

**AGENDA  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, MARCH 24, 2015 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

- 1. Request to File Plans & Specifications for 15AJ1 – Steve Emery**
- 2. Bid Results for 14CP5 Sand/Salt Storage Shed – Steve Emery**
- 3. Discussion regarding Lee’s Place Project – Jason Stordahl**
- 4. Discussion on Boot Allowance – Henry Tweten**
- 5. Discussion on Salary Change for W&L Commission – Henry Tweten**
- 6. Background Screening Information – David Murphy**
- 7. ADA Compliance Plan for Civic Center – David Murphy**
- 8. Alcohol License Applications – Megan Nelson**

**ADJOURN:**

**Upcoming Meetings**

Regular Council Meeting – April 7, 2015 – 5:00 PM – Council Chambers  
Work Session – April 14, 2015 – 5:00 PM – Training Room  
Regular Council Meeting – April 21, 2015 – 5:00 PM – Council Chambers  
Work Session – April 28, 2015 – 5:00 PM – Training Room

# Request for Council Action

Date: March 19, 2015

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

Cc: File

From: Steve Emery, P.E.

RE: File Plans/Specifications – 2015 Assessment Job No. 1 – Utilities & St Construction, Point of Woods 6<sup>th</sup> Addition

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**Background:**

I would like to file the plans and specifications for the above referenced project, get authorization to advertise and set bid date.

The following is the proposed budget for the project:

**PROPOSED BUDGET**

	<u>2015 AJ No. 1</u>
Construction	\$201,558.00
Plans / Specifications	\$19,640.22
Staking / Inspection	\$10,077.90
Assessment Roll	\$2,015.58
Administration / Legal	\$6,046.74
Contingencies	<u>\$12,093.48</u>
<b>TOTAL PROJECT COST</b>	<b>\$251,431.92</b>

**PROPOSED FUNDING**

	<u>2015 AJ No. 1</u>
City / Assessments	\$223,442.50
Water & Light	<u>\$27,989.42</u>
<b>TOTAL PROJECT COST</b>	<b>\$251,431.92</b>

**Recommendation:**

File plans / specifications, advertise and set bid date.

Enclosures: Plans / Specifications will be filed at the Tuesday, April 7, 2015 City Council Meeting as well as setting of the bid date.

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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: Project Award - 2014 City Project No. 5 – Sand/Salt Storage Shed

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**Background:**

Two bids were received on Thursday, March 19, 2015. The low bidder for the project is Tony Anderson Construction, Grand Forks, ND. Attached for your information is the bid tabulation.

The following is the proposed budget for the project:

**PROPOSED BUDGET**

	<u>2014 CP#5</u>
Construction	\$249,666.00
Plans / Specifications	\$23,969.94
Staking / Inspection	\$12,483.30
Contingencies	\$12,483.50
Administration / Legal	<u>\$7,489.98</u>
<b>TOTAL PROJECT COST</b>	<b>\$306,092.52</b>

**PROPOSED FUNDING**

	<u>2014 CP#5</u>
City	<u>\$306,092.52</u>
<b>TOTAL PROJECT COST</b>	<b>\$306,092.52</b>

**Recommendation:**

Bid results will be reviewed with discussion by City Council.  
 City has budgeted \$125,000 for this project

Enclosures: Bid Tabulation

**2014 Sand Storage Shed  
East Grand Forks, MN**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	Tony Anderson Construction		Structures, Inc.	
				Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
	Mobilization	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	\$ 28,251.00	\$ 28,251.00
03 3000	Poured Concrete Foundation	LUMP SUM	1	\$ 78,000.00	\$ 78,000.00	\$ 129,763.00	\$ 129,763.00
13 3100	Fabric Structure	LUMP SUM	1	\$ 130,000.00	\$ 130,000.00	\$ 133,260.00	\$ 133,260.00
31 2316	Common Excavation	CU. YD	200	\$ 12.00	\$ 2,400.00	\$ 24.08	\$ 4,816.00
32 1123	Aggregate Base	CU. YD	267	\$ 48.00	\$ 12,816.00	\$ 57.73	\$ 15,413.91
32 1123	Geotextile Fabric	SQ. YD	400	\$ 3.00	\$ 1,200.00	\$ 2.65	\$ 1,060.00
32 1216	Bituminous Asphalt	TON	135	\$ 150.00	\$ 20,250.00	\$ 152.14	\$ 20,538.90
<b>Total Bid Price</b>					<b>\$ 249,666.00</b>		<b>\$ 333,102.81</b>

# Request for Council Action

Date: 3/20/2015

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

Cc: File

From: Jason Stordahl-Public Works Director

RE: Lee's Place

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Background: Last year WSN Engineering was authorized to prepare plans and specs for repaving of Lee's Place Alley. The project was to be included in the Cemetery Mill and Overlay Project and the Bike Path Overlay Project. The Project bids the City received were well over the original cost estimate, so the City decided to reject the bids and rebid early in 2015. There has been discussion amongst Council members and Staff since then as to whether or not we should re-pave the alley. I'm bringing this subject forward today so that we can discuss other viable options for Lee's Place. Options that may offer a desirable outcome with cost savings to the City.

Recommendation: Discuss options and possible cost saving for the City by choosing a different option.

# Request for Council Action

Date: March 24, 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: Background Check Contract.

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## Background

This item was before the Council in Work Session on March 10<sup>th</sup>. I was unprepared at that time to answer questions regarding the proposed contract and the item was tabled for further information. Staff has researched the issue further and a more complete issue description is now complete.

## Issue

The City requires background checks for several reasons, the two most common being pre-employment verification and license applications. Historically the Police Department has provided them for the City.

The Police Department is limited in what information they may legally access and for what purposes. The Police are also limited to searching Minnesota Data and do not have access to National information. It is for these reasons that two quotes were obtained to provide the service to the City.

City staff has reviewed proposals received from Global Safety and Hons Investigations. Staff recommends that the City contract with Global Safety to provide background check services for the City as they have submitted the most cost effective and comprehensive service proposal.

## Budget Impact

Currently City staff is developing a written policy as to which potential employees will have background checks completed. For example full-time staff and employees and/or volunteers that work with the youth in library or park programs. Once this policy is completed an estimate will be prepared.

## Action Required

Direct Staff to prepare a contract to be presented to City Council for adoption.

# Request for Council Action

Date: March 24, 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: ADA Coordinator and Compliance Plan for Civic Center.

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## Background

The Civic Center Renovation project has brought ADA compliance and requirements to the forefront and will need to be addressed. The Civic Center project does not require elevators according to Options Director Corey Birkholz. Staff has had several meetings with Mr. Birkholz and have come to an understanding as to what the City is required to do in order to maintain compliance with the ADA. Mr. Birkholz advised us that the City needs to address two items in the near future to remain compliant and they are:

Designating an ADA Coordinator.

Developing a long term plan for the Civic Center that addresses ADA Compliance.

## Issue

A copy of when a City is required to appoint an ADA Coordinator and what the duties of the Coordinator need to be is included with your packet. The City is over 50 employees and will need to appoint a coordinator as soon as is practical.

The second requirement is to develop a long term plan for the Civic Center that addresses ADA compliance. This is a more far reaching requirement. The City is required to include plans for providing access to persons covered by the ADA in any future renovations of the Civic Center and Public Buildings. All programs for the public must have ADA compliant access for all participants. This would be an ongoing issue and would include the input of the ADA Coordinator.

This is before the Council to get any Council Member opinions or directions early in the process. This will be addressed at the City Department Head meetings and a formal recommendation regarding the

appointment of an ADA Coordinator and long term plan will be provided to the Council for action at a future meeting.

**Budget Impact**

Unknown at this time.

**Action Required**

Discussion with Council



February 11, 2015

David Murphy  
East Grand Forks City Administrator  
600 DeMers Ave.  
East Grand Forks, MN 56721  
218- 773-2483  
[dmurphy@egf.mn](mailto:dmurphy@egf.mn)

Resource Center  
for Independent Living

318 3rd Street NW, East Grand Forks, MN 56721-1887  
218-773-6100 V/TTY • 800-726-3692 • 218-773-7119 Fax  
Email: [options@myoptions.info](mailto:options@myoptions.info)

Re: Americans with Disabilities Act (ADA) and Accessibility Issues for the City of East Grand Forks, MN

Dear Mr. Murphy,

Thank you for taking the time to discuss the plans for the upcoming planned updates to the East Grand Forks Civic Center.

I understand the city is trying to bring the facility into compliance with requirements with the Title IX of the Education Amendments Act of 1971 by adding an accessible female locker room along with other amenities.

The remodeling plans we reviewed do not address long term Program Accessibility Requirements under the Americans with Disability Act (ADA) Title II. I would request the city take the following steps to address this issue.

- Per the requirements from the ADA for local governments with 50 or more employees, designate an ADA Coordinator along with establishing and publishing a grievance procedure. See attached Guidance for ADA Coordinator, Notice & Grievance Procedure. This will provide a way for people with disabilities in the community to contact the city to request accommodations under the ADA and communicate their needs.
- Develop a transition outlining a commitment and timeline to making the East Grand Forks Civic Center and programs accessible. This should include a plan to provide access to the lower/level of the arena. During most current events, people who use mobility devices such as wheelchairs are segregated to the upper level. A larger transition plan should be developed to address all city programs and facilities.

I believe you had mentioned these items could be addressed via one or more resolutions by the East Grand Forks City Council. Please let us know when these resolutions are put into place and keep Options advised as to how we can be of assistance. In the past we have provided free technical assistance and design guidelines for accessibility for the Civic Center, Senior Center, Driver's License location, parks, the Greenway and other facilities.

We also discussed the possibility of the Architects looking into other ways of providing access to the lower level via options under the MN Accessibility Code including platform lifts. Please have them explore that as an option under the existing remodeling plan.

Sincerely,



Corey Birkholz, M.S., CRC  
ADA/Accessibility Specialist

## Chapter 2

# ADA Coordinator, Notice & Grievance Procedure: Administrative Requirements Under Title II of the ADA

In this section, you will learn about the administrative requirements of Title II of the ADA, including the mandates to designate an ADA coordinator, give notice about the ADA's requirements, and establish a grievance procedure. Questions answered include:

- If the local government has fewer than 50 employees, do different requirements apply?
- What are the responsibilities of an ADA Coordinator?
- What are the benefits of having an ADA Coordinator?
- What are the requirements for providing notice of the ADA's provisions?
- How and where must you provide ADA notices?
- What is a grievance procedure?
- What must an ADA grievance procedure include?

### A. Designating an ADA Coordinator

If a public entity has 50 or more employees, it is required to designate at least one responsible employee to coordinate ADA compliance.<sup>1</sup> A government entity may elect to have more than one *ADA Coordinator*. Although the law does not refer to this person as an "ADA Coordinator," this term is commonly used in state

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<sup>1</sup>Department of Justice Nondiscrimination on the Basis of State and Local Government Services Regulations, 28 C.F.R. pt. 35, § 35.107(a) (2005). See [www.ada.gov/reg2.html](http://www.ada.gov/reg2.html) for the complete text of the Department of Justice's Title II regulation.

and local governments across the country and will be used in this chapter.

**The ADA Coordinator is responsible for coordinating the efforts of the government entity to comply with Title II and investigating any complaints that the entity has violated Title II. The name, office address, and telephone number of the ADA Coordinator must be provided to interested persons.**

**Benefits of an ADA Coordinator**

There are many benefits to having a knowledgeable ADA coordinator, even for smaller public entities that are not required to have one.

For members of the public, having an ADA Coordinator makes it easy to identify someone to help them with questions and concerns about disability discrimination. For example, the ADA Coordinator is often the main contact when someone wishes to request an *auxiliary aid or service* for effective communication, such as a *sign language interpreter* or documents in *Braille*. A knowledgeable ADA Coordinator will be able to efficiently assist people with disabilities with their questions. She or he will also be responsible for investigating complaints.

**Common Question:  
Which employees count?**

If a local government or other public entity has fewer than 50 employees, it is not required to appoint an ADA Coordinator or establish grievance procedures.

The number of employees is based on a government-wide total, including employees of each department, division, or other sub-unit. Both part-time and full-time employees count. Contractors are not counted as employees for determining the number of employees.

For example: Jones City has 30 full-time employees and 20 part-time employees. The employees include ten police department employees and eight fire department employees.

Jones City must have an ADA Coordinator and an ADA grievance procedure. The total number of employees is 50 because both full-time and part-time employees are counted. In addition, the police and fire departments are part of the city-wide employment pool, and the requirements for an ADA Coordinator and an ADA grievance procedure cover both of those departments.

Having an ADA Coordinator also benefits state and local government entities. It provides a specific contact person with knowledge and information about the

ADA so that questions by staff can be answered efficiently and consistently. In addition, she or he coordinates compliance measures and can be instrumental in ensuring that compliance plans move forward. With the help of this Tool Kit, ADA Coordinators can take the lead in auditing their state or local government's programs, policies, activities, services, and facilities for ADA compliance.

### **An Effective ADA Coordinator**

The regulations require state and local governments with 50 or more employees to designate an employee responsible for coordinating compliance with ADA requirements. Here are some of the qualifications that help an ADA Coordinator to be effective:

- familiarity with the state or local government's structure, activities, and employees
- knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act, 29 U.S.C. § 794
- experience with people with a broad range of disabilities
- knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks
- ability to work cooperatively with the local government and people with disabilities
- familiarity with any local disability advocacy groups or other disability groups
- skills and training in negotiation and mediation
- organizational and analytical skills

## B. Notice of the ADA's Provisions

The second administrative requirement is providing public notice about the ADA.<sup>2</sup> There are three main considerations for providing notice:

1. Who is the target audience for the ADA notice?
2. What information shall the notice include?
3. Where and how should the notice be provided?

### Regardless of Size, the ADA Notice Requirement Applies

The ADA notice requirement applies to ALL state and local governments covered by title II, even localities with fewer than 50 employees.

#### 1. Who is the target audience for the ADA notice?

The target audience for public notice includes applicants, beneficiaries, and other people interested in the state or local government's programs, activities, or services. **The audience is expansive, and includes everyone who interacts – or would potentially interact – with the state or local government.**

#### Examples of the Target Audience for the ADA Notice

- a recipient of social services, food stamps, or financial assistance provided by the state or local government
- an applicant for a public library card
- a public transit user
- a person who uses the county recreation center
- a grandmother attending her grandchild's high school graduation in a city park
- a member of a citizen's advisory committee
- a recipient of a grant from the state or local government
- a citizen who wants to participate in a town council meeting
- a person adopting a dog from the local public animal shelter

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<sup>2</sup>28 C.F.R. § 35.106.

## 2. What information shall the notice include?

The notice is required to include relevant information regarding Title II of the ADA, and how it applies to the programs, services, and activities of the public entity.

The notice should not be overwhelming. **An effective notice states the basics of what the ADA requires of the state or local government without being too lengthy, legalistic, or complicated. It should include the name and contact information of the ADA Coordinator.**

This chapter contains a model "Notice Under the Americans with Disabilities Act" created by the Department of Justice. It is a one page document in a standard font, and includes brief statements about:

- employment,
- effective communication,
- making reasonable modifications to policies and programs,
- not placing surcharges on modifications or auxiliary aids and services, and
- filing complaints.

The model notice is included at the end of this chapter.

## 3. How and where should the notice be provided?

It is the obligation of the head of the public entity to determine the most effective way of providing notice to the public about their rights and the public entity's responsibilities under the ADA.

Publishing and publicizing the ADA notice is not a one-time requirement. State and local governments should provide the information on an ongoing basis, whenever necessary. If you use the radio, newspaper, television, or mailings, re-publish and re-broadcast the notice periodically.

**The information must be presented so that it is accessible to all.** Therefore, it must be available in *alternative formats*.

### Some Ways to Provide Notice to Interested Persons

- Include the notice **with job applications**
- Publish the notice periodically in **local newspapers**
- Broadcast the notice in public service announcements on **local radio and television stations**
- Publish the notice on the government entity's **website** (ensure that the website is accessible)
- Post the notice **at all facilities**
- Include the notice in **program handbooks**
- Include the notice in **activity schedules**
- Announce the notice at **meetings** of programs, services, and activities
- Publish the notice as a **legal notice** in local newspapers
- Post the notice in bus shelters or other **public transit stops**

### Examples of Alternative Formats

- Audio tape or other recordings
- Radio announcements
- Large print notice
- Braille notice
- Use of a **qualified sign language interpreter** at meetings
- Open or closed-captioned public service announcements on television
- ASCII, HTML, or word processing format on a computer diskette or CD
- HTML format on an accessible website
- Advertisements in publications **with large print versions**

## **C. Establishing and Publishing Grievance Procedures**

Local governments with 50 or more employees are required to adopt and publish procedures for resolving grievances arising under Title II of the ADA.<sup>3</sup> Grievance procedures set out a system for resolving complaints of disability discrimination in a prompt and fair manner.

Neither Title II nor its implementing regulations describe what ADA grievance procedures must include. However, the Department of Justice has developed a model grievance procedure that is included at the end of this chapter.

The grievance procedure should include:

- a description of how and where a complaint under Title II may be filed with the government entity;
- if a written complaint is required, a statement notifying potential complainants that alternative means of filing will be available to people with disabilities who require such an alternative;
- a description of the time frames and processes to be followed by the complainant and the government entity;
- information on how to appeal an adverse decision; and
- a statement of how long complaint files will be retained.

Once a state or local government establishes a grievance procedure under the ADA, it should be distributed to all agency heads. Post copies in public spaces of public building and on the government's website. Update the procedure and the contact information as necessary.

In addition, the procedure must be available in alternative formats so that it is accessible to all people with disabilities.

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<sup>3</sup>28 C.F.R. § 35.107(b).

**Common Question:  
Complaint Filing**

**If a person with a disability has a complaint about a public entity, is she or he required to file a complaint with the public entity before filing a complaint with the federal government?**

No, the law does not require people who want to file an ADA complaint against a public entity with the federal government to file a complaint with the public entity first. However, it is often more efficient to resolve local problems at a local level.

**D. Summing up: ADA Coordinator, Notice, and Grievance Procedures**

**If a state or local government has fewer than 50 employees**, it is required to:

- adopt and distribute a public notice about the relevant provisions of the ADA to all people who may be interested in its programs, activities, and services.

**If a state or local government has 50 employees or more**, it is required to:

- adopt and distribute a public notice about the relevant provisions of the ADA to all persons who may be interested in its programs, activities, and services;
- designate at least one employee responsible for coordinating compliance with the ADA and investigating ADA complaints; and
- develop and publish grievance procedures to provide fair and prompt resolution of complaints under Title II of the ADA at the local level.

These administrative requirements help ensure that the needs of people with disabilities are addressed in the programs, activities, and services operated by a public entity. Having these requirements in place will not prevent all problems, but it will help you to address many questions and problems efficiently.



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), **[name of public entity]** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** **[Name of public entity]** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** **[Name of public entity]** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the **[name of public entity's]** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** **[Name of public entity]** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in **[name of public entity]** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **[name of public entity]**, should contact the office of **[name and contact information for ADA Coordinator]** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require **[name of public entity]** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of **[name of public entity]** is not accessible to persons with disabilities should be directed to **[name and contact information for ADA Coordinator]**.

**[Name of public entity]** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

***[Name of public entity]***  
**Grievance Procedure Under**  
**The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the ***[name of public entity]***. The ***[e.g., State, City, County, Town]***'s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

***[Insert ADA Coordinator's name]***  
***ADA Coordinator [and other title if appropriate]***  
***[Insert ADA Coordinator's mailing address]***

Within 15 calendar days after receipt of the complaint, ***[ADA Coordinator's name]*** or ***[his/her]*** designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ***[ADA Coordinator's name]*** or ***[his/her]*** designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the ***[name of public entity]*** and offer options for substantive resolution of the complaint.

If the response by ***[name of ADA coordinator]*** or ***[his/her]*** designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the ***[City Manager/ County Commissioner, or other appropriate high-level official]*** or ***[his/her]*** designee.

Within 15 calendar days after receipt of the appeal, the ***[City Manager/ County Commissioner/ other appropriate high-level official]*** or ***[his/her]*** designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ***[City Manager/ County Commissioner/ other appropriate high-level official]*** or ***[his/her]*** designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **[name of ADA coordinator]** or **[his/her]** designee, appeals to the **[City Manager/ County Commissioner/other appropriate high-level official]** or **[his/her]** designee, and responses from these two offices will be retained by the **[public entity]** for at least three years.

# Request for Council Action

Date: 3/20/15

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: Megan Nelson

RE: Applicants for Liquor Licenses

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The City has received two applications for liquor licenses. If everything is in order by next week the requests will be brought before the Council to vote on.

Tao Garden is a new restaurant opening soon across from Cabela's. They are in the former location of Little Bangkok and will be applying for a Wine and Strong Beer license. This was the same type of license Little Bangkok had when they were in this location.

Shopko is applying for a 3.2% Malt Liquor license so they would be able to sell this in their store located off of Highway 2 and 5<sup>th</sup> Avenue NE.

I am bringing this to the Council's attention and answer any questions.