

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 21, 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 April 7, 2015.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of April 14, 2015.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. Consider adopting Resolution No. 15-04-41 approving the increase in rent for the Blue Line Club for the months of April and September to \$6000 per month.
4. Consider approving the purchase of the TORO Groundsmaster 3280-D 2WD from MTI Distributing for the amount of \$16,690.68 for the Cemetery.
5. Consider adopting Resolution No. 15-04-43 approving the plans and specifications and ordering advertisement for bids for 2015 City Project No. 3 – Sidewalk Improvements.
6. Consider approving the Greenway Special Event Application to be used by the City for special events that would take place in the Greenway System.

7. Consider approving the promotion of Officer Greg Gahlon to the rank and position of Sergeant.
8. Consider approving the promotion of Officer Aeisso Schrage to the rank of Sergeant.

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

9. Regular Meeting Minutes of the Planning Commission from February 12, 2015.
10. Regular Meeting Minutes of the Water, Light, Power, and Building Commission from March 19, 2015 and from April 2, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS:

11. Reconsider the adoption of Resolution No. 15-04-40 accepting donations for the East Grand Forks Flower Project.

NEW BUSINESS:

12. Consider adopting Resolution No. 15-04-44 accepting and awarding the bid for the Civic Center Improvements to Schmitz Builders Inc for the amount of \$634,500.
13. Consider adopting Resolution No. 15-04-45 authorizing Little Bangkok to install a sign indicating their designated parking space for their delivery service.
14. Consider adopting Resolution No. 15-04-46 declaring that the City of East Grand Forks acts as the legal sponsor for an application for the FY 2015/2016 funding to the State of Minnesota Department of Natural Resources for the trail maintenance of snowmobile trails managed by the Red River Snowmobile Club.
15. Consider awarding the job of the annual sewer cleaning to _____ for the amount of _____.
16. Consider adopting Resolution No. 15-04-47 authorizing the hiring of the 2015 temporary summer employees.

CLAIMS:

17. Consider adopting Resolution No. 15-04-48 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 21345 for a total of \$281.80 whereas Council Member Buckalew is personally interested financially in the contract.
18. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

- Work Session – April 28, 2015 – 5:00 PM – Training Room
- Regular Council Meeting – May 5, 2015 – 5:00 PM – Council Chambers
- Work Session – May 12, 2015 – 5:00 PM – Training Room
- Regular Council Meeting – May 19, 2015 – 5:00 PM – Council Chambers

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

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for April 7, 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.

Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

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

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

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

Voting Nay: None.
Absent: Buckalew.

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.

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

Mr. Emery informed the Council that the bids would be opened on Wednesday, April 29th at 10:00am. Council member Vetter asked if the City would recoup the \$14,000 from the paving project. Mr. Emery said the crush would be utilized in this project and the cost would be assessed.

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

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

- 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.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS FOUR (4) THROUGH SIX (6).

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

Absent: Buckalew.

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.

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

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

Voting Nay: None.

Absent: Buckalew.

- 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.

Ms. Nelson asked that the increase is specified of either the 4% or the \$100 when the motion is made.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 15-04-38 APPROVING AN INCREASE OF \$100 PER MONTH TO THE WATER AND LIGHT COMMISSIONERS SALARIES TO BE EFFECTIVE AS OF JANUARY 1, 2015.

Mr. Boyce explained that he had budgeted a 4% increase to the Water and Light Commissioners salaries which would have equaled an additional \$12 per month for each commissioner. He added that if the increase was \$100 per commissioner per month he would be able to find the funds in the wage budget without creating an increase to the overall budget. Mr. Boyce informed the Council the commissioners’ wages had not changed since he had started at the City in 1990 and that the commissioners’ salaries had been paid from the general fund up until 2009 when it was changed and paid from the Water and Light funds.

Council member Pokrzywinski said how the 4% increase was approved with the budget and asked if that would be in place if a motion was made for \$100 increase and failed. Mr. Boyce stated that the Council has to set the salary for commissioners so the Council would need to take action on this regardless of what was included in the budget. Discussion followed about what the difference would be between the 4% increase and the \$100 increase per month.

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

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.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE “OFF-SALE” NON-INTOXICATING MALT LIQUOR LICENSE FOR SHOPKO HOMETOWN STORE #742 LOCATED AT 421 GATEWAY DR NE EAST GRAND FORKS, MN 56721.

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

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.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE “ON-SALE” WINE AND “ON-SALE” NON-INTOXICATING LIQUOR LICENSE FOR TAO GARDEN LOCATED AT 302 DEMERS AVE EAST GRAND FORKS, MN 56721.

Council Vice-President Grassel asked if everything was in order for this license. Ms. Nelson said it was.

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

13. Consider adopting Resolution No. 15-04-39 authorizing the City to enter into a contract with Global Safety for background screening services.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 15-04-39 AUTHORIZING THE CITY TO ENTER INTO A CONTRACT WITH GLOBAL SAFETY FOR BACKGROUND SCREENING SERVICES.

Council member DeMers asked how far along staff was in writing the policy regarding background checks. Mr. Murphy stated the policy had not been written yet but staff would be making the background check policy a priority. Discussion followed about how the process would be the same for the people needing background checks done as before. Council member DeMers asked if there would be an issue passing this contingent upon the policy being completed. Mr. Murphy explained that Global Safety would be able have a broader check; the City would continue to follow the same policy that is currently in place, and that he would make it a priority to have the new policy written.

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

Voting Nay: None.

Absent: Buckalew.

14. Consider adopting Resolution No. 15-04-40 accepting donations for the East Grand Forks Flower Project.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 15-04-40 ACCEPTING DONATIONS FOR THE EAST GRAND FORKS FLOWER PROJECT.

Council member Demers asked if the flowers were going to be taken care of by volunteers or through a contract. Mayor Stauss stated it would be done through a contract. Council member DeMers stated if that is the case there was no need for the City to be involved since the City would not be in control of the project. Mayor Stauss stated the City would be in control of the flower gardens because they were not included in the project. Council President Olstad asked which flower gardens. Mayor Stauss said the locations of flower gardens located around the City. Council President Olstad asked if the idea was to collect the money and then write the check. Mayor Stauss explained the flowers had been ordered from All Seasons and the other check would go to whoever was hired for caring for the flowers. He added that other businesses were being contacted to see if they would be interested for caring for the flowers this year. Discussion followed about how the City did not have any plans or anything in place for the coordination of this project. Mayor Stauss told Council member DeMers he could help in the process of finding who will be caring for the flowers.

Council member Pokrzywinski commented that the budget was cut so there wouldn't be any temporary workers hired to take care of the flower beds. Council member Vetter asked if resolution passes and money is collected if the City would only be paying the bill up to the donation amount that had been collected. Mr. Murphy stated that would be the discretion of the Council. Mayor Stauss commented that hopefully there will be funds available that could be used for next year.

Voting Aye: Grassel, Tweten, and Olstad.

Voting Nay: DeMers, Vetter, and Pokrzywinski.

Absent: Buckalew.

Council President Olstad stated the motion failed because it required two thirds majority vote of the Council. Mr. Galstad stated that was correct. Mayor Stauss asked the Council if the City was not going to accept donations anymore. Council President Olstad asked how this will have to be

handled. Mr. Galstad stated since the City was not accepting the donations they could either be returned to the individuals or another group may be able to step up and accept the donations for this project. Mr. Galstad explained what the other options were since the City will not be accepting the donations. Mayor Stauss stated the checks might be returned and that there wouldn't be flowers this year if that is what the Council wishes. He also commented on other upcoming projects and how much they will cost. He added how the Council is mixed up if they are worried about the collection of donations.

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.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT 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.

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

Voting Nay: None.

Absent: Buckalew.

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

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

Voting Nay: None.

Absent: Buckalew.

COUNCIL/STAFF REPORTS:

Mayor Stauss reminded the Council that made the beautification of the community a priority and added that he hopes in the future that flowers are not passed up. He said that he feels they were doing this against him, not the donations, and he is sorry for that.

Council Member Pokrzywinski stated he had received phone calls this week about beautification, how some properties need attention, and that he was working with Ms. Ellis and the Police Department on those situations. He said he agrees with the Mayor and everyone needs to do their part. He continued by saying he was not on the Council when the budget was cut after the original budget was vetoed. He added he is not against flowers but the Council took this action and if it was to send a message they would need to be asked. He said he thinks it probably was and that it was

the Mayor's veto that caused this situation. He commented on the legal issues that a public body could face accepting donations and there was enough information from the League of Minnesota Cities and Mr. Galstad that he didn't feel comfortable voting yes. He said the one issue that has been most upsetting is that the Mayor and Mr. Helms went to the Water & Light Commission and asked for a \$3000 donation from utility customers. He said this was a direct defiance of the Council's wishes. He said his thoughts are well know regarding this and there are certain processes that need to be followed which were not followed and that is why he voted no. He stated he hopes there are flowers and the Mayor is able to find a non-profit that would be able to take on the flower project.

Mayor Stauss commented the Council is willing to accept \$2.5 million from the Water & Light Commission for the swimming pool without asking the public what their vote is but the Council isn't willing to accept \$3000. Council member Pokrzywinski stated the Council had not voted to spend \$2.5 million but \$1.5 million that was authorized to be received as a loan, paid back, and it was voted on by the majority of the Council. He added the difference here is the Mayor went to a commission against the Council's wishes and he stands by the proper process that the Council has gone through. Mayor Stauss said it was not against the Council's wishes for him to go out and look for donations. He added donations were the people coming through from the Community to help out which should never be turned down. He said he hopes they continue to help with other projects that the City does. Council member Pokrzywinski stated that the Mayor is on record saying that \$3000 from the utility is considered a donation. Mayor Stauss explained the reason he is considering that a donation is because he had been asking businesses for donations and in front of City Hall there are four or five poles that will need flowers. He asked how he can expect businesses to donate so flowers can be put on the poles in front of their businesses without asking at City Hall. He added that the City Council had already turned it down so the next one to go to is the Water and Light. He said how they decided that there should be flowers. Mr. Galstad clarified that the Water and Light Department could spend funds on purchasing flowers because the donation would be improper. He said this was no different than buying Christmas decorations for the City which would be a proper use of public funds.

Council Member Tweten added that as a member of the Water and Light Commission he voted down the purchase and that the Water and Light Commission cannot override the City Council. He added the suggestion of making sure there were funds available in the budget for flowers next year because they help beautify the City. He said another issue was properties in the City that were depreciating and will need to be cleaned up. Council member Tweten continued by informing the Council that Senator Bakk has introduced a bill to have LGA paid four times a year. He added to direct the City Administrator to contact him and support that as well as the increase to LGA that is being discussed in the State Legislature. He added how it was important to have a good working relationship with the state representatives and governor. Mayor Stauss commented from what he had seen that East Grand Forks was not going to be receiving a substantial increase and asked if that was correct. Council President Olstad stated that the information that had been given to the City was incorrect. He said the information was going to be reviewed to make sure the correct formula had been used. Council member Tweten stated that it never goes up as much as they would like but it is a start.

Council Vice-President Grassel stated the Council needs to be careful when deciding if they should

not accept donations and to make sure not to set a precedent that the City will no longer accept donations. He added that he voted to cut the flowers from the budget but did not have a problem with a group trying to collect donations and then have the City administer the funds. He asked Mayor Stauss if they would be able to move forward without the \$3000 from the Water & Light Department. Mayor Stauss stated that he would try. He said if that is done this would then be separate from City money and he would not have an issue having this come before the Council again.

Council President Olstad stated last week there had been meetings with Tim Flaherty from the Coalition of Greater Minnesota Cities along with Representative Deb Kiel who met with staff from both East Grand Forks and Crookston. He stated they discussed LGA during the meetings, information was handed out that was not correct, and that East Grand Forks should be receiving a small increase. He added they also discussed work force training. He added that Representative Kiel sponsored a bill regarding work force training and that they also spoke about work force housing. He explained the difference between work force housing compared to low income housing. He stated that transportation was also discussed and that currently the State Legislature is split on how it will be funded.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE APRIL 7, 2015 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:36 P.M.

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

Voting Nay: None.

Absent: Buckalew.

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, APRIL 14, 2015 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for April 14, 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, Craig Buckalew, Henry Tweten, and Marc DeMers.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Steve Emery, City Engineer; Paul Gorte, EDA Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; 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. Bid Results for 15AJ2 Paving in POW 5th Addition – Steve Emery

Mr. Emery explained the bids had been opened for the 2015 Assessment Job No. 2 for paving out in the Point of Woods 5th Addition. He stated there were two bids that were fairly competitive but came in high. He said the estimate was approximately \$155,000 for this job and the lowest bid was 19% higher than the estimate. He informed the Council he had spoken with Mr. Murphy about this and one option would be to hold the final hearing so the residents would be notified about the increase prior to the work being done. He also told the Council he had received a phone call from Mr. Peabody who still owns the majority of the lots in this addition and stated he would like the bids rejected and rebid at a different time.

Council Vice-President Grassel asked if there was anyone at the hearing for this project. Mr. Emery stated there wasn't. Council member DeMers asked what the completion date was for this project. Mr. Emery stated it was set for the end of July or early August. Discussion followed about the increase in demand for employees, how flexibility in the project may help with the costs some, and how more than likely the overall costs won't be going down. Mr. Emery stated some contractors were busy now but they might be able to bid later on in the year.

Ms. Anderson asked if this project could be done in conjunction with the project in Point of Woods 6th addition. Mr. Emery stated that project was being advertised for bids and would be opened at the end of the month. Discussion followed about how the crush may not be available for the Point of Woods

6th project so the cost of removing the crush would be a cost to the City. Mr. Emery stated that the estimate for removal of the crush is around \$6000 that the City would have to pay for. More discussion followed why these projects were bid separate and if the sub contractor working on the curb and gutter in Point of Woods 6th might be able to complete the paving in Point of Woods 5th. Council member DeMers commented that there would be a mark up because it would be a sub contractor completing the work. More discussion followed about how this item will be tabled until the other bids for the Point of Woods 6th project have been received.

This item will be tabled and brought back to a future work session.

2. Request to File Plans & Specs for 15CP3 Sidewalk Improvements – Steve Emery

Mr. Emery stated this project was to make the sidewalks through the driveways along 5th Ave NE ADA compliant. He said they will be asking for authorization to file plans and specs at the next meeting and advertise for bids. He added that there would be approximately \$63,000 in transit funds that was going to be used on this project and WSN took care of the costs for plans and specifications for this project.

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

3. Coffee Shop Site Plan – Nancy Ellis

Ms. Ellis reminded the Council that a site plan had previously come before the Council for a proposal for a coffee shop in the old bank building and how the site plan needed more detail. She said that this was the new site plan that included parking, the location of the dumpster, where the easements are, and more. She explained to the Council that some concerns with this project which included the possibility of traffic congestion and traffic going through the parking lot of the Fire Department. She explained how she and Mr. Stordahl had inspected the site and found issues that would need to be addressed or fixed such as the removal of an asphalt patch as well as being able to get in and out of parking spots and that it was difficult right turn into the drive-thru area from Demers Avenue.

Ms. Ellis explained that this is a non-conforming use lot that had been grandfathered in because the lot had been designed as a drive-thru which are no longer allowed in the downtown area. She said at this time they would not need a special use permit or approval from the planning commission. She said the City Council would need to decide if they will allow an easement, if so public hearings would need to be held, and once approved the site plan then could be reviewed by the planning commission. Discussion followed about how wide the easement would be and how two cars would be able to fit at the entrance of the fire department parking lot. Council member Buckalew asked if on street parking would be allowed on Demers in front of this property. Ms. Ellis stated that on street parking is not allowed within a 35 foot radius from the corner. Council member Buckalew asked where employees would be parking. Ms. Ellis stated that off street parking is not required in the downtown area.

Council member Vetter asked if the old curb cut would be required to be removed. Ms. Ellis stated that would be up to the Council. Council member Vetter asked if the City would receive payment for the easement. Ms. Ellis said again that would be up to the Council. Council President Olstad asked what the standard fee that had been charged before. Council member Vetter said he didn't know. More discussion followed about the removal of the old curb cut, if trees were going to be replaced, how 19 feet is the standard length of a parking stall and that it would fit most vehicles. Council

President Olstad stated items that would need to be addressed include closing off the old curb cut and determining what is needed for the easement. He asked if there was anything else that would need to be addressed.

Council Vice-President Grassel asked if there are problems how can those problems be solved. Discussion followed about how to keep traffic from turning left into the fire department parking lot. Ms. Ellis stated there will be issues with traffic with people seeing congestion and will try and take a different route. Mr. Murphy stated that the issue with this site is that it is so small, anything that is put here will have issues, and that staff wants to make Council aware of that. More discussion followed about who uses the fire department parking lot and the issues that may come up. It was also determined that staff would have the issues addressed and then bring information back to the Council.

This item will be brought back to the future Work Session.

4. Request to Increase Rent at Blue Line Arena – Dave Aker

Mr. Aker told the Council that he was proposing an increase to the fee for the rental of the Blue Line Arena for the months of April and September. He reviewed the costs of running the arena and that they are greater than \$5000 which is the current rental amount. He stated that Crookston rents their arena for \$4200 per week and Thief River Falls rents their arena for \$20,000 for the month. Mayor Stauss stated there might be an impact to the Blue Line Club this year with Grand Forks holding a camp at the same time but that it is necessary to have the rent cover the expenses. Council member DeMers asked that the purpose of raising the rent for two months. Mr. Aker stated that these were the only two months it is rented and that the hockey school rent was going to stay the same.

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

5. Request to Purchase Mower – Dave Aker

Mr. Aker explained he had a state bid in the amount of \$16,680.68 for a 72 inch mower. He stated the mower that had been used at the cemetery was a 1991, the transmission went out, and parts are no longer available. He added that \$25,000 had been budgeted for this purchase.

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

6. Promotional Approval Request – Mike Hedlund

Chief Hedlund informed the Council that Sergeant Mike Anderson will be retiring on May 1st. He explained the roster was still in place from the last promotional process that was done and there are two people that he is requesting to promote which are Officer Schrage and Officer Gahlon. He said that Officer Schrage is currently the commander of the drug task force and with the expansion he is needed as the leader. Chief Hedlund added that he was not fair to deny him a promotion so he is asking to promote both officers. He said that there wouldn't be an impact to the budget since Officer Schrage is being paid by the drug task force. He stated that since Officer Schrage will stay in his position with the task force he is requesting to promote Officer Gahlon into the sergeant position in patrol. He added that there may be an effect to the budget when Officer Schrage is no longer on the drug task force but again didn't want to remove him from that position because they are in need of his leadership and experience. Council President Olstad commented what a tremendous job Officer

Schrage had done on the drug task force and it is the right move keeping him on the task force.

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

7. Request to Use Public Parking Lot – Megan Nelson

Ms. Nelson explained the City had been contacted by a gentleman who wanted to start up a classic car club in East Grand Forks. She said how there are two locations in Grand Forks for these cars to go to and he was looking at finding a location in East Grand Forks. She stated a map along with other information had been sent and how they had spoken with the Blue Moose who wanted to help promote this event. She pointed out the area where they would like to park on the wet side of the flood wall on Wednesday evenings from 6:00pm until 8:00pm and that Mr. Frost was attending the meeting to answer any questions the Council had.

Council President Olstad asked what the discussion had been with the Blue Moose. Mr. Frost stated the Blue Moose thought it was a great idea, how the car club would have get permission from the City to use the parking lot, and that the Blue Moose would include the car show in its advertising. He explained how this area was a scenic area to display the cars. Discussion followed about how the handicap parking was in the middle of the parking lot by the ramps, how the group had only talked with the Blue Moose at this point, and the car club was considering this area because of how beautiful downtown is. Mayor Stauss commented there are other businesses and how often this parking lot fills up.

Council member Buckalew commended Mr. Frost for getting this put together and added how people tend to walk around at these events. He said he was concerned about public safety with cars on both sides of the parking lot and cars driving through. He added that this will be a draw for people to come down town and will help the businesses. He suggested to try the area for a couple weeks and see how things go and if needed it could be moved to a different area that works for the car club. Mr. Frost stated they suggested this location because they were working with the Blue Moose. Council Vice-President Grassel asked if they would be willing to go to the other businesses, let them know about the car show, and ask them if they would be interested to be a part of it also. Mr. Frost stated nothing had been signed with the Blue Moose and that they would be open to talking with the other businesses in the area. Council member Pokrzywinski said it would be a courtesy to inform the other businesses so they know what is going on. Discussion followed about how the car club will be contacting other businesses, how the cars will be parking along the same side of the parking lot, how the parking lot will be marked off, and how this will be reviewed after a few weeks.

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

8. Request for Parking Space – Megan Nelson

Ms. Nelson stated that the City had been contacted by Little Bangkok about getting a reserved parking space in the downtown area because they are starting a delivery service. She explained the spots on the map that were potential places they would like to park. Discussion followed about how many signs there are reserving spaces in the downtown area and how the City cannot be paid for a parking spot that has been dedicated as a public parking. Ms. Ellis stated that the Council would be able to dedicate a spot in a public parking lot. Council Vice-President Grassel asked what the time frame would be. Ms. Nelson said she was told it would be from the time they opened until the time they closed. More

discussion followed about which spot the Council would allow as a designated spot. Council member Pokrzywinski stated that he voted not when Altru came in with this request and he will vote no for this as well.

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

9. Greenway Application & Other City Licenses – Megan Nelson

Ms. Nelson stated that included in the packet was the Greenway Application she had been working. She asked the Council for their input and if there were any changes that should be made. She said they didn't need to tell her right away but by Friday so the changes could be made and the Council could vote on the application at the next meeting. She added that she will be meeting with people from Grand Forks, review the application with them, and also discuss the communication between the two cities when it comes to events. Ms. Nelson stated that she also wanted to review the current applications, make updates, or even create renewal applications. She asked if that would need to come back before the Council or if that is something that can just be done.

Council President Olstad asked about liquor liability for events taking place in the greenway. Ms. Nelson explained that if a group was serving alcohol they would need to apply for a temporary liquor license and that is where they would get their liquor liability coverage. She added that another portion that was not included was the boat and water permit since the counties were still working on the application so they have one application that works for both counties. Discussion followed about if portable fire pits are allowed at shelters which have been allowed before and that at some point the Council may be requested to set the guidelines for when an event may need to be shut down if the river gets too high. Ms. Nelson stated that if there are any major changes to any applications she will bring it back before the Council.

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

10. Other – Civic Center

Mr. Murphy stated that he had met with the school about the costs of the Civic Center improvements. He said the total project cost is \$750,179 which will be reduced by the Mighty Ducks Grant. He said the School Board has agreed pay up to \$300,000 for this project which would be fronted by the City but paid back within three years. Ms. Anderson reviewed the funds that would be used for this project. She explained the City's portion would be paid from the building maintenance fund. She reviewed the current balance, planned expenditures, and what the balance was going to be at the end of the year. She added that this was not a part of the general fund. She stated the School's portion would be paid from the capital financing fund which is used for capital purchases and is a revolving fund. She reviewed the balance available, planned expenditures, and how the school will be making their first payment on July 1st. Council member Pokrzywinski asked about the garbage truck that was going to be purchased and how that was going to be paid for. Ms. Anderson stated the payment would be paid for by the refuse fees that are collected.

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

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADJOURN THE MARCH 10, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:12 P.M.

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

Voting Nay: None.

Request for Council Action

Date: April 6, 2015

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

Cc: File

From: Dave Aker

RE: Raise the rent for Blue Line Arena

Background:

I was going to raise the rent for a month at the Blue Line Arena from \$5,000 to \$6,000 to help cover costs. We pay about \$2,000 for salaries and \$2,500 in utilities, plus propane, toilet supplies, gas for the Olympia and other cleaning supplies. We also have to pay for the scheduling of games or practices. Crookston pays \$4,200 a week for renting an arena and TRF makes their hockey association pay \$20,000 a month for rent.

Recommendation:

I recommend that we increase the rent to \$6,000.

Enclosures:

N/A

RESOLUTION NO. 15 – 04 – 42

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

WHEREAS, the East Grand Forks Parks and Recreation Department rents the Blue Line Arena exclusively to the Blue Line Club for the months of April and September;

WHEREAS, the Blue Line Club is in control of who has use of this arena during those two months;

WHEREAS, the expenses to operate the arena have increased and the cost of rent needs to be increased to cover the expenses of running the arena;

NOW, THEREFORE, BE IT RESOLVED that the City Council of East Grand Forks, Minnesota approves the Blue Line Club to rent the Blue Line Arena for \$6000 per month for the months of April and September.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: April 21, 2015

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 21st day of April, 2015.

Mayor

Request for Council Action

Date: April 6, 2015

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

Cc: File

From: Dave Aker

RE: Mower Toro Grounds master 3280-D 2WD

Background:

We have a state bid of \$16,690.68 for a Toro Groundsmaster 3280-D; 24.8 hp Kubota Liquid Cooled Diesel Engine, 2WD, Out Front Commercial Rotary Mower w/72" Side discharge deck, High tip speed blade kit, Air Ride Seat Suspension, Milsco Seat, 12v Power Port, Rear Weight and Foldable 2-Post ROPS.

Recommendation:

I recommend that we get the TORO Groundsmaster 3280-D. We have a state bid of \$16,690.68 and it is coming out of the cemetery budget which is budgeted for \$25,211 this year for a new mower. The old one is broken down and we cannot receive any parts for it. The 72" cut can get the areas that are hard to mow with the bigger mower.

Enclosures:

The prices are in the packet.



City of East Grand Forks

TORO TURF MAINTENANCE EQUIPMENT QUOTE



<i>New Toro 72" Out-Front Rotary Mowers</i>		<i>2014 MN State Contract</i>
<i>New TORO GROUNDSMASTER 3280-D 2WD</i> , 24.8 HP Kubota LC Diese, Out-Front Commercial Rotary Mower w/ 72" Side Discharge Deck, High Tip Speed Blade Kit, Air Ride Seat Suspension, Milsco Seat, 12v Power Port, Rear Weight and Foldable 2-Post ROPS (30344, 31336, 30398, 30313, 108-1961, 24-5790-01, 30382)		\$16,690.68
<i>TORO GM3280-D 2WD SUBTOTAL</i>		\$16,690.68
<i>New TORO GROUNDSMASTER 3280-D 4WD</i> , 24.8 HP Kubota LC Diese, Out-Front Commercial Rotary Mower w/ 72" Side Discharge Deck, High Tip Speed Blade Kit, Air Ride Seat Suspension, Milsco Seat, 12v Power Port, Rear Weight and Foldable 2-Post ROPS (30345, 31336, 30398, 30313, 108-1961, 24-5790-01, 30382)		\$18,983.47
<i>TORO GM3280-D 4WD SUBTOTAL</i>		\$18,983.47

- Applicable sales tax is not included in quoted pricing
- 2014 MN State Contract Pricing is valid through May 2015
- All New Toro Commercial Equipment is Sold with a 2 Year Manufactures Warranty
- Set-Up and Delivery at No Charge

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us at 800-492-9972.

Wayne Heintz & Matt Arntzen, Sales Representatives

Request for Council Action

Date: April 7, 2015

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

Cc: File

From: Greg Boppre, P.E.

RE: File Plans/Specifications – 2015 City Project No. 3 – Sidewalk Improvements

Background:

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

The 2015 CP #3 project is a Federal Aid improvement project funded through the Federal Transit Administration (FTA) for construction of sidewalk and driveway aprons on 5th Avenue from 20th Street to Liberty Lanes. Additionally, Widseth Smith Nolting will provide plans and specifications at no charge.

The following is the proposed budget for the project:

Proposed Budget

	<u>2015 Base CP#3</u>	<u>15CP#3 ALT #1</u>	<u>15CP#3 ALT #2</u>	<u>Total</u>
Construction	\$50,800.00	\$16,700.00	\$6,100.00	\$73,600.00
Plans / Specifications	\$6,100.00	\$2,000.00	\$730.00	\$8,830.00
Staking / Inspection	\$2,500.00	\$850.00	\$310.00	\$3,660.00
Contingencies	\$2,500.00	\$850.00	\$310.00	\$3,660.00
Administration / Legal	<u>\$1,525.00</u>	<u>\$510.00</u>	<u>\$185.00</u>	<u>\$2,220.00</u>
Total Project Cost	\$63,425.00	\$20,910.00	\$7,635.00	\$91,970.00

Proposed Funding

	<u>2015 Base CP#3</u>	<u>15CP#3 ALT #1</u>	<u>15CP#3 ALT #2</u>	<u>Total</u>
FTA	\$50,740.00	\$12,237.00	\$0.00	\$62,977.00
WSN	\$6,100.00	\$2,000.00	\$730.00	\$8,830.00
City	<u>\$6,585.00</u>	<u>\$6,673.00</u>	<u>\$6,905.00</u>	<u>\$20,163.00</u>
Total Project Cost	\$63,425.00	\$20,910.00	\$7,635.00	\$91,970.00

Recommendation:

File plans / specifications, advertise and set bid date.

Enclosures: Plans / Specifications will be filed at the Tuesday, April 21, 2015, City Council Meeting

RESOLUTION NO. 15 – 04 - 43

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR 2015 CITY PROJECT NO. 3 – SIDEWALK
IMPROVEMENTS**

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 City Project No. 3 – Sidewalk Improvements;

WHEREAS, the City Engineers have 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 June 2, 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 21, 2015

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 21st of April, 2015.

Mayor

- location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer garden, cooking areas, trash containers, dumpsters, or any other temporary structure
- sources of electricity or generator locations
- placement of vehicles or trailers
- other related event components not listed above

River access: Does this event require river access either going over the ice or on the water?
 _____yes _____no If yes, please complete the Boat and Water Permit Section.

Security Plan: Is security required at the event _____yes _____no

If yes, please include the information for the Security Organization that will be used.

Name _____ Address _____

Contact Number _____ License Number _____

Medical Plan: Are emergency medical services required at the event _____yes _____no

If yes, please describe your medical plan including the number of personnel that will be at the event, certification levels and types of resources that will be available at the event. If more space is needed please include an attachment.

Alcohol: Will alcohol be served at this event? _____yes _____no

If yes, please contact the City in which it will be served. The fees for temporary alcohol permits will be collected by the City. The temporary alcohol permits can only be approved by the City in which they are applied for and are not approved with the special event permit. For Grand Forks please contact the _____. For East Grand Forks please contact the Administration Office at (218) 773-2483 for more information.

Please describe in detail how the alcohol sales will be sold (ie beer garden, wristbands, etc) and how the entrances and exits will be monitored.

Food: Will there be food served at this event? _____yes _____no

If yes, please describe how food will be served or prepared. Include what method will be used to cook food if it is not provided by a food vendor. Mobile Food Vendors will have to be approved to serve for the public prior to the event. Contact Grand Forks or East Grand Forks for more information about food vendors.

Portable Restrooms: Are portable restrooms required for this event? _____yes _____no

If yes, please provide the plan for this including the number of portable restrooms available and the company that will be providing the restrooms along with their contact information.

Plan for Clean-up After Event:

Insurance: Please attach the Certificate of Liability as proof of coverage for this event. This needs to be included when the application is turned in or the application will be considered incomplete.

I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief that I understand and agree to abide by the rules and regulations of the local, state, and federal government. I certify on behalf of the host organization agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the cities of Grand Forks and East Grand Forks as well as Polk and Grand Forks Counties.

Signature of Applicant

Date

Print Name

Title

Internal Use Only

The following items need to be completed and/or attached in order for the application to be processed:

- *Application fee paid in full: yes no n/a
 Payment Type: cash check # _____ Receipt # _____
- *Application completed in full and signed: yes no
- *Map of route is provided: yes no
- *Copy of voluntary waiver of liability agreement for participants: yes no n/a
- *Event Sponsor – Release & Indemnification Agreement: yes no
- *Liability Insurance: yes no
- *MnDot/NdDot (if applicable): approved denied n/a
- *Appropriate Staff: approved denied n/a

Notes: _____

Staff Signature: _____ Date: _____

- *Council Approval ____/____/____ approved denied

Notes: _____

City Administrator Signature: _____ Date: _____

*License Number _____

_____ **-EVENT SPONSOR-**
RELEASE AND INDEMNIFICATION AGREEMENT
CITY OF EAST GRAND FORKS, MINNESOTA

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT
 SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on the City of East Grand Forks' property:

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks or injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) _____

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of East Grand Forks, on a form approved by the City of East Grand Forks.

Participant Release and Indemnification required? YES _____ NO _____

(Special Events Holder initials here) _____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of East Grand Forks, for the duration of the above described activities.

(Special Events Holder initials here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of East Grand Forks, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) _____

F. We further agree to defend, indemnify and hold harmless the City of East Grand Forks, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against the City of East Grand Forks, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of East Grand

Forks, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder initials here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder initials here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder initials here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name_____

Title_____

Signature_____

Date_____

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name_____

Title_____

Signature_____

Date_____

Request for Council Action

Date: March 23, 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: Chief Michael Hedlund

RE: Promotional Approval Request

Background:

The East Grand Forks Police Department has a projected opening for police sergeant in our Patrol division with the planned retirement of Sgt. Michael Anderson on May 1, 2015. We recently completed a promotional process to fill the position of retired Sgt. Michelle Manias. Dennis Robertson was promoted to the rank of sergeant to fill that opening. Off. Aeiiso Schrage finished second in that process and Off. Greg Gahlon finished third. Off. Schrage is currently the Commander of the Pine to Prairie Drug Task Force and after much discussion we have decided that we need to have him remain in that position for at least the next one to two years. The task force has recently expanded from four officers to eleven and we believe that we need stability in that leadership position.

Recommendations:

Our current need for a sergeant is in Patrol and we are not in a position where we believe we can move Off. Schrage so I am recommending that Council approve the promotion of Off. Greg Gahlon to the rank of Sergeant. In addition I am recommending that Off. Schrage also be promoted to the rank of sergeant. In my opinion Off. Schrage has earned the promotion and he should not be penalized because of the Department's need to keep him in his current position. This would change his rank but not his pay because as the Task Force commander he is paid at a higher level than sergeant. When the time comes for Off. Schrage to be moved from the Task Force he would either be assigned as a sergeant in Patrol or as a general investigator. The investigators receive sergeant's pay so there would be minimal, if any, pay impact on the budget if he is assigned to Investigations.

Attachments:

None

**EAST GRAND FORKS
ORGANIZATIONAL
PLANNING COMMISSION MINUTES
Thursday, March 12, 2015 – 12:00 Noon
East Grand Forks City Hall Training Room**

CALL TO ORDER

Nancy Ellis, City Planner, called the March 12, 2015, meeting of the East Grand Forks Planning Commission to order at 12:05 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Commissioners Marc DeMers, Kevin Marcott, Mike Powers, and Niel McWalter.

Absent: Commissioners Gary Christianson, Randy Boushey, Chad Erickson

Guest(s) present: Teri Kouba, MPO

Staff present: Nancy Ellis, East Grand Forks City Planner; Ron Galstead, City Attorney; Paul Gorte, EDA Director; Megan Nelson & Brenda Ault, Executive Assistants.

DETERMINATION OF A QUORUM

A quorum was present.

APPROVAL OF MINUTES

Matter of Approval of the February 12, 2015, Organizational and Regular Minutes of the East Grand Forks Planning Commission.

A MOTION WAS MADE BY COMMISSIONER DEMERS, SECONDED BY COMMISSIONER MCWALTER TO APPROVE THE MINUTES OF THE FEBRUARY 12, 2015 MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION, AS SUBMITTED.

Voting Aye: Demers, Marcott, McWalter and Powers.

Voting Nay: None.

NEW EMPLOYEES

Ms. Ellis said that before continuing, she would like the new employees, Ault and Gorte to introduce themselves. The Commissioner's then introduced themselves and welcomed the new employees to the group.

OLD BUSINESS

None.

NEW BUSINESS

SPECIAL USE PERMIT TO CONSTRUCT A MONOPOLE CELL TOWER

Matter of Consideration to DENY a Special Use Permit to Construct a Monopole Cell Tower and Equipment Shelter on Valley Golf Assn property at the end of 21st St NW (next to old club house site)

Ellis explained the Cell Tower should be under Old Business and would like the minutes to reflect this. She went on to explain that at the October 9th meeting, the Commission required Verizon to work on a new proposal. Two extensions have been granted, but to date, no new proposal has been received. She also stated that it was required that Verizon complete a feasibility study, which they have not done. Ellis recommended the request be denied because of insufficient information.

A MOTION WAS MADE BY COMMISSIONER MCWALTER, SECONDED BY COMMISSIONER DEMERS TO DENY THE REQUEST.

Voting Aye: Demers, Marcott, McWalter and Powers.

Voting Nay: None.

OTHER BUSINESS

Ellis explained that she needed a volunteer to sit on Selection Committee to Pick Consultant for the 2045 East Grand Forks Land use. She state that the job could be split into two; one person to sit on the Selection Committee and one person to sit on the Steering Committee. She further explained that the Steering Committee will hear the first ideas for the land use update. DeMers stated that he would sit on the Steering Committee. Powers indicated that he would sit on the Selection Committee.

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER DEMERS, SECONDED BY COMMISSIONER MCWALTER, TO ADJOURN THE MARCH 12, 2015, ORGANIZATIONAL MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION AT 12:22 PM.

Voting Aye: Demers, Marcott, McWalter and Powers.

Voting Nay: None.

EAST GRAND FORKS
ORGANIZATIONAL PLANNING COMMISSION MEETING
THURSDAY, MARCH 12, 2015

Respectfully submitted by,

Brenda Ault
Executive Assistant

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

Present: Ogden, Loven, Quirk, Tweten

Absent: None

It was moved by Commissioner Tweten seconded by Commissioner Loven that the minutes of the previous meetings of February 19, March 5 and March 9, 2015 be approved as read.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,162,494.80.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to purchase flowers in the amount of \$3,000 for the beautification of the community.

Voting Aye: Ogden, Loven, Quirk

Voting Nay: Tweten

It was moved by Commissioner Quirk seconded by Commissioner Tweten to award the 2015 watermain replacement project bid to Zavoral's for the base bid plus alternates 1, 2 and 3 in the amount of \$522,512.35.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to accept the resignation of Scott Gravseth, Distribution Superintendent, effective May 31, 2015.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to begin work on an updated job description for the Distribution Superintendent position and review it at the next regular meeting.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to adjourn to the next regular meeting on April 2, 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 April 2, 2015 at 5:00 P.M.

Present: Ogden, Loven, Quirk, Tweten

Absent: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the minutes of the previous meeting of March 19, 2015 be approved as read.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$425,304.30.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to award the bids for the 2015 Electrical Equipment and Material project for a total amount of \$348,961.09.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

Two essays were received for the MMUA Tom Bovitz Memorial Scholarship program; and essay #2 was selected by the commission to send on to the state level.

It was moved by Commissioner Tweten seconded by Commissioner Quirk to award the local winner a prize of \$100.00.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the updated job description for the Distribution System Superintendent position.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Quirk to direct the Civil Service Commission to advertise for the Distribution System Superintendent position.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the quote from Kodru-Mooney Inc in the amount of \$12,630.00 to replace the recirculation system electric actuator/valve at the Water Treatment Plant with a total project cost up to \$15,000.00 for additional electrician work required.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

The Water Treatment Lab update was tabled until the next meeting.

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the CL Linfoot bid in the amount of \$66,095.00 for the Water Treatment Plant roof replacement project.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Quirk to adjourn to the next regular meeting on April 16, 2015 at 5:00 P.M.

Voting Aye: Ogden, Loven, Quirk, Tweten

Voting Nay: None

Lori Maloney
Sec'y

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 21, 2015

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 21st day of April, 2015.

Mayor

Request for Council Action

Date: April 21, 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: Consider adopting Resolution 15-04-44 accepting and awarding bid for the Civic Center Improvements to Schmitz Builders Inc. for the amount of \$634,500.

Background

The Civic Center has not been compliant with Title IX guidelines for quite some time. The discussion regarding the most feasible, cost effective and long term way to gain compliance has been going on for several years. A committee was formed last year to develop a recommendation how to best utilize the opportunity for the greatest long term benefit. The Committee recommended the current configuration.

Bids were received on March 24, 2015 and the lowest responsible bidder was Schmitz Builders with a base bid of **\$571,500** with a bid for Alternate No. 1 of **\$63,000**. The Blue Line Club will be handling Alternates No. 2 and No. 3.

The total cost of the base bid and Alternate No. 1 with Soft Costs and Contingency Fund total **\$759,179**. The City has also received a Mighty Ducks Grant of **\$148,375** exclusively for this project. EGF School District 595 has committed **\$300,000** to the project to be paid in three installments of **\$100,000** per year for a breakdown as follows.

Total Project Costs	\$750,179
Mighty Ducks Grant	\$148,735
EGF School District 595	\$300,000
City Responsibility	\$301,804

Issue

Resolution No. 15-04-44 accepts and awards the contract to Schmitz Builders in the amount of \$634,500. The resolution also defines the EGF School District 595's responsibility. EAPC will coordinate with the contractor and the school district for construction timelines to not interfere with Graduation Ceremonies and Arts & Crafts Festival

Budget Impact

A copy of the Financing for the City's portion and fronting of the Schools portion and budget impact are included with this RCA for review.

Action Required

A MOTION to approve Resolution 15-04-44

**Anticipated Project Costs for
 East Grand Forks Civic Center Concession Area and Locker Renovations**
 EAPC Project Number: 20142610

April 13, 2015

		BASE BID	ALT. 1 WARM VIEWING AREA	ALT. 2 CONCESSION EQUIPMENT	ALT. 3 CONCOURSE COUNTER
As Bid by Schmitz Builders, Inc.		\$571,500	\$63,000	\$84,000	\$43,000
A/E Fees 10%	Design/Bid (80%)	\$45,720	\$5,040	\$6,720	\$3,440
	Const. Admin. (20%)	\$11,430	\$1,260		

- Design fees are based on 10% of total construction costs. 80% of the fee is used for Design and Bidding; 20% of the fee is used for Construction Administration. If portions of the design are not awarded, (Alternates), the Construction Administration portion will not be billed to the project.
- Reimbursables include printing, postage, and submittal fees for state plumbing review.

BASE BID + ALTERNATE 1 WARM VIEWING AREA	<i>A/E Fees</i>	Pre-Design	\$6,744
		Design/Bid/CA	\$73,610
		Estimated Reimbursables	\$3,600
	<i>Construction</i>	Construction Cost	\$634,500
		Contingency Fund (5%)	\$31,725
	Anticipated Project Cost		\$750,179
	<i>Grant Money</i>	Mighty Ducks Grant	(\$148,375)
	Anticipated Required Funding		\$601,804

City of East Grand Forks

Building Maintenance Fund

Balance 4-14-2015	\$450,272
Civic Center Locker Room(City)	(300,000)
Civic Center side doors	(10,000)
Civic Center Roof	(75,000)
Civic Center Sign	(20,000)
PW air exhaust/lights	(10,700)
PW concrete door approach	(11,000)
PW concrete yard	(16,000)
Balance 12-31-15	<u>\$7,572</u>

Capital Financing Fund

Balance 4-14-2015	\$698,855
Civic Center ISD 595 share	(300,000)
ISD 595 payment 7-1-15	100,000
Garbage Truck	(270,000)
General Fund Repayments	279,222
Loan and Interest payment	(103,750)
Balance 12-31-15	<u>\$404,327</u>

RESOLUTION NO. 15 – 04 - 44

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2014 City Project No. 7 – Civic Center Improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that Schmitz Builders Inc is the lowest responsible bidder at a bid price of \$634,500;

WHEREAS, the total project costs are estimated to total \$750,179;

WHEREAS, the City received a Mighty Ducks Grant in the amount of \$148,375 to help fund this project;

WHEREAS, the East Grand Forks Public School District will be paying up to \$300,000 to help fund this project;

WHEREAS, the City of East Grand Forks will be paying approximately \$301,804 for the renovations at the Civic Center;

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Schmitz Builders Inc in the name of the City of East Grand Forks for the improvement of 2014 City Project No. 7 – Civic Center Improvements according to the plans and specifications therefore approved by the City Council and on file in the administration office.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Portion for this project will be paid out of the Building Improvement Fund which is 425-45-140-45300.

425-45-140-45300	Building Improvement Fund(City)	\$301,804
	EGF School District 595	\$300,000
	Mighty Ducks Grant	\$148,375

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: April 21, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st of April, 2015.

Mayor

RESOLUTION NO. 15 – 04 - 45

RESOLUTION DESIGNATING PARKING SPACE FOR LITTLE BANGKOK

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

WHEREAS, Little Bangkok intends to expand its business to include deliveries;

WHEREAS, Little Bangkok has identified a need for a designated parking to allow for delivery service;

WHEREAS, there are currently several designated parking spaces for other businesses;

WHEREAS, Little Bangkok has identified the space identified as #1 on Exhibit A as the most beneficial site;

WHEREAS, Little Bangkok agrees to pay all costs associated with signage of the designated space;

NOW THEREFORE, BE IT RESOLVED,

1. Little Bangkok is authorized to install signage to indicate that parking space identified as #1 on Attachment A as “Little Bangkok Delivery Parking”.
2. If and when Little Bangkok ceases operation, the designated parking space will revert back to unrestricted public parking.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: April 21, 2015

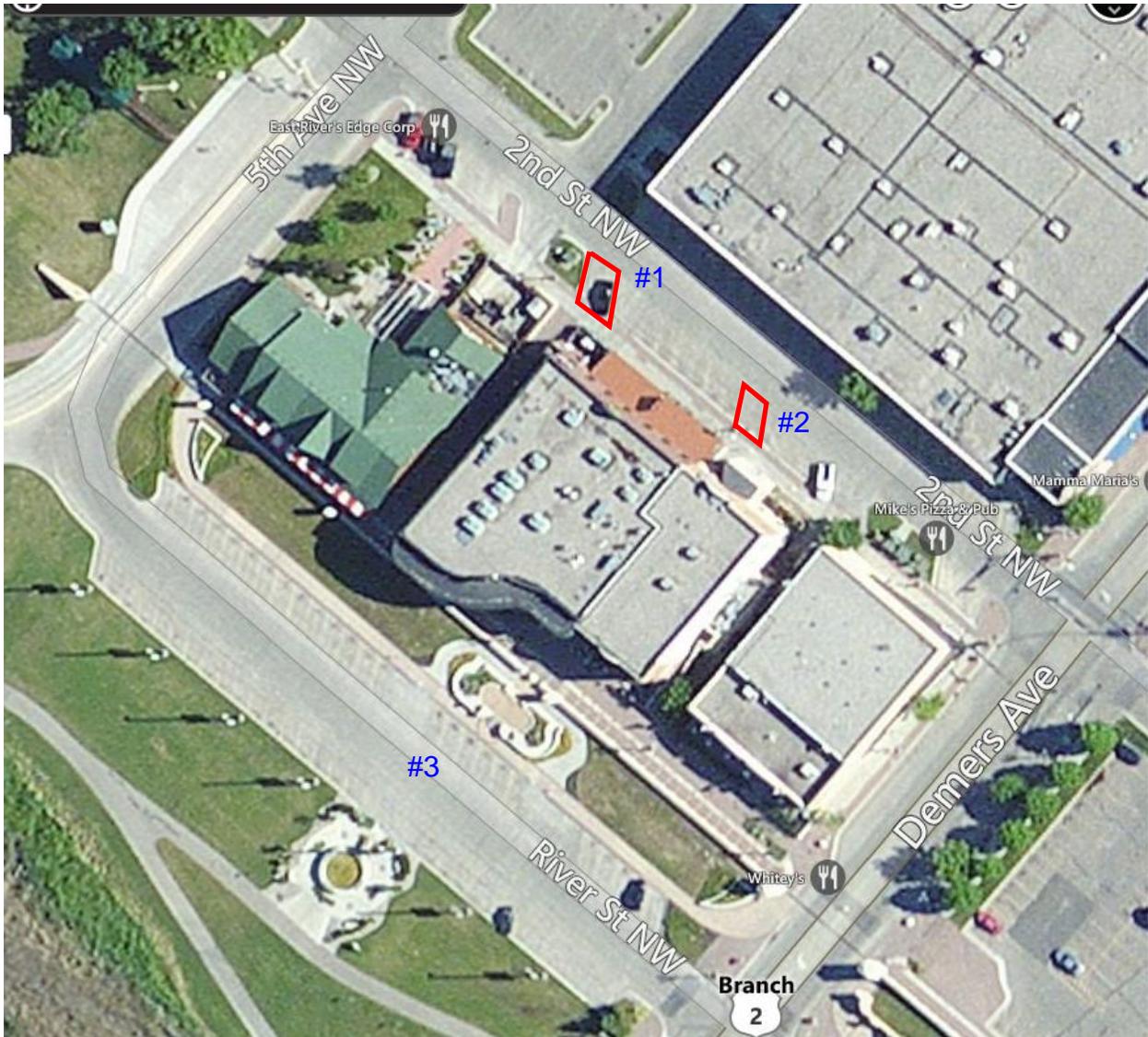
Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st of April, 2015.

Mayor



#1 - First Choice

#2 - Second Choice

#3 - If they are not able to get a space on that side of the building they would like to request a parking spot on the wet side of the flood wall.

RESOLUTION NO. 15 – 04 - 46

A RESOLUTION DECLARING THAT THE CITY OF EAST GRAND FORKS ACT AS THE LEGAL SPONSOR FOR AN APPLICATION FOR THE FY 2015/2016 FUNDING TO THE STATE OF MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE TRAIL MAINTENANCE OF SNOWMOBILE TRAILS MANAGED BY THE RED RIVER SNOWMOBILE CLUB.

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

BE IT RESOLVED, that City of East Grand Forks will act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for maintenance of snowmobile/ski trails managed by the Red River Snowmobile Club.

BE IT FURTHER RESOLVED, that upon approval of its application by the state, the City of East Grand Forks may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED, that City Administrator/Clerk-Treasurer, is hereby authorized to serve as the fiscal agent for the above referenced project.

Voting Aye:
Voting Nay:

The President declared the resolution passed.

Passed: April 21, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st of April, 2015.

Mayor

MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING APPLICATION

Trail/Area Name /Type of Trail (PRINT or TYPE) <i>Northern Lights Trail - snowmobile</i>	Date <i>4-16-2015</i>	
Trail Administrator (PRINT or TYPE) <i>Randy Boushey</i>	Trail Administrator Signature <i>Randy Boushey</i>	
Address (No. & Street, RFD, Box No., City, State, Zip Code) <i>Po Box 501 East Grand Forks, MN 56721</i>	Home Phone Number <i>218-773-2773</i>	Work Phone Number <i>701-314-0021</i>

GPS Verified Miles of Trail: <i>52.7</i>	Date of Meeting Attended:
---	---------------------------

Department Use Only			
Verified Miles:	Mileage Rate:	Amount:	Recommended:
			\$ _____

SPONSOR APPROVAL

Unit of Government <i>City of East Grand Forks</i>	Telephone Number (Include Area Code): <i>218-773-2483</i>
Authorized Signature of Sponsor <i>[Signature]</i>	Title <i>City Administrator</i>
	Date <i>4/16/15</i>

CERTIFICATION BY DEPARTMENT OF NATURAL RESOURCES

Authorized Signature For DNR	Area Trails Supervisor	Date
Authorized Signature For DNR	Regional Parks and Trails Manager	Date

Checklist/Mandatory Attachments:

- | | |
|---|--|
| <input type="checkbox"/> Certification of Trail Closure/4 th Benchmark | <input type="checkbox"/> Proof of Club Non-Profit Status |
| <input type="checkbox"/> Grooming Logs from the Previous Year | <input type="checkbox"/> Trail Contact Information |
| <input type="checkbox"/> Sponsor Resolution | <input type="checkbox"/> Sign Order (if applicable Form) |
| <input type="checkbox"/> Update of Current Trail Alignments | |
| <input type="checkbox"/> Backup Grooming Plan | |

Request for Council Action

Date: 4/16/2015

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

Cc: File

From: Jason Stordahl-Public Works Director

RE: Annual Sewer Cleaning

At a recent Work Session I brought forth estimates for our Annual Sewer Cleaning, and made a recommendation on whom to award the job. Since that time and after further examination of the estimates received, I decided to request quotations for cleaning of the sanitary sewer lines west of Bygland and for trouble areas.

We had planned on providing Council a copy of the quotations, as well as our recommendation prior to the next Council Meeting. However that wasn't possible due to unforeseen circumstances. So I will provide at the upcoming Council Meeting the quotations with a recommendation on whom to hire.

Request for Council Action

Date: April 15, 2015

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

Cc: File

From: Dave Aker and Jason Stordahl-Public Works Director

RE: Summer Hires for 2015

Background:

Each year the Parks Department and the Public Works Department hire seasonal part time employees to work on various things from mowing to coaching. We are asking for approval to fill the following seasonal positions:

Parks Department

Campground would include a Manager and eleven other workers, there would be workers doing park maintenance, security workers and workers at the main check in;

Baseball we would hire 6 coaches for traveling teams and 12 coaches for youth teams, plus a field worker;

Softball we would hire 8 coaches;

Playground we would hire up to 8 workers;

Tennis we would hire up to three workers;

Mowing we would hire 5 workers, the extra two would mow the Greenway and the campground.

Public Works Department

Two public works Laborers

Recommendation:

Approve the Park and Rec. Department to hire up to 55 workers, and Public Works Department to hire 2 seasonal Laborers.

RESOLUTION NO. 15 – 04 – 47

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

WHEREAS, the East Grand Forks Parks and Recreation Department and Public Works Department need the help of temporary workers during the summer season;

WHEREAS, the list of employees is as follows:

Parks Department:

- Campground Manager and 11 campground rangers
- Six baseball coaches for traveling teams, 12 coaches for youth teams, and one field worker
- Eight softball coaches
- Eight workers for playground
- Up to three coaches for tennis
- Five mowers with two of them mowing the greenway and campground areas

Public Works Department:

- Two Temporary Laborers

NOW, THEREFORE, BE IT RESOLVED that the City Council of East Grand Forks, Minnesota authorizes the hiring for the positions listed above for the 2015 summer season.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: April 21, 2015

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 21st day of April, 2015.

Mayor

RESOLUTION NO. 15 – 04 – 48

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 21345 for a total of \$281.80.

WHEREAS, Craig Buckalew, was personally interested financially in the contract, but the purchases were made because the price was as low as or lower than other local vendors.

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

1. The above mentioned purchase by the City and the claim of the vendor based thereon are confirmed and the Mayor and Clerk are directed to issue an order-check in payment of such claim on the filing of the affidavit of official interest required under Minnesota Statutes, Section 471.89.
2. It is hereby determined that the total price of \$281.80 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on April 21, 2015.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: April 21, 2015

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this April 21, 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 21345 for a total of \$281.80.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on April 21, 2015.

Affiant states further that to the best of his knowledge and belief (a) the contract price was as low as or lower than the price at which the services could be obtained from other sources.

Affiant further states that the affidavit constitutes a claim against the city for the contract price, that the claim is just and correct, and that no part thereof has been paid.

Dated: _____

(Signature of Official)

Accounts Payable

Check Register Totals Only



City of East Grand Forks

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

User: lkatka
Printed: 4/16/2015 - 3:46 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
21312	04/21/2015	ACM001	Acme Electric Companies	262.59	0
21313	04/21/2015	AME006	AMEM	130.00	0
21314	04/21/2015	AME002	American Tire Service	949.00	0
21315	04/21/2015	ALT003	Atlantic Safety Product	99.95	0
21316	04/21/2015	AUT001	Auto Glass & Aftermarket Inc	574.00	0
21317	04/21/2015	BEC001	Becker Arena Products Inc	2,093.00	0
21318	04/21/2015	BOR001	Border States Electric Supply	705.63	0
21319	04/21/2015	BRA001	Brady Martz & Associates	1,250.00	0
21320	04/21/2015	BSN001	BSN Sports Inc.	612.19	0
21321	04/21/2015	BUR004	Lisa Burlage	575.00	0
21322	04/21/2015	C&R001	C&R Laundry & Cleaners	629.03	0
21323	04/21/2015	CAN001	Canon Financial Services	128.00	0
21324	04/21/2015	CAR002	Carquest Auto Parts	54.62	0
21325	04/21/2015	CEN006	Century Link	841.55	0
21326	04/21/2015	COM003	Complete Pest Control Inc	685.00	0
21327	04/21/2015	AIR003	Corval Constructors	3,000.00	0
21328	04/21/2015	DAK006	Dakota TV & Appliance	126.01	0
21329	04/21/2015	DOC001	Docu Shred Inc	76.44	0
21330	04/21/2015	EAG001	Eagle Electric	1,782.41	0
21331	04/21/2015	EME001	Emergency Apparatus Maintenance In	157.39	0
21332	04/21/2015	EXP002	Exponent	603.90	0
21333	04/21/2015	FAN001	Christopher DeLeon and Nicole Fande	2,146.43	0
21334	04/21/2015	FAS001	Fastenal Company	209.84	0
21335	04/21/2015	FER001	Ferrellgas	221.84	0
21336	04/21/2015	FIL001	Filter Care	70.85	0
21337	04/21/2015	G&K001	G&K Services	143.07	0
21338	04/21/2015	GAL003	Galstad Jensen & McCann PA	14,876.40	0
21339	04/21/2015	GEO001	George's Quick Printing	150.00	0
21340	04/21/2015	GFC001	GF City Utility Billing	15,700.48	0
21341	04/21/2015	GFF001	GF Fire Equipment	396.00	0
21342	04/21/2015	GFH002	GF Herald	757.38	0
21343	04/21/2015	GFW001	GF Welding & Machine	26.61	0
21344	04/21/2015	GOP002	Gopher State Lawn Sprinklers	300.00	0
21345	04/21/2015	HAR001	Hardware Hank	281.80	0
21346	04/21/2015	HEA001	Heartland Paper	182.74	0
21347	04/21/2015	HOF004	Mary Beth Hoffmann	500.00	0
21348	04/21/2015	HUG001	Hugo's	163.39	0
21349	04/21/2015	KAL003	Kaler Doeling, PLLP	342.00	0
21350	04/21/2015	KEE002	Keeps Inc	2,270.18	0
21351	04/21/2015	KON001	Shirley Konze	300.00	0
21352	04/21/2015	LEA001	League of MN Cities	155.84	0
21353	04/21/2015	LIT001	Lithia Payment Processing	124.52	0
21354	04/21/2015	LUM001	Lumber Mart	319.82	0
21355	04/21/2015	MAR004	Marco	69.12	0
21356	04/21/2015	MCF001	McFarlane	224.95	0
21357	04/21/2015	MEN001	Menards	23.68	0
21358	04/21/2015	MIK001	Mike's Pizza	60.25	0
21359	04/21/2015	MND003	MN Dept of Labor & Industry	647.35	0
21360	04/21/2015	MND006	VOID****VOID****VOID** MN I	118.00	0
21361	04/21/2015	MNM002	MN Municipal Utilities Assoc	3,875.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
21362	04/21/2015	MNS002	MN State Fire Chief Association	93.00	0
21363	04/21/2015	COM002	Morgan Printing	379.00	0
21364	04/21/2015	NEW001	Newman Signs	2,100.00	0
21365	04/21/2015	ORE001	O'Reilly Auto Parts	265.61	0
21366	04/21/2015	PET001	Peterson Veterinarian Clinic P.C.	531.00	0
21367	04/21/2015	POL015	Polk County Administrator	59,803.18	0
21368	04/21/2015	PRE001	Premium Waters Inc	28.40	0
21369	04/21/2015	PSD001	PS Door Services	98.00	0
21370	04/21/2015	QUI001	Quill Corp	411.03	0
21371	04/21/2015	RAI001	Railroad Mgmt Co III LLC	160.78	0
21372	04/21/2015	RDO001	RDO Powerplan OIB	2,390.63	0
21373	04/21/2015	REL001	Reliable Office Supplies	75.47	0
21374	04/21/2015	RIV006	Riverland Association	280.00	0
21375	04/21/2015	SOU002	South Central College	460.00	0
21376	04/21/2015	STU001	Stuart's Towing	260.00	0
21377	04/21/2015	SUN002	Sun Dot Communications	89.99	0
21378	04/21/2015	USB004	US Bank Equipment Finance	136.17	0
21379	04/21/2015	USP002	USPS Postmaster	750.93	0
21380	04/21/2015	VAL001	Valley Petroleum Equipment	124.54	0
21381	04/21/2015	VAL002	Valley Truck	824.76	0
21382	04/21/2015	VER001	Verizon Wireless	646.98	0
21383	04/21/2015	VIL001	Vilandre Heating & A/C	500.16	0
21384	04/21/2015	WAT001	Water & Light Department	611.32	0
21385	04/21/2015	WEX001	Wex Bank	68.21	0
				<hr/> <hr/>	
Check Total:				131,082.41	
				<hr/> <hr/>	