

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 3, 2015 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

PLEDGE OF ALLEGIANCE:

SWEARING IN OF OFFICER NICK ANDERSON:

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 February 17, 2015.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of February 23, 2015.
3. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of February 23, 2015.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

4. Public Hearing on proposed 2015 Assessment Job No. 2 – Paving – Replat of Point of Woods 5th Addition.
5. Public Hearing on proposed 2015 Assessment Job. No. 3 – Seal Coat and Mill and Overlay – North Sections of East Grand Forks.

CONSENT AGENDA:

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

6. Consider concurring with the lighting plan and direct engineering staff to work with appropriate entities to develop general guidelines for operating lighting for the Sorlie Bridge Project.

7. Consider approving a temporary liquor license application for Sacred Heart Church & School for their Spring Fling Event on April 18, 2015 and contracting with East Grand Lanes, LLC for liquor services.
8. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Law Enforcement Labor Services Local 152 establishing the Drug Task Force Commander position for the Pine to Prairie Drug Task Force and placing Officer Schrage on Grade 18 while assigned to the Drug Task Force.

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

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for February 5, 2015.
10. Regular meeting minutes of the Economic Development Board from February 3, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

11. Consider adopting Resolution No. 15-03-24 ordering the improvements and the preparation of plans and specifications for 2015 Assessment Job No. 2 – Paving – Replat of Point of Woods 5th Addition.
12. Consider adopting Resolution No. 15-03-25 ordering the improvements and the preparation of plans and specification for 2015 Assessment Job No. 3 – Seal Coat & Mill and Overlay – North Sections of East Grand Forks.
13. Consider adopting Resolution No. 15-03-26 taking no action to pursue foreclosure and civil action on the Boardwalk promissory note and real estate mortgage.

CLAIMS:

14. Consider adopting Resolution No. 15-03-27 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20992 for a total of \$897.89 whereas Council Member Buckalew is personally interested financially in the contract.
15. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

- Work Session – March 10, 2015 – 5:00 PM – Training Room
- Regular Council Meeting – March 17, 2015 – 5:00 PM – Council Chambers
- Work Session – March 24, 2015 – 5:00 PM – Training Room
- Regular Council Meeting – April 7, 2015 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 17, 2015 - 5:00 P.M.**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for February 17, 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, 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; Brad Bail, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, EDA Director; Rod Hajicek, Police Lieutenant; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; Alex Schilke, Patrol Officer; 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 February 3, 2015.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of February 10, 2015.

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

Voting Aye: DeMers, Vetter, Pokrzywinski, Tweten, Olstad, and Grassel.
Voting Nay: None.
Absent: Buckalew.

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 adopting Resolution No. 15-02-19 authorizing re-advertising for bids for the 2014 City Project No. 5 – Sand/Salt Storage Building Project.
4. Consider approving the request to purchase two new pumps from Minnesota Pump Works in the amount of \$17,118 for the replacement of two pumps following the pump replacement schedule and declare the pumps that will be replaced as surplus and trade in one to Minnesota Pump Works.
5. Consider adopting Resolution No. 15-02-20 approving the appointments of Ralph Messelt and Josh Grinde to the EDA Board.
6. Consider adopting Resolution No. 15-20-21 accepting the report of feasibility, waiving the public hearing, and ordering the preparation of plans and specifications for 2015 Assessment Job No. 1 – Utilities and Street Construction for Point of Woods 6th Addition.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS THREE (3) THROUGH SIX (6).

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

Voting Nay: None.

Absent: Buckalew.

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

7. Regular meeting minutes of the Water, Light, Power, and Building Commission for January 22, 2015.
8. Regular meeting minutes of the Planning Commission from October 9, 2014.

COMMUNICATIONS:

9. Acknowledge the retirement of Jennifer Bushee effective as of February 28, 2015.

Mayor Stauss called Ms. Bushee forward and thanked her for the many years she had been with the City. He stated that Ms. Bushee didn't always have it easy when it came to issuing permits and thanked her for her service.

OLD BUSINESS: NONE

NEW BUSINESS:

10. Consider approving the request for the purchase of a Toro Groundmaster 4110-D in the amount of

\$72,680.64 for the Park and Recreation Department.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE THE REQUEST FOR THE PURCHASE OF A TORO GROUNDMASTER 4110-D IN THE AMOUNT OF \$72,680.64 FOR THE PARK AND RECREATION DEPARTMENT.

Council member DeMers asked what staff had found. Ms. Nelson stated she had reviewed the Greenway funds. She explained the fee was approved in 2009, collection started in 2010, and the only costs that were covered by these funds included benches for the greenway, a greenway fee, and a bike path project from 2010. Mr. Murphy added the current balance was approximately \$99,000. Council member DeMers asked if the greenway funds were going to be used for this purchase. Mr. Murphy stated yes. Council member DeMers stated his objections again to using these funds for anything other than maintaining trails and trailheads.

Council Vice-President Grassel stated he looked back at the resolution, asked what was covered under maintenance, and if snow removal was included. Council member DeMers explained that had been asked and service type functions of mowing and snow removal were not included as maintenance and that these funds were to replace the trails. Council Vice-President Grassel stated the mower is needed, it had been included in the budget, and any project that has been done regarding the trails will need to be looked into and make sure those funds didn't come from the general fund. Council President Olstad stated he had asked for that to be looked into at the last meeting.

Ms. Ellis informed the Council that majority of the repair work for the trails has been paid for through grants, not much maintenance had been done, and the proposed project for repairing portions of the trail were going to be paid from this fund. She added she could work with Mr. Aker and prepare a capital improvement plan for the greenway trails. Council member Pokrzywinski stated that the fee was to cover the Greenway and not the cemetery and he would be voting no since these funds should be used as intended. Discussion followed about how the trail repair had been added into the cemetery and Lee's Place so they could get a better price and how there was not enough funds in the storm water account to purchase a mower for the greenway. Mayor Stauss commented that people won't want to use the trails if the greenway is not maintained and kept mowed. Council member Tweten stated in order for people to use the trails in the winter the snow needs to be removed. Council member DeMers stated that there are different definitions of maintenance and that snow removal is not maintenance. He added that snow removal or the purchase of a mower was not the intended use of these funds.

Voting Aye: Tweten, and Grassel.

Voting Nay: DeMers, Vetter, Pokrzywinski, and Olstad.

Absent: Buckalew.

11. Consider authorizing staff to finalize a proposal for video broadcasting for Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO AUTHORIZE STAFF TO FINALIZE A PROPOSAL FOR VIDEO BROADCASTING FOR COUNCIL MEETINGS AND WORK SESSIONS.

Council member Tweten commented that this item could cost between \$8,000 and \$9,000. He added how the rooms are already set up for the meeting, that the public and media have the ability to come and

address the Council or attend the meeting. He asked where the funds were going to be coming from to cover the costs. Council President Olstad stated that this would allow staff to look into this issue further. Council member DeMers stated one thing staff would look at would include where the funds would be coming for both the upfront costs and the long term costs. He added the funds used for this project could help inform the residents.

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

Voting Nay: Tweten and Grassel.

Absent: Buckalew.

- 12. Consider authorizing representatives from East Grand Forks to formally request the City of Grand Forks to update the COSA Agreement.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO AUTHORIZE REPRESENTATIVES FROM EAST GRAND FORKS TO FORMALLY REQUEST THE CITY OF GRAND FORKS TO UPDATE THE COSA AGREEMENT.

Mayor Stauss stated he listened to Senator Stumpf on the radio saying the bonding committee couldn't move forward without a decision about which waste water project East Grand Forks will be moving forward with. He added that the City will have to make a decision, see what kind of help the City can get, and what can be afforded. He added that he doesn't think they should be asking Grand Forks for anything until the Council knows for sure which project they will be moving forward with. Council member Tweten stated the City should move forward with a mechanical plant and plan for the future. Council Vice-President Grassel commented that he wasn't on the Council when the first COSA was done and stated that if the COSA is redone they could review the new numbers so everyone had the same information.

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

Voting Nay: Tweten.

Absent: Buckalew.

- 13. Consider adopting Resolution No. 15-02-23 authorizing the advertisement for bids for the Civic Center Girls Locker Room Renovation Project.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 15-02-23 AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE CIVIC CENTER GIRLS LOCKER ROOM RENOVATION PROJECT.

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

Voting Nay: None.

Absent: Buckalew.

CLAIMS:

- 14. Consider adopting Resolution No. 15-02-22 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 20892 for a total of \$442.42 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 15-02-22 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 20892 FOR A TOTAL OF \$442.42 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: DeMers, Vetter, Pokrzywinski, Tweten, Olstad, and Grassel.
Voting Nay: None.
Absent: Buckalew.

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

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

Voting Aye: DeMers, Vetter, Pokrzywinski, Tweten, Olstad, and Grassel.
Voting Nay: None.
Absent: Buckalew.

OTHER:

16. Outstanding Agency Award for East Grand Forks Police Department.

Mr. Bob Tirevold introduced himself as the Law Enforcement Liason with the Office of Traffic Safety for the northwest portion of the State. He informed the Council that he had nominated the East Grand Forks Police Department for this award for their work done for traffic enforcement from October to December of 2014. He presented Officer Schilke with a Stalker Radar for their work which included 6 DWI arrests and 8 drug and felony arrests. He added that the City and many businesses within the city have participated in getting the traffic safety and enforcement messages out to the public. He listed the other recipients that were also recognized for this award. He thanked the Council for their time.

COUNCIL/STAFF REPORTS:

Council Member Vetter told Mr. Aker that if he finds a different funding source that he would be willing to reconsider the request to purchase the mower.

Council Member Pokrzywinski acknowledged Mr. Gorte at his first official council meeting and welcomed him.

Council Member Tweten welcomed Mr. Gorte also.

Council member DeMers congratulated Ms. Bushee on her retirement.

Council President Olstad congratulated the police department on the award they received. He also congratulated Ms. Bushee on her retirement and welcomed Mr. Gorte to the City. He added the Council had been invited to attend the community based charter signing between the City of Grand Forks and the

Air Base at the Alumni Center taking place that evening starting at 7:00pm. President Olstad stated council members could volunteer to attend the Safety and Service Committee to discuss the COSA which would be at Tuesday, February 24, 2015 by letting Mr. Murphy know they would like to attend.

Mr. Murphy stated that both he and Mr. Gorte had attended the Highway 2 West Manufacturing Association Meeting which was held at Digi-Key in Thief River Falls.

Mr. Galstad welcomed Mr. Gorte.

Mr. Bail thanked Ms. Bushee for her service, stated he appreciated everything that she had done, and wished her a happy retirement.

Ms. Ellis informed the Council the public meeting had been held regarding the proposed bus route changes which two people attended and staff had received five positive comments. She said they will be moving forward with implementing the route changes on April 1st and more information regarding route changes such as a change in ridership will be provided at the end of the year when they will be applying for funding from the State. She added that there was going to be a retirement party for Ms. Bushee in the training room from 1-3 on Friday if the Council would like to attend. Ms. Ellis informed the Council that the new assistant had started and the closing was completed on the sale of the Riverwalk Center.

Ms. Helgeson informed the Council a pressure test had been completed on the library and everyone that has been involved with the recent project was satisfied with the results. She said the next test would be after a big snow, cold snap, and warm day. She also informed the Council a waterline had burst so there was standing water on the floor but it had been taken care of.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE FEBRUARY 17, 2015 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:35 P.M.

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

Voting Nay: None.

Absent: Buckalew.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
MONDAY, FEBRUARY 23, 2015 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for February 23, 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(5:02pm), 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; Nancy Ellis, City Planner; Paul Gorte, EDA Director; 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. Lighting for Sorlie Bridge Presentation – Jason Stordahl

Mr. Stordahl informed the Council a meeting had taken place in Grand Forks the previous week about the lighting on the Sorlie Bridge. He explained this information was also being presented to the Grand Forks Safety and Service Committee and then to the Grand Forks Council. He stated how North Dakota would be taking care of half of the bridge and Minnesota would be taking care of the other half of the bridge. He stated the plan included decorative lighting, lighting for the walk way, and lighting for the roadway. He said the current cost estimate was around \$150,000 which would be split between the Department of Transportation of both States. He said that he was bringing this forward with the recommendation to agree with the current lighting plan and direct engineering staff to work with the appropriate entities to develop general guidelines for operating lighting for the Sorlie Bridge Project.

Mr. Stordahl stated that there had been discussion with the historical society about how often the decorative lighting would be on and how some of those details were still being worked out. Council President Olstad asked when this will be decided on. Mr. Stordahl explained a time frame had not been set since there were issues that needed to be worked out. Council member Pokrzywinski asked if permission would need to be granted to put up colored lights on the bridge and why the historical society has the authority about how the lighting can be on the bridge. Mr.

Bail stated that since the bridge was on the historical register the bridge is supposed to keep its original character which is affected by lighting. Mayor Stauss stated the lighting that has been suggested by East Grand Forks and Grand Forks was different than what the historical society was suggested.

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

2. Information on Waste Water Rates – David Murphy

Mr. Murphy stated that Council member Buckalew had asked to have this item included on the agenda for discussion. He said the information provided was the history of the changes to the sewage rates over the last few years and that the Council can consider what will need to happen moving forward. Council member Buckalew stated that the Council had agreed to slowly increase the sewage rate over time instead of a large increase all at once to help build up the waste water fund. He said that he would like to pass the same increase that was previously past. Council member Tweten asked Ms. Anderson for information about the waste water fund.

Ms. Anderson stated the fund balance of the sewage fund was around \$4 million dollars and reminded the Council a new lift station was going to be built this year at an estimated cost of \$2.5 million. She said that the rate increases have brought in approximately \$900,000 to the sewage fund which is growing by \$400,000 per year. Ms. Anderson stated the Council will have to determine which project they are moving forward to determine if the fixed rate or usage rate would need to be increased. Discussion followed about if the fixed rate or usage rate would need to be increased to pay for the project.

Council member Vetter asked if a bond was taken out for this project where it would be paid from. Ms. Anderson stated that the bond would be paid from the sewage fund. Council member Vetter stated that those funds also need to cover the maintenance of the system. He added that he was not comfortable moving forward with an increase until the Council determines what is needed to in order to make the payments on the debt service. Council President Olstad said they could review the estimates of the debt service, determine what is needed, and make an educated choice on if an increase is needed. Discussion followed about also reviewing the storm water and refuse fees since those funds are not sufficiently covering expenses in those areas. Council member Vetter recommended bringing the numbers back to the next work session for review.

3. Discussion on Requests for Information – Mark Olstad

Council President Olstad explained that he would like the Council to be on the same page so if a member of the Council requests information the rest of the Council will also be receiving the information that was requested. He said he brought this forward to get feedback from the Council and see if a policy should be made. Council member Tweten asked to have the requests channeled through the City Administrator. Council President Olstad said that would be the process. Council member Pokrzywinski asked what would happen if a council member asked a department head for information. Mr. Murphy stated that questions about basic operations or needing a clarification about an agenda item the department head would be able to answer but if the questions required research about something that was not readily available the information

would be something that everyone would receive a copy of. Council member Pokrzywinski added he didn't want the policy making things cumbersome. Council President Olstad stated that was not the purpose of the policy and since there weren't objections a draft policy would be drafted and brought back for review.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE FEBRUARY 23, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:25 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 SPECIAL MEETING
CITY OF EAST GRAND FORKS
MONDAY, FEBRUARY 23, 2015 – TO FOLLOW WORK SESSION**

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for February 23, 2015 was called to order by Council President Mark Olstad at 5:30 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; Nancy Ellis, City Planner; Paul Gorte, EDA Director; 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

1. Review of Strategic Plan – David Murphy

Mr. Murphy stated the first half of the meeting was to review the priorities, reaffirm the items are still priorities, and make any necessary adjustments. He stated the first priority was to establish DARE and maintain a drug task force presence in the schools. Mr. Murphy stated that the police department had DARE classes schedule to being this spring and a resource officer was going to be back in the schools in the fall.

Mr. Murphy continued on to the second priority of quality of life. He explained that a committee was formed and Ms. Anderson was appointed as the point person for this committee. Ms. Anderson stated the committee had met with the school district and Northland Community and Technical College a couple times. She explained the committee decided to meet a couple times a year. She added they really haven't moved forward with the beautification plan because of the budget but there are some changes made with the removal of some flower beds. She said they hadn't moved forward with the interpretive center but it is something that could be brought up to the DNR or something that is done using the revenues of the campground.

Mr. Murphy went on to the third item of expanding the park and recreational facilities and programs. He reviewed the items which included plans for a wellness center, construction of the pool, increase usage of the greenway, plans to add nine holes to the golf course, and the addition of the family-oriented programs. He said nothing had been done with the wellness center, the pool project was moving forward, Ms. Nelson had been working with Grand Forks on a single application for events in the Greenway, and there hadn't been process on the addition of nine holes to the golf course. Discussion

followed about how the additional nine holes would replace the holes on the wet side of the levy system so the golf course would remain an 18 hole golf course. Mr. Murphy asked if the wellness center should remain on the list. Council member Vetter said to keep it on because something might come up. Mr. Murphy asked about the family-oriented programs. Council President Olstad asked about the programs offered in the campground and if anything was doubled up. Mr. Aker stated that only four programs were offered and none of the programs were the same as what the City offers.

Mr. Murphy stated that priority four was attracting businesses to East Grand Forks and Mr. Gorte had recently been appointed as the point person for this item. He reviewed how the City is trying to have a couple businesses establish themselves in East Grand Forks, encourage development on the Simplot property, approach the State to open a satellite office in the City, and explore infrastructure needs for a knowledge-based business to either expand or relocate to the City. Mr. Murphy informed the Council that staff had attended the UND Job Fair and spoke with businesses to see if they could open an office in East Grand Forks and found some interest but nothing has happened at this time. He said that Simplot had been contacted about development of their property and was told they might allow a long term lease. He asked the Council if all of these items were still priority. Some discussion followed about what State office might be opened in East Grand Forks.

Mr. Murphy continued with the fifth priority of the construction of the 32nd Avenue Bridge and that Ms. Ellis was the point person with this item. Ms. Ellis reminded the Council they had passed a resolution in support of this bridge but there still wasn't a consensus about the bridge between the two states. She said the bridge was included in the long range transportation plan and reviewed how things could change with the growth of the community. Discussion followed about how there is a Bygland Road study taking place this year, the Land Use Plan was also being updated, how the City could look into the Roads to Commerce program, and how a bridge at 32nd Avenue could help spur south end development of East Grand Forks. Council member Tweten explained that he would like a resolution passed in support of extending Highway 2 all the way to Duluth using the Corridor to Commerce. Council member Vetter supported the idea of passing a resolution of support but not including the extension of Highway 2 in the City's priorities.

Mr. Murphy stated the last priority was having a variety of housing. He reviewed the five items with this priority and explained that both he and Ms. Ellis had been working on these items. He said how they have met with developers to get ideas to try and spur development but nothing concrete had happened yet. He added the EDA had asked for proposals for a twin home development but the only plan that was received did not meet the necessary criteria. Ms. Ellis stated they are still moving forward and looking at many options which included things such as a business service district. Discussion followed about how the City will have a booth at the Forx Builders Home Show with information about what lots are available in East Grand Forks and incentives the City has for building a new home. Mr. Murphy told the Council that staff had met with Northland about housing but at this time they are going through a budget crunch so they weren't able to partner with the City on a project.

Mr. Murphy stated the one thing the Council still has to do is come up with a mission statement. He continued on with a review of leadership and the partnership between the Council and staff. Mr. Murphy reviewed the materials about the seven key attributes, what it means to govern well, the pursuit of excellence, and council performance. He then asked the Council for questions. Council member Tweten asked if this was to be reviewed every year. Mr. Murphy said yes. Discussion followed about the Council's expectations for staff followed by the staff's expectations of the Council. Council member Buckalew stated he didn't get much out of the memo and said there was little value in it. More discussion followed about how it should include more information from the departments or other information about an agenda item that was not addressed in the RCA. Staff asked for the Council to ask

more questions before a meeting so they could come to the meeting with the answers and share them with everyone because it can be difficult to anticipate all of the questions that may get asked.

Mr. Murphy told the Council to respect staff's professional opinion when they present an item. He added the Council can disagree with the opinion but to respect it. He told the Council that he would like to set up a session with the Council and go over the Five Dysfunctions of a Team which he had already done with the department heads. Staff made some comments about how they found the training beneficial.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE FEBRUARY 23, 2015 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:06 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

Request for Council Action

Date: 2/18/2015

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: Jason Stordahl-Public Works Director

RE: Bridge Lighting Enhancements for Sorlie Bridge Project

Background:

Design work on the Sorlie Bridge project continues with the North Dakota Department of Transportation (NDDOT) being the lead agency. Rehab/Construction is to take place this summer. In addition to repainting the structure and performing minor repairs, the lighting on the bridge is proposed to be updated and enhanced. The existing lighting includes approximately 32 light fixtures positioned over the pedestrian walkway and 54 fixtures intended to illuminate structural members of the bridge for visual enhancement. There are currently no lights on the structure to light the roadway. As part of the proposed project, roadway lighting will be added, the existing aesthetic lighting will be replaced and additional lights will be added to enhance the aesthetics of the bridge. All new lighting is proposed to be LED.

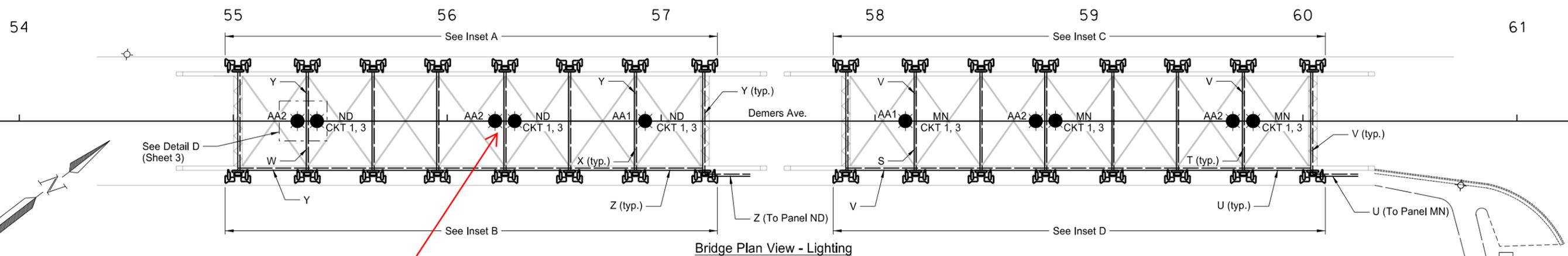
To better light the bridge for visual aesthetics, new lighting will not be placed at the locations where the current lighting exists. The current design, although preliminary, proposes to place new light fixtures near the top of the arch members of the bridge intended to illuminate exterior side of the bridge, the underside of the arches, and the pedestrian walkway. The proposed lighting plan calls for 96 fixtures that will provide lighting for pedestrian walkway and visual aesthetics. In addition, 10 light fixtures will be added to illuminate the roadway on the bridge.

Further, it is proposed that the 96 light fixtures will be able to produce a white light or colored light. The system would include a control panel that could allow the color of the lights to change to a desired color similar to the pixels on a colored television, Roadway lighting is proposed to be white and not have the option to change color.

The NDDOT has determined that the cost of installing new lighting for the roadway and for replacement of the existing pedestrian lighting and the aesthetic lighting will be considered a project cost. They have also determined that they will provide up to \$150,000 for lighting enhancements such as adding additional aesthetic lighting and upgrading to colored lighting. Currently, the estimated cost of the additional aesthetic lighting and color upgrade is just under \$150,000 limit. Final approval of the lighting plan and the cost allocation is contingent upon approval by the NDDOT.

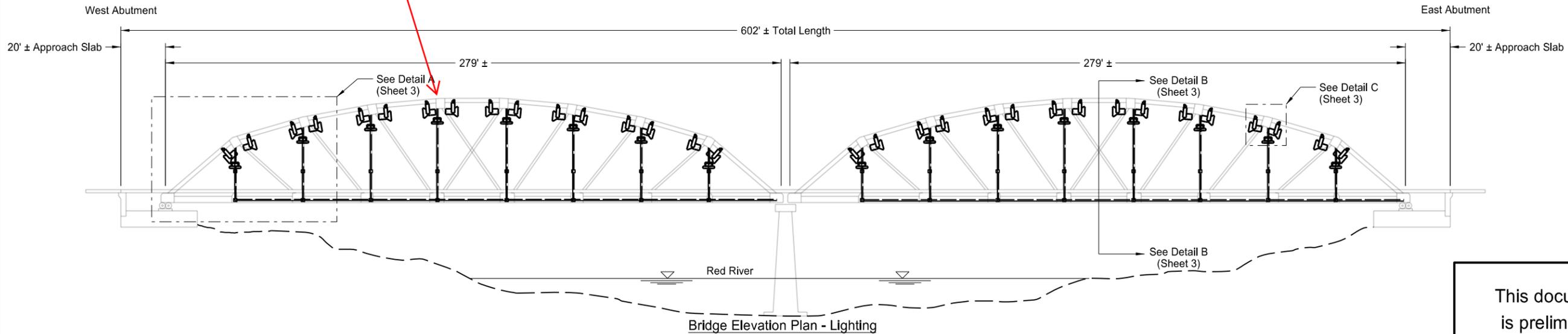
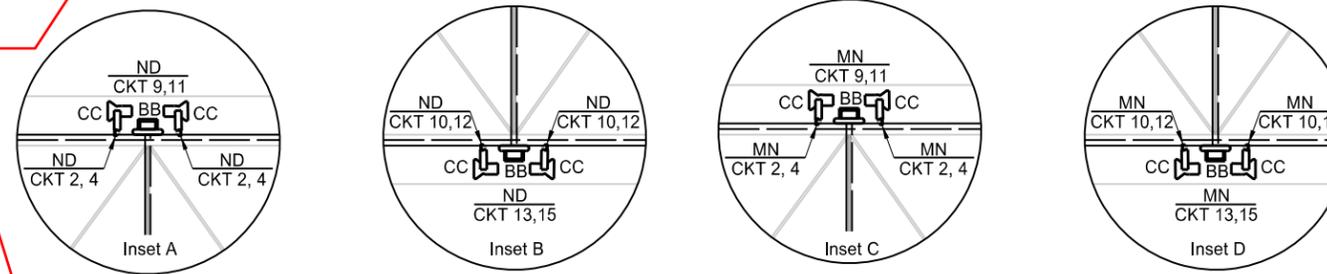
There had been some concern expressed regarding the lighting impacting the historical character of the bridge. The current design was considered at a recent Grand Forks Historical Preservation Commission meeting. They passed a motion generally concluding that they felt the lighting plan, including the use of colored lights, did not have an adverse effect on the historical nature of the bridge. They expressed some concern about the over-use of colored lights. The general feeling was that the lights would be white most of the time, and colored lights would be used only on special occasions. They also included in their motion that a general policy needs to be established identifying when colored lights will be used, and which colors they will use. The general policy will need to be agreed upon by both DOT's, both state Historical Preservation Offices, both Cities, and the Grand Forks Historic Preservation Commission. If the use of colored lights are ultimately approved, this general policy will need to be worked out before colored lights may be implemented, using white only in the meantime.

Recommendation: Concur with current lighting plan, and direct Engineering Staff to work with appropriate entities to develop general guidelines for operating lighting for Sorlie Bridge Project.



Roadway Lighting Fixtures
(10 TOTAL - WHITE ONLY)

Aesthetic & Pedestrian
Walkway Lighting (96 TOTAL
- VARIABLE COLOR)



LIGHTING SCHEDULE

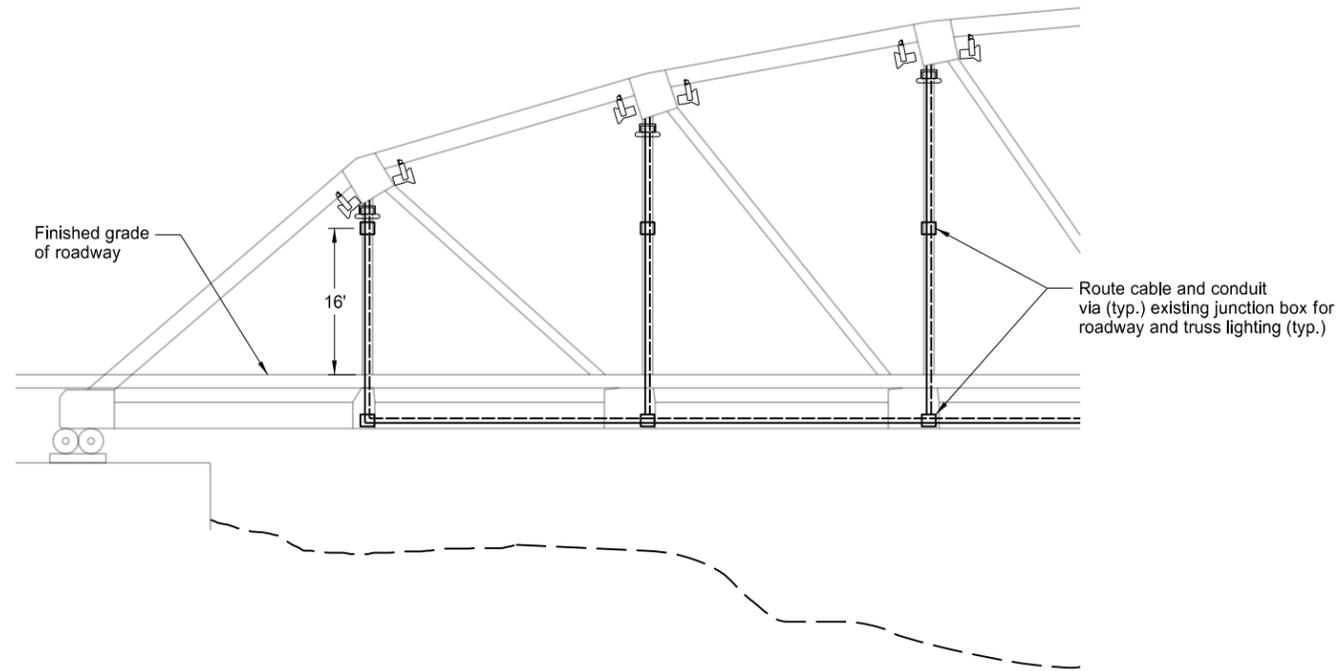
DESIGNATION	MANUFACTURER	MODEL	NO. LAMPS	FIXTURE			REMARKS
				LAMP TYPE	FINISH	MOUNTING	
AA1	LITHONIA OR EQUIVALENT	DSXW2 30C 1000 40K TFTM MVOLT SF	1	LED	TO MATCH BRIDGE	SURFACE (SEE DETAIL)	MOUNT ON HORIZONTAL BEAM OVER THE ROAD CENTERLINE. CLAMP WALL MOUNT TO GUSSET PLATE, AS SHOWN IN THE DETAIL.
AA2	LITHONIA OR EQUIVALENT	DSXW2 30C 700 40K T4M MVOLT SF	1	LED	TO MATCH BRIDGE	SURFACE (SEE DETAIL)	MOUNT ON HORIZONTAL BEAM OVER THE ROAD CENTERLINE. CLAMP WALL MOUNT TO GUSSET PLATE, AS SHOWN IN THE DETAIL.
BB	INSIGHT	DRV 50 RGB HSL TR IDIM-2 CC	1	COLOR LED (RGB)	TO MATCH BRIDGE	SURFACE (SEE DETAIL)	MOUNT FIXTURE ON VERTICAL COLUMN SHOWN. MOUNT 3" BELOW THE TRUSS GUSSET PLATE. COORDINATE WITH MANUFACTURER ON CONTROLS.
CC	HYDREL	TPS1 18LED RGB MVOLT NSP YM LP CF	1	COLOR LED (RGB)	TO MATCH BRIDGE	SURFACE (SEE DETAIL)	MOUNT FIXTURE ON TRUSS IN LOCATION SHOWN. FIXTURE SHALL BE MOUNTED BEHIND GUSSET PLATE TO KEEP OUT OF VIEW. AIM AT ADJACENT JOINT ON ARCHWAY TRUSS. COORDINATE WITH MANUFACTURER ON CONTROLS.

Key	
	Type 'AA' Fixture
	Type 'BB' Fixture
	Type 'CC' Fixture
Y	Refer to cable schedule

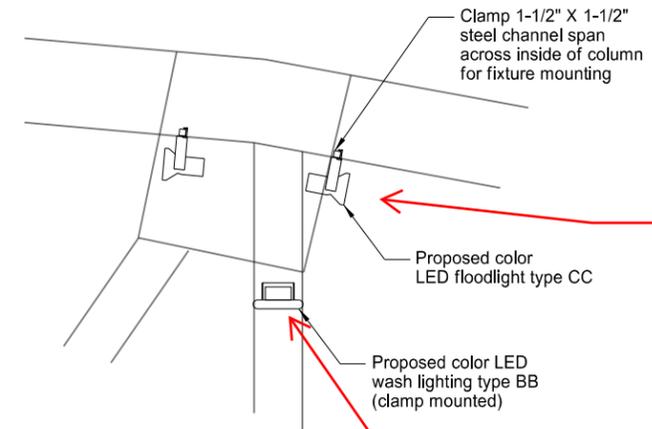
This document is preliminary and not for construction or implementation purposes.

Sorlie Bridge
Lighting Layout
Sta 54+00 to 61+00

	STATE	PROJECT NO.	SECTION NO.	SHEET NO.
	ND	6-002(101)911	140	3



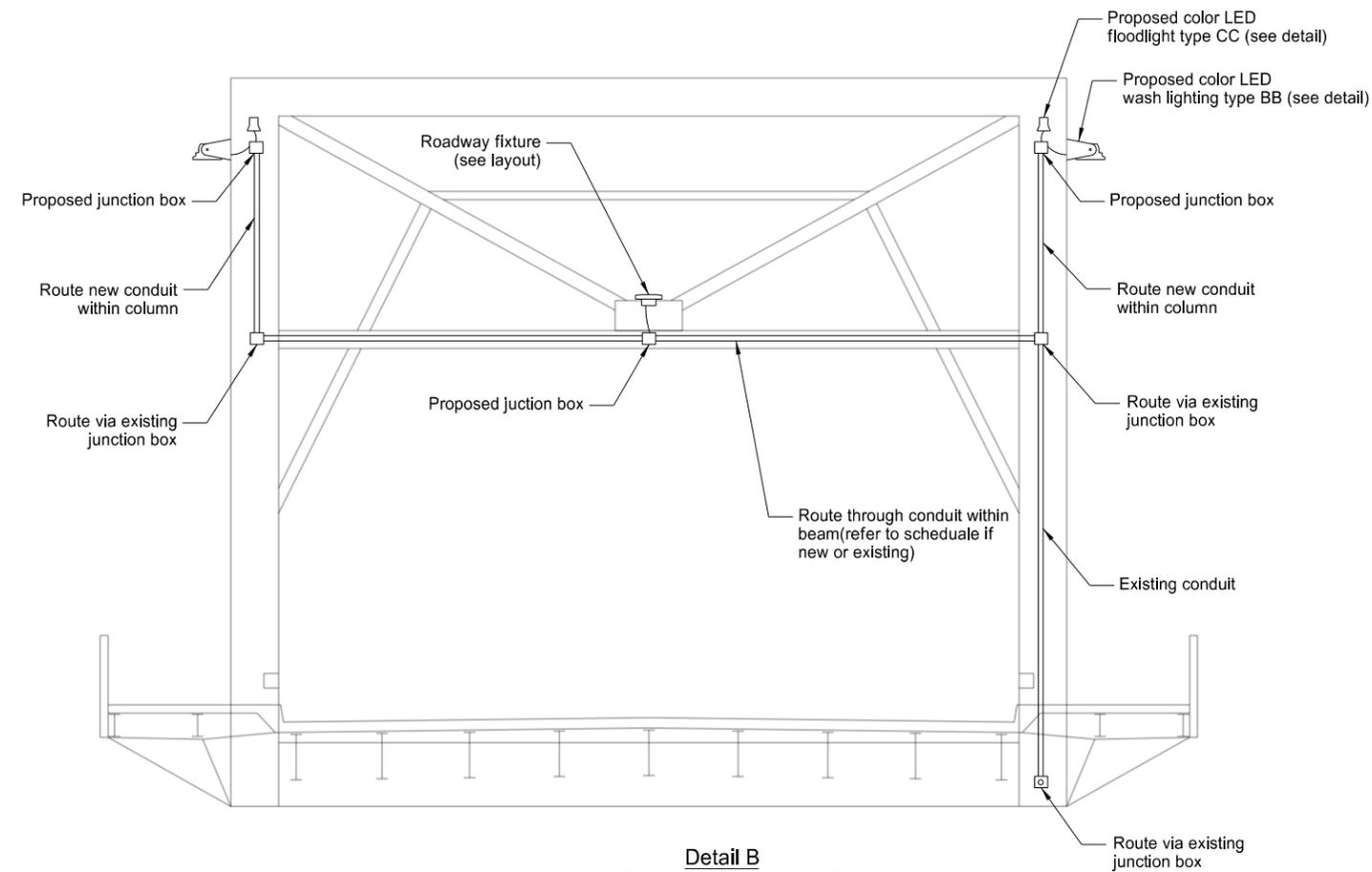
Detail A
Partial Bridge Elevation Plan (Not to Scale)



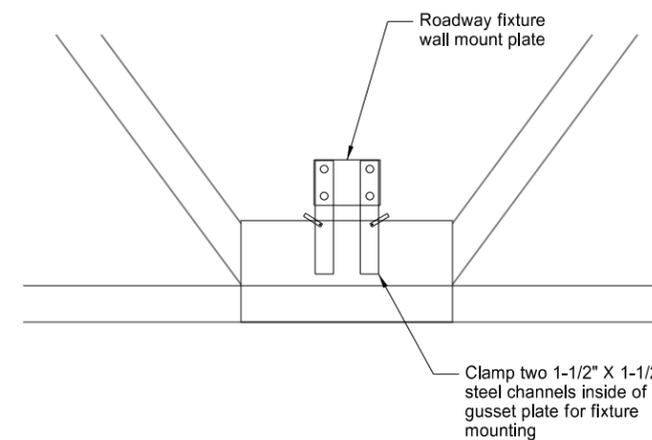
Detail C
Mounting Detail (Not to Scale)

2 light fixtures at each vertical member mounted behind gusset plate to light underside of arch member

1 light fixture at each vertical member mounted on face of vertical member to light pedestrian walkway and exterior of vertical and diagonal members



Detail B
Bridge Cross Section (Not to Scale)



Detail D
Mounting Detail (Not to Scale)

This document is preliminary and not for construction or implementation purposes.

Sorlie Bridge
Details



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar Street Suite 222, St. Paul MN 55101-5133
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
 WWW.DPS.STATE.MN.US



**APPLICATION AND PERMIT
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION SACRED HEART CHURCH & SCHOOL	DATE ORGANIZED 1898	TAX EXEMPT NUMBER 9046016	
STREET ADDRESS 200 3RD STREET NW	CITY EAST GRAND FORKS	STATE MN	ZIP CODE 56721
NAME OF PERSON MAKING APPLICATION MSGR. MICHAEL FOLTZ	BUSINESS PHONE 218) 773-0877	HOME PHONE ()	
DATES LIQUOR WILL BE SOLD 04/18/2015	TYPE OF ORGANIZATION CLUB CHARITABLE RELIGIOUS <u>OTHER NONPROFIT</u>		
ORGANIZATION OFFICER'S NAME DAN ZAVORAL	ADDRESS		
ORGANIZATION OFFICER'S NAME GREG STOCKER	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		

Location license will be used. If an outdoor area, describe

SACRED HEART GYM. IT IS OUR ANNUAL SPRING FLING FUNDRAISER EVENT.

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

YES. PAT GADDIE WITH EAST GRAND LANES WILL BE PROVIDING/RUNNING THE BAR.

1500 5TH AVE. NE, EAST GRAND FORKS, MN 56721 218-773-3477

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

No

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____

DATE APPROVED _____

CITY FEE AMOUNT _____

LICENSE DATES _____

DATE FEE PAID _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

Request for Council Action

Date: March 3, 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: LELS Task Force Commander MOU

Background

On January 20, 2015 The City Council created the Task Force Commander Position for the Pine to Prairie Drug Task Force and appointed Officer Schrage to the position.

Issue

The Council directed staff at the January 20, 2015 Council Meeting to prepare a Memorandum of Understanding (MOU) between the City and the Law Enforcement Labor Services (LELS) that clarified any officer appointed to the position would be paid at the Task Force Commander Pay Scale only during such time as actually in the position. Once an officer is moved to other duties and no longer the Task Force Commander, they would be paid at the wage scale of their new position.

This MOU clarifies that point and has been approved by Kennedy & Graven Employment Attorney Mary Tietjen as to form and content and has also been approved by LELS Representative Doug Biehn.

Budget Impact

The Task Force Commander Position is included in the 2015 Wage Scale.

Action Required

A MOTION to approve MOU.

MOU #14-1
MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF EAST GRAND FORKS AND
LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL NO. 152

This Memorandum of Understanding is entered into between the City of East Grand Forks (hereafter "City") and Law Enforcement Labor Services, Inc., (hereafter "Union")

Recitals

WHEREAS, Union is the exclusive representative for certain employees employed by City in an appropriate unit (hereinafter "Bargaining Unit");

WHEREAS, City and Union are parties to a collective bargaining agreement (hereinafter "CBA");

WHEREAS, parties desire to establish Bargaining Unit Employee Task Force Commander Position;

WHEREAS, The Pine to Prairie Drug Task Force has grown to include a large share of Northwestern Minnesota;

WHEREAS, The Pine to Prairie Drug Task Force currently has several full-time officers assigned to it from various agencies in its jurisdiction;

WHEREAS, East Grand Forks Police Officer Aeisso Schrage has been acting as the Task Force Commander for the last several months;

WHEREAS, A Pine to Prairie Drug Task Force Joint Powers Agreement between the participating jurisdictions has now been finalized and calls for an official placement of a Commander for the Task Force;

WHEREAS, A Position Description has been developed and was pointed for inclusion and compliance with the City's wage scale;

WHEREAS, The result of the pointing process calls for the Task Force Commander Position to be placed at Grade 18 of the City of East Grand Forks Wage Scale;

WHEREAS, Officer Schrage is currently compensated at Grade 17, Step 5;

WHEREAS, the LELS contract requires that officers moving up in the wage scale be placed at the new grade in the first step that is greater than their current salary;

WHEREAS, the City and Union desire to provide continuity and uniformity in step movements among all employees.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, the parties agree as follows:

- The position of Drug Task Force Commander is placed at Grade 18 under the CBA;
- Officer Schrage is appointed to the position on a temporary basis and shall be placed on the City of East Grand Forks Wage Scale at **Grade 18, Step 4**;
- When Officer Schrage leaves the position of Pine to Prairie Drug Task Force Commander, his salary shall be placed in a grade and step commensurate with his new duties.
- Unless mutually agreed by the parties after further negotiations, the position shall remain at Grade 18 for any and all future appointees.

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held February 5, 2015 at 5:00 P.M.

Present: Ogden, Loven, Quirk, Tweten

Absent: None

It was moved by Commissioner Quirk seconded by Commissioner Loven that the minutes of the previous meeting of January 22, 2015 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 \$378,537.56.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to authorize the general manager to execute the termination of the fiber lease agreement with Halstad Telephone Company for 929 Central Ave NW effective February 1, 2015.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Quirk to approve the plans and specs for the 2015 watermain replacement project; advertise for bids, and set the bid opening for 10 A.M. on March 3, 2015.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the purchase of a 1 ton Ford pickup from Lithia Ford of Grand Forks in the amount of \$30,285.00; and, purchase the truck bed from Bert's Truck Equipment in the amount of \$17,725.61; and, declare the 2000 ¾ ton Dodge pickup as surplus.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to approve the 2014 accounts for charge-off.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to adjourn to the next regular meeting on February 19, 2015 at 5:00 P.M.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

Lori Maloney
Sec'y

**APPROVED MINUTES OF THE REGULAR MEETING OF THE BOARD MEMBERS OF
THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA)**

A regular meeting of the Board Members of the East Grand Forks Economic Development Authority was held at 4:00 p.m. on February 3, 2015 in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

1. Call to Order

Meeting was call to order by President Justin Hecht at 4:02 pm.

EDA Board present at roll President Justin Hecht, Board Members George Wogaman, Chad Grassel and Mike Pokrzywinski.

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

Determination of a Quorum

President Hecht determined a quorum was present.

2. Public Comments/Open Forum

There were no comments or questions for the Board.

3. Approval of minutes of the January 6, 2015 Organizational meeting and the January 6, 2015 Regular Meeting.

A motion was made by Board member Grassel, seconded by Board member Wogaman, to approve the minutes from the January 6, 2015 Organizational meeting and the January 6, 2015 Regular Meeting.

Voting Aye: Hecht, Pokrzywinski, Wogaman, and Grassel.

Voting Nay: None.

4. Review Accounts Payable for January 20, 2015 and Approval for February 3, 2015.

Ms. Ellis stated there was a question about lighting in the entrance at the Riverwalk Center. She explained they were all emergency lights and not connected to the system. She reminded the Board she had been given the permission to fix or update items that were emergency or safety related so the lighting was fixed. Mr. Grassel asked about the charge from Custom Services LLP for dryer vent cleaning. Ms. Ellis said the dryer vents are cleaning out because of the issues they have had with the dryers and elements going out. Mr. Grassel asked they cleaned out each individual

February 3, 2015

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

dryer or a certain spot. Ms. Ellis said the hoses that lead out of the building were the ones getting cleaned out. She added that they will be requesting this cleaning be done periodically to help save the life of the dryers.

Mr. Hecht asked if the flooring cost was for Sunshine Terrace. Ms. Ellis explained staff had ordered rolls of both carpet and linoleum which will be kept at Brian's Flooring so it is available and then be charged for the installation.

A motion was made by Board member Wogaman, seconded by Board member Pokrzywinski, to approve Accounts Payable for February 3, 2015.

Voting Aye: Hecht, Pokrzywinski, Wogaman, and Grassel.

Voting Nay: None.

Ms. Ellis told the board the copier contract charge will soon be gone since the copy machine that was in the EDA will be moved out to Public Works who will be taking over the contract. She added Economic Development will use the same copier as Community Development.

5. Communications:

a. Verbal Update on Sunshine Terrace

Ms. Ellis explained the new program was in place, they are working with the housing authority on the new process of receiving rents and HAP checks, and that everything will now be going through Ms. Kossow, the Sunshine Terrace Manager. Ms. Ellis added how there is a full time office with established office hours.

Ms. Ellis informed the Board staff had received an offer to run Sunshine Terrace from a property management firm. She explained they had notified more than one firm and are waiting to see if any other proposals are submitted. She added that all proposals that have been received will be brought forward at the next board meeting. Ms. Ellis told the Board the property management firm would be paid a small percentage of the rent; provide maintenance workers, and handle administrative duties. Ms. Ellis said the budget had been prepared for the building so it already was determined the building would cash flow even with putting funds aside for property betterment. Ms. Ellis added that it is time consuming job to try and keep track of Sunshine Terrace. She added that since it wasn't public housing it might be worth looking into having a property management firm take over.

Mr. Hecht asked how many proposals had been submitted. Ms. Ellis said there was only one at this time and that she was hoping to get one more. Mr. Murphy mentioned there were three firms that expressed interest. Ms. Ellis stated it was

February 3, 2015

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

requested from the firm that submitted the offer to keep the current manager and they would provide her with training and paperwork. She reviewed other items like how they would provide a maintenance worker. Mr. Pokrzywinski asked if the manager would work for the City or the property management firm. Ms. Ellis stated the manager would work for the City. She explained property management has a local office but also has a manager at each building. Discussion followed about how the proposed percentage in the proposal accounted for the City paying for the manager. Mr. Pokrzywinski asked if the manager worked for them the percentage would be higher. Ms. Ellis stated yes.

Mr. Pokrzywinski asked if the Board will be receiving a copy of the proposal. Ms. Ellis stated all proposals would be at the next meeting for the Board to review. She added staff hadn't given any inclination the City was interested, there was going to be a discussion, or if the City wanted to negotiate any terms. Mr. Pokrzywinski stated he sees potential issues regarding responsibilities being split between the manager and the property management firm. He added that the responsibilities of the manager and property management firm need to be crystal clear before the contract is signed. Discussion followed about how the tenants know the manager and are use to going to her for things and how the Board will be reviewing proposals at the next meeting.

6. Old Business: None

7. New Business: None

8. Open for Other Business:

a. Verbal Update on Loans and Rents

Ms. Nelson explained the spreadsheets that have the loan and rent information still need to be updated and that staff will have the information prepared for the next board meeting. Ms. Ellis stated the information will be verified and up to date so the new EDA Director can comfortably move forward with the information.

Mr. Murphy reminded the Board that Mr. Gorte will be starting on Monday, February 9th.

Ms. Ellis said an offer had been extended to an executive assistant which will be going before the Council for approval. Ms. Ellis stated the person had over 13 years of experience working for the City of Cavalier. She added the new person can start of the 17th and the current assistant will be done on January 20th so there will be a few days for training. Mr. Pokrzywinski asked who this person will be an assistant to. Ms. Ellis stated she will be an assistant for both Community Development and Economic Development departments.

February 3, 2015

MINUTES OF THE REGULAR MEETING OF THE EAST GRAND FORKS ECONOMIC DEVELOPMENT AUTHORITY (EDA) (continued)

Mr. Galstad stated another reason for updating the rents is to have a final payoff amount for the sale of the Riverwalk Center. He said the tentative closing date has been scheduled for February 17th. He said a few issues had come up that included an issue with the legal description in the abstract and issues regarding collateral. Mr. Hecht asked if the City was giving up all the collateral. Mr. Galstad explained at this point no collateral will be given up. Mr. Murphy asked if the loans were going to be paid off. Mr. Galstad said the loans were going to remain in place but need to be restructured. He stated that all of the City's collateral will be released when the building is sold.

Mr. Pokrzywinski stated that he is looking forward to be on this committee. He stated they have opportunities to do good things with a new director and a full board in place. He added that he will be very cooperative and asked that if anyone has any questions of him to get together and try to get to know each other better. He said the success of this Board will go a long way to restore the trust of the people of East Grand Forks. He ended by saying he was happy to be on the Board.

9. Adjournment

A motion was made by Board member Pokrzywinski, seconded by Board member Grassel, to adjourn the meeting at 4:29 pm.

The next regular meeting is **February 17, 2015 at 4:00 pm** at the **East Grand Forks Training Room, First Floor in the South Wing, East Grand Forks City Hall**, East Grand Forks, MN.

Respectfully Submitted,
Megan Nelson
Executive Assistant

RESOLUTION NO. 15 – 03 - 24

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2015 ASSESSMENT JOB NO. 2 – PAVING – REPLAT OF POINT OF WOODS 5TH ADDITION

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

WHEREAS, the City Council desires plans and specifications for 2015 Assessment Job No. 2 – Paving – Replat of Point of Woods 5th Addition.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EAST GRAND FORKS, MINNESOTA that the City Council directs the City Engineer to prepare plans and specifications for the 2015 Assessment Job No. 2 per the guidelines of the existing engineering services agreement with Widseth Smith Nolting Engineering.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 3, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of March, 2015.

Mayor

RESOLUTION NO. 15 – 03 - 25

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2015 ASSESSMENT JOB NO. 3 – SEAL COAT & MILL AND OVERLAY – NORTH SECTIONS OF EAST GRAND FORKS

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

WHEREAS, the City Council desires plans and specifications for 2015 Assessment Job No. 3 – Seal Coat & Mill and Overlay – North Sections of East Grand Forks.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EAST GRAND FORKS, MINNESOTA that the City Council directs the City Engineer to prepare plans and specifications for the 2015 Assessment Job No. 3 per the guidelines of the existing engineering services agreement with Widseth Smith Nolting Engineering.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 3, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of March, 2015.

Mayor

Request for Council Action

Date: March 3, 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 15-03-26 Boardwalk Loan.

Background

The City has met with Legal Counsel Brad Sinclair and has determined that it is not practical or cost effective to pursue foreclosure and civil action to collect on the Boardwalk Promissory Note and Real Estate mortgage at this time. The Council has decided to wait on any action until a change in the status of either the indebtedness/appraisal ratio or a mortgage satisfaction is required due to other circumstances.

Issue

Several of the meetings were conducted in closed session in accordance with state statute. Statute requires that after conclusion of the issue subject to closed session, the recordings and documents presented during the closed session become open to the public. The Resolution before you officially identifies the City's position on non-enforcement of the Promissory Note and Real Estate Mortgage at this time and outlines what becomes public under state statute. All recordings of the closed sessions and documents presented and discussed during the closed sessions are public excluding the following:

- Financial information about the business including credit reports.
- Financial Statements.
- Net worth calculations.
- Business plans.
- Income and expense projections.
- Balance sheets.
- Customer lists.
- Income tax returns; and
- Design, market feasibility studies not paid for with public funds.

Budget Impact

Not applicable at this time..

Action Required

A MOTION approve Resolution 15-03-26.

RESOLUTION NO. 15 – 03 - 26

RESOLUTION IDENTIFYING CITY COUNCIL INTENTION REGARDING BOARDWALK LOAN COLLECTION AND DECLARING RECORDINGS AND DOCUMENTS FROM ALL CLOSED SESSIONS INVOLVING THE BOARDWALK LOAN TO BE PUBLIC

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

WHEREAS, the City Council has met with Legal Council and has determined that it is not practical or cost effective to pursue foreclosure and civil action to collect on the Boardwalk Promissory Note and Real Estate Mortgage at this time;

WHEREAS, the City Council has decided to wait on any action until a change in the status of either the indebtedness/appraisal ratio or a mortgage satisfaction is required due to other circumstances;

WHEREAS, the City Council conducted several meetings in closed session to discuss the Boardwalk Loan issue;

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

No action to pursue foreclosure and civil action to collect on the Boardwalk Promissory note and Real Estate Mortgage will be taken until circumstances change and due to the inaction, all recordings of the closed session meetings and documents presented and discussed during said meetings are public excluding those specifically prohibited by law.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 3, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 3rd of March, 2015.

Mayor

RESOLUTION NO. 15 – 03 – 27

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 20992 for a total of \$897.89.

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 \$897.89 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 March 3, 2015.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: March 3, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this March 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 3rd Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 20992 for a total of \$897.89.
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 March 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: 2/26/2015 - 4:21 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20965	03/03/2015	ADV001	Advanced Business Methods Inc	661.20	0
20966	03/03/2015	ALT001	Altru Health System	45.75	0
20967	03/03/2015	AMA001	Amazon.com	166.99	0
20968	03/03/2015	AME005	Ameripride Linen & Apparel Services	133.95	0
20969	03/03/2015	AQU001	Aqua Water Solutions	122.40	0
20970	03/03/2015	BAK001	Baker & Taylor Co	775.86	0
20971	03/03/2015	BRI004	Brians Flooring	5,175.24	0
20972	03/03/2015	BRO002	Brodart Co	337.25	0
20973	03/03/2015	C&R001	C&R Laundry & Cleaners	355.25	0
20974	03/03/2015	GFT003	Donald Scott Cash	2,908.70	0
20975	03/03/2015	CEN006	Century Link	841.02	0
20976	03/03/2015	CHE006	Cherry Lake Publishing	252.34	0
20977	03/03/2015	COA001	Coalition of Greater MN Cities	325.00	0
20978	03/03/2015	COL004	Coldspring Memorial	256.00	0
20979	03/03/2015	COL002	Cole Papers Inc	1,164.93	0
20980	03/03/2015	CUS002	Custom Stripes Inc	712.00	0
20981	03/03/2015	DAY002	Daydreams Specialties, LLC	55.00	0
20982	03/03/2015	DES003	Designer Card Co., LTD.	71.75	0
20983	03/03/2015	EAG001	Eagle Electric	376.12	0
20984	03/03/2015	EAP001	EAPC Architects Engineers	16,456.52	0
20985	03/03/2015	EXP002	Exponent	658.80	0
20986	03/03/2015	FOR009	Forx Builders Association	395.00	0
20987	03/03/2015	G&K001	G&K Services	234.53	0
20988	03/03/2015	GAF002	Gaffaney's	79.00	0
20989	03/03/2015	GAL001	Gale	118.25	0
20990	03/03/2015	GFF001	GF Fire Equipment	124,879.30	0
20991	03/03/2015	GOV001	Government Finance Officers Associa	170.00	0
20992	03/03/2015	HAR001	Hardware Hank	897.89	0
20993	03/03/2015	HOL002	Holiday Credit Office	251.59	0
20994	03/03/2015	HUG001	Hugo's	71.14	0
20995	03/03/2015	IND002	Indigo Signworks	470.35	0
20996	03/03/2015	JOC	Johnson Controls	864.85	0
20997	03/03/2015	KEN002	Kennedy & Graven, Chartered	822.35	0
20998	03/03/2015	LEA001	League of MN Cities	620.00	0
20999	03/03/2015	LUN001	Luneth Plumbing & Heating	1,203.32	0
21000	03/03/2015	MAC004	Jason Mack	158.00	0
21001	03/03/2015	MAR004	Marco	63.24	0
21002	03/03/2015	MES001	MESERB Treasurer Norm Miranda	2,445.45	0
21003	03/03/2015	MIC001	Micro-Marketing LLC	352.36	0
21004	03/03/2015	MID003	Midcontinent Communications	1,518.27	0
21005	03/03/2015	MIK001	Mike's Pizza	55.76	0
21006	03/03/2015	MNP002	MN Pollution Control Agency	300.00	0
21007	03/03/2015	MNR002	MN Rural Water Association	450.00	0
21008	03/03/2015	BAR005	MSC Industrial Supply Co.	109.47	0
21009	03/03/2015	NEW001	Newman Signs	530.79	0
21010	03/03/2015	NSC001	NSC Minerals	2,306.38	0
21011	03/03/2015	ORE001	O'Reilly Auto Parts	358.76	0
21012	03/03/2015	OCL001	OCLC	138.90	0
21013	03/03/2015	ODL001	Odland Fitzgerald Reynolds & Harbot	220.00	0
21014	03/03/2015	DIA001	Richard Papenfuss	350.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
21015	03/03/2015	PET001	Peterson Veterinarian Clinic P.C.	17.00	0
21016	03/03/2015	POL009	Polk County DAC	28.22	0
21017	03/03/2015	POL004	Polk County Recorder	138.00	0
21018	03/03/2015	PRA001	Praxair Distribution	252.45	0
21019	03/03/2015	PRO005	PRO-VISION, INC.	654.36	0
21020	03/03/2015	QUI001	Quill Corp	81.86	0
21021	03/03/2015	RDO001	RDO Powerplan OIB	6,900.00	0
21022	03/03/2015	RED001	Red River Snowmobile Club	4,678.18	0
21023	03/03/2015	REL001	Reliable Office Supplies	296.91	0
21024	03/03/2015	ROT001	Roto Rooter	187.00	0
21025	03/03/2015	SAF002	Safety Kleen Corp	877.49	0
21026	03/03/2015	MER001	Sanford Clinic Fargo Region	309.00	0
21027	03/03/2015	SCH002	Scholastic Library Publishers	400.90	0
21028	03/03/2015	STO001	Stone's Mobile Radio Inc	49.00	0
21029	03/03/2015	STU001	Stuart's Towing	100.00	0
21030	03/03/2015	CHI001	The Child's World Inc	18.95	0
21031	03/03/2015	THU002	Thur-O-Clean	3,966.52	0
21032	03/03/2015	TRI003	Tri County Community Corrections	117.00	0
21033	03/03/2015	USB005	US Bank Corporate Payment System	6,733.38	0
21034	03/03/2015	VAL001	Valley Petroleum Equipment	786.59	0
21035	03/03/2015	VAL002	Valley Truck	235.22	0
21036	03/03/2015	VER001	Verizon Wireless	1,242.21	0
21037	03/03/2015	VIL001	Vilandre Heating & A/C	1,400.00	0
21038	03/03/2015	WAT001	Water & Light Department	47,192.38	0
21039	03/03/2015	WID001	Widseth Smith Nolting & Associates	14,348.00	0
21040	03/03/2015	WIZ001	Wizard's Enterprises Inc.	590.00	0
21041	03/03/2015	WPR001	WP & RS Mars Co.	2,571.00	0
21042	03/03/2015	XCE001	Xcel Energy	18,904.79	0
21043	03/03/2015	ZEE001	Zee Medical Service	62.85	0
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				Check Total:	
				285,426.28	
				<hr/>	

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
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Name: JAY BRUCE **Account Number:** **5405 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

01/26/2015	01/27/2015	240500	5999	MISCELLANEOUS AND SPECIAL	BATTERIES PLUS #24	ND	911772624	\$ 111.83	Memo	jay	Not Reviewed	No
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Name: GREGORY GAHLON **Account Number:** **2707 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

01/27/2015	01/29/2015	240493	3829	COUNTRY INN BY CARLSON	COUNTRY INN & SUITES	MN	450434309	91.20	Memo	0018999501270	Not Reviewed	No
02/09/2015	02/10/2015	240500	5999	MISCELLANEOUS AND SPECIAL	TASER INTERNATIONAL	AZ	060741227	1,284.89	Memo	0001003007	Not Reviewed	No

Name: KEVIN HANSON **Account Number:** **1957 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

01/22/2015	01/23/2015	240506	5599	MISCELLANEOUS AUTOMOTIVE	TRACTOR-SUPPLY-CO #0116	ND	133139732	90.03	Memo	0200262315	Not Reviewed	No
01/23/2015	01/26/2015	240507	5065	WHOLESALE ELEC PARTS	WWW.SUPERBRIGHTLE DS.COM	MO	270465600	215.55	Memo	00102736	Not Reviewed	No
01/23/2015	01/26/2015	240500	5732	ELECTRONICS STORES	LARSEN LIGH	MN	770510487	125.44	Memo	4VR222U4JRW52	Not Reviewed	No
01/30/2015	02/02/2015	240507	5065	WHOLESALE ELEC PARTS	WWW.SUPERBRIGHTLE DS.COM	MO	270465600	211.60	Memo	00598420	Not Reviewed	No
02/12/2015	02/13/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	42.88	Memo	111-1501615-58450	Not Reviewed	No
02/13/2015	02/16/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	176.45	Memo	110-6981382-90146	Not Reviewed	No

Name: MICHAEL HEDLUND **Account Number:** **1856 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

01/28/2015	01/29/2015	240498	7399	BUSINESS SERVICES -OTHER	DARECATALOGCOM	CA	010584512	298.30	Memo	81179	Not Reviewed	No
01/30/2015	02/02/2015	240506	5541	SERVICE STATIONS	SIMONSON	ND	450280064	125.00	Memo		Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
02/04/2015	02/06/2015	240491	8398	CHARITABLE/SOCIAL SERVICE	GAT10050029 MINNESOTA CHIEFS OF POLIC	MN	411312128	159.90	Memo	2570638471	Not Reviewed	No
Name: CHARLOTTE HELGESON Account Number: **1631 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
02/21/2015	02/23/2015	240507	5251	HARDWARE STORES	BURGGRAF'S ACE HARDWARE	ND	201599859	65.97	Memo	00720761	Not Reviewed	No
Name: LINDA KOSSOW Account Number: **9273 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
02/13/2015	02/16/2015	240507	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #5806	ND	710415188	17.24	Memo		Not Reviewed	No
Name: BRIAN LARSON Account Number: **0894 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
01/26/2015	01/27/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	13.96	Memo	G55014	Not Reviewed	No
02/09/2015	02/10/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	79.44	Memo	G57531	Not Reviewed	No
02/20/2015	02/23/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	183.36	Memo	G59478	Not Reviewed	No
Name: GARY LARSON Account Number: **0810 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
01/21/2015	01/23/2015	240499	5943	STATIONERY STORE/SUPPLIES	OFFICEMAX/OFFICEDEP OT #65	ND	592663954	81.11	Memo	657620150121	Not Reviewed	No
02/06/2015	02/09/2015	240493	7011	OTHER HOTELS	ARROWWOOD RESORT CONF C	MN	263201660	234.06	Memo	00367096	Not Reviewed	No
02/06/2015	02/09/2015	240493	7011	OTHER HOTELS	ARROWWOOD RESORT CONF C	MN	263201660	234.06	Memo	00367098	Not Reviewed	No
02/08/2015	02/13/2015	240493	7011	OTHER HOTELS	ARROWWOOD RESORT CONF C	MN	263201660	(117.03)	Memo	00367098	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
02/12/2015	02/16/2015	240493	3695	EMBASSY SUITES	EMBASSY SUITES	MN	202850524	\$ 129.13	Memo	0000195115	Not Reviewed	No

Name: DAVID MURPHY Account Number: **0699 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

01/27/2015	01/29/2015	240492	5812	EATING PLACES AND RESTAURANTS	PERKINS REST 00010314	MN	621254388	22.54	Memo	0127125527	Not Reviewed	No
01/27/2015	01/29/2015	240492	5812	EATING PLACES AND RESTAURANTS	COSSETTA'S	MN	411459193	18.61	Memo		Not Reviewed	No
01/28/2015	01/30/2015	240492	5812	EATING PLACES AND RESTAURANTS	SWEET WATER BAR AND GRILL	MN	202283321	7.10	Memo		Not Reviewed	No
01/29/2015	02/02/2015	240506	5541	SERVICE STATIONS	HOLIDAY STNSTORE 0307	MN	410771276	31.00	Memo	091637025307	Not Reviewed	No
01/29/2015	02/02/2015	240492	5812	EATING PLACES AND RESTAURANTS	SWEET WATER BAR AND GRILL	MN	202283321	26.15	Memo		Not Reviewed	No
02/04/2015	02/04/2015	240498	5968	CONTINUITY SUBSCRIPTION	GAN*USATODAYCIRC	IN	570691788	25.00	Memo	05590200527UT8066984	Not Reviewed	No

Name: MEGAN NELSON Account Number: **0648 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

01/30/2015	02/02/2015	240493	3502	BEST WESTERN HOTELS	BEST WESTERN PLUS CAP RDG	MN	472008214	272.68	Memo	23206560013	Not Reviewed	No
01/30/2015	02/02/2015	240493	3502	BEST WESTERN HOTELS	BEST WESTERN PLUS CAP RDG	MN	472008214	272.68	Memo	23206560013	Not Reviewed	No
01/30/2015	02/02/2015	240493	3502	BEST WESTERN HOTELS	BEST WESTERN PLUS CAP RDG	MN	472008214	272.68	Memo	23206560013	Not Reviewed	No
01/30/2015	02/02/2015	240493	3502	BEST WESTERN HOTELS	BEST WESTERN PLUS CAP RDG	MN	472008214	272.68	Memo	23206560013	Not Reviewed	No
01/30/2015	02/02/2015	240493	3502	BEST WESTERN HOTELS	BEST WESTERN PLUS CAP RDG	MN	472008214	272.68	Memo	23206560013	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
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Name: DENNIS ROBERTSON Account Number: **0425 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

02/10/2015	02/11/2015	240500	5999	MISCELLANEOUS AND SPECIAL	ULTRA MAX	SD	460416607	\$ 369.00	Memo	0000000001	Not Reviewed	No
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Name: ANDREA SCHERER Account Number: **1888 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

01/28/2015	01/30/2015	240491	8299	SCHOOLS/EDUCATIONA L SCHL	LAKESHORE LEARNING MATER	CA	941525814	(1.85)	Memo	79930188	Not Reviewed	No
02/10/2015	02/12/2015	240507	5111	WHOLESALE OFFICE SUP	UPSTART/EDUPRESS	WI	274274150	174.27	Memo	12345	Not Reviewed	No

Name: JASON STORDAHL Account Number: **5413 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

02/16/2015	02/17/2015	240497	5969	OTHER DIRECT MARKETER	MINNESOTA EROSION CONTROL	MN	411837032	820.00	Memo	MECA	Not Reviewed	No
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Name: JACOB THOMPSON Account Number: **3435 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

02/05/2015	02/06/2015	240506	5542	AUTOMATED FUEL DISPENSERS	CENEX ZIP TRIP07082779	MN	410251095	23.79	Memo	000000000000000000	Not Reviewed	No
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Total Number of Records: 38

Total \$6,733.38

End of Report