

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 7, 2015 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of March 17, 2015.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 24, 2015.

SCHEDULED BID LETTINGS:

3. Consider adopting Resolution No. 15-04-34 approving the plans and specifications and ordering advertisement for bids for 2015 Assessment Job No. 1 – Utilities and Street Construction in Point of Woods 6th Addition.

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

4. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Ducks Unlimited Organization to be held May 2, 2015 at the American Legion Club at 1009 Central Ave NW East Grand Forks, MN 56721 and waive the 30 day waiting period.
5. Consider adopting Resolution No. 15-04-35 opposing the imposition of levy limits on cities placed on them by the State of Minnesota.
6. Consider adopting Resolution No. 15-04-36 supporting the passage of bills in the House of Representatives and in the Senate which would increase the amount of Local Government Aid.

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

7. Regular Meeting Minutes of the Economic Development Authority Board from February 17, 2015.
8. Regular Meeting Minutes of the Water, Light, Power, and Building Commission from February 19, 2015, from March 5, 2015, and Special Meeting Minutes from March 5, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider adopting Resolution No. 15-04-37 rejecting all of the bids that were opened on March 19, 2015 for the 2014 City Project No. 5 – Sand/Salt Storage Shed.
10. Consider adopting Resolution No. 15-04-38 approving an increase to the Water and Light Commissioners Salaries to be effective as of January 1, 2015.
11. Consider approving the “Off-sale” Non-Intoxicating Malt Liquor License for Shopko Hometown Store #742 located at 421 Gateway Dr NE East Grand Forks, MN 56721.
12. Consider approving the “On-sale” Wine and “On-sale” Non-Intoxicating Liquor License for Tao Garden located at 302 Demers Ave East Grand Forks, MN 56721.
13. Consider adopting Resolution No. 15-04-39 authorizing the City to enter into a contract with Global Safety for background screening services.
14. Consider adopting Resolution No. 15-04-40 accepting donations for the East Grand Forks Flower Project.

CLAIMS:

15. Consider adopting Resolution No. 15-04-41 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 21200 for a total of \$248.33 whereas Council Member Buckalew is personally interested financially in the contract.
16. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

- 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
- Regular Council Meeting – May 5, 2015 – 5:00 PM – Council Chambers

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

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for March 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; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, EDA Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of March 3, 2015.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 10, 2015.

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

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

Voting Nay: None.

Absent: Buckalew.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA: NONE

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

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

- 3. Organizational and Regular Meeting Minutes of the Planning Commission from February 12, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS:

- 4. Consider adopting Resolution 15-03-25 ordering improvements and the preparation of plans and specifications for 2015 Assessment Job No. 3 – Seal Coat & Mill and Overlay on North Sections of East Grand Forks.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION 15-03-25 ORDERING IMPROVEMENTS AND THE PREPARATION OF PLANS AND SPECIFICATIONS FOR 2015 ASSESSMENT JOB NO. 3 – SEAL COAT & MILL AND OVERLAY ON NORTH SECTIONS OF EAST GRAND FORKS.

Ms. Nelson stated the City Engineers were proposing to include the mill and overlay to the Cemetery, Lee’s Place, and areas of the bike trails when bids are collected for this project. She added this portion would be paid for by the City and not assessed. Council member DeMers asked if these areas would be bid as alternatives. Mr. Bail stated they would be so the Council could decide if they would like to include either all or some of those projects. Council member Pokrzywinski asked where the funds would be coming from. Ms. Anderson explained part of the mill and overlay would come from the State Aid maintenance funds and the bike trails portion would be paid for by the Greenway Maintenance funds. Discussion followed about how more of the trail might be repaired since there are more funds available, how Lee’s Place will be narrowed, and how funds from the \$250,000 will be set aside to make sure projects are funded before moving forward with other street repairs.

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

Voting Nay: None.

Absent: Buckalew.

- 5. Consider adopting Resolution 15-03-28 authorizing an update to the COSA and paying up to \$2500 for the update.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT 15-03-28 AUTHORIZING AN UPDATE TO THE COSA AND PAYING UP TO \$2500 FOR THE UPDATE.

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

Voting Nay: Vetter.

Absent: Buckalew.

NEW BUSINESS:

6. Consider adopting Resolution No. 15-03-29 approving plans and specifications and ordering advertisement for bids for 2015 Assessment Job No. 2 – Paving – Replat of Point of Woods 5th Addition.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 15-03-29 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2015 ASSESSMENT JOB NO. 2 – PAVING – REPLAT OF POINT OF WOODS 5TH ADDITION.

Council member Vetter stated there was around \$14,000 that the City is expected to cover and asked if this material would be used on the next project during the street construction so that project would be reduced by that amount. Mr. Bail said it would reduce the costs for the next project. Ms. Anderson added that the City portion for that project would be coming out of the \$250,000 street maintenance fund.

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

Voting Nay: None.

Absent: Buckalew.

7. Consider adopting Resolution No. 15-03-30 ordering improvements and the preparation of plans and specifications for 2015 City Project No. 3 – Sidewalk Improvements – 5th Avenue NE with Widseth Smith Nolting covering the cost of the plans and specifications for this project.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 15-03-30 ORDERING IMPROVEMENTS AND THE PREPARATION OF PLANS AND SPECIFICATIONS FOR 2015 CITY PROJECT NO. 3 – SIDEWALK IMPROVEMENTS – 5TH AVENUE NE WITH WIDSETH SMITH NOLTING COVERING THE COST OF THE PLANS AND SPECIFICATIONS FOR THIS PROJECT.

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

Voting Nay: None.

Absent: Buckalew.

8. Consider adopting Resolution No. 15-03-31 authorizing the transfer of TIP funds to be used on 15CP3 – Sidewalk Improvements on 5th Avenue NE.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 15-03-31 AUTHORIZING THE TRANSFER OF TIP FUNDS TO BE USED ON 15CP3 – SIDEWALK IMPROVEMENTS ON 5TH AVENUE NE.

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

9. Consider approving an option either to allow or deny the rental of City property north of the lagoons.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE OPTION TWO ALLOWING MR. BARRETT TO FARM THE 5 TO 15 ACRES OF CITY OWNED LAND ONE YEAR AND CHARGE LAND RENT.

Mr. Stordahl explained how the property had been surveyed, how Mr. Barrett had been unknowingly farming 13 acres of City property, and how Mr. Barrett already had costs into the property. Mayor Stauss commented how it was better since the property was being taken care of and it wasn't all weeds. Discussion followed about how to move forward with this situation. Mr. Barrett stated the City property was not recognized on the FSA map. Mr. Galstad stated that a contract should be drawn up regarding the use of the property.

COUNCIL VICE-PRESIDENT GRASSEL RESCINDED HIS MOTION. COUNCIL MEMBER POKRZYWINSKI RESCINDED HIS SECOND TO THE MOTION.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE OPTION ONE ALLOWING MR. BARRETT TO FARM THE 5 TO 15 ACRES OF CITY OWNED LAND FOR ONE YEAR AT NO COST.

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

10. Consider approving the denial of the Special Use Permit Application for construction of a cell tower on golf course property due to insufficient information needed for completion of the application.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE DENIAL OF THE SPECIAL USE PERMIT APPLICATION FOR CONSTRUCTION OF A CELL TOWER ON GOLF COURSE PROPERTY DUE TO INSUFFICIENT INFORMATION NEEDED FOR COMPLETION OF THE APPLICATION.

Council member Vetter asked for clarification and if a new process would have to be started if a new location was proposed. Ms. Ellis said yes and added how they are already reapplied so new process had already started and added how she hopes representatives from Valley Golf will be attending the meeting.

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

- 11. Consider adopting Resolution No. 15-03-32 approving the plans and specifications and ordering advertisement for bids for 2015 City Project No. 4 – Pool Improvements.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 15-03-32 APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2015 CITY PROJECT NO. 4 – POOL IMPROVEMENTS.

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

CLAIMS:

- 12. Consider adopting Resolution No. 15-03-33 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 21084 for a total of \$353.02 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 15-03-33 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 21084 FOR A TOTAL OF \$353.02 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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

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

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

COUNCIL/STAFF REPORTS:

Mayor Stauss reviewed upcoming projects of the Civic Center renovation, the waste water treatment project, the pool renovation, and the street maintenance and how these costs are covered by the taxpayers. He mentioned possible future projects of having to replace the ice making plants in the arenas and Mr. Aker stated the estimated costs for the replacement costs. Mayor Stauss mentioned how there are possibly other projects that might be done, added how the school was talking about a referendum, and asked the Council how much they think can be put on the taxpayers for an increase in

taxes. He said it is getting to the point that in the near future the Council will not have any funds to spend on projects. He ended by saying he just wanted to bring this to their attention.

Council Member Pokrzywinski stated his response to the Mayor is that some projects should have been started a long time ago.

Council Member Tweten commented how there were things that should have been done a long time ago. He added how this would be the first time the community had to pay for a pool, how the City is a first class City and to stay that way maintenance has to be done. Mayor Stauss stated that the City is in part to blame because the pool property wasn't always taken care of properly and how the City had previously helped pay for a pool.

Council Vice-President Grassel congratulated the boys hockey team on winning another state tournament. He added Officer Gunderson came to the schools and based on first impressions Officer Gunderson was very good with the students and it looks like it will be a successful program.

Council President Olstad stated that everyone on the Council has the knowledge of what needs to be done and how it needs to be done, what would be best for the City, and what would be least expensive on taxes. He ended by saying the Council should be able to work through this with the help of the citizens of East Grand Forks.

Mr. Murphy wished everyone a Happy St. Patrick's Day.

Mr. Galstad stated he was requested to look into the annexation process for property on the north end and is looking for direction from the Council on how to move forward. Ms. Ellis requested to have a meeting with Mr. Galstad, Mr. Murphy, and either Council Representative on the EDA Board to meet with the property owner and review the possibility of annexing property by creating a tax service district. She explained how undeveloped land in a tax service district would remain at their current tax level but once the land became developed it would then be taxed at the City rate. Council President Olstad asked if the land in the tax service district that was not platted would still be tillable. Ms. Ellis said yes and explained that if the property within the tax service district is sold it would not have to go through the annexation process because streets and utilities are already incorporated in the plan for the tax service district. She added this would be a benefit to both the City and the property owner. Council Vice-President Grassel volunteered to be a part of the meeting.

ADJOURN:

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

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

Voting Nay: None.

Absent: Buckalew.

David Murphy, City Administrator/Clerk-Treasurer

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

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for March 24, 2015 was called to order by Council President Mark Olstad at 5:01 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, EDA Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. Request to File Plans & Specifications for 15AJ1 – Steve Emery

Mr. Emery stated he would like to file the plans and specifications for the 2015 Assessment Job No. 1 at the Council Meeting on April 7th. He said the proposed budget was included and that this project would be covered by assessments. Council member Vetter asked if the cost of the crush that was being reused would be charged to this project. Mr. Emery stated it would.

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

2. Bid Results for 14CP5 Sand/Salt Storage Shed – Steve Emery

Mr. Emery informed the Council that two bids had been received for this project. He stated that Tony Anderson Construction was a lowest bidder but the bids came in significantly higher than expected so the Council might need to consider other options. Mr. Stordahl stated he originally called up manufacturers of these buildings and received estimates which could vary greatly based on the dimensions of the building. He explained when he first received the estimates that the building itself was estimated to cost around \$60,000 with an additional \$15,000 to have their crew come and put the structure together. Discussion followed about how the bids were so much higher than the estimates, how the estimates could be updated, and if the cost of the building and crew to put the structure together was under \$100,000 the City would not have to ask for sealed bids but gather quotes instead. Council member Buckalew said he would support rejecting the bids at the next Council Meeting and

have staff move forward on updating the estimates.

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

3. Discussion regarding Lee's Place Project – Jason Stordahl

Mr. Stordahl said there were discussions about how Lee's Place could be repaired. He explained to the Council that it was put out for bids along with the repairs for the cemetery and bike trails and reminded the Council how high the bids came in at. Mr. Emery stated when the project was bid out the work done would have narrowed the street and replaced the asphalt with concrete. He added the cost for Lee's Place on the low bid was around \$84,500. He explained if the asphalt was removed and replaced with about six inches of crushed concrete it would cost around \$18,000 and how there were other options that could be considered.

Council member Tweten commented how Lee's Place was driven on when the levee was being built and was never repaired. He asked Ms. Anderson about funding. Ms. Anderson stated there was approximately \$139,000 available in the flood fund and was checking to see if that could be moved to the Storm Water Fund since the levees are taken care of using those funds. Discussion followed about the different options of repairing Lee's Place, if the road should be narrowed, if the Council should ask the people who actually use the road as well about it as removing everything and filling it back in with dirt and grass. Council President Olstad asked if there was time to send out a survey and get feedback from the residents. More discussion followed about how there would be enough time for a survey and what questions should be included.

4. Discussion on Boot Allowance – Henry Tweten

Council member Tweten explained that Water and Light Employees received \$150 per year for safety toed boots. He stated that there were workers in other departments whose jobs required safety toed boots and should be receiving the same amount. Council President Olstad stated how that amount was determined by the labor agreement made between the collective bargaining units and the City. He asked if changes could be made to these agreements after they had been agreed upon. Mr. Murphy stated they could make a change using a Memorandum of Understanding but it also has to be approved by the unions. Council member Buckalew stated that this item is a part of labor negotiations and an increase to the boot allowance is something that they can negotiate when it comes time for a new contract. Discussion followed about how the Council members were not in favor of changing the current contracts and any changes would need to be decided on during negotiations.

5. Discussion on Salary Change for W&L Commission – Henry Tweten

Council member Tweten explained that he was asking for a salary increase of an additional \$100 per month for the Water and Light Commissioners. He said that last increase was done before 2000. He added what an excellent commission it was and asked that the change be retroactive until the first of the year. Council President Olstad asked if the City paid the Water and Light Commissioners salaries. Council member Tweten stated the Water and Light Department paid the salaries but the amount had to be approved by the City Council. Discussion followed regarding if the Council needed to take action and if they did what they would need to do. Mr. Galstad stated he would look into the matter. Mr. Murphy added that if the Council didn't have to take action there would be information under communications regarding this issue.

This item will be referred to a future meeting for Council notification or Council action.

6. Background Screening Information – David Murphy

Mr. Murphy told the Council he was sorry he hadn't been more prepared the last time this item came forward and stated that there were two reasons for this to be brought up which were employment and licensing. He stated that the Police Department had a limited scope when running searches. He explained how the City had received two proposals from two companies that would be able to run a nationwide search. He stated that staff had reviewed both of the proposals and suggested to sign an agreement with Global Safety because of the lower cost and comprehensive screening. Mayor Stauss asked how much would need to be budgeted each year. Mr. Murphy said a safe estimate would be around \$4000 per year. Discussion followed about how the background screenings would be funded; how fees may need to be raised in different departments to help pay for the screenings, and who would need to be screened. Mr. Galstad stated there was an ordinance in place stated the Police Department would be running the background checks that that will need to be amended. Mr. Murphy stated a policy would be drafted for the Council to review which would state the persons needing a background check.

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

7. ADA Compliance Plan for Civic Center – David Murphy

Mr. Murphy explained many discussions had taken place regarding the renovation to the Civic Center and some had been with Options. He informed the Council that two things had come from the discussions with Options which were that East Grand Forks needed to have a designated ADA Coordinator since there were more than 50 employees and a long term plan needed to be developed to address the ADA compliance issues at the Civic Center. He added that Ms. Ellis volunteered to be the ADA Coordinator. Ms. Ellis stated she was the facilities manager for some of the city buildings and that she handles the ADA compliance for the transit system. Mr. Galstad said the grievance procedure had been in place since the 1990s but it may need to be modified. Discussion followed about if there was a requirement of continuing education for the ADA Coordinator and how currently there isn't a specific license or certificate requirement for the coordinator. Council member DeMers stated that everyone at the department head level should have training regarding this if there is no cost for the training.

Council member Pokrzywinski asked about an email received the week before regarding the Civic Center. Council member Grassel stated it was an email notifying the Council when the bid opening would be for the Civic Center Project. Mr. Murphy stated that bids for the project had been opened earlier in the day. Council member Vetter asked if the notices of the disabilities act were published on the City's website. Discussion followed about how the notices included in the packet will be added to the website and posted at City Hall.

8. Alcohol License Applications – Megan Nelson

Ms. Nelson informed the Council that two applications had been submitted for liquor licenses. She said that Shopko was applying for a 3.2% Off-sale license and the new restaurant Tao Garden was applying for a Wine and Strong Beer On-sale license. She added background checks needed to be

completed, that she was waiting on some paperwork from Tao Garden, and if everything was in and done these applications will be brought forward at the next City Council meeting. Council member DeMers asked if it would cost more when there are more compliance checks that needed to be done. Chief Hedlund stated that grant money was available to cover the overtime and additional costs of the compliance checks. He added that the training of servers was more costly than compliance checks. Council member DeMers stated those costs will need to be looked into and find out if they are covered by fees collected.

9. Other

Council President Olstad stated that the City had been contacted and asked to have a W-9 to be filled out so a donation could be made to the Flower Project fund. Ms. Anderson stated that if the City is going to be accepting the checks for the flower project the Council would need to pass a resolution accepting the donations. Council President Olstad asked what the process would be. Discussion followed about how it would just be one resolution that would need to be passed to collect the funds much like what was done for the bike patrol and the life saver project. Mr. Murphy asked if the City was handling the fund then two quotes would be needed which would follow the purchasing policy of the City. Discussion followed about if two quotes were needed and how whoever is picked would need to be able to plant the flowers now. Mayor Stauss stated that he was done with donations after this was over and that he would get the two quotes for this project.

Council President Olstad informed the Council that the Coalition of Greater Minnesota Cities had sent out an email asking cities to pass resolutions in support of increasing LGA, getting rid of levy limits, and allowing state aid funding for cities that had a population less than 5000. After a short discussion it was decided to act on the resolutions supporting LGA and getting rid of levy limits at the next City Council meeting.

Mr. Murphy added that seven bids had been opened for the Civic Center and that the lowest bid came in approximately \$100,000 higher than estimated. He said the bids would be tabulated and the brought forward for the Council to review at a later time.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE MARCH 24, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:12 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

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 6th Addition

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>
TOTAL PROJECT COST	\$251,431.92

PROPOSED FUNDING

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

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.

RESOLUTION NO. 15 – 04 - 34

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR 2015 ASSESSMENT JOB NO. 1 – UTILITIES AND
STREET CONSTRUCTION FOR POINT OF WOODS 6TH ADDITION**

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

WHEREAS, the City Council has directed the City Engineers to prepare plans and specifications for the improvement of 2015 Assessment Job No. 1 – Utilities and Street Construction in Point of Woods 6th Addition;

WHEREAS, the City Engineer has presented such plans and specifications to the Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in the *Finance and Commerce* an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be considered by the Council at 5:00 p.m. on May 5, 2015 in the Council Chambers of the East Grand Forks City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Grand Forks for five percent of the amount of such bid.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: April 7, 2015

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 7th of March, 2015.

Mayor

LG220 Application for Exempt Permit

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

Organization Information

Organization Name: East Grand Forks Ducks Unlimited	Previous Gambling Permit Number:
---------------------------------------------------------------	----------------------------------

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

Type of Nonprofit Organization (check one):

Fraternal
 Religious
 Veterans
 Other Nonprofit Organization

Mailing Address: 1704 8th Avenue NW	City: E. Grand Forks	State and Zip: MN 56721	County: Polk
-----------------------------------------------	--------------------------------	-----------------------------------	------------------------

Name of Chief Executive Officer (CEO): Michael S. Hedlund	Daytime Phone: [REDACTED]	Email: [REDACTED]
---------------------------------------------------------------------	------------------------------	----------------------

Nonprofit Status

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

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

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):
American Legion Club

Address (do not use PO box): 1009 Central Avenue NW	City or Township: E. Grand Forks	Zip Code: 56721	County: Polk
---------------------------------------------------------------	--------------------------------------------	---------------------------	------------------------

Date(s) of activity (for raffles, indicate the date of the drawing):
May 2, 2015

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

Bingo*
 Paddlewheels*
 Pull-Tabs*
 Tipboards*

Raffle (total value of raffle prizes awarded for the year: \$30,000.00)

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

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

Local Unit of Government Acknowledgment

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

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

Print City Name: City of East Grand Forks

Signature of City Personnel: _____

Title: _____ Date: _____

Local unit of government must sign.

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county).

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

Chief Executive Officer's Signature

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

Chief Executive Officer's Signature: _____ Date: _____

Print Name: Michael S. Hedlund

Requirements

Complete a separate application for:

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

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

Send application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

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

Financial report and recordkeeping required.

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

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Questions?

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

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

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

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

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

**RESOLUTION NO. 15 – 04 – 35
RESOLUTION ON LEVY LIMITS**

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

WHEREAS, the citizens of the City of East Grand Forks have elected the Council and Mayor to make budget and levy decisions related to the City of East Grand Forks; and

WHEREAS, the City Council, Mayor, and city staff spend significant time understanding the unique needs of the residents and businesses of East Grand Forks; and

WHEREAS, the local residents and businesses have input into budget and levy decisions of the City Council; and

WHEREAS, cities across Minnesota have less revenues per capita, counting inflation, to provide services to city residents and businesses than were available in 2002; and

WHEREAS, levy limits undercut local control of city budgets and hamper a city’s ability to meet the unique needs of their residents and businesses; and

WHEREAS, levy limits are an ineffective means of providing property tax relief; and

WHEREAS, the imposition of levy limits often results in cities levying more than they may need to any given year in order to protect its revenue base for future years;

NOW, THEREFORE, BE IT RESOLVED THAT the City of East Grand Forks opposed the imposition of levy limits in any form on Minnesota cities;

BE IT FURTHER RESOLVED THAT, upon passage, this resolution be forwarded to the Governor, the Commissioner of the Department of Revenue, the Chairs of the House Committee on Taxes, the House Property Tax and Local Government Finance Division, the Senate Tax Committee, and the Senate Tax Reform Division, and to the members of the State Legislature representing the City of East Grand Forks.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: April 7, 2015

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 7th day of April, 2015.

Mayor

RESOLUTION NO. 15 – 04 – 36
SUPPORT OF LOCAL GOVERNMENT AID

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

WHEREAS, LGA is a vital state-funded property tax aid and equalization program that restrains the growth of local property taxes through the distribution of state funding to cities based on an objective formula of needs; and

WHEREAS, LGA seeks to equalize the vastly different tax bases of property-poor and property-wealthy cities ensuring Minnesotans have the required city services necessary for a good quality of life and public safety; and

WHEREAS, LGA has positively assisted recovery from the Great Recession by allowing critical reinvestments in infrastructure necessary to economic growth and hiring and maintaining of essential staff positions to ensure effective and efficient administrations of local government; and

WHEREAS, LGA has favorably affected communities, including East Grand Forks by \$2,471,550 in 2013, \$2,514,148 in 2014, and \$2,514,148 in 2015: and

WHEREAS, H.F. 685 and S.F. 874 have been introduced with bipartisan authorship and support to increase LGA funding by \$45.5 million by 2017, restoring it to its 2002 level;

NOW, THEREFORE, BE IT RESOLVED that East Grand Forks urges the Legislature to pass H.F. 685 and S.F. 874 and include the funding for these bills in the state's budget.

BE IT FURTHER RESOLVED, that upon passage of H.F. 685 and S.F. 874, this resolution be forwarded to the Governor, the Speaker of the House, the Senate Majority Leader, the Senate Tax Committee Chairman, the House Tax Committee Chairman, and to members of the State Legislature representing East Grand Forks.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: April 7, 2015

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 7th day of April, 2015.

Mayor

**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 17, 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 4:08 pm.

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

Staff present included Karla Anderson, Finance Director; Nancy Ellis, City Planner; 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 February 3, 2015 Regular Meeting.

A motion was made by Board member Pokrzywinski, seconded by Board member Grassel, to approve the minutes from the February 3, 2015 Regular Meeting.

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

Voting Nay: None.

4. Approval of Accounts Payable for February 17, 2015.

The Board reviewed the bills. Ms. Nelson reminded the Board there had been a question about charges at the last meeting about flooring. She explained staff stated the charges were for rolls of flooring but it was for the replacement of flooring of an entire apartment. She added the rolls of carpet and linoleum were ordered but had not been paid for yet. Mr. Wogaman asked if anything needed to be done regarding insurance coverage. Mr. Murphy explained the charges were the EDA portion of the policy and that the Council takes care of waiving coverage if necessary.

February 17, 2015

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

Mr. Grassel asked if the sale had been finalized for the Riverwalk so there wouldn't be any more charges for that. Mr. Murphy stated the sale was finalized.

A motion was made by Board member Grassel, seconded by Board member Wogaman, to approve Accounts Payable for February 17, 2015.

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

Voting Nay: None.

Ms. Anderson reminded the Board the MIF loans were paid in full and a cd was to be released and would be going into the general fund of the EDA.

5. Communications: None

6. Old Business: None

7. New Business:

a. Review of Management Proposal for Sunshine Terrace

Mr. Murphy explained that staff had contacted three management firms asking for proposals regarding management of Sunshine Terrace. He stated they all requested the same information but staff only received one proposal back. He added that Dakota Commercial and Oxford were too busy at this time to take another property. He said the only proposal they received was from BMI. Mr. Gorte explained the blank space on item six would be 5% and the rest of the blanks would remain blank.

Mr. Wogaman asked why the Board was looking at management firms for Sunshine Terrace. Mr. Murphy stated that Mr. Richter had been acting as a manager and worked with two other staff members with one taking care of showing apartments and handling paperwork while the other staff member took care of maintenance. Mr. Murphy said that the City is not set up effectively for managing especially with after hour needs and no weekend call system in place. Mr. Wogaman then asked how much rent is taken in for the year. Mr. Murphy stated he wasn't sure at this time but the proposal is for 5% of gross revenue. He added this was not a contract but information for the Board to consider and see if this is something they would like to move forward with. Ms. Anderson stated if this is something the Board was interested in staff could bring back information on what the costs would be.

Mr. Shea asked if either of the other companies would be interested in submitting a proposal at a later date. Mr. Murphy stated they might be able to this summer. Mr. Hecht commented he would like to see the numbers as well as more than one proposal before moving forward.

February 17, 2015

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

A motion was made by Board member Grassel, seconded by Board member Wogaman, to table this item until more proposals are received and to have companies contacted in June to request management proposals for Sunshine Terrace.

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

Voting Nay: None.

8. Open for Other Business:

a. Update on Loans and Rents

Mr. Gorte informed the Board they have three months worth of information. Ms. Nelson explained they have the report for December of 2014, January of 2015, and February of 2015 which was as up to date as possible at this time. She said that there were notes included on the February loan information which informed the Board one person was only making the principal payment for the last few months and there were a couple loans that were behind. Mr. Gorte proposed to speak with legal counsel about these issues and bring back recommendations on how to move forward and inform the Board if any action is warranted.

Mr. Hecht stated that the December paperwork shows Bydal Design was behind 60 days but didn't say how far behind in January or February. Ms. Nelson stated that since only the principal amount was being paid the Board would have to decide if the payments were going to principal or if it should be split between principal and interest. Mr. Hecht asked when the last payment was made. Ms. Nelson confirmed it was December 26, 2014. Discussion followed about the history of issues of the collection with this loan. Mr. Gorte said that he would like to opportunity to speak with legal counsel about this and bring this item back to the Board when all members have been officially appointed so the full Board will be able to make a decision on how to move forward.

b. Introduction of the New EDA Director

Mr. Gorte introduced himself to the Board and stated that he was very pleased and honored to be working for East Grand Forks. He continued by telling the Board that if they have any questions not to hesitate to ask by calling or emailing him. He stated that he has an assignment for the Board members. He asked them to think about what economic development is to them, bring their thoughts together at the next meeting, and start putting a mission together on where they would like to move forward. He added they will work with the City Council to make sure the mission is in line with their vision. He also asked them to think about what would be an effective economic development program or what would be consider a success.

February 17, 2015

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

Mr. Murphy informed the Board that the new assistant for the Community Development and Economic Development Office started and that she will eventually be taking minutes at the meetings as well as other duties.

Mr. Olstad stated he had an update for the Board. He explained that he had toured the new hotel, that it was scheduled to be open on June 1st, and that there were a few questions for staff. Mr. Murphy stated that they would be looking into those questions.

9. Adjournment

A motion was made by Board member Wogaman, seconded by Board member Shea, to adjourn the meeting at 4:26 pm.

The next regular meeting is **March 3, 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

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held February 19, 2015 at 5:00 P.M.

Present: Ogden, Loven, Quirk, Tweten

Absent: None

It was moved by Commissioner Loven seconded by Commissioner Quirk that the minutes of the previous meeting of February 5, 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 \$1,346,617.67.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the request to provide complimentary electricity for the Grand Cities Art Fest in June.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

The request for a congressional letter of support for water research for FY 2016 was tabled.

It was moved by Commissioner Loven seconded by Commissioner Tweten to approve adjustments to customer deposits effective April 1 as follows: \$50 for senior multi unit apartments; \$150 for non-electric residences; and \$200 for residences with electric heat.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

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

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

Lori Maloney
Sec'y

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

Present: Ogden, Quirk

Absent: Loven, Tweten

The meeting proceeded pursuant to the resolution passed February 6, 1990, pertaining to less than a quorum present to consider bills and payroll only.

It was moved by Commissioner Quirk seconded by Commissioner Ogden to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$381,756.02.

Voting Aye: Ogden, Quirk

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Ogden to adjourn to a special meeting on Monday, March 9, 2015 at 5:00 P.M.

Voting Aye: Ogden, Quirk

Voting Nay: None

Lori Maloney
Sec'y

Minutes of a special meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held March 9, 2015 at 5:00 P.M.

Present: Ogden, Loven, Quirk, Tweten

Absent: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the 2015 Electric Equipment & Material plans and specs; advertise for bids, and set the bid opening for 2 P.M. on Tuesday, March 31.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Quirk to approve the 2015 Miscellaneous Electrical Distribution Construction plans and specs; advertise for bids and set the bid opening for 2 P.M. on Tuesday, April 7.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

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

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

Anna Hearn
Deputy Sec'y

RESOLUTION NO. 15 – 04 - 37

RESOLUTION REJECTING THE BIDS FOR 2014 CITY PROJECT NO. 5 – SAND/SALT STORAGE SHED

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

WHEREAS, the City Council was considering building a storage shed which would be located at the Public Works site for the storage of the sand and salt,

WHEREAS, the Council requested to have plans and specifications prepared for this project which was completed by the City Engineers;

WHEREAS, the cost estimate put together by the engineers for this project was \$125,000 and the bids were significantly higher with the lowest bid coming in at \$249,666;

NOW THEREFORE, BE IT RESOLVED the City Council of East Grand Forks, Minnesota hereby rejects all bids that were opened on March 19, 2015 for 2014 City Project No. 5 – Sand/Salt Storage Shed.

Voting Aye:

Voting Nay

Absent:

The President declared the resolution passed.

Passed: April 7, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 7th of April, 2015.

Mayor

Request for Council Action

Date: 3/26/15

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: David Murphy, City Administrator

RE: Water and Light Commissioner Salaries

Background:

During the last work session it was requested the Water and Light Commissioners receive a raise of \$100 per month. Mr. Galstad reviewed the City Charter, Municipal Code, and State Statues and found the Council would need to pass a resolution to change the salary amount of the Water and Light Commissioners.

Issue:

After speaking with Mr. Dan Boyce it was determined that a raise was included in the Water and Light budget that was passed for department but the raise was for 4% more than the current rate of \$300 per month.

Budget Impact:

The City wouldn't have a budget impact because the Water and Light Commissioners are paid by the Water and Light Department. Mr. Boyce informed the Administration Office if more than a 4% increase is approved they will have to review the budget and see where funds could be transferred from.

Action Required:

The Council will need to decide if there will be an increase in salary to the Water and Light Commissioners and if there is an increase what amount the increase will be.

RESOLUTION NO. 15 – 04 – 38

INCREASE IN WATER & LIGHT COMMISSIONERS SALARIES

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

WHEREAS, Chapter 4 Section 2 of the City Charter states the City Council may establish boards and commissions and if authorized by the City Council set the compensation for a board or commission;

WHEREAS, this is also supported by Minnesota State Statute 412.341 Subdivision 2 which states that no member of the commission shall receive a salary except fixed by the Council;

WHEREAS, the City Council previously approved a salary of \$300 per month for each commissioner that serves on the Board;

WHEREAS, an increase has been suggested to increase this wage and to make it affective as of January 1, 2015;

NOW, THEREFORE, BE IT RESOLVED that the City Council of East Grand Forks, Minnesota approves an increase of _____ to the salaries of the Water and Light Commissioners and to make it retroactive back to January 1, 2015.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: April 7, 2015

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 7th day of April, 2015.

Mayor



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License East Grand Forks License Period From: 2014 To: 2015

Circle One: New License License Transfer (former licensee name) Suspension Revocation Cancel (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ Sunday License fee: \$ 3.2% On Sale fee: \$ 3.2% Off Sale fee: \$137.50

Licensee Name: Shopko Stores Operating Co, LLC DOB 10-11-05 Social Security # [redacted]
(corporation, partnership, LLC, or Individual)

Business Trade Name Shopko Hometown #742 Business Address 421 Gateway Dr. NE City East Grand Forks

Zip Code 56721 County Polk Business Phone 218-773-1130 Home Phone 920-429-2211

Home Address PO Box 19060 City Gilen Bay Licensee's MN Tax ID # [redacted]
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # [redacted]
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

See attached listing

Table with 4 columns: Partner/Officer Name (First Middle Last), DOB, Social Security #, Home Address. Three rows for partner/officer information.

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Ace American Insurance Company Policy # [redacted]

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature (title) Date

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.



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



APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE
 (Not to exceed 14% of alcohol by volume)

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application.

Workers compensation insurance company. Name Amtvost Policy # [REDACTED]
 LICENSEE'S MN SALES & USE TAX ID # [REDACTED] To apply for MN Sales Tax # call (651) 296-6181
 LICENSEE'S FEDERAL TAX ID # [REDACTED]

Applicants Name (Business, Partnership, Corporation) <u>YANGZHOU JIN DING CATERING SERVICES (USA) CO. LTD</u>		Trade Name or DBA <u>302 TAO GARDEN</u>	
Business Address <u>302 Demers Ave.</u>		Business Phone <u>(218) 399-1015</u>	Applicant's Home Phone ()
City <u>East Grand Forks</u>	County <u>Polk</u>	State <u>MN</u>	Zip Code <u>56721</u>
Is this application <input checked="" type="checkbox"/> New or a <input type="checkbox"/> Transfer	If a transfer, give name of former owner	License period From <u>1/1/15</u> To <u>12/31/15</u>	
If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.			
Partner/Officer Name and title <u>Sui Yan - Owner</u>		Address <u>19502 Ventura Blvd #213 Tarzana, CA 91356</u>	Social Security # [REDACTED] DOB [REDACTED]
Partner/Officer Name and Title		Address	Social Security # DOB
Partner/Officer Name and Title		Address	Social Security # DOB
Partner/Officer Name and Title		Address	Social Security # DOB

CORPORATIONS

Date of incorporation <u>10/29/13</u>	State of incorporation <u>California</u>	Certificate Number <u>C3615081</u>	Is corporation authorized to do business in Minnesota? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
------------------------------------------	---------------------------------------------	---------------------------------------	-------------------------------------------------------------------------------------------------------------------------------

If a subsidiary of another corporation, give name and address of parent corporation

BUILDING AND RESTAURANT

Name of building owner <u>Jerome Saylor</u>		Owner's address	
Are Property Taxes delinquent? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the building owner any connection, direct or indirect, with the applicant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Restaurant seating capacity <u>90</u>	
Hour's food will be available <u>11:00am - 10:00pm</u>	No. of people restaurant employs <u>10</u>	No. of months per year restaurant will be open <u>12</u>	Will food service be the principle business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Describe the premises to be licensed
First Floor

If the restaurant is in conjunction with another business (resort etc.), describe business

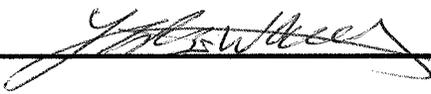
NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE \$20 RETAILER ID CARD FEE IS RECEIVED BY AGED

OTHER INFORMATION

- Yes No 1. Has the applicant or associates been granted an on-sale non-intoxicating malt beverage (3.2) and/or a "set-up" license in conjunction with this wine license?
- Yes No 2. Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity? _____ (If the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)
- Yes No 3. During the past license year, has a summons been issued under the liquor civil liability (Dram Shop) (M.S. 340A.802). If yes, attach a copy of the summons.
- Yes No 4. Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome. _____
- Yes No 5. Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipment in the licensed premises? If yes, give names and details. _____
- Yes No 6. Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of the establishment. _____

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY OWN KNOWLEDGE

Signature of Applicant



The licensee must have one of the following: (Check one)

- A. Liquor Liability Insurance (Dram Shop) \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. ATTACH "CERTIFICATE OF INSURANCE" TO THIS FORM.
- B. A Surety bond from a surety company with minimum coverage as specified above in A.
- C. A certificate from the State Treasurer that the Licensee has deposited with the State, Trust Funds having a market value of \$100,000 or \$100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

Yes No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason. _____

Signature County Attorney _____ County _____ Date _____

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of Laws of the State of Minnesota, Municipal or County Ordinances relating to Intoxicating Liquor, except as follows: _____

Signature _____ Department and Title _____ Date _____

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU. FOR INFORMATION CALL (513) 684-2979 OR 1-800-937-8864

NOTICE

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100% of the value of the check, whichever is greater, plus interest and attorney fees.

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.

Background

This item was before the Council in Work Session on March 10th. 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.

RESOLUTION NO. 15 – 04 – 39

AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT WITH GLOBAL SAFETY FOR BACKGROUND SCREENINGS

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

WHEREAS, the City of East Grand Forks requires background screenings for different reasons with the two most common for pre-employment verification and for license applications;

WHEREAS, the East Grand Forks Police Department has completed the background screening process up to this point;

WHEREAS, the East Grand Forks Police Department is limited in what information they can access for specific purposes including being limited to only searching within the State of Minnesota;

WHEREAS, staff reviewed proposals from companies who specialize in background screening services;

NOW, THEREFORE, BE IT RESOLVED that the City Council of East Grand Forks, Minnesota authorizes the Mayor and City Administrator to execute and enter into a contract between the City of East Grand Forks and Global Safety for background screening services.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: April 7, 2015

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 7th day of April, 2015.

Mayor

RESOLUTION NO. 15 – 04 – 40**ACCEPTANCE OF DONATIONS FOR THE EGF FLOWER PROJECT**

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

WHEREAS, the City of East Grand Forks is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens;

WHEREAS, all such donations have been contributed to assist the City in general operations or other purposes, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered for the East Grand Forks Flower Project;

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

1. The donations described above are accepted and shall be used to purchase flowers for planters, hanging pots, and some flower beds as well as pay for the labor in caring for the plants.
2. The Administration Office is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: April 7, 2015

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 7th day of April, 2015.

Mayor

RESOLUTION NO. 15 – 04 – 41

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 21200 for a total of \$248.33.

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 \$248.33 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 April 7, 2015.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: April 7, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this April 7, 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 21200 for a total of \$248.33.
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 April 7, 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

User: lkatka
 Printed: 4/2/2015 - 11:06 AM



City of East Grand Forks

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
21155	04/07/2015	ACM001	Acme Electric Companies	51.98	0
21156	04/07/2015	ADV001	Advanced Business Methods Inc	1,021.12	0
21157	04/07/2015	ALT006	Altepeter Technical Services	375.09	0
21158	04/07/2015	AMA001	Amazon.com	174.46	0
21159	04/07/2015	AME005	Ameripride Linen & Apparel Services	338.85	0
21160	04/07/2015	AHC001	Anderson Heating & Cooling, Inc	16,250.48	0
21161	04/07/2015	ANY001	Anytime Plumbing	363.19	0
21162	04/07/2015	BAB002	Babe Ruth League	80.00	0
21163	04/07/2015	BAK001	Baker & Taylor Co	53.24	0
21164	04/07/2015	BAL001	Balco Uniforms Co Inc	309.44	0
21165	04/07/2015	BCA002	BCA CJTE	75.00	0
21166	04/07/2015	BEC002	Josh Beck	199.00	0
21167	04/07/2015	BRB001	Bryan D. and Randi K. Berger	1,765.76	0
21168	04/07/2015	BER001	Bert's Truck Equipment	3,098.45	0
21169	04/07/2015	BOU003	DeeAnn Boushee	10.00	0
21170	04/07/2015	BRE007	Steven & Desilee Brekke	3,098.29	0
21171	04/07/2015	BRO002	Brodart Co	263.90	0
21172	04/07/2015	BRU005	David J. Bruner	75.00	0
21173	04/07/2015	BUS002	Business Essentials	49.16	0
21174	04/07/2015	C&R001	C&R Laundry & Cleaners	617.29	0
21175	04/07/2015	CAP001	Capstone Press Inc	1,655.67	0
21176	04/07/2015	CAR002	Carquest Auto Parts	261.76	0
21177	04/07/2015	CEN006	Century Link	841.02	0
21178	04/07/2015	CHE006	Cherry Lake Publishing	30.98	0
21179	04/07/2015	CHR006	Bradley & Jamie Christianson	2,103.95	0
21180	04/07/2015	COL002	Cole Papers Inc	266.44	0
21181	04/07/2015	COU011	Danette Coulter	30.00	0
21182	04/07/2015	CUS002	Custom Stripes Inc	68.00	0
21183	04/07/2015	DEM001	Demco Educational Corp	128.14	0
21184	04/07/2015	DOC001	Docu Shred Inc	76.66	0
21185	04/07/2015	EAG001	Eagle Electric	580.28	0
21186	04/07/2015	EAP001	EAPC Architects Engineers	29,656.16	0
21187	04/07/2015	ESR001	Environmental Systems Research Insti	405.50	0
21188	04/07/2015	EXP003	Explorer Post #38	80.00	0
21189	04/07/2015	EXP002	Exponent	512.40	0
21190	04/07/2015	FAN001	Christopher and Nicole Fandel	2,146.43	0
21191	04/07/2015	ODL001	Fitzgerald, Reynolds & Harbott PLLP	495.00	0
21192	04/07/2015	FOR002	Forklifts of Minnesota, Incorporated	109.87	0
21193	04/07/2015	G&K001	G&K Services	342.48	0
21194	04/07/2015	GAL001	Gale	196.70	0
21195	04/07/2015	GFF001	GF Fire Equipment	245.50	0
21196	04/07/2015	GFH002	GF Herald	227.00	0
21197	04/07/2015	GFW001	GF Welding & Machine	64.84	0
21198	04/07/2015	GGF001	GGF Convention & Visitors Bureau	1,830.10	0
21199	04/07/2015	GRO004	Groeneveld Transport Efficiency, Inc.	152.75	0
21200	04/07/2015	HAR001	Hardware Hank	248.33	0
21201	04/07/2015	HEA001	Heartland Paper	767.23	0
21202	04/07/2015	HOL002	Holiday Credit Office	142.93	0
21203	04/07/2015	HOR003	Kalyn Horsch	2,013.44	0
21204	04/07/2015	HUG001	Hugo's	49.59	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
21205	04/07/2015	HWW002	HW Wilson	390.50	0
21206	04/07/2015	INT003	Integra Telecom	94.99	0
21207	04/07/2015	INT008	Intoximeters Inc	95.00	0
21208	04/07/2015	JOA001	Allison Johnson	10.00	0
21209	04/07/2015	JOH020	Robert and Sandra Johnson	2,393.47	0
21210	04/07/2015	JOW001	William T. Johnson	50.00	0
21211	04/07/2015	JOH026	Johnson Controls	864.85	0
21212	04/07/2015	JOH022	Adam Johnston	50.00	0
21213	04/07/2015	K&K002	K&K Insurance	424.00	0
21214	04/07/2015	KAI001	Gregory & Kim Kaiser	1,456.95	0
21215	04/07/2015	KEI001	Keith's Security World	110.20	0
21216	04/07/2015	BES003	Kelly Midwest Ventures LP	613.56	0
21217	04/07/2015	KEN002	Kennedy & Graven, Chartered	131.25	0
21218	04/07/2015	KIE001	Kiesler Police Supply, Inc.	1,150.00	0
21219	04/07/2015	KNI002	Knight Printing	450.00	0
21220	04/07/2015	KNU001	Knutson Printing Company	1,125.00	0
21221	04/07/2015	LEA005	Kelly & Shannon Leach	2,013.44	0
21222	04/07/2015	LEA002	League of MN Cities	40,169.61	0
21223	04/07/2015	LEJ001	Josh Lee	10.00	0
21224	04/07/2015	LIB001	Liberty Business Systems	36.42	0
21225	04/07/2015	IAC001	Login, Inc.	875.00	0
21226	04/07/2015	MAR004	Marco	130.67	0
21227	04/07/2015	MCF001	McFarlane	119.95	0
21228	04/07/2015	MEN001	Menards	295.76	0
21229	04/07/2015	MER002	Seth Merkens	10.00	0
21230	04/07/2015	MPO001	Metropolitan Planning Organization	1,788.55	0
21231	04/07/2015	MID003	Midcontinent Communications	1,519.34	0
21232	04/07/2015	MIK001	Mike's Pizza	44.23	0
21233	04/07/2015	MNC005	MN County Attorney's Association	38.00	0
21234	04/07/2015	MND006	VOID****VOID****VOID*** MN I	3,412.00	0
21235	04/07/2015	MND014	MN Dept of Transportation	4,873.00	0
21236	04/07/2015	MNF001	MN Fire Service Certification Board	100.00	0
21237	04/07/2015	MNM002	MN Municipal Utilities Assoc	465.00	0
21238	04/07/2015	MNP002	MN Pollution Control Agency	23.00	0
21239	04/07/2015	MNP005	MN POST Board	720.00	0
21240	04/07/2015	MOE004	Nickolas and Crystal Moen	1,649.11	0
21241	04/07/2015	MTI001	MTI Distributing Company	1,069.80	0
21242	04/07/2015	NOR006	Northdale Oil	32,474.37	0
21243	04/07/2015	NOR003	Northern Lights Figure Skating	227.64	0
21244	04/07/2015	NOR004	Northern Plumbing Supply	150.60	0
21245	04/07/2015	NOR005	Northern Safety Tech	314.81	0
21246	04/07/2015	ORE001	O'Reilly Auto Parts	369.49	0
21247	04/07/2015	OCL001	OCLC	138.90	0
21248	04/07/2015	OPP001	Opp Construction	1,255.00	0
21249	04/07/2015	OSI001	OSI Environmental Inc.	100.00	0
21250	04/07/2015	OST002	Ryan Ostlund	2,176.82	0
21251	04/07/2015	PAN001	Robert Panther	25.00	0
21252	04/07/2015	PEC001	Wes Peck	25.00	0
21253	04/07/2015	PIC005	Deborah Piche	204.00	0
21254	04/07/2015	PIE002	Michael & Christy E. Phil Pietruszewski	1,844.96	0
21255	04/07/2015	PCR001	Polk County Recorder	414.00	0
21256	04/07/2015	PRA001	Praxair Distribution	28.05	0
21257	04/07/2015	PRI003	Jessica Ann Pribula	220.00	0
21258	04/07/2015	PRO006	Proskiw Engineering, Ltd.	2,969.00	0
21259	04/07/2015	QUI001	Quill Corp	593.83	0
21260	04/07/2015	RDO001	RDO Powerplan OIB	3,450.00	0
21261	04/07/2015	REL001	Reliable Office Supplies	171.51	0
21262	04/07/2015	RMB001	RMB Environmental Lab Inc	193.00	0
21263	04/07/2015	ROT001	Roto Rooter	240.00	0

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: DAVE AKER Account Number: **1870 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

03/16/2015	03/17/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	\$ 9.99	Memo	G63948	Not Reviewed	No
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Name: KARLA ANDERSON Account Number: **7513 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

03/01/2015	03/03/2015	240491	8699	MEMBERSHIP ORGANIZATIONS	MINNESOTA GOVERNMENT F	MN	237064516	60.00	Memo	04490	Not Reviewed	No
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Name: BRENDA AULT Account Number: **3134 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

03/13/2015	03/16/2015	240492	5814	FAST FOOD RESTAURANTS	SUBWAY	00999912	FL	650701885	55.58	Memo	685-203-420554	Not Reviewed	No
03/17/2015	03/19/2015	240507	5411	GROCERY STORES,SUPERMARK	HUGO'S #5		MN	450273731	7.33	Memo	06129110005VPRY704 2212099	Not Reviewed	No

Name: KEVIN BOUSHEE Account Number: **5570 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

03/03/2015	03/05/2015	240507	5047	WHOLESALE MED/DENTAL	EMERGENCY MEDICAL PRODUC		OH	391164909	229.99	Memo	76536	Not Reviewed	No
03/04/2015	03/05/2015	240500	5661	SHOE STORES	BATES FOOTWEAR.COM		MI	060861235	99.95	Memo	73318545	Not Reviewed	No
03/09/2015	03/10/2015	240493	3604	HILTON GARDEN INN	HILTON GARDEN INN		MN	208538419	183.24	Memo	00001874	Not Reviewed	No
03/09/2015	03/10/2015	240493	3604	HILTON GARDEN INN	HILTON GARDEN INN		MN	208538419	183.24	Memo	00001874	Not Reviewed	No

Name: JAY BRUCE Account Number: **5405 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

03/06/2015	03/09/2015	240507	5200	HOME SUPPLY WAREHOUSE STORES	HOME OF ECONOMY-#1		ND	450219324	16.77	Memo	09960150	Not Reviewed	No
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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
03/18/2015	03/19/2015	240500	5999	MISCELLANEOUS AND SPECIAL	BATTERIES PLUS #24	ND	911772624	\$ 190.87	Memo	Jay	Not Reviewed	No
03/18/2015	03/19/2015	240507	5200	HOME SUPPLY WAREHOUSE STORES	HOME OF ECONOMY-#1	ND	450219324	16.77	Memo	09960056	Not Reviewed	No
03/19/2015	03/20/2015	240500	5999	MISCELLANEOUS AND SPECIAL	BATTERIES PLUS #24	ND	911772624	(190.87)	Memo		Not Reviewed	No
03/19/2015	03/20/2015	240500	5999	MISCELLANEOUS AND SPECIAL	BATTERIES PLUS #24	ND	911772624	178.80	Memo	jay	Not Reviewed	No

Name: GREGORY GAHLON **Account Number:** **2707 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

03/04/2015	03/05/2015	240507	5137	WHOLESALE UNIFORMS	UNIFORMS UNLIMITED INC.	MN	410967576	(53.10)	Memo	1	Not Reviewed	No
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Name: PAUL GORTE **Account Number:** **1823 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

03/11/2015	03/13/2015	240498	7399	BUSINESS SERVICES -OTHER	FORX BUILDERS ASSOCIAT	ND	450355339	100.00	Memo	284209766	Not Reviewed	No
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Name: DEBRA HADDEN **Account Number:** **2440 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

03/12/2015	03/16/2015	240494	5964	CATALOG MERCHANT	ORIENTAL TRADING CO	NE		154.91	Memo	67063482801	Not Reviewed	No
03/13/2015	03/16/2015	240494	5964	CATALOG MERCHANT	ORIENTAL TRADING CO	NE		92.95	Memo	67065827401	Not Reviewed	No
03/17/2015	03/18/2015	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	170.75	Memo	0000000016	Not Reviewed	No
03/18/2015	03/19/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	153.27	Memo	G64424	Not Reviewed	No
03/18/2015	03/19/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	16.76	Memo	G64430	Not Reviewed	No
03/18/2015	03/20/2015	240507	5331	VARIETY STORES	DOLRTREE 2809 00028092	ND	541387365	40.95	Memo	000000000000000000	Not Reviewed	No
03/19/2015	03/20/2015	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	33.98	Memo	200	Not Reviewed	No
03/20/2015	03/23/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	11.48	Memo	G64837	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
03/21/2015	03/23/2015	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	\$ 62.93	Memo	200	Not Reviewed	No

Name: RODNEY HAJICEK Account Number: **2365 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

03/20/2015	03/23/2015	240491	8299	SCHOOLS/EDUCATIONAL SCHL	PAYPAL *MINNESOTA	MN	770510487	355.00	Memo	A32A64YRG3JBU	Not Reviewed	No
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Name: MICHAEL HEDLUND Account Number: **1856 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

02/25/2015	02/26/2015	240506	5541	SERVICE STATIONS	SIMONSON GAT10050029	ND	450280064	125.00	Memo		Not Reviewed	No
02/28/2015	03/02/2015	240498	7393	DETECTIVE/PROTECTIVE SERV	KEEPRS INC 4	MN	411924626	770.00	Memo	6961367343	Not Reviewed	No
03/17/2015	03/17/2015	240494	5964	CATALOG MERCHANT	GALLS INTERN*	KY	203545989	68.94	Memo	00000003810895	Not Reviewed	No

Name: CHARLOTTE HELGESON Account Number: **1631 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

03/21/2015	03/23/2015	240507	5310	DISCOUNT STORES	SHOPKO 00507426	MN	410985054	141.85	Memo		Not Reviewed	No
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Name: KRIS KOVAR Account Number: **5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

02/25/2015	02/25/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	8.54	Memo	106-1518009-97138	Not Reviewed	No
02/26/2015	02/26/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	149.99	Memo	106-1518009-97138	Not Reviewed	No
03/19/2015	03/20/2015	240507	5045	WHOLESALE COMPUTERS/	SYX*TIGERDIRECTINC	FL	592830635	198.27	Memo	PWDRANDYMONITOR	Not Reviewed	No
03/20/2015	03/20/2015	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	60.33	Memo	106-2761019-78650	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: BRIAN LARSON **Account Number:** **0894 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

03/02/2015	03/03/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	\$ 24.76	Memo	G60992	Not Reviewed	No
03/09/2015	03/10/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	35.94	Memo	G62334	Not Reviewed	No
03/10/2015	03/11/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	36.54	Memo	G62653	Not Reviewed	No
03/11/2015	03/12/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	33.98	Memo	G62890	Not Reviewed	No

Name: GARY LARSON **Account Number:** **0810 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

03/04/2015	03/06/2015	240499	5943	STATIONERY STORE/SUPPLIES	OFFICEMAX/OFFICEDEP OT #65	ND	592663954	91.97	Memo	657620150304	Not Reviewed	No
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Name: DAVID MURPHY **Account Number:** **0699 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

03/03/2015	03/03/2015	240498	5968	CONTINUITY SUBSCRIPTION	GAN*USATODAYCIRC	IN	570691788	25.00	Memo	05510600547UT8066984	Not Reviewed	No
03/12/2015	03/13/2015	240506	5542	AUTOMATED FUEL DISPENSERS	SUPERAMERICA 4315	MN	273005319	34.36	Memo	096724	Not Reviewed	No
03/20/2015	03/23/2015	240507	5399	MISCELLANEOUS GENERAL MER	GRAND FORKS HERALD	ND	450129560	17.25	Memo	HQ3W442	Not Reviewed	No

Name: ANDREA SCHERER **Account Number:** **1888 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

02/24/2015	02/25/2015	240507	5199	WHOLESALE NONDURABLE	MAKERMEDIAI	CA	770510487	77.07	Memo	5FW222UDMDMA6	Not Reviewed	No
02/25/2015	02/26/2015	240507	5411	GROCERY STORES,SUPERMARK	TARGET 00017830	ND	410215170	12.46	Memo	0000000000000000	Not Reviewed	No
02/25/2015	02/26/2015	240500	5999	MISCELLANEOUS AND SPECIAL	PARTY CITY	ND	450428704	8.95	Memo	0000000035	Not Reviewed	No
03/11/2015	03/13/2015	240491	8299	SCHOOLS/EDUCATIONA L SCHL	AMERICAN LIBRARY ASSOC	IL	362166947	185.00	Memo	VUHACE6AF4C2	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
03/11/2015	03/13/2015	240488	3058	DELTA	DELTA AIR 0067580313938	WA	580218548	\$ 467.20	Memo		Not Reviewed	No

Name: AEISSO SCHRAGE Account Number: **6738 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

02/23/2015	02/24/2015	240500	5999	MISCELLANEOUS AND SPECIAL	PAYPAL *FEMINUEL	CA	770510487	65.33	Memo	A328L56T7FR7U	Not Reviewed	No
03/02/2015	03/04/2015	240491	8999	PROFESSIONAL SERVICES	PAYPAL *FEMINUEL	CA	770510487	63.19	Memo	A32924XC5SMYQ	Not Reviewed	No
03/05/2015	03/06/2015	240500	5732	ELECTRONICS STORES	BESTBUYCOM713694001 297	MN		44.95	Memo	0000000000000000	Not Reviewed	No
03/05/2015	03/06/2015	240500	5732	ELECTRONICS STORES	BESTBUYMKTPLACE	MN	453082113	84.73	Memo	0000000000000000	Not Reviewed	No
03/05/2015	03/06/2015	240500	5732	ELECTRONICS STORES	BESTBUYMKTPLACE	MN	453082113	239.91	Memo	0000000000000000	Not Reviewed	No
03/05/2015	03/06/2015	240500	5732	ELECTRONICS STORES	BESTBUYMKTPLACE	MN	453082113	110.44	Memo	0000000000000000	Not Reviewed	No

Total Number of Records: 52

Total

\$5,363.49

End of Report