

**AGENDA  
OF THE CITY COUNCIL  
CITY OF EAST GRAND FORKS  
TUESDAY, FEBRUARY 3, 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 “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 20, 2015.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 26, 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.*

3. Consider approving the application for an Exempt Gambling Permit for a raffle for the Heritage Foundation of East Grand Forks to be held April 10, 2015 at the VFW at 312 Demers Ave East Grand Forks, MN 56721 and waive the 30 day waiting period.
4. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Fire Relief Association to be held June 13, 2015 at the Fraternal Order of the Eagles Club at 227 10<sup>th</sup> St NW East Grand Forks, MN 56721 and waive the 30 day waiting period.
5. Consider approving the special event application for Grand Cities Art Fest to be held on June 13-14, 2015 from 8:00am until 8:00pm both days and waive the Transient Merchant License Fee.
6. Consider approving the agreement between the City of East Grand Forks and Northwest Minnesota Multi-County Housing and Redevelopment Authority allowing the housing authority to lease office space in City Hall through 2015.

7. Consider adopting Resolution No. 15-02-16 accepting the report of feasibility for paving in the Replat of Outlot B Point of Woods 5<sup>th</sup> Addition and setting the public hearing for March 3, 2015.
8. Consider awarding the job of furnace replacement to Anderson Heating and Cooling for the replacement of eight furnaces at Fire Station No. 1 for the amount of \$16,250.48.
9. Consider adopting Resolution No. 15-02-17 approving the appointment of Therese Tiedeman to the Library Board.

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

10. Organizational meeting minutes of the Water, Light, Power, and Building Commission for January 8, 2015.

**COMMUNICATIONS:**

11. A public hearing regarding the earlier starting times to transit routes going through East Grand Forks will be held on February 17, 2015 at the Campbell Library from 4:00pm until 5:30pm.

**OLD BUSINESS: NONE**

**NEW BUSINESS: NONE**

**CLAIMS:**

20. Consider adopting Resolution No. 15-01-18 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20786 for a total of \$343.80 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 – February 10, 2015 – 5:00 PM – Training Room
- Regular Council Meeting – February 17, 2015 – 5:00 PM – Council Chambers
- Special Meeting – February 23, 2015 – 5:00 PM – Training Room
- Work Session – February 24, 2015 – 5:00 PM – Training Room

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

**CALL TO ORDER:**

*The Regular Meeting of the East Grand Forks City Council for January 20, 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, 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 “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.

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

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

*Voting Nay: None.*

*Absent: Buckalew.*

**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 5<sup>th</sup> Addition and Utilities and Street Construction in Point of Woods 6<sup>th</sup> 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 3<sup>rd</sup> 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.

**A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS FOUR (4) THROUGH FIFTEEN (15).**

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

*Voting Nay: None.*

*Absent: Buckalew.*

**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.

Council member Vetter asked if construction costs had gone done over the last year and a half and said at the public meeting in August of 2013 the estimate for the interconnect was projected to cost over 14 million dollars. Mr. Boppre said what he remembered the interconnect project estimate was always projected to be around nine million dollars. He stated that previously the project was estimated at 9.1 million dollars and recently updated to 9.4 million dollars. He said that he would have to go back and review the numbers from August of 2013 but he thought the cost had always been around nine million dollars. Ms. Anderson added the costs of Lift Station #5 had been previously included but were removed from the cost estimate.

Council member Vetter said the City would have to pay 6% to 7% for services, how the Grand Forks Facility will need to be upgraded and the City would have to pay the percentage for that as well. Mr. Boppre stated the cost for the upgrade was included in the COSA. Discussion followed about if these were the true figures for the projects and if they needed to be updated. Mr. Boppre stated that whatever the Council elects to move forward with they will design. He added that it was his professional opinion if the Council would like to keep control to move forward with a mechanical plant so they would be able to treat anything mandated by the MPCA in the future. Council member Vetter stated he wanted the record to show he does not think these numbers are accurate based on past figures given. Mr. Boppre stated he would review the numbers from 2013. More discussion followed about the fertilizer plant in Grand Forks that will be built, how Grand Forks has been trying to keep their costs down, and what the fund balance would need to be in 2036.

Council member DeMers asked if the fund balance should be higher and if they should also factor in replacement costs. Ms. Anderson said that could be done but at this time staff had put together numbers to make sure there were funds to cover the project and operating costs. Council member DeMers said it would be a policy decision of the Council if they would like to include the costs of replacement or a percentage of the replacement. Discussion followed about which project will be proposed to the Legislators when a delegation goes down the following week and if the Council moves forward with the stabilization pond project they might want to consider another location instead of moving over a million yards of dirt to raise the ponds which could save money.

Council member Pokrzywinski asked if the Council does decide to move forward with a project other than the ponds if someone who helped affirm the vote had to bring it forward. Discussion followed about how the Council had voted to move forward with the stabilization ponds and that Mr. Galstad would bring an explanation to the work session with clarification on who could bring up a motion for reconsideration on the waste water treatment decision.

**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.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO CHANGE 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.**

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

*Voting Nay: Vetter.*

*Absent: Buckalew.*

**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.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION 15-01-14 APPROVING THE POSITION OF COMMANDER OF THE DRUG TASK FORCE AND PLACING OFFICER SCHRAGE ON GRADE 18, STEP 4.**

Ms. Nelson stated she handed out the pay scale and apologized for not including that information in the packet. She added that she highlighted where Officer Schrage currently was and where he would be placed if this was approved. Council member DeMers asked if there was a Memorandum of Understanding done for this. Mr. Murphy stated it was being developed. Council member DeMers stated he would like to amend the motion to include contingent upon approval of the MOU. Council member Pokrzywinski stated he was fine with amending the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION 15-01-14 APPROVING THE POSITION OF COMMANDER OF THE DRUG TASK FORCE AND PLACING OFFICER SCHRAGE ON GRADE 18, STEP 4 CONTINGENT UPON THE APPROVAL OF THE MEMORANDUM OF UNDERSTANDING.**

Council Vice-President Grassel asked how long this appointment will last. Chief Hedlund stated it wasn't in the best interest of anyone to be in this type of position long term. He stated the Officer Schrage had a number of talents that could be useful many areas in the department. He added that he is projecting Officer Schrage will be in this role for about two years because of the expansion of the task force and how they need experienced people. Council President Olstad asked how long the other

commanders were on the task force. Chief Hedlund stated one had been there for about a year and another officer had been commander for about four years. Council member Tweten stated there is concern for limitation and that it should be addressed.

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

*Voting Nay: None.*

*Absent: Buckalew.*

**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.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT 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.**

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

*Voting Nay: None.*

*Absent: Buckalew.*

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

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

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

*Voting Nay: None.*

*Absent: Buckalew.*

**SUSPENSION OF RULES:**

Council President Olstad stated a motion was needed to suspend rules to discuss and vote on the bids for repair work at the library.

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO SUSPEND RULES TO DISCUSS AND VOTE ON THE BIDS FOR REPAIR WORK AT THE LIBRARY.**

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

*Voting Nay: None.*

*Absent: Buckalew.*

Mr. Murphy stated that Mr. Dietrich was there to review the quotes and what was found. Mr. Dietrich stated the quotes were brought in last Friday. He explained that there were three contractors that were looking into the project but only two submitted quotes. He said ICS had submitted a quote for \$28,750 and Construction Engineers submitted a quote for \$31,335. He commented on how the quotes came in close, the engineer estimate was not included because of the scope of the project, and that they will be a part of the entire process. Mr. Dietrich gave a brief overview of the project, how they will be insulating, and fixing the hole in the mechanical room. He added another test will be conducted at the project is complete which should be February 14<sup>th</sup> so they can conduct the test in cold weather.

Council member Vetter asked Ms. Anderson where the money was coming from for this. Ms. Anderson stated it was coming from the CDBG funds, not the general fund. Council member Pokrzywinski asked if they were required to take the low quote or Mr. Dietrich had a recommendation. Mr. Dietrich recommended the Council accept the low quote since bidders were qualified to complete the project.

**A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO AWARD THE JOB OF CAMPBELL LIBRARY THERMAL MODIFICATIONS TO ICS, INC FOR THE AMOUNT OF \$28,750.**

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

*Voting Nay: None.*

*Absent: Buckalew.*

**COUNCIL/STAFF REPORTS:**

Council Member Tweten reminded the Council there was going to be a hockey game against Thief River Falls starting at 7:30pm.

Council Member DeMers said he had two items. He first asked the President and Council to look into forming a commission to study and possibly update the City Charter at a work session in February. He said the second item was about the Water and Light minutes from December 4<sup>th</sup> meeting. He explained the minutes show a motion accepting the change to water and electric rates as presented and asked Mr. Boyce to elaborate on that. Mr. Boyce explained he submitted the change in rates to Mr. Murphy as required. He added that he couldn't remember everything but the information was available. He went over a few of the changes he remembered. Council member DeMers stated he would appreciate more elaborate minutes from the Commission meetings. Mr. Boyce stated he would bring that concern before the Water and Light Commission.

Council Member Grassel asked Mr. Stordahl to see if he could find out the schedule for garbage and recycling pickups. He stated that he had received a few phone calls regarding the irregularity of pickups and if that information could be made public. Mr. Stordahl stated he would look into that.

Council Member Olstad asked Ms. Nelson to provide the information about the schedule of meetings for the following week. Ms. Nelson stated she would email that information out to the Council.

Mr. Murphy reminded the Council about the upcoming Intergovernmental Retreat which will be on Thursday, February 11<sup>th</sup> at Casa Mexico from 12:00pm to 4:00pm. He added how there will be representatives from Polk County, as many as they can for East Grand Forks City Council, School Board, Northland, EDA Board, and Chamber. He said they needed to reply to the Chamber by February 8<sup>th</sup>. Ms. Nelson asked to have everyone contact her regarding Chamber events and that she would get them registered.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE JANUARY 20, 2015 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:43 P.M.**

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

*Voting Nay: None.*

*Absent: Buckalew.*

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David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
MONDAY, JANUARY 26, 2015 – 5:00 PM**

**CALL TO ORDER:**

*The Work Session of the East Grand Forks City Council for January 26, 2015 was called to order by Council President Mark Olstad at 5:00 P.M.*

**CALL OF ROLL:**

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

*Karla Anderson, Finance Director; Brad Bail, City Engineer; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Steve Emery, City Engineer; Ron Galstad, City Attorney; Rod Hajicek, Police Lieutenant; 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. Repayment of Loan to Water & Light Dept – David Murphy**

Mr. Murphy stated the Water and Light Commission had discussed terms of repayment for the City to borrow funds for the pool project. He explained EAPC spoke with the contractor who had submitted a bid for the project and they estimated the cost had risen about 10% since then so the overall project would be approximately 1.9 million dollars. Council President Olstad asked what Mr. Murphy was looking for. Mr. Murphy stated he wanted the Council to understand that if they take the loan from Water and Light for the cost of the project the payment would be around \$105,000 per year which would be approximately 3% of the budget. He explained that 3% would be in addition to any other needs that may come up.

Council President Olstad explained the Save Our Pool group will be meeting on February 5<sup>th</sup> and submitting grant applications to different organizations to raise funds. He added that he will be updating the Council after that meeting. Council member Vetter said the resolution states the City would support up to 1.5 million and asked if the Council is expecting the Save Our Pool group to raise \$400,000. Mr. Murphy stated the Council needed to give direction about how to move forward. Discussion followed about asking Water and Light if they would loan the City the entire amount needed, that the proposed terms from paying the loan back was for 20 years at

1% interest, and what the City can afford to do. Council member Tweten commented how this project was important for the future of the City. Council member DeMers stated the Council needs to plan for the future and asked what the City can live with. Council President Olstad said the Council will be having the same discussion next year about the budget, how 5% had to be cut this year, and that the Council needs to look at what is coming up. Council member Vetter pointed out the Council was using estimates and asked to let the bids before they make a decision on how to move forward. Mr. Murphy explained the bids would be received in March.

Mr. Murphy stated that if the Council moves forward with this project the Council should be on the same page and understand they will more than likely have to increase the levy more than 5%. Council member Pokrzywinski said that if the Council moves forward with this project and tries to meet all of the other needs of the City the levy will need to be raised more than 10%. He added how creative things were done this past year to balance the budget but even without the pool project moving forward there will be increases to the levy. Council member Tweten commented the Council will need to increase the budget and added the tax base is increasing. Council Vice-President Grassel asked to collect bids so the Council will have an idea of what is needed. Council member Buckalew stated he would support a levy that is needed to pass for the pool project and the needs.

Mr. Murphy asked if everyone was comfortable with loaning money from the Water and Light Department. Council member DeMers asked where the loan would be coming out of. Mr. Boyce stated the loan would be taken out of the reserves which are there to cover day-to-day operations, provide self-insurance, and for capital projects. Council member DeMers asked if the Water and Light Department could consider this a grant instead of a loan. Mr. Boyce stated the Council would have to discuss that with the Water and Light Commission. Discussion followed about how much was raised by the Save Our Pool group, reviewed the account information as well as the expense information for the Water and Light Department. Mayor Stauss suggested that the loan be at 0% or that the money would be given to the City. He added the Council needs to look at what could be cut from the budget.

## **2. Social Host Ordinance – Sue Thompson**

Ms. Thompson introduced herself as well as Ms. Leah Winjum as representatives of the Polk County Wellness Coalition. Ms. Thompson thanked the Council for the opportunity to discuss the topic of Social Host Ordinance. She explained a Social Host Ordinance would to reduce underage drinking by limiting access to alcohol and hold individuals accountable for allowing the environment for underage drinking even without providing the alcohol. She told the Council that there were 23 counties and 103 cities in Minnesota that have passed Social Host Ordinance. She said they are hoping East Grand Forks will join the effort being made. Discussion followed about what would happen if parents left town, something ended up happening at their home, and if they knew or reasonably could have know what was going to happen. Ms. Winjum stated it was up to the City how the ordinance should be drafted. Ms. Thompson added that Fosston and Polk County were currently drafting a Social Host Ordinance and Crookston had already had passed one.

Council President Olstad asked if Polk County passed an ordinance if it would supersede an ordinance passed by the City. Mr. Galstad stated that it wouldn't but the State could pass a statute that could supersede the City's ordinance. Ms. Winjum explained the Coalition is trying to get the message out that underage drinking is not okay. She added research showed most underage drinking happens at home parties and this could be a deterrent. Council Vice-President Grassel asked for copies of the ordinances from Fosston and Crookston to review.

Council member DeMers asked if there was an education component to this. Ms. Thompson stated Public Health would take the lead on educating the public. Discussion followed about how this had been brought up before but the City was waiting for the State to take action. Ms. Thompson asked the City to take a proactive approach to try and prevent underage drinking with the passing of a Social Host Ordinance. Council member Pokrzywinski commented he would like to have a discussion within the community about this and get feedback. He added that if the Council feels strongly about this the City could lead by example and take a serious look into this. Council President Olstad stated he agreed with Council member Pokrzywinski and asked Mr. Hajicek if he had any input regarding this. Mr. Hajicek said he didn't at this time since he had just received the information that day. More discussion followed about collecting ordinances, reviewing them, and having an ordinance drafted.

### **3. Waste Water Treatment Discussion – Greg Boppre**

Mr. Boppre told the Council that they are looking for direction from the Council about how to move forward. Mayor Stauss stated it would depend on how much funding the City will receive from the State. Mr. Boppre also reminded the Council the project would have to be over \$30 million before the City would be eligible for grants from the PFA. Mayor Stauss asked how much the monthly fee would be if the sewage was sent over to Grand Forks. Mr. Boppre reviewed the estimates for the interconnect project including the estimate of \$463,000 paid to Grand Forks for waste water treatment. Mayor Stauss then asked what the operation costs were for a mechanical plant. Mr. Boppre stated the estimated operational costs were \$427,000 per year. Discussion followed about possible upgrades needed to the waste water facility in Grand Forks.

Council President Olstad stated how there was misinformation and how extra funds will be needed down the road. He said the costs for the upgrades needed to the Grand Forks facility were included in the COSA and how the \$14 million figure brought up at the last meeting was the present value figure, not the construction estimate. He added he appreciates the comments and that everyone is working on doing what is best for the City. Mayor Stauss asked Mr. Boppre what he would recommend if the City was granted 12 million from the State. Mr. Boppre stated if the City got the \$12 million they could take a serious look at the mechanical plant if they would like to maintain control. He added that both he and Council member Vetter were correct at the last meeting because one was referring construction costs and the other was referring to present value figures.

Council member Tweten commented how the City should look into a plant because the MPCA has made conditions difficult. He added the plant would be able to address future regulations. Council member DeMers asked what the estimated costs included for the plant and the mechanical plant. Mr. Boppre explained the cost estimates for the interconnect included the

decommissioning of the ponds but that was not included in the mechanical plant estimates because some of the existing pond may be used. Council member Pokrzywinski commented how Moorhead is in a dispute with the MPCA regarding phosphorus regulations and they have a mechanical plant. He asked if East Grand Forks would have that same issue. Mr. Boppre stated the plant that was designed would be able to meet the phosphorus regulations.

Council member Vetter stated they have been comparing this project based on one aspect of construction. He stated that they also need to consider ongoing costs. He asked to have all the figures brought forward so they can compare apples to apples. Discussion followed about if they should look at present value, what percentages should be used, and the project the Council moves forward with will depend on how much the State will help and how much the City will have to pay for. Council member Olstad asked to get the numbers from before updated, emailed out, and the Council can discuss this again after they meet with the state legislators.

#### **4. Report of Feasibility Replat of POW 5<sup>th</sup> Addition – Steve Emery**

Mr. Emery reviewed the scope of the proposed project for part of Brandon Boulevard and Nate's Circle which included removing the crush and putting in concrete. He explained the cost of the project was going to be \$194,350 and added the removal of the crush would not be assessed since the properties were assessed when it was put in. He said they were looking for approval and to set the public hearing for this project. Council member DeMers asked about the rate used for staking and inspections. Mr. Boppre stated there was a 5% rate based on the amount of the project and that it was capped at 5%.

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

#### **5. Report of Feasibility POW 6<sup>th</sup> Addition – Steve Emery**

Mr. Emery reviewed the scope of this project which included the installation of water lines and utilities estimated to cost \$251,947.50. He explained the Water and Light Department was going to cover the cost for the installation of a trunk line. He reviewed the rate costs for the different aspects of the project. Council member Vetter asked if this project and the project in Point of Woods 5th should be bid as one. He said the aggregate material could be moved from one section of Brandon Boulevard to the other. Mr. Emery said he would recommend bidding the jobs separately because one is dealing with concrete and the other is installing utilities. Ms. Anderson asked where the funds would be coming from to cover the cost of removing aggregate was not assessed. Mr. Emery stated that if they reused the aggregate it would help cut costs. Discussion followed about if a power box needed to be moved and how the developer's agreement had been signed regarding this area.

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

#### **6. Motion to Reconsider – Ron Galstad**

Mr. Galstad explained Robert's Rules of Order are used at meetings, how they are guidelines not law, and that a motion for reconsideration could not be utilized for this item. He added the

Council does have the ability to go back and reconsider items or decisions because of their legislative power. He said how the Council may want to set a policy or rule on the reconsideration of a motion. Council member Pokrzywinski stated his reason for asking was to see if the Council was locked into a decision and if they were they shouldn't waste time debating on something they couldn't change. He said that isn't the case and that is what he needed to know.

#### **7. Proposed Transit Route Changes – Nancy Ellis**

Ms. Nelson explained there was a request for bus service to start earlier in East Grand Forks so people had an easier time connecting to other buses and routes. She said the funds had already been requested and received from the State to cover the additional expenses. She added that this would go to a public meeting and if things go well they will request the funds to continue this next year.

#### **8. Station 1 Bay Furnace Replacement – Gary Larson**

Chief Larson explained the furnaces that heat the bay at Fire Station 1 need to be replaced. He stated how currently only two of the eight furnaces were working. He reviewed the quotes stating Anderson Heating and Cooling had the low bid. Chief Larson informed the Council there was no value to the furnaces that would be removed.

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

#### **9. Police Officer Staffing – Rod Hajicek**

Lieutenant Hajicek stated a memo had been included in the packet about the staffing policy at the police department and that he was there to answer any questions. There were no questions.

#### **10. Carl Neu Goal Refresher – David Murphy**

Mr. Murphy reminded the Council about the process they had gone through the year before setting a five year plan for the City. He explained the Council should review the goals at least once a year and make any necessary changes. He asked to hold a special meeting for the review and for Council to look at their calendars to see which day would work best. After a brief discussion it was decided to call a special meeting on Monday, February 23<sup>rd</sup> at 5:00pm.

#### **11. Water & Light Commission Minutes – Megan Nelson**

Ms. Nelson stated there had been discussion at the last meeting about the Water and Light minutes. She explained the Council receives a summary of the Water and Light Commission's actions, not the minutes in their entirety and asked if the Council would like to continue receiving the summary or if they would like to receive detailed minutes. She added that the minutes were available on the website. After some discussion Council President Olstad said if Council members would like the detailed minutes they could request the minutes be emailed to them. Council member Pokrzywinski asked if the minutes from all of the boards and

commissions could be made easily accessible for the Council once they have been approved. Ms. Nelson stated she has tried to include most of the minutes in the packet for the Council. Council member Pokrzywinski stated he thought the summary were the official minutes of the Commission meeting and is glad to know there are detailed minutes keeping record of meetings.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE JANUARY 26, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:26 P.M.**

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

*Voting Nay: None.*

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David Murphy, City Administrator/Clerk-Treasurer

**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 (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name Previous gambling permit number

*Heritage Foundation of East Grand Forks Area Inc.*

Minnesota tax ID number, if any Federal employer ID number (FEIN), if any

*30331* *36-3359482*

**Type of nonprofit organization. Check one.**

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address City State Zip code County

*P.O. Box 281* *East Grand Forks, MN* *56721* *Polk*

Name of chief executive officer [CEO] Daytime phone number E-mail address

**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:  
Secretary of State, Business Services Div., 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. 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.

*VFW*

Address [do not use PO box] City or township Zip code County

*312 DeMers Ave.* *East Grand Forks, MN* *56721* *Polk*

Date[s] of activity. For raffles, indicate the date of the drawing.

*April 10, 2015*

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

Bingo\*  Raffle  Paddlewheels\*  Pull-tabs\*  Tipboards\*

**\*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.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? 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 Minnesota Statutes 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 Kim Nelson Date 1/27/15

Print name Kim Nelson

**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 (non refundable). Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

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

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

<p>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.</p>	<p>All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney</p>	<p>General; Commissioners of Administration, Minnesota Management &amp; 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.</p>
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# LG220 Application for Exempt Permit

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

Organization Name: <b>East Grand Forks Fire Dept. Relief Association</b>	Previous Gambling Permit Number: <b>06064</b>
Minnesota Tax ID Number, if any: <b>802-1749</b>	Federal Employer ID Number (FEIN), if any: <b>416-02-3679</b>

**Type of Nonprofit Organization (check one):**

Fraternal     
  Religious     
  Veterans     
  Other Nonprofit Organization

Mailing Address: <b>415 4th St NW</b>	City: <b>East Grand Forks</b>	State and Zip: <b>MN</b>	County: <b>Polk</b>
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Name of Chief Executive Officer (CEO): <b>Austin Skjei</b>	Daytime Phone:	Email:
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## 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):  
**Fraternal Order of Eagles Club**

Address (do not use PO box): <b>227 10th St NW</b>	City or Township: <b>East Grand Forks</b>	Zip Code: <b>56721</b>	County: <b>Polk</b>
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Date(s) of activity (for raffles, indicate the date of the drawing):  
**June 13th 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: \$11,000**)

**\*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](http://www.mn.gov/gcb) and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

**Local Unit of Government Acknowledgment**

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

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

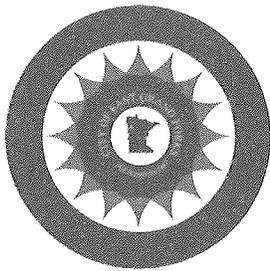
Chief Executive Officer's Signature: *Austin Skjei* Date: 1-20-15

Print Name: Austin Skjei

**Requirements**

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



# City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721  
218-773-2483 · 218-773-9728 fax    www.eastgrandforks.net

## APPLICATION FOR SPECIAL EVENT

License Fee: \_\_\_\_\_

Organization Information		
<u>Grand Cities Art Fest</u> <small>Organization Name</small>	<u>701-772-3710</u> <small>Organization Phone Number</small>	
<u>2 N. 3rd Street</u> <small>Organization Address</small>	<u>GF</u> <small>City</small>	<u>ND 58203</u> <small>State Zip</small>

Applicant Information		
<u>Kathy Emmons</u> <small>Applicant Name</small>	<u>701-772-3710</u> <small>Applicant Phone Number</small>	
<u>2 N. 3rd Street</u> <small>Applicant Address</small>	<u>GF</u> <small>City</small>	<u>ND 58203</u> <small>State Zip</small>

Special Event Information		
<u>June 13 &amp; 14, 2015</u> <small>Date of Event</small>	<u>8 AM</u> <small>Start Time</small>	<u>8 PM</u> <small>End Time</small>
<u>Arts &amp; Crafts festival including food vendors and music.</u> <small>Explanation of Event</small>		
<u>Cabela's parking lot, public parking area west of Cabela's and the open area south of Cabela's.</u> <small>Route/Area of Event (include map)</small>		
<u>3 dumpsters, barricades, traffic cones, no parking signs, water and electricity hook ups.</u> <small>Special Requests (Staff, Road Closures, Etc)</small>		
<u>Parking lot closed starting June 11, 2015</u>		

I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.

Kathy Emmons  
Signature of Applicant

1-23-15  
Date

Kathy Emmons  
Print Name

Event Coordinator  
Title

# NORTH VALLEY

# COUNCIL

January 23, 2015

Mayor Lynn Stauss  
East Grand Forks City Council  
East Grand Forks City Hall  
600 DeMers Avenue  
East Grand Forks, MN 56721

Dear Mr. Stauss,

Please accept my sincere thanks for your generous support of the Grand Cities Art Fest. The North Valley Arts Council (NoVAC) is especially grateful for the support we receive from the City of East Grand Forks and the East Grand Forks City Council, and from our sponsors and volunteers. Your support ensures that the Grand Cities Art Fest continues to be a great success. We simply could not coordinate the event without you, and we appreciate all your help.

We respectfully request an exemption to the transient merchant license for our 2015 Grand Cities Art Fest artists. This exemption from this requirement for all vendors would apply during the event dates of June 13 & 14, 2015 and it would assist NoVAC in its efforts to ensure that all our vendors have a successful show and that they return to make future shows a success.

We greatly appreciate your consideration of our request. Please contact me at (701) 772-3710 or at [info@novac.org](mailto:info@novac.org) if you have any questions. Again, we are so thankful for your generous support, and we look forward to another successful year at the Grand Cities Art Fest!

Sincerely,



Kathy Emmons  
Event Coordinator

Whereas, the Northwest Minnesota Multi County HRA wishes to lease space from the City of East Grand Forks ; and

Whereas, the City currently has available space in its City Hall building; and

Whereas, the City believes the HRA would provide other positive contributing factors to City by locating their office at the City offices.

Now, therefore, for valuable consideration, the City and the HRA agree as follows:

The City will:

1. Provide to the HRA an approximately 1023 sf of office space, currently labeled Rooms E112, 113, 114. This has been discussed with and agreed to by the City Administrator.
2. Permit security access outside regular City working hours.
3. Provide reasonable access to use the City Council Chambers or a conference room on an as needed basis, but only when such use does not conflict with the City's need for such space, and all conflicts will be resolved by the City.
4. Allow the HRA to have an identity sign, etc. on the premises, the size and location to be approved by the City.
5. Provide use of other customary City Hall service areas for the HRA employees, such as the employee lunchroom, restrooms, etc.
6. Provide current janitorial services to the areas proposed to be used by the HRA in the same manner as the City receives, including removal of regular trash and recycling products. The HRA will pay for any special fees for disposal of computers, or the like.
7. Allow existing parking areas to be used by HRA employees and visitors.
8. Provide electric, heating/cooling, water and sanitary sewer at no additional cost.
9. Provide fire and general liability insurance on the building.
10. Provide Communication services, phone, network access, GB data storage; and IT desktop support and technical services at the following prices: (See Page 2)

Charges for Phone service, Network Access, Data Storage and IT Support

1. Phone Service. This includes basic IP phone station; DID number; voicemail; call transfer/forward/waiting; routine service requests such as ring group changes, number of rings to voice mail, voice mail password reset, etc. Any requests requiring in depth planning or engineering will be charged on a time and material basis (see support service charges).

\$6.75 per phone per month      \$6.75 X 4 phones = \$33.75/month

2. Network Access. Provides access to department VLAN or EGF Metro Area Network, Internet access with multiple circuit redundancy, firewall services, Active Directory authentication service (includes basic service requests for password resets, add/remove users, change user groups) and security services. This does not include phone stations subscribing to EGF phone service (see above).

\$10.00 per device per month      \$10.00 X 4 devices = \$40/month

3. Data Storage. Provides a dedicated data store attached to the Metro Area Network with data replicated in two geographically separated locations, nightly backups and archives stored at 3 locations. Data recovery from backups will be billed at time and material rates (see support service charges). NA

\$0.25 per GB reserved per month      \$0.25 X *NA* no. of GB = \$ *NA* /month

4. Desktop support and other technology services. This is charged at a labor rate of \$45.06/hour during normal working hours: Monday – Friday, 8:00am to 4:00pm on non-holidays. Billed in half-hour increments plus actual material and outside resource expenses incurred. Anything outside of normal working hours, considered after hours calls, or on holidays will be charged at the labor rate of \$67.59/hour and will be a 3 hour minimum charge plus actual material and outside resource expenses incurred.

The HRA Will:

1. Make all leasehold improvements to the existing "area" at their expense and in a manner that is approved by the City.
2. Pay the City rent at the negotiated terms of NA base rate per square foot or \$NA per month; or a flat monthly rate of \$NA. (2015 no rent will be charged to the HRA for space)
3. Pay the City rent, on the 1<sup>st</sup> of each month NA or at a negotiated time, such as quarterly NA.
4. Pay for any costs associated with additional access/security improvements as it or the City desires.
5. Furnish its own computer system; however, the City will provide internet connections only. The City currently has an agreement with Water & Light Department for IT services.
6. Maintain a certificate of insurance as required by the East Grand Forks City Attorney to cover its employees, liability, and personal property, and pay any additional premium required by the City's insurers by reason of presence.
7. Not make any permanent improvements or changes to the area without prior City approval.
8. Limited storage may be offered in an area to be determined by the City.

Duration and Termination

- (1) This agreement shall be for a period through 12-31-2015, and may be continued thereafter on terms acceptable to both parties.
- (2) Either party shall have the right to terminate this agreement upon written 90-day notice to the other party.

**Company/Organization** Northwest Minnesota Multi County HRA

Dated: 1/26/15

By Lee Meier  
Lee Meier, Executive Director

By Heather Harbott  
Heather Harbott, Financial Manager

**CITY OF EAST GRAND FORKS**

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

By \_\_\_\_\_  
Its Mayor

By \_\_\_\_\_  
Its City Administrator

# Space Available in City Hall

## 1<sup>st</sup> Floor

E112	363.00 sq.ft.	(33' X 11')
E113	207.00 sq. ft.	(11.5' X 18')
E114	453.75 sq. ft.	(33' X 13'10")
<b>TOTAL</b>	<b>1023.75 sq.ft.</b>	

W118	810.00 sq.ft.	(45' X 18')
W128	238.00 sq. ft.	(17' X 14')
W129	396.00 sq. ft.	(16.5' X 24')
W130	231.00 sq.ft.	(16.6' X 14')
<b>TOTAL</b>	<b>1675 sq. ft.</b>	

## 2<sup>nd</sup> Floor

E212	231.65 sq.ft.	(13'10" X 16'8")
E213	198.00 sq.ft.	(12' X 16'8")
E214	346.50 sq.ft.	(24'10" X 14')
<b>TOTAL</b>	<b>776.00 sq.ft.</b>	

W230	198.00 sq.ft.	(12' X 16.5')
<b>TOTAL</b>	<b>198.00 sq. ft.</b>	

**RESOLUTION NO. 15 – 02 - 16**

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 referece to proposed improvements of paving to the Replat of Outlot B Point of Woods 5<sup>th</sup> Addition and this report was received by the Council on January 26, 2015, and

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 \$194,350.
2. A public hearing shall be held on such proposed improvement on the 3<sup>rd</sup> 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: February 3, 2015

Attest:

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

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

I hereby approve the foregoing resolution this 3<sup>rd</sup> day of February, 2015.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: January 22, 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 – Street Construction  
Brandon Boulevard & Nate Circle  
Replat of Outlot B, Block 2 Point of Woods 5<sup>th</sup> Addition

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**Background:**

We would like to file the proposed Report of Feasibility for the above referenced project.

**Recommendation:**

Approve the Report of Feasibility and set date for an Improvement Hearing.

**Enclosures:**

Report of Feasibility with project map  
Construction Cost Estimate  
Preliminary Assessment Roll



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

218.773.1185   
218.773.3348 

EastGrandForks@wsn.us.com 

[WidsethSmithNolting.com](http://WidsethSmithNolting.com)

January 22, 2015

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

RE: Report of Feasibility  
Estimate of Cost and Areas Proposed to be Assessed  
Replat of Outlot B, Block 2 Point of Woods 5<sup>th</sup> Addition  
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 installing concrete paving on Brandon Boulevard and Nate Circle within the replat of Outlot B, Block 2 Point of Woods 5<sup>th</sup> Addition.

We have identified the project need as follows:

**Street Improvements:**

The concrete curb and gutter and aggregate base on Brandon Boulevard and Nate Circle were constructed in 2007 with the utility project and were left with aggregate surfacing installed between the curb lines as a temporary driving surface to allow for settlement of any utility trenches. As this area continues to develop the need for a permanent driving surface is needed.

The proposed project would involve removal of approximately 7" of the existing gravel surfacing and construction of 7" non-reinforced concrete paving on Brandon Boulevard and Nate Circle. Also as part of the project would be the removal and replacement of any miscellaneous broken and/or settled concrete curb and gutter.

The estimated total project cost for the proposed street improvements is \$194,350.00.

The total amount to be assessed is \$180,100.00. Salvaging of the existing aggregate surfacing is not typically assessed.

The estimated assessment rate is \$186.12 per front foot.

**Areas Proposed to be Assessed:**

Replat of Outlot B, Block 2 Point of Woods 5<sup>th</sup> Addition

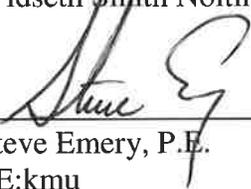
Block 1, Lots A, B, C

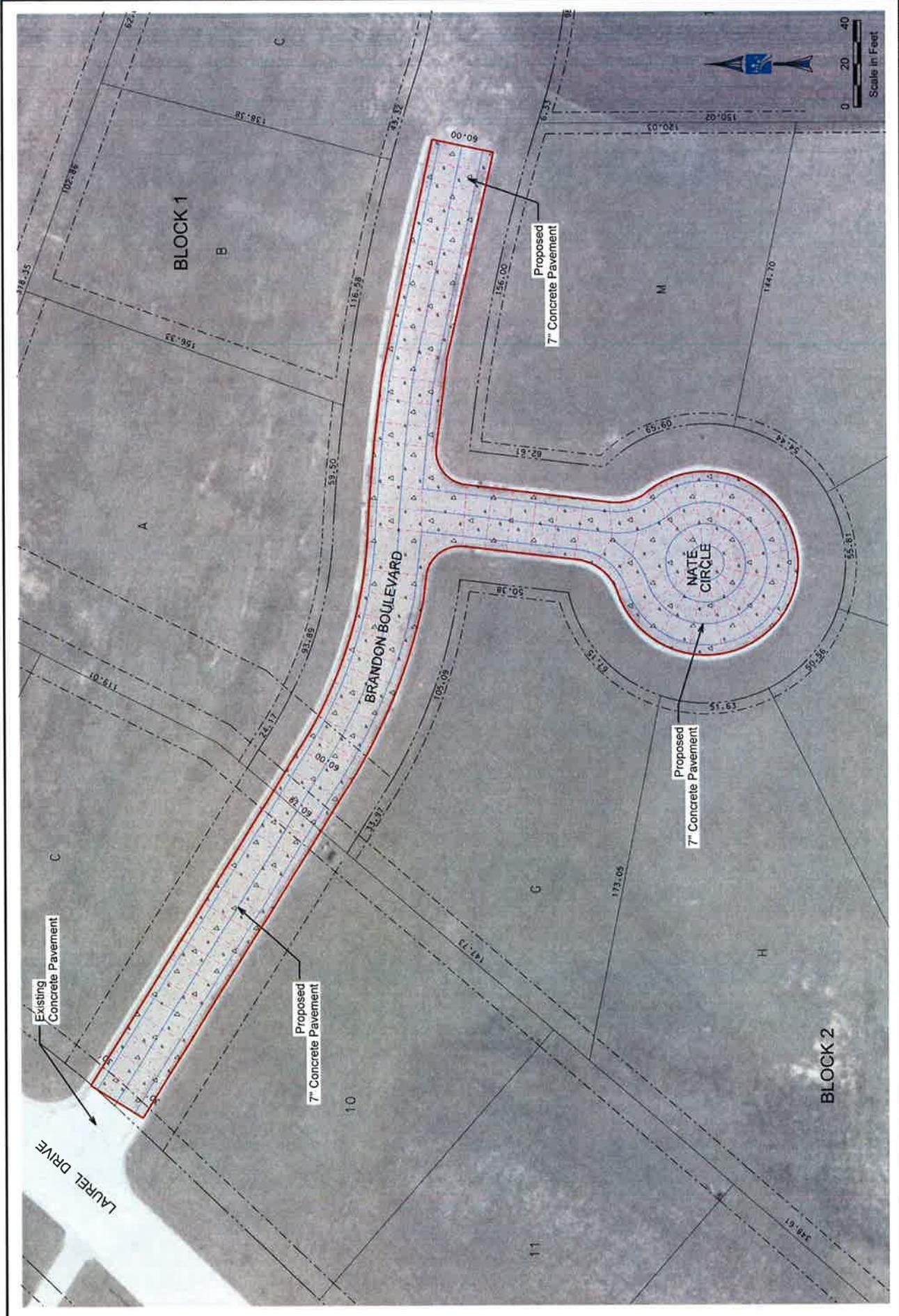
Block 2, Lots G, H, J, K, L, M

The project as described will provide the benefited properties with all weather access as well as improved drainage. These proposed improvements shall also benefit the properties increasing property values as well as aesthetics to the properties and therefore we feel the project as described to be feasible.

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**  
**Street Construction**  
**Point of Woods 5th Addition**  
**East Grand Forks, Mn**



1/19/2015

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
Salvage Aggregate Surfacing	CU YD	1140	\$ 10.00	\$11,400.00
Adjust Manhole Casting Assembly	EA	1	\$ 500.00	\$500.00
Remove & Replace Concrete Curb & Gutter	LIN FT	50	\$ 50.00	\$2,500.00
Reinforcement Bars	LBS	1500	\$ 4.00	\$6,000.00
7" Non-Reinforced Concrete Pavement	SQ YD	2456	\$ 55.00	\$135,080.00
<b>ESTIMATED CONSTRUCTION TOTAL =</b>				<b>\$155,480.00</b>
<b>ENGINEERING, ADMINISTRATION, LEGAL AND CONTINGENCIES</b>				<b>\$38,870.00</b>
<b>ESTIMATED TOTAL PROJECT COST =</b>				<b>\$194,350.00</b>

**ASSESSMENT ROLL - PRELIMINARY  
 REPLAT OF OUTLOT B - POINT OF WOODS 5TH ADDITON  
 EAST GRAND FORKS, MINNESOTA**

<b>STREET IMPROVEMENTS</b>	
Construction	\$ 144,080.00
Plans and Specifications	\$ 12,967.20
Staking & Inspection	\$ 7,204.00
Assessment Roll	\$ 1,440.80
Administration	\$ 4,322.40
Contingencies	<u>\$ 10,085.60</u>
<b>TOTAL PROJECT COST</b>	<b>\$ 180,100.00</b>
<b>Front Footages</b>	
Point of Woods 5th Addition -	
Replat of Outlot B	<u>967.67</u>
<b>TOTAL ASSESSABLE FOOTAGE</b>	<b>967.67</b>
<b>Assessment Rate</b>	<b>\$ 186.12 Front Foot</b>

**ASSESSMENT ROLL - PRELIMINARY  
 REPLAT OF OUTLOT B - POINT OF WOODS 5TH ADDITION  
 EAST GRAND FORKS, MINNESOTA**

PARCEL No.	OWNER	DESCRIPTION	STREET		TOTAL ASSESSMENT BEFORE INTEREST
			FRONT FOOT	\$ FRONT BENEFIT	
	<b>REPLAT OF OUTLOT B - POINT OF WOODS 5TH ADDITION</b>				
83.04432.00	ROBERT E & JEANINE H PEABODY	Lot-A Block-001	165.34	\$30,772.61	\$30,772.61
83.04433.00	AFFINITY BUILDERS LLC	Lot-B Block-001	109.72	\$20,420.78	\$20,420.78
83.04434.00	ROBERT E & JEANINE H PEABODY	Lot-C Block-001	23.16	\$4,310.47	\$4,310.47
83.04435.00	ROBERT E & JEANINE H PEABODY	Lot-G Block-002	124.67	\$23,203.23	\$23,203.23
83.04436.00	MELQUIST SAMUEL R & LEAH M	Lot-H Block-002	95.47	\$17,768.61	\$17,768.61
83.04437.00	ROBERT E & JEANINE H PEABODY	Lot-J Block-002	103.54	\$19,270.57	\$19,270.57
83.04438.00	ROBERT E & JEANINE H PEABODY	Lot-K Block-002	111.24	\$20,703.67	\$20,703.67
83.04439.00	GREGORY P & TRACY J MEAGHER	Lot-L Block-002	109.79	\$20,433.80	\$20,433.80
83.04440.00	ROBERT E & JEANINE H PEABODY	Lot-M Block-002	124.74	\$23,216.26	\$23,216.26
	<b>SUBTOTAL REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITION</b>		<b>967.67</b>	<b>\$180,100.00</b>	<b>\$180,100.00</b>
	<b>GRAND TOTAL</b>		<b>967.67</b>	<b>\$180,100.00</b>	<b>\$180,100.00</b>

# Request for Council Action

Date:

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: Fire Chief Gary Larson

RE: Station 1 Bay Furnace Replacement

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We have 8 furnaces in the bays at Station 1. They were installed in 2000 when the station was rebuilt after the flood. The furnaces have been costly to repair and upkeep. We put \$16000 in building improvements to replace all 8 furnaces. We are going to a different style furnace that does not bring in outside air to operate.

At this time only 2 of the 8 furnaces are in operation. We have held off on repairs until the budget was completed. If dollars are short we could replace 4 furnaces and do repairs until more money is available.

It would be my recommendation to replace all 8 furnaces and accept the low bid from Anderson Heating and Cooling for \$16250.48.

City of East Grand Forks  
Fire Chief  
Gary Larson

Anderson Heating & Cooling, Inc.

1555 52nd St. N Suite B  
Grand Forks, ND 58203

# Estimate

Date	Estimate #
1/21/2015	38

Name / Address
East Grand Forks Fire Department 415 4th St Nw East Grand Forks MN 56721

			Project
Description	Qty	Rate	Total
INSTALL 8-100,000 BTU REZNOR 83% EFFICIENT UNIT HEATERS INCLUDING UNIT HEATERS, ADAPTING VENTING AND GAS LINE.		16,250.48	16,250.48
INSTALL 4-100,000 BTU REZNOR 83% EFFICIENT UNIT HEATERS INCLUDING UNIT HEATER, ADAPTING VENTING AND GAS LINE. THIS IS ESTIMATE FOR ONLY REPLACING HALF OF UNITS.		8,125.24	8,125.24
NO WIRING 50% DOWN UPON ESTIMATE ACCEPTANCE		0.00	0.00
<b>Total</b>			<b>\$24,375.72</b>

# AMUNDSON

## HEATING & A/C

EAST GRAND FORKS FIRE DEPT.  
EAST GRAND FORKS MN

WE WILL REMOVE 8 OLD SYSTEM AND INSTALL 8 NEW  
MODINE 85,000 BTU 93% UNIT HEATERS COMPLETE  
WITH GAS PIPING, LOW AND HIGH VOLTAGE, VENTING,  
AND COMPLETE START UP FOR \$24,900<sup>00</sup>.

EXTRAS !!!!!

THESE ARE CONDENSING FURNACE SO WE WOULD HAVE  
TO HAVE A PLUMBER INSTALL US SOME DRAIN LINES  
WHICH IS NOT INCLUDED IN THIS PRICE.

THIS 85,000 BTU IS ONLY 900 BTU SHORT OF THE  
ONES YOU HAVE IN THERE NOW !! OTHER WISE WE WOULD  
HAVE TO JUMP UP TO THE NEXT SIZE WHICH IS 110,000  
BTU AND THAT IS TOO MUCH BUT WHAT EVER YOU WANT  
THE PRICE DIFFERENCE IS \$400<sup>00</sup> EACH.

WARRANTY ON THIS IS 1 YEAR PARTS AND 10 YEAR ON  
HEAT EXCHANGERS

THANKS  
AMUNDSON HEATING & A/C



# AMUNDSON

## HEATING & A/C

EAST GRAND FORKS FIRE DEPT.  
EAST GRAND FORKS MN

WE WILL REMOVE 8 OLD SYSTEMS AND INSTALL 8 NEW  
MODINE UNIT HEATERS 100,000 BTU 80% COMPLETE  
WITH VENTING, LOW AND HIGH VOLTAGE, GAS  
PIPING, COMPLETE STARTUP FOR \$18000<sup>00</sup>

WARRANTY ON THIS IS 1 YEAR PARTS AND 10 YEAR ON  
HEAT EXCHANGERS

THANKS  
AMUNDSON HEATING & A/C

A handwritten signature in black ink, appearing to be "Drew P. J.", written in a cursive style.

**RESOLUTION NO. 15 – 02 - 17**

**A RESOLUTION DESIGNATING THE MAYOR’S APPOINTMENT TO THE EAST GRAND FORKS BOARD AND COMMISSIONS FOR 2013**

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

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

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

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

**LIBRARY BOARD** – Members appointed by the Mayor, subject to approval by a majority of the City Council. Members are allowed on the board for a maximum of three 3-year terms.

<u>Member</u>	<u>Expires</u>
Therese Tiedeman	12/31/17

*Voting Aye:*  
*Voting Nay:*

The President declared the resolution passed.

Passed: February 3, 2015

Attest:

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

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

I hereby approve the foregoing resolution this 3<sup>rd</sup> day of February, 2015.

\_\_\_\_\_  
Mayor

The organizational meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held January 8, 2015 at 5:00 P.M. was called to order by the city attorney.

Present: Quirk, Ogden, Loven, Tweten

Absent : None

The following nomination was made for President of the Water, Light, Power and Building Commission:  
Marilynn Ogden.

It was moved by Commissioner Quirk seconded by Commissioner Loven that the nominations for President now be closed and that a unanimous ballot be cast for Ms. Ogden.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

The following nomination was made for Vice-President of the Water, Light, Power and Building Commission:  
Tim Loven.

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the nominations for Vice-President now be closed and that a unanimous ballot be cast for Mr. Loven.

Voting Aye: Quirk, Ogden, Loven, Tweten

Voting Nay: None

The city attorney turned over the meeting to newly elected president, Marilynn Ogden.

It was moved by Commissioner Quirk seconded by Commissioner Tweten that the minutes of the previous meetings of December 4 & 18, 2014 be approved as read.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$428,469.55.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve a donation of \$1,000.00 to the Tri-Valley Reach out for Warmth project.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to approve the 2015 Honeywell maintenance contract.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the purchase of additional security lights from WESCO in the amount of \$7,350.20.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the purchase of 15 replacement Christmas decorations.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve new 2015 rebate amounts for commercial lighting replacement and commercial new construction project.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve an increase to the refrigerator recycling rebate from \$25.00 to \$50.00.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to adjourn to the next regular meeting on January 22, 2015 at 5:00 P.M.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

Lori Maloney  
Sec'y

**RESOLUTION NO. 15 – 01 – 18**

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 20786 for a total of \$343.80.

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 \$343.80 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 February 3, 2015.

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

The President declared the resolution passed.

Passed: February 3, 2015

Attest:

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

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

I hereby approve the foregoing resolution this February 3, 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 3<sup>rd</sup> Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 20786 for a total of \$343.80.
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 February 3, 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: 1/30/2015 - 11:58 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20752	02/03/2015	ACM001	Acme Electric Companies	430.26	0
20753	02/03/2015	ADV001	Advanced Business Methods Inc	473.38	0
20754	02/03/2015	ALT001	Altru Health System	44.00	0
20755	02/03/2015	ALT005	Altru Health System Regional EMS	158.50	0
20756	02/03/2015	AMA001	Amazon.com	42.75	0
20757	02/03/2015	AME002	American Tire Service	688.50	0
20758	02/03/2015	AME005	Ameripride Linen & Apparel Services	432.10	0
20759	02/03/2015	AHC001	Anderson Heating & Cooling, Inc	89.76	0
20760	02/03/2015	AQU001	Aqua Water Solutions	51.95	0
20761	02/03/2015	BAK001	Baker & Taylor Co	523.38	0
20762	02/03/2015	BAT001	Batteries Plus	51.52	0
20763	02/03/2015	BLI002	Blind Devotion	60.00	0
20764	02/03/2015	BOR001	Border States Electric Supply	29.62	0
20765	02/03/2015	BRO002	Brodart Co	440.61	0
20766	02/03/2015	BCA003	Bureau of Crim Apprehension	1,530.00	0
20767	02/03/2015	C&R001	C&R Laundry & Cleaners	776.08	0
20768	02/03/2015	CEN001	Center Point Large Print	2,113.92	0
20769	02/03/2015	CEN006	Century Link	841.02	0
20770	02/03/2015	COL002	Cole Papers Inc	582.67	0
20771	02/03/2015	COM003	Complete Pest Control Inc	1,328.00	0
20772	02/03/2015	DEL002	Richard Delage	600.00	0
20773	02/03/2015	DEM001	Demco Educational Corp	449.19	0
20774	02/03/2015	EAG001	Eagle Electric	2,855.41	0
20775	02/03/2015	ECO001	Economy Plumbing	135.00	0
20776	02/03/2015	EXP003	Explorer Post #38	90.00	0
20777	02/03/2015	FOR002	Forklifts of Minnesota, Incorporated	52.50	0
20778	02/03/2015	G&K001	G&K Services	342.75	0
20779	02/03/2015	GAF002	Gaffaney's	429.78	0
20780	02/03/2015	GAL001	Gale	149.92	0
20781	02/03/2015	GER001	Gerrells Sport Center	150.00	0
20782	02/03/2015	GFF001	GF Fire Equipment	60.50	0
20783	02/03/2015	GLA001	Glass Pro's Inc	310.00	0
20784	02/03/2015	GOR003	Paul Gorte	716.29	0
20785	02/03/2015	GRA008	Grand Forks City	40,911.00	0
20786	02/03/2015	HAR001	Hardware Hank	343.80	0
20787	02/03/2015	HAR009	Hartman, Jessica and Michael, and Ga	5,000.00	0
20788	02/03/2015	HAW001	Hawkins Chemical	318.00	0
20789	02/03/2015	HEA001	Heartland Paper	159.33	0
20790	02/03/2015	HUG001	Hugo's	60.86	0
20791	02/03/2015	INF002	Infogroup Powering Business Growth	342.00	0
20792	02/03/2015	INT003	Integra Telecom	93.76	0
20793	02/03/2015	INT011	Integrated Process Solutions Inc	240.98	0
20794	02/03/2015	K&K001	K&K Trucking Inc	2,034.00	0
20795	02/03/2015	KEN002	Kennedy & Graven, Chartered	3,059.25	0
20796	02/03/2015	LEA007	Leads Online	1,758.00	0
20797	02/03/2015	LEA002	League of MN Cities	1,000.00	0
20798	02/03/2015	MAI001	Maintainer Custom Bodies Inc	70,490.00	0
20799	02/03/2015	MAR004	Marco	105.18	0
20800	02/03/2015	MAR001	Marco Inc	252.97	0
20801	02/03/2015	MCF001	McFarlane	750.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20802	02/03/2015	MPO001	Metropolitan Planning Organization	7,249.63	0
20803	02/03/2015	MID003	Midcontinent Communications	1,618.67	0
20804	02/03/2015	MPW001	Minnesota Pump Works	513.97	0
20805	02/03/2015	MNC004	MN Chief of Police Association	130.00	0
20806	02/03/2015	MND003	MN Dept of Labor & Industry	716.21	0
20807	02/03/2015	MPS001	MN Dept of Public Safety	25.00	0
20808	02/03/2015	MND006	VOID****VOID****VOID*** MN I	158.00	0
20809	02/03/2015	MND013	MN Dept of Transportation	101.80	0
20810	02/03/2015	MOR006	Oscar Morales	120.00	0
20811	02/03/2015	BAR005	MSC Industrial Supply Co.	303.95	0
20812	02/03/2015	NEW001	Newman Signs	293.04	0
20813	02/03/2015	ORE001	O'Reilly Auto Parts	14.99	0
20814	02/03/2015	OCL001	OCLC	427.29	0
20815	02/03/2015	ODL001	Odland Fitzgerald Reynolds & Harbot	684.00	0
20816	02/03/2015	OTI001	Otis Elevator Company	4,419.84	0
20817	02/03/2015	DIA001	Richard Papenfuss	111.90	0
20818	02/03/2015	PET001	Peterson Veterinarian Clinic P.C.	379.00	0
20819	02/03/2015	PRA001	Praxair Distribution	244.22	0
20820	02/03/2015	QUI001	Quill Corp	149.45	0
20821	02/03/2015	RED001	Red River Snowmobile Club	8,420.72	0
20822	02/03/2015	REL001	Reliable Office Supplies	39.20	0
20823	02/03/2015	RMB001	RMB Environmental Lab Inc	150.00	0
20824	02/03/2015	SAF002	Safety Kleen Corp	1,782.29	0
20825	02/03/2015	SEN001	Sentimental Reflections	120.00	0
20826	02/03/2015	SPR001	Springsted	1,400.00	0
20827	02/03/2015	STA003	Star Tribune	65.00	0
20828	02/03/2015	THU002	Thur-O-Clean	1,200.00	0
20829	02/03/2015	TOD001	Todays Organized Living LLC	60.00	0
20830	02/03/2015	TRI001	Tristeel Manufacturing	15.12	0
20831	02/03/2015	TRU001	True Temp	1,477.45	0
20832	02/03/2015	TRY001	Try-County Refrigeration	2,500.00	0
20833	02/03/2015	USB005	US Bank Corporate Payment System	6,494.36	0
20834	02/03/2015	USF002	US Foodservice Inc TM	8.90	0
20835	02/03/2015	USP002	USPS Postmaster	528.00	0
20836	02/03/2015	VAL002	Valley Truck	1,639.27	0
20837	02/03/2015	VER001	Verizon Wireless	175.05	0
20838	02/03/2015	VIL001	Vilandre Heating & A/C	468.00	0
20839	02/03/2015	WAT001	Water & Light Department	22,398.05	0
20840	02/03/2015	WID001	Widseth Smith Nolting & Associates	21,230.15	0
20841	02/03/2015	WIZ001	Wizard's Enterprises Inc.	590.00	0
20842	02/03/2015	XCE001	Xcel Energy	22,809.58	0
20843	02/03/2015	XER001	Xerox Corporation	85.81	0
20844	02/03/2015	ZAM001	Frank J. Zamboni & Co. Inc.	295.04	0
20845	02/03/2015	ZEE001	Zee Medical Service	125.35	0
				255,686.79	
Check Total:					