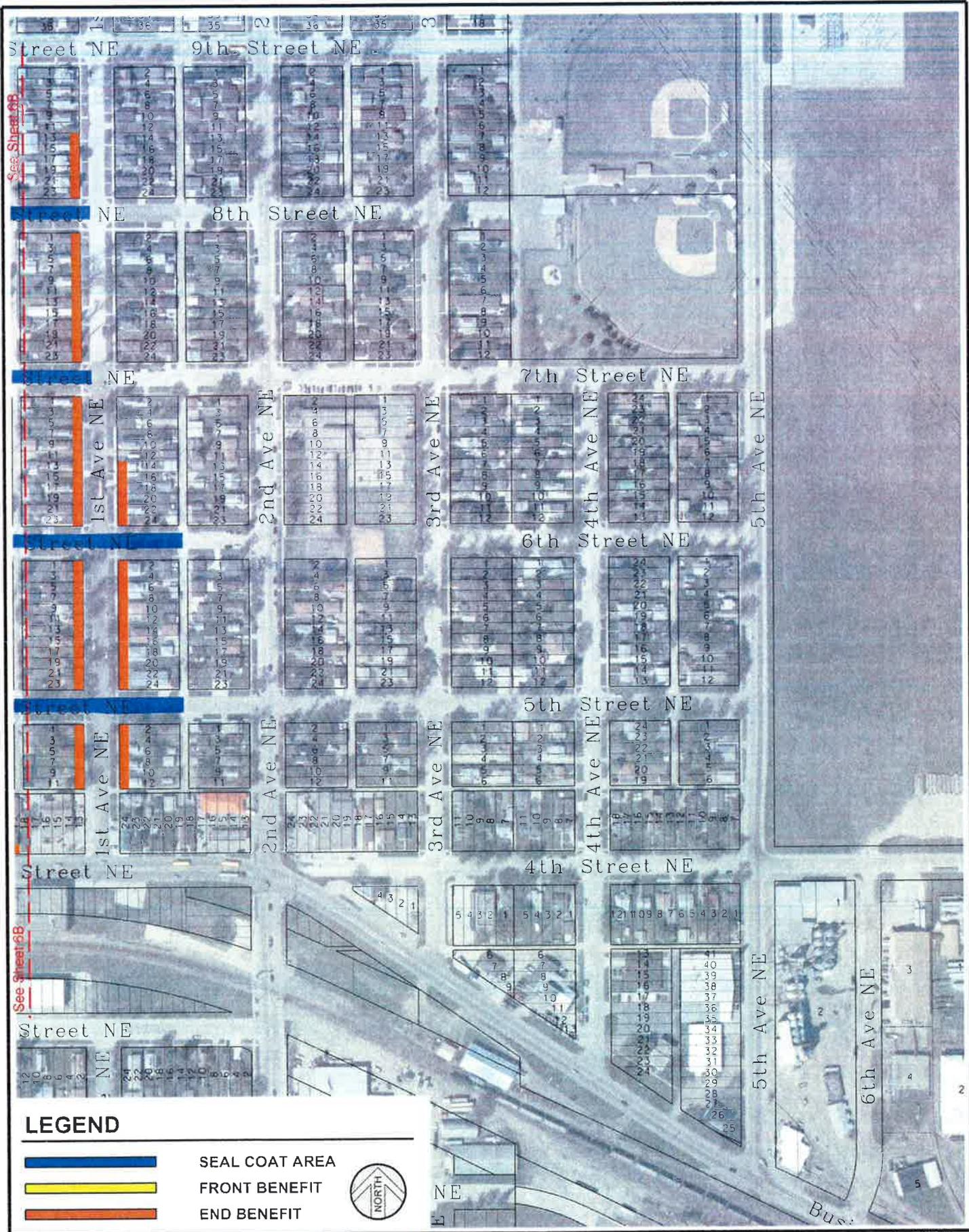
City of East Grand Forks
 Minnesota
 Report of Feasibility
 2015 - Seal Coat Areas

SHEET NO
4
 SHEET
 4 of 12

See Sheet 6

See Sheet 7

STATE STREET



LEGEND

-  SEAL COAT AREA
-  FRONT BENEFIT
-  END BENEFIT



Engineering
 Architecture
 Surveying
 Environmental

DATE 12-17-14
 SCALE None
 DRAWN BY DDA
 CHECKED BY SRE
 JOB NUMBER

City of East Grand Forks
 Minnesota
 Report of Feasibility
 2015 - Seal Coat Areas

SHEET NO
5
 SHEET
 5 OF 12

DATE PLOTTED

**ENGINEER'S PRELIMINARY ESTIMATE OF COST
2015 MILL AND OVERLAY
EAST GRAND FORKS, MINNESOTA**

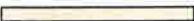


12/18/2014

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
REMOVE AND REPLACE CONCRETE CURB & GUTTER	LIN FT	2700	\$ 25.00	\$67,500.00
BITUMINOUS MILLING	SQ YD	13691	\$ 2.00	\$27,382.00
TACK COAT	GAL	1378	\$ 1.00	\$1,378.00
ADJUST MANHOLE	EACH	16	\$ 300.00	\$4,800.00
ADJUST GATE VALVE & BOX	EACH	3	\$ 200.00	\$600.00
CATCH BASIN CASTING ASSEMBLIES	EACH	32	\$ 2,000.00	\$64,000.00
BITUMINOUS PAVEMENT	TON	2274	\$ 100.00	\$227,400.00
ESTIMATED CONSTRUCTION PROJECT TOTAL =				\$393,060.00
PLANS AND SPECIFICATIONS (10%) =				\$39,306.00
STAKING AND INSPECTION (5%)=				\$19,653.00
CONTINGENCIES (7%)=				\$27,514.20
ADMINISTRATON / LEGAL (3%)=				\$11,791.80
ESTIMATED TOTAL PROJECT COST=				\$491,325.00



LEGEND

-  MILL & OVERLAY AREA
-  FRONT BENEFIT
-  END BENEFIT



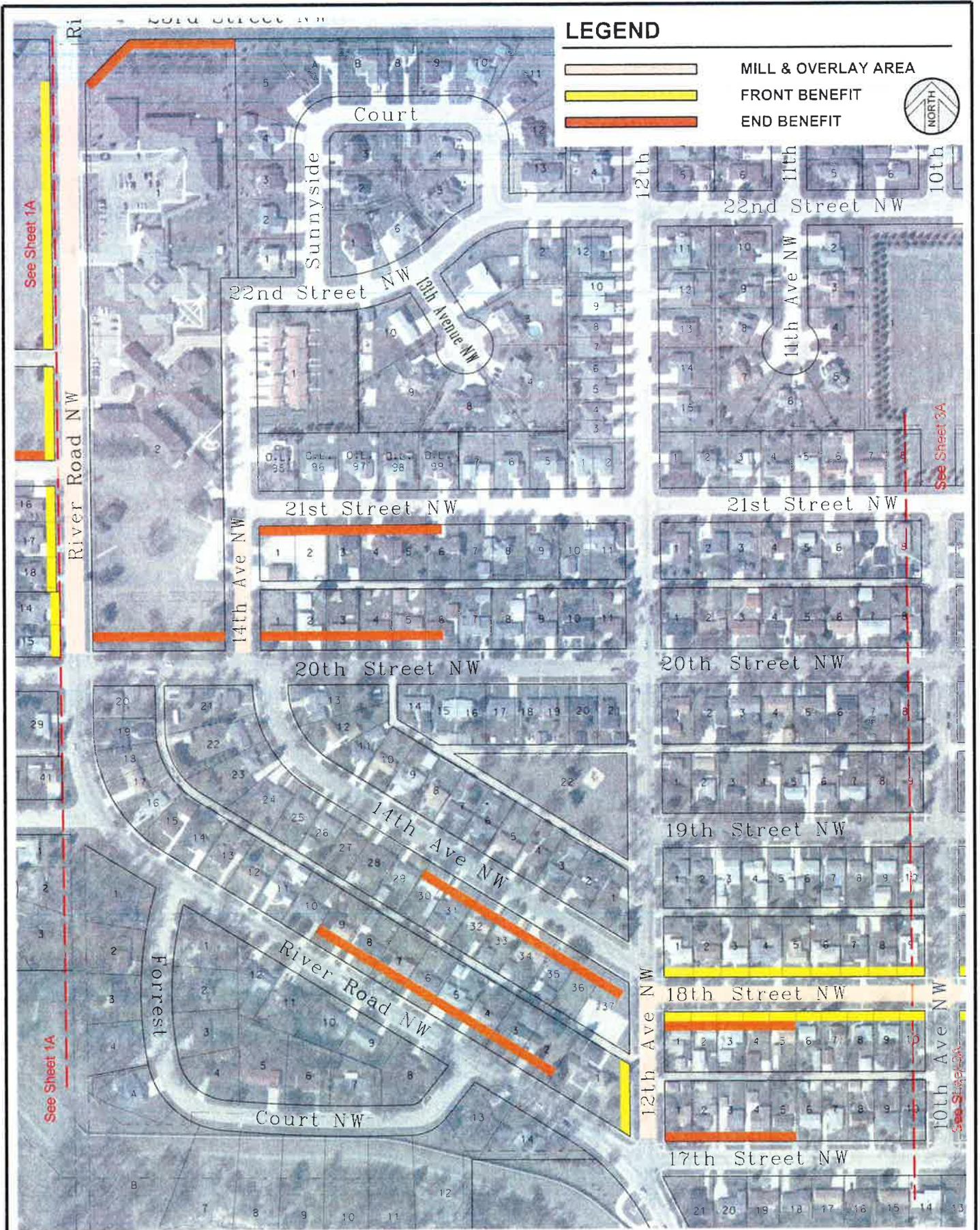
Engineering
 Architecture
 Surveying
 Environmental

DATE	12-17-14
SCALE	None
DRAWN BY	DDA
CHECKED BY	SRE
JOB NUMBER	

City of East Grand Forks
 Minnesota
 Report of Feasibility
2015 - Mill and Overlay Areas

SHEET NO	6
SHEET	6 of 12

DATE PLOTTED



LEGEND

- MILL & OVERLAY AREA
- FRONT BENEFIT
- END BENEFIT



Engineering
Architecture
Surveying
Environmental

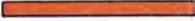
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JOB NUMBER	

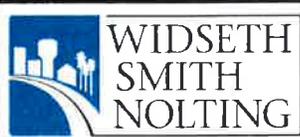
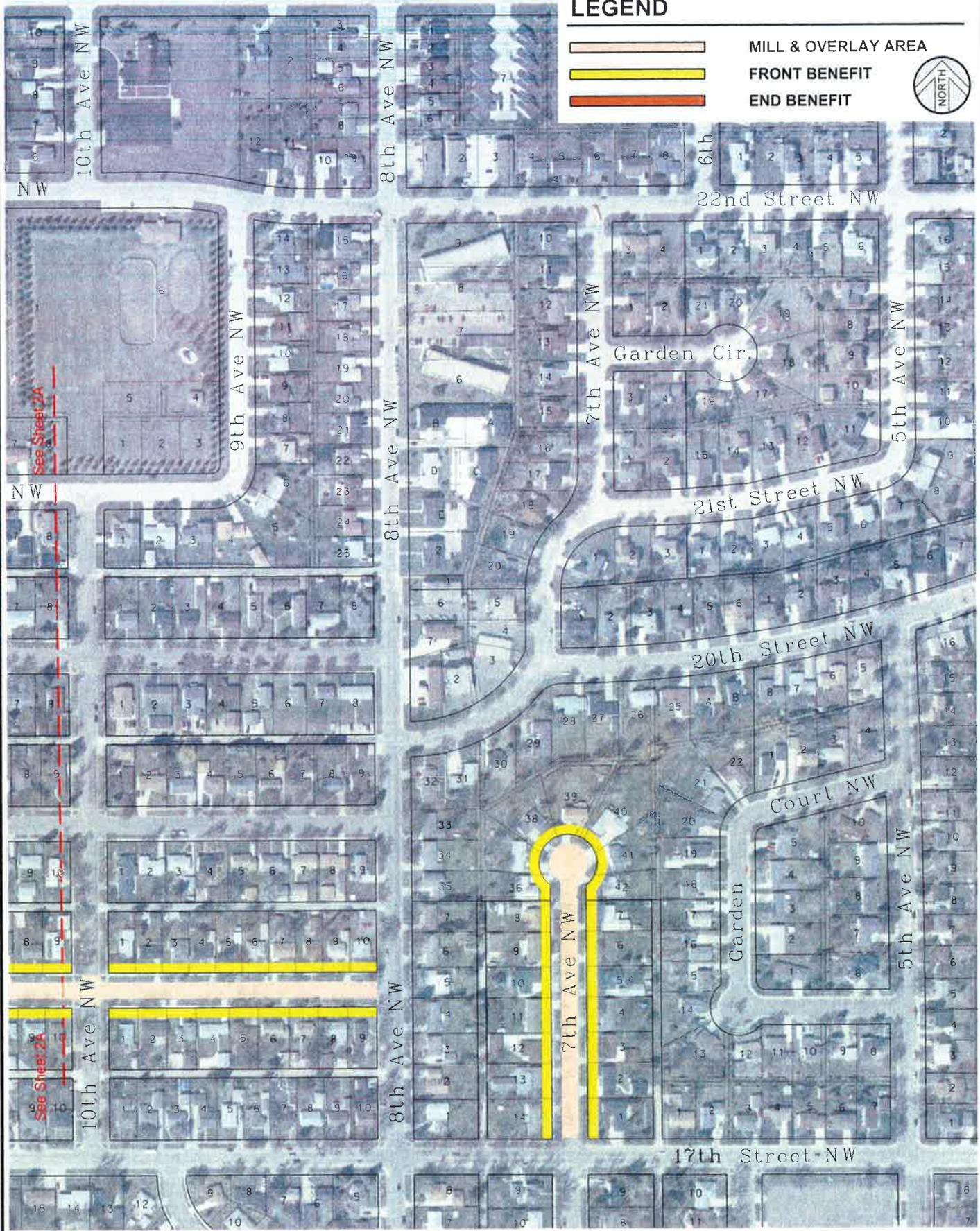
City of East Grand Forks
Minnesota
Report of Feasibility
2015 - Mill & Overlay Areas

SHEET NO	7
SHEET	7 of 12

ROADS & UTILITIES

LEGEND

-  MILL & OVERLAY AREA
-  FRONT BENEFIT
-  END BENEFIT



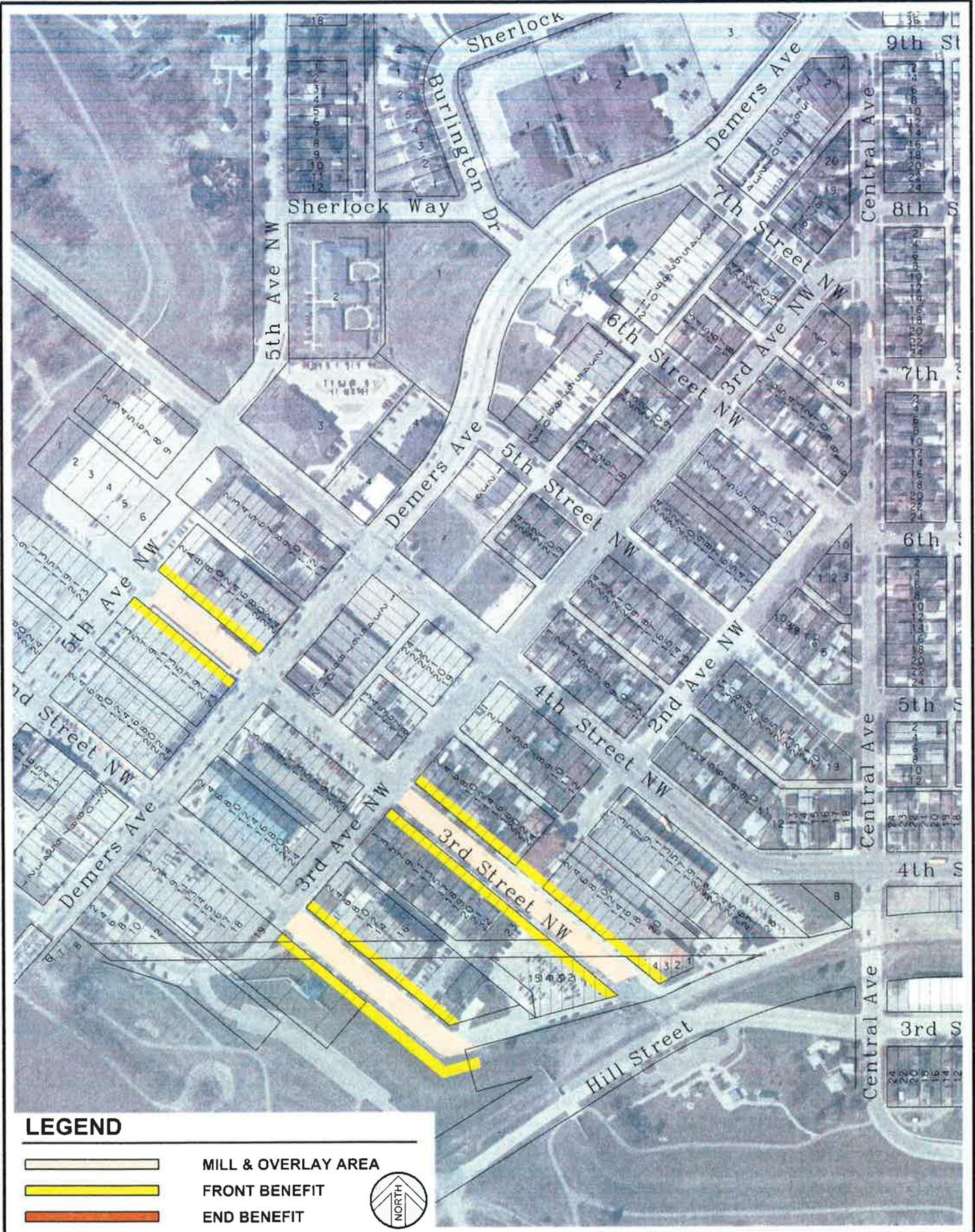
Engineering
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 Surveying
 Environmental

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JOB NUMBER	

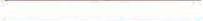
City of East Grand Forks
 Minnesota
 Report of Feasibility
2015 - Mill and Overlay Areas

SHEET NO	8
SHEET	8 OF 12

SCALE 1"=100'



LEGEND

-  MILL & OVERLAY AREA
-  FRONT BENEFIT
-  END BENEFIT



Engineering
 Architecture
 Surveying
 Environmental

DATE	12-17-14
SCALE	None
DRAWN BY	DDA
CHECKED BY	SRE
JOB NUMBER	

City of East Grand Forks
 Minnesota
 Report of Feasibility
2015 - Mill and Overlay Areas

DATE PLOTTED



LEGEND

-  MILL & OVERLAY AREA
-  FRONT BENEFIT
-  END BENEFIT



Engineering
 Architecture
 Surveying
 Environmental

DATE: 12-17-14
 SCALE: None
 DRAWN BY: DDA
 CHECKED BY: SRE
 JOB NUMBER:

City of East Grand Forks
 Minnesota
 Report of Feasibility

2015 - Mill and Overlay Areas

SHEET NO

10

SHEET
 10 OF 12

Request for Council Action

Date: January 7, 2015

To: East Grand Forks City Council, Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Henry Tweten, Marc Demers, Craig Buckalew and Mike Pokrzywinski.

Cc: File

From: Steve Emery, P.E.

RE: Report of Feasibility: Concrete Paving – Point of Woods 5th Addition
Utility and Street Construction – Point of Woods 6th Addition.

Background:

Back on August 21, 2014 we requested authorization to prepare a Report of Feasibility as well as authorization to complete plans and specs for concrete paving of Brandon Boulevard and Nate Circle within the Point of Woods 5th Addition. At the time Mr. Peabody was looking to have the construction work completed in the Fall of 2014. At the time the City council felt it was too late in the year to get plans and specs completed and the construction work completed and therefore did not feel it was in the City's best interest to move forward. Also, based on the high bid prices just recently received on a couple other projects the council did not feel it was beneficial to move forward and therefore denied the request.

Therefore, we are now again asking permission to prepare a Report of Feasibility for Concrete Paving of Brandon Boulevard and Nate Circle within the Point of Woods 5th Addition. In addition we would like to get permission to prepare a Report of Feasibility for Utilities and Street Construction within the Point of Woods 6th Addition.

The City has received petitions from Mr. Peabody for both potential projects as well as a fully executed Development Agreement.

Recommendation:

Authorize the preparation of Report of Feasibility for both potential projects described above.

Enclosures:

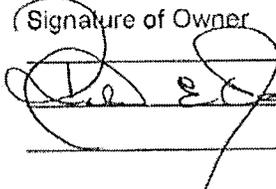
Petitions from Mr. Peabody requesting the projects.

1. **Petition For Local Improvement**

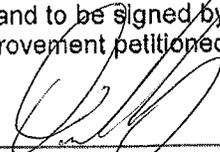
East Grand Forks, Minnesota December 12, 2014

To the City Council of East Grand Forks, Minnesota:

We, all owners of real property within Point of Woods 6th Addition hereby petition that such improvements be made: Installation of watermain, storm and sanitary sewer, street construction and concrete curb and gutter. Pursuant to Minnesota Statutes, Chapter 429, and that the city assess the entire cost of the improvement against our property described below and hereby agree to pay the entire cost as apportioned by the city.

	(Signature of Owner)	Description of Property
1.		POINT OF WOODS C TH
2.		
3.		
4.		

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.



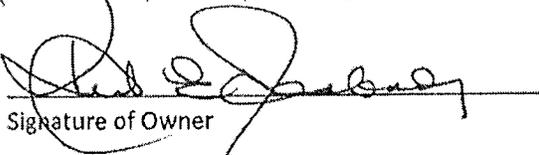
City Administrator

3. Petition For Local Improvement (at least 35 percent of property owners)

East Grand Forks, Minnesota December 12, 2014.

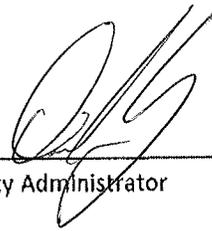
To the City Council of East Grand Forks, Minnesota:

We, the undersigned, owners of not less than 35 percent in frontage of the real property abutting on Brandon Boulevard and Nate Circle within the Point of Woods 5th Addition hereby petition that such streets be improved by installing concrete pavement pursuant to Minnesota Statutes, Chapter 429.


Signature of Owner

- Description of Property
1. Point of Woods 5th Brandon Blvd & Nate Circle
 2. _____
 3. _____
 4. _____

Examined, checked, and found to be proper form and to be signed by the required number of owners of property affected by making of the improvement petitioned for.



City Administrator

RESOLUTION NO. 15 – 01 – 11

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

WHEREAS, The City of East Grand Forks has received a request to move forward with paving the Replat of Point of Woods 5th along with utilities and street construction in the Point of Woods 6th Addition;

WHEREAS, Widseth Smith Nolting has proposed to perform a feasibility study that would analyze all aspects of the projects and that would guide the City Council to a final facilitated decision;

NOW, THEREFORE, BE IT RESOLVED, the City Council authorizes the City Engineers to prepare a report of feasibility and have the Mayor and City Administrator to execute all documents related to the feasibility study for both paving in the Replat of Point of Woods 5th Addition and utility and street construction in the Point of Woods 6th Addition.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 20, 2015

Attest:

Interim City Administrator

President of Council

I hereby approve the foregoing resolution this 20th of January, 2015.

Mayor

Request for Council Action

Date: 12/15/14

To: East Grand Forks City Council; Mayor Lynn Stauss, President Mark Olstad , Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: Karla Anderson

RE: Consider Excess Liability Coverage for 2015

Background:

Liability options are:

1. Do not waive.
If we do not waive, a single claimant could not claim more than \$500,000 and the single occurrence is limited to \$1,500,000.
2. City waives the limit.
A single claimant could claim up to the \$1,500,000 on a single occurrence, the total for all claims for this occurrence are still limited to \$1,500,000 per occurrence.
3. City waives the limit and purchase excess liability.
The city would purchase an additional \$1,000,000 of coverage. A single claimant could claim up to \$2,500,000 on a single occurrence, the total for all claims for this occurrence are limited to \$2,500,000.

The estimate for this coverage last year was approximately \$35,000, we have not purchased this excess liability in the past years. This expense is not in the 2015 budget.

The recommendation would be to choose option 1 or 2. In previous years, we have chosen Option 2 (waive the limit, without purchasing excess liability).

RESOLUTION NO. 15 – 01- 12

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that "C&H Insurance" has been designated as the insurance agency to handle City Policy for 2015 and The City chooses to “Waive” the monetary limits on tort liability without purchasing excess liability coverage.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 20, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 20th of January, 2015.

Mayor

RESOLUTION NO. 15 – 01 - 13

**A RESOLUTION DESIGNATING THE COUNCIL’S APPOINTMENT TO THE EAST
GRAND FORKS BOARDS AND COMMISSIONS FOR 2015**

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

WHEREAS, the Council appoints council members to fill representative positions on various Boards and Commissions of the City of East Grand Forks each year; and

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

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Council President Mark Olstad to the respective Board and/or Commission:

CEMETERY COMMISSION –

Chad Grassel

ECONOMIC DEVELOPMENT HOUSING AUTHORITY -

Chad Grassel and Mike Pokrzywinski

LIBRARY BOARD –

Henry Tweten

METROPOLITAN PLANNING ORGANIZATION –

Clarence Vetter and Marc DeMers

PLANNING COMMISSION –

Marc DeMers

SENIOR CITIZEN BOARD –

Mark Olstad

WATER, LIGHT, POWER & BUILDING COMMISSION –

Henry Tweten

GREENWAY TECHNICAL COMMITTEE –

Mike Pokrzywinski

PINE TO PRAIRIE DRUG TASK FORCE –

Craig Buckalew

Voting Aye:
Voting Nay:

The President declared the resolution passed.

Passed: January 20, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 20th day of January, 2015.

Mayor

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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

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

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: EAST GRAND FORKS BLUE LINE CLUB Previous Gambling Permit Number: 01656

Minnesota Tax ID Number, if any: 30516 Federal Employer ID Number (FEIN), if any: 41-1404267

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Mailing Address: PO BOX 125 EAST GRAND FORKS, MN 56721 POLK
 City: State and Zip: County:

Name of Chief Executive Officer (CEO): Timothy W Sheu Daytime Phone: 218-791-4211 Email: chipsheu@polarisarm.com

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):

EAST GRAND FORKS WPMV ARENA
 City or Township: Zip Code: County:

Address (do not use PO box): 711 3 ST. SE EAST GRAND FORKS, MN 56721 POLK

Date(s) of activity (for raffles, indicate the date of the drawing):
MARCH 28th, 2015

Check each type of gambling activity that your organization will conduct:
 Bingo* Paddiewheels* Pull-Tabs* Tipboards*
 Raffle (total value of raffle prizes awarded for the year: \$ 18,000)

*Gambling equipment for bingo paper, paddiewheels, 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.

LG220 Application for Exempt Permit

Local Unit of Government Acknowledgment

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <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). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____ Signature of City Personnel: _____	Print County Name: _____ Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Local unit of government must sign. </div>	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.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

Chief Executive Officer's Signature

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

Chief Executive Officer's Signature: _____

Date: 1-9-15

Print Name: Timothy W. Chip Shea

Requirements

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (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**.

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

Financial report and recordkeeping required.

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

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)).

Questions?

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

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

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

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

ment 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

<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

Organization Name: <i>East Grand Forks Police Officers Association</i>	Previous Gambling Permit Number: <i>X-04626-13-003</i>
Minnesota Tax ID Number, if any:	Federal Employer ID Number (FEIN), if any: <i>41-1948427</i>

Type of Nonprofit Organization (check one):

Fraternal
 Religious
 Veterans
 Other Nonprofit Organization

Mailing Address: *520 Demers Ave* City: *East Grand Forks* State and Zip: *MN 56701* County: *Polk*

Name of Chief Executive Officer (CEO): *Jacob Thompson* Daytime Phone: *218-773-1104* Email: *JThompson@egf.mn*

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):

East Grand Forks Police Dept

Address (do not use PO box): *520 Demers Ave* City or Township: *East Grand Forks* Zip Code: *56701* County: *Polk*

Date(s) of activity (for raffles, indicate the date of the drawing):
April 15th 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: \$ *4,000*)

***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

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

Local unit of government must sign.

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county).

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

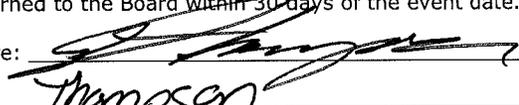
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

Chief Executive Officer's Signature

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

Chief Executive Officer's Signature:  Date: 01/02/15

Print Name: Jacob Thompson

Requirements

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

_____ a copy of your proof of nonprofit status, and
_____ application fee (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**.

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

Financial report and recordkeeping required.

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

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)).

Questions?

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

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

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

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

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

Request for Council Action

Date: December 22, 2014

To: East Grand Forks City Council, Mayor Lynn Stauss, City Administrator David Murphy, Council President Craig Buckalew, Council Members: Henry Tweten, Mark Olstad, Clarence Vetter, Chad Grassel, Mike Pokrzywinski and Marc Demers.

CC: File

From: Michael S. Hedlund – Chief of Police

RE: Police Department Staffing Requests

Background:

The East Grand Forks Police Department currently has two civilian “Secretary, Dispatcher, Jailer” positions. One of those is currently filled by Linda Wald who is planning to leave full-time employment with the City sometime in February 2015. EGF City Council approved the start of a hiring register to fill this position in August 2014. Officer April Hansen had previously expressed interest in switching from her police officer position to the Secretary, Dispatcher, Jailer position but also wished to maintain her status as a police officer and be available to work overtime shifts in the capacity of a police officer. After researching the various options with Officer Hansen and determining that both the MN POST Board and PERA (State retirement system) did not have issues with this situation we opened the position via an internal job posting. April Hansen did apply and was selected pending city council approval of the factors in this RCA. Our current staffing situation makes it problematic to move April into the Secretary, Dispatcher, Jailer position immediately upon it coming open. This particular position has two primary functions; Department payroll and the transcription of reports, interviews, etc. With Council approval we will have April take over the payroll function when Linda leaves. April will attempt to do the majority of the payroll work during her regular shifts as a police officer but she may need to come in at times to finish payroll on overtime. This would require my approval in all instances. Linda has stated that she is willing to stay on as a city employee on a temporary basis and will complete her transcription work from home. We are working with City IT staff to coordinate this project. As soon as our police officer staffing situation allows we will move April into the Secretary, Dispatcher, Jailer position on a full-time basis and Linda will end her employment with the City.

Recommendations:

It is my recommendation that the city council approve the following personnel actions:

- Approve Linda Wald to continue to work as a Police Department Secretary, Dispatcher, Jailer on a temporary basis conducting police transcription work from her home.
- Approve the transfer of Officer April Hansen to the position of Secretary, Dispatcher, Jailer while still allowing her to work as a police officer in an as needed/on-call/overtime basis.
- Approve the hiring a police officer from our current hiring register as soon as possible to replace Officer Hansen in the field. By hiring the officer prior to Officer Hansen being reassigned we can help to minimize our overall overtime expenditures.

Enclosures:

None

Request for Council Action

Date: 12/23/2014

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Members: Clarence Vetter, Henry Tweten, Mark Olstad, Chad Grassel, Mike Pokrzywinski and Marc Demers

Cc: File

From: Michael S. Hedlund – Chief of Police

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

Background: The East Grand Forks Police Department is currently conducting background checks on four police officer candidates from our recent hiring process. We currently are projecting a total of six openings (counting existing openings, planned retirements/resignations and the school resource officer grant funded position) in the coming months, thus we need to start a new process to be able to fill all of our projected openings. We would like to begin the process in the near future with a testing date in late Winter/early Spring 2015.

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

Enclosures: None

NWRegional Development Commission



January 2, 2015

TO: Polk County City Clerks –Please Bring to Your Next City Council Meeting

FROM: Cameron Fanfulik, Executive Director

SUBJECT: Nominations for a Municipal Representative from Polk County to Serve on the Northwest Regional Development Commission

The Northwest Regional Development Commission is seeking nominations for a Polk County municipal representative to serve on the Commission. The Commission serves the seven counties of Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau. Its membership consists of three members from each County (one each representing townships, cities and county boards); two school board members; and ten public interest group representatives.

The Commission meets quarterly, normally on the fourth Tuesday in the months of March, June, September and December. Commission members receive a \$50.00 "per diem" payment, as well as travel expenses, for the days on which they attend Commission meetings.

Toby Strom, from McIntosh, is Polk County Municipal current representative on the Commission. In compliance with our Bylaws, his term of office on the Commission runs concurrently with his elected office. At this time the Mayors in Polk County need to either reappoint Mr. Strom or appoint a new representative. Mr. Strom has expressed an interest in serving another term on the Commission. The municipal representative can be a Mayor or a city council person from Polk County. Enclosed for your convenience is a nomination sheet. Nominations will be taken by mail until February 4, 2015.

Following the nomination process we will send ballots in the mail to give each Mayor an opportunity to vote for a representative to the Commission.

If you have any questions please feel free to call Carol Sorensen of my staff at the number below. Thank you for your time and consideration.

making the most of our resources

109 South Minnesota St. • Warren, MN 56762 • Phone: 218-745-6733 • Fax: 218-745-6438

An Equal Opportunity Employer

NOMINATION SHEET

PLEASE NOTE: The person nominated must be either a Mayor or a City Council Person.

I nominate _____ from

_____ to be Polk
County's Municipal Representative on the Northwest Regional
Development Commission.

Signature

City

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

Present: Quirk, Ogden, Loven, Tweten

Absent: 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 \$221,318.94.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to award the bids for the 2015 water treatment chemicals as recommended by the Water Plant Superintendent.

It was moved by Commissioner Tweten seconded by Commissioner Loven to declare vehicle #732 as surplus.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to approve the 2015 water and electric rates as presented.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Loven to declare office furniture as surplus.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Ogden to adjourn to the next regular meeting on December 18, 2014 at 5:00 P.M. at the Distribution Service Center.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

Lori Maloney
Sec'y

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held December 18, 2014 at 5:00 P.M.

Present: Quirk, Ogden, Tweten

Absent: Loven

It was moved by Commissioner Ogden seconded by Commissioner Tweten that the minutes of the previous meeting of November 20, 2014 be approved as read.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Ogden to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,447,113.05.

Voting Aye: Quirk, Ogden, Tweten

Voting Nay: None

Commissioner Loven now entered the meeting.

It was moved by Commissioner Ogden seconded by Commissioner Tweten to approve North Holt's Change Order #1 for the Sanitary Lift Fiber project in the amount of \$485.00.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to approve the installation of a fire hydrant to be used for training purposes at Northland Community and Technical College.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Ogden seconded by Commissioner Tweten to approve changes to the 2015 Commercial rebate programs.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to adjourn to the next regular meeting on January 8, 2015 at 5:00 P.M.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

Lori Maloney
Sec'y

Request for Council Action

Date: January 16, 2015

To: East Grand Forks City Council, Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Henry Tweten, Craig Buckalew, and Mark DeMers.

Cc: File

From: Greg Boppre, P.E.

RE: Update on Wastewater Treatment Project

Background:

As per the direction of the City Council, please find attached the updated costs for the stabilization ponds, mechanical plant and the interconnect.

Recommendation:

N/A

Enclosures:

- 1) Updated costs and monthly costs
- 2) Proposed schedule

COMPARISON OF WASTE WATER OPTIONS
15-Jan-15

Project	Cost	Year	Fixed Rate	6000 gallon cost	Projected Cash Balance 2036
1. Stabilization Pond with MCPA regs	36,747,718	2015	17	42	6,087,414
		2016	34	60	
		2021	48	80	
		2036	48	105	
2. Mechanical	24,300,000	2015	17	42	5,214,563
		2016	17	43	
		2021	37	69	
		2036	37	94	
3. Interconnect	9,422,431	2015	17	42	6,697,067
		2016	17	43	
		2021	17	49	
		2036	17	74	

WASTEWATER TREATMENT SCHEDULE

I. FACTUAL DATES

- A. Facility Plan Update – March 6, 2015
- B. Request for Placement on the Intended Use Plan(IUP) – June 5, 2015
- C. 80% Plans for review to Minnesota Pollution Control Agency – December 4, 2015

II. ANTICIPATED SCHEDULE

- A. February 3, 2015 – City Council approves Treatment project
- B. March 3, 2015 – Public Hearing for facility plan of proposed project
- C. March 6, 2015 – submit amended Facility Plan
- D. March 9 – May 4, 2015 – MPCA reviews and sends comments on Facility Plan
- E. May 5 – May 12, 2015 – work on comments and forward revised Plan to MPCA
- F. June 5, 2015 – submit placement on the IUP for 2016 construction
- G. June 8 – December 4, 2015 – prepare 80% plans and specifications for the project

Request for Council Action

Date: January 13, 2015

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: City Administrator David Murphy

RE: Hugo's Wine and Spirits Liquor License Violation

Background

Hugo's Wine and Spirits has failed two mandatory compliance checks within a 12 Month period and is subject to a \$500 fine and 3-Day Suspension of their Liquor License. City Code allows for the affected party to request a hearing before the City Council prior to the sanctions taking effect. Hugo's requested a hearing to appear before the Council on December 16, 2014. Representatives from Hugo's addressed the Council, presented their explanation and answered Council's questions. The Council subsequently waived the 3-day suspension portion of the sanctions.

Issue

City Attorney Ron Galstad advised the Council on December 16, 2014 that the Ordinance did not provide the council with discretion over the suspension period but stated that the suspension could be deferred. It was his understanding that the Council ordered the \$500.00 fine to be paid with the 3 day suspension deferred for one year subject to Hugo's remaining compliant during the deferment period. It has since come to his attention that the motion called for the suspension period to be dismissed.

Action Required

To correct this matter the three day suspension period should be deferred for one year conditioned on Hugo's remaining compliant with the City Code during the one year deferment period. The City Attorney will be present to answer any questions the Council may have and is requesting that this item be placed on the January 20th Council Agenda for action.

Request for Council Action

Date: January 20, 2015

To: East Grand Forks City Council Mayor Lynn Stauss, President Mark Olstad, Council Vice President Chad Grassel, Council Members: Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Cc: File

From: City Administrator David Murphy

RE: Resolution 15-01-14 Drug Task Force Commander Position

Background

The Pine to Prairie Drug Task Force has grown to include a large share of Northwestern Minnesota. The Task Force currently has several full-time officers assigned to it from various agencies in its jurisdiction. East Grand Forks Police Officer Aeisso Shrage has been acting as the Task Force Commander for the last several months.

A Joint Powers Agreement between the organizations has now been finalized and calls for an official placement of a Commander for the Task Force. A position description has been developed and has been sent to Springsted to be pointed for inclusion and compliance with the City's wage scale. The result of the position pointing calls for it to be placed at Grade 18 which is the same Grade as the Police Lieutenant.

Issue

Officer Shrage is currently compensated at Sergeant Grade (17) Step 5. The LELS contract requires that he be placed at the new grade at the first step that is greater than his current salary (Grade 18, Step4). The Members of LELS East Grand Forks voted on this proposal and have ratified it.

It is important to note that this position is an assigned position and not a permanent placement. If/when Mr. Shrage is no longer the Pine to Prairie Drug Task Force Commander the resolution requires that his salary be placed in a grade and step commensurate with his new duties. For example if he leaves the task force and is placed in a sergeant's position, his pay would go to the appropriate grade and step commensurate with his experience.

Budget Impact

The Pine to Prairie Drug Task Force has received a \$200,000 grant to assist with the funding of wages. \$32,000 has been appropriated to the City of East Grand Forks to help offset the salary costs. The \$32,000 will pay for half of Officer Shrage's wages (excluding benefits). This is slightly more than the amount received in 2014.

Action Required

Approval of the Resolution.

RESOLUTION NO. 15 – 01– 14

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

WHEREAS, the Pine to Prairie Drug Task Force has greatly increase in size over the last year,

WHEREAS, Officer Aeisso Schrage has been acting as the Task Force Commander for the last several months,

WHEREAS, the Joint Powers Agreement requires a Commander of the Drug Task Force,

WHEREAS, the position description has been written and the job has been pointed by Springsted placing the position at a Grade 18 which is the same Grade as a Police Lieutenant,

WHEREAS, the members of the LELS voted and ratified the proposal of placing the Commander of the Task Force on Grade 18,

WHEREAS, this position is not permanent so when the person steps down as Commander of the Task Force they will returned to their previous grade at the appropriate step,

NOW, THEREFORE, BE IT HEREBY RESOLVED the City Council of East Grand Forks approves the position of Commander of the Drug Task Force at Grade 18 and approves Officer Schrage to be placed at Grade 18, Step 4.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: January 20, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 20th day of January, 2015.

Mayor

Task Force Commander

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult advanced protective services work supervising task force officers, investigating criminal activity, operating an unmarked police vehicle, creating and maintaining applicable records, reports and files, enforcing laws, testifying in court, and related work as apparent or assigned. Work is performed under the limited supervision of the task force advisory board. Continuous supervision is exercised over subordinate personnel.

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 an individual with disabilities to perform the essential functions.

Essential Functions

- Coordinates, schedules and directs the activities of task force officers.
- Conducts criminal investigations.
- Coordinates and performs crime scene processing and evidence gathering.
- Makes arrests, forcibly if necessary; transports suspects to the jail.
- Prepares and maintains a variety of records and reports; reviews officers' reports for thoroughness and accuracy.
- Processes and enters evidence into the evidence room; packages and submits evidence for processing.
- Locates and apprehends violators.
- Performs dispatch/jailer duties as required.
- Serves on special task forces; assists other law enforcement agencies.
- Obtains and executes search warrants.
- Manages and protects crime scenes.
- Interviews witnesses, victims and suspects.
- Testifies in court.
- Signs criminal complaints.
- Conducts surveillance in ongoing criminal investigations.
- Develops and manages informants for ongoing investigations.
- Establishes and maintains files, records and reports.
- Assists in, attends, and organizes ongoing training in procedures, tactics, weapons, computer systems, and related subjects.
- Supervises and evaluates task force officers.
- Advisory member to the task force board.
- Prepares records for audits; provides quarterly statistics reports to the State.
- Prepares annual budget utilizing State grant guidelines and program requirements.
- Updates, maintains, and enforces task force policy manual.
- Monitors every drug-related case in the county; supervises all drug-related forfeitures in the entire county.
- Ensures task force officers are sufficiently trained.

Knowledge, Skills and Abilities

Thorough knowledge of law enforcement methods, practices and procedures; thorough knowledge of the rules and regulations of the department; thorough knowledge of police investigation techniques; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to coordinate and supervise the work of others; ability to deal courteously, firmly and tactfully with the public under stressful situations; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to generate applicable records, reports and files; ability to operate firearms, chemical agents, weapons of defense,

Task Force Commander

surveillance equipment and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates and the public.

Education and Experience

Associates/Technical degree in criminal justice, law enforcement, or related field and moderate experience working in law enforcement, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and repetitive motions, frequently requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, night vision and peripheral vision; 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CJIS certification within six (6) months.

CPR/first aid certification within six (6) months.

POST license.

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Complete DEA State and Local Narcotics Officer training or BCA equivalent within one year of assignment.

Valid driver's license in the State of Minnesota.

RESOLUTION NO. 15 – 01 – 15

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 20686 for a total of \$623.82.

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 \$623.82 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on January 20, 2015.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: January 20, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 20th of January, 2015.

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 20686 for a total of \$623.82.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on January 20, 2015.

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: 1/15/2015 - 3:16 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20652	01/20/2015	ACM001	Acme Electric Companies	884.42	0
20653	01/20/2015	ALB001	Albrecht Manufacturing	86.40	0
20654	01/20/2015	AME002	American Tire Service	760.00	0
20655	01/20/2015	AME005	Ameripride Linen & Apparel Services	458.86	0
20656	01/20/2015	BER001	Bert's Truck Equipment	55.00	0
20657	01/20/2015	BRI004	Brians Flooring	2,946.92	0
20658	01/20/2015	BRI003	Brite-Way Window Cleaning	60.00	0
20659	01/20/2015	C&R001	C&R Laundry & Cleaners	49.49	0
20660	01/20/2015	CAB001	Cabela's Retail	23.98	0
20661	01/20/2015	CAN001	Canon Financial Services	140.80	0
20662	01/20/2015	CAR002	Carquest Auto Parts	26.59	0
20663	01/20/2015	GFT003	Donald Scott Cash	3,052.08	0
20664	01/20/2015	COL002	Cole Papers Inc	277.10	0
20665	01/20/2015	COM003	Complete Pest Control Inc	750.00	0
20666	01/20/2015	COU008	Countrywide Sanitation Company	29,546.02	0
20667	01/20/2015	STE005	Custom Services LLP	125.00	0
20668	01/20/2015	DAK004	Dakota Supply Group	220.32	0
20669	01/20/2015	DAK006	Dakota TV & Appliance	532.00	0
20670	01/20/2015	DAY002	Daydreams Specialties, LLC	44.00	0
20671	01/20/2015	DEL002	Dick Delage	600.00	0
20672	01/20/2015	EAG001	Eagle Electric	7,875.16	0
20673	01/20/2015	EAP001	EAPC Architects Engineers	12,643.00	0
20674	01/20/2015	ECO001	Economy Plumbing	605.50	0
20675	01/20/2015	EXP002	Exponent	390.60	0
20676	01/20/2015	FER001	Ferrellgas	164.64	0
20677	01/20/2015	FIL001	Filter Care	327.10	0
20678	01/20/2015	G&K001	G&K Services	168.04	0
20679	01/20/2015	GAF002	Gaffaney's	110.99	0
20680	01/20/2015	GAL003	Galstad Jensen & McCann PA	9,497.50	0
20681	01/20/2015	GER001	Gerrells Sport Center	1,550.00	0
20682	01/20/2015	GFC001	GF City Utility Billing	15,868.10	0
20683	01/20/2015	GFF001	GF Fire Equipment	1,435.00	0
20684	01/20/2015	GGF001	GGF Convention & Visitors Bureau	1,272.18	0
20685	01/20/2015	GRA008	Grand Forks City	350.00	0
20686	01/20/2015	HAR001	Hardware Hank	623.82	0
20687	01/20/2015	HEA001	Heartland Paper	672.70	0
20688	01/20/2015	HOM001	Home of Economy	49.98	0
20689	01/20/2015	HUG001	Hugo's	64.91	0
20690	01/20/2015	INT009	International Public Management Assc	462.75	0
20691	01/20/2015	MPW001	Iowa Pump Works	757.50	0
20692	01/20/2015	JET001	Jet Way Multiple Services Inc	2,138.00	0
20693	01/20/2015	JobsHQ	JobsHQ	923.08	0
20694	01/20/2015	KAL003	Kaler Doeling, PLLP	2,123.72	0
20695	01/20/2015	KEI001	Keith's Security World	12.00	0
20696	01/20/2015	KEL001	Kellermeier Building Service	855.00	0
20697	01/20/2015	LAK001	Laker Chemical	2,585.50	0
20698	01/20/2015	LCD001	LCS	1,799.00	0
20699	01/20/2015	LIT001	Lithia Payment Processing	67.44	0
20700	01/20/2015	MAR004	Marco	187.97	0
20701	01/20/2015	MAR001	Marco Inc	241.16	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20702	01/20/2015	MEN001	Menards	424.18	0
20703	01/20/2015	MID007	Midwest Refrigeration Inc	425.22	0
20704	01/20/2015	MID002	Midwest Testing Laboratory Inc	840.00	0
20705	01/20/2015	MND003	MN Dept of Labor & Industry	200.00	0
20706	01/20/2015	MND014	MN Dept of Transportation	361.79	0
20707	01/20/2015	MNI001	MN Ice Arena Mgr's Association	300.00	0
20708	01/20/2015	MNM002	MN Municipal Utilities Assoc	3,875.00	0
20709	01/20/2015	MNP004	MN Public Facilities Authority	99,149.31	0
20710	01/20/2015	NEW001	Newman Signs	2,227.46	0
20711	01/20/2015	NOR024	Northland Yard Service	270.00	0
20712	01/20/2015	NWS001	NWSC Programs	250.00	0
20713	01/20/2015	ORE001	O'Reilly Auto Parts	719.21	0
20714	01/20/2015	ORC002	Roger Orchard	786.50	0
20715	01/20/2015	POL007	Polk County Environmental Services	6,288.00	0
20716	01/20/2015	PRA003	Prairie Wind BG Inc	399.00	0
20717	01/20/2015	PRA001	Praxair Distribution	28.41	0
20718	01/20/2015	PRE001	Premium Waters Inc	28.40	0
20719	01/20/2015	PSD001	PS Door Services	3,396.28	0
20720	01/20/2015	QUI001	Quill Corp	278.32	0
20721	01/20/2015	RMB001	RMB Environmental Lab Inc	43.00	0
20722	01/20/2015	RYD001	Rydell Chevrolet	868.26	0
20723	01/20/2015	SHA002	Share Corp	264.32	0
20724	01/20/2015	STE001	Stennes Granite	300.00	0
20725	01/20/2015	STO001	Stone's Mobile Radio Inc	180.00	0
20726	01/20/2015	SUN002	Sun Dot Communications	89.99	0
20727	01/20/2015	TRU001	True Temp	2,862.84	0
20728	01/20/2015	UNI013	University Station	23.44	0
20729	01/20/2015	USB001	US Bank	260,000.00	0
20730	01/20/2015	USB004	US Bank Equipment Finance	132.81	0
20731	01/20/2015	VER001	Verizon Wireless	469.12	0
20732	01/20/2015	VIL001	Vilandre Heating & A/C	270.50	0
20733	01/20/2015	WAS001	Waste Mgmt	616.81	0
20734	01/20/2015	WAT001	Water & Light Department	71,031.14	0
20735	01/20/2015	WHA002	Whalen's Moving	1,552.25	0
				<hr/> <hr/>	
				Check Total:	565,412.88
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