

**AGENDA  
OF THE CITY  
COUNCIL WORK SESSION  
CITY OF EAST GRAND FORKS  
MONDAY, JULY 13, 2015 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

- 1. Update on Wine Ordinance – Ron Galstad**
- 2. Request to File Plans & Specs 2014 City Project No. 3 Lift Station 5 – Steve Emery**
- 3. Request to File Plans & Specs 2015 City Project No. 5 Campground Improvements – Steve Emery**
- 4. 2015 City Project No. 1 Wastewater Improvements – Greg Boppre**
- 5. Change Order for Work on 4<sup>th</sup> Street NW – Dan Boyce**
- 6. Kennedy Bridge Information – David Murphy**
- 7. Updates to City Policies – Megan Nelson**
- 8. Midcontinent Franchise Agreement – David Murphy**
- 9. Budget Discussion – David Murphy**
- 10. Union Negotiation Discussion – David Murphy**
- 11. Stauss Park Building Maintenance – David Murphy**
- 12. Sales tax Discussion – Marc DeMers**
- 13. Charter Update Discussion – Marc DeMers**
- 14. Other**

**ADJOURN:**

**Upcoming Meetings**

Regular Council Meeting – July 21, 2015 – 5:00 PM – Council Chambers

Work Session – July 28, 2015 – 5:00 PM – Training Room

Regular Council Meeting – August 4, 2015 – 5:00 PM – Council Chambers

Work Session – August 11, 2015 – 5:00 PM – Training Room

# Request for Council Action

Date: 7/7/15

To: East Grand Forks City Council 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.

Cc: File

From: Ron Galstad

RE: Update on Wine License

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I provided a short memo regarding the liquor license amendment. In my humble opinion it is potentially possible to amend the ordinance to try and fit this within the classification of a restaurant but even from the words of the owner it would be significantly strained to have what she is proposing be classified as a restaurant. She intends to serve appetizers and primarily only to allow wine drinking at her painting classes. My concern from a legal standpoint is if we loosen our definition of “meal” or “restaurant” we could set a precedence that other applicants will try use the new ordinance to open up establishments to serve wine and beer that will not be as acceptable to the council or the general public as wine with painting classes. The better avenue would be to approach the legislature to establish a new class of license or exemption to list that is already available. (summer college baseball league, culinary classes, etc.).

## Amend Liquor Ordinance, Liquor License

To Council

From: Ron Galstad

Re: Wine/Beer served with Art Classes

Minnesota Statute states the following:

### **Subd. 5. Wine licenses.**

(a) A municipality may issue an on-sale wine license with the approval of the commissioner to a **restaurant** having facilities for **seating at least 25 guests** at one time. A wine license permits the sale of wine of up to 24 percent alcohol by volume for consumption. A wine license authorizes the sale of wine on all days of the week unless the issuing authority restricts the license's authorization to the sale of wine on all days except Sundays.

(b) The governing body of a municipality may by ordinance authorize a holder of an on-sale wine license issued pursuant to paragraph (a) who is also licensed to sell 3.2 percent malt liquors at on-sale pursuant to section 340A.411, to sell intoxicating malt liquors at on-sale without an additional license.

### **Restaurant.**

"Restaurant" is an establishment, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises and served at tables to the general public, and having a minimum seating capacity for guests as prescribed by the appropriate license issuing authority.

*Montella V. City of Ottertail*, the appellate court determined that the City did not err when it denied a request to issue a liquor license where the applicant was going to serve coffee and desert without any other food. They concluded that preparing and serving coffee and desert does not constitute preparing and serving a meal. They reached that conclusion because in common usage, the word meal refers to a group of food items that includes a main course, and frequently includes a beverage, dessert, and other food items. Coffee and desert are commonly parts of a meal, but they are not commonly considered to be a meal by themselves.

To be able to serve wine at art classes, the business would need to be licensed as a restaurant seating at least 25 guests at one time. To be classified as a restaurant they must serve food commonly considered as a meal. To be able to issue the license it is largely determinative if the food service includes food that could be classified as a meal.

If so, then the City would need to amend our Alcohol Ordinance to mirror the State Statute regarding the definition of Restaurant and if 3.2% malt liquor is to be served we will need to amend Ordinance section 117.65 C (7).

# Request for Council Action

Date: July 8, 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 – 2014 City Project No. 3 – Lift Station No. 5 Replacement

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**Background:**

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

The following is the proposed budget for the project:

**PROPOSED BUDGET**

	<u>2014 CP#3</u>
Construction	\$2,500,000.00
Plans / Specifications	\$200,000.00
Staking / Inspection	\$125,000.00
Contingencies	\$125,000.00
Administration / Legal	<u>\$75,000.00</u>
<b>TOTAL PROJECT COST</b>	<b>\$3,025,000.00</b>

**PROPOSED FUNDING**

	<u>2014 CP#3</u>
City	<u>\$3,025,000.00</u>
<b>TOTAL PROJECT COST</b>	<b>\$3,025,000.00</b>

**Recommendation:**

File plans / specifications, advertise and set bid date. (August 18,2015)

**Enclosures:**

Plans / Specifications will be filed at the July 21, 2015 City Council Meeting

# Request for Council Action

Date: July 8,2015

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 City Project No. 5 – Campground Improvements

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**Background:**

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

The project entails providing full service (Water, Sewer & Electric) to 18 existing sites and Electric Service only to 6 additional sites. We met with the DNR on June 24, 2015 to discuss the scope of work and the DNR is in agreement with the proposed project.

The following is the proposed budget for the project:

**PROPOSED BUDGET**

	<u>2014 CP#7</u>
Construction	\$200,000.00
Plans / Specifications	\$19,500.00
Staking / Inspection	\$10,000.00
Contingencies	\$14,500.00
Administration / Legal	<u>\$6,000.00</u>
<b>TOTAL PROJECT COST</b>	<b>\$250,000.00</b>

**PROPOSED FUNDING**

	<u>2014 CP#7</u>
Mn DNR Grant	<u>\$250,000.00</u>
<b>TOTAL PROJECT COST</b>	<b>\$250,000.00</b>

**Recommendation:**

File plans / specifications, advertise and set bid date. (August 18,2015)

**Enclosures:**

Project Area Map

Plans / Specifications will be filed at the July 21, 2015 City Council Meeting



0 100 200  
Scale in Feet

 FULL SERVICE  
 ELECTRICAL SERVICE ONLY

4th Street NW

SHEET NO.  
**OP1**

**2014 CP7 Campground Improvements**  
Red River State Recreation Area  
East Grand Forks, Minnesota  
**General Layout**

DATE: 06/25/15  
SCALE: As Shown  
DRAWN BY: RAB  
CHECKED BY: SRE  
JOB NUMBER: 0706G0032.000



**WIDSETH SMITH NOLTING**  
Engineering | Architecture | Surveying | Environmental

# Request for Council Action

Date: July 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: 2015 City Project No. 1 – Wastewater Improvements, Interconnect

## Background:

The East Grand Forks City Council has authorized the preparation of the Facility Plan for the Interconnect project with Grand Forks. Therefore, I would like to bring the “draft” facility plan to the Tuesday, July 14<sup>th</sup>, City Council Work Session. I would like to file the Facility Plan at the Tuesday, July 21<sup>st</sup>, Council meeting.

## Recommendation:

Review Facility Plan

## Documentation:

Copies of the Facility Plan will be presented at the Work Session

# Request for W&L Commission Action

Date:

To: East Grand Forks Water & Light Commissioners; Dan Boyce, General Manager

From:

RE:

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Background:

Recommendation:

**2015 WATERMAIN REPLACEMENT  
EAST GRAND FORKS, MN**

**CHANGE ORDER NO. 1 (Storm Sewer)**

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Remove Pavement	56	SY	\$ 20.00	\$ 1,120.00
Remove Concrete Curb & Gutter, B624	12	LF	\$ 5.00	\$ 60.00
Remove Concrete Sidewalk	28	SF	\$ 4.00	\$ 112.00
Construct Pavement	56	SY	\$ 127.00	\$ 7,112.00
4" Concrete Sidewalk	28	SF	\$ 6.45	\$ 180.60
Concrete Curb & Gutter, Design B624	12	LF	\$ 40.50	\$ 486.00
Remove Catch Basin & Casting	1	EA	600.00	600.00
Plug Existing 8" Storm Sewer	1	LF	300.00	300.00
Catch Basin	①	EA	1,975.00	1,975.00
Install Salvage Casting	1	EA	200.00	200.00
12" RCP Storm Sewer	54	EA	53.50	2,889.00
Tie into Existing Catch Basin	1	EA	785.00	785.00
<b>TOTAL CHANGE ORDER NO. 1</b>				<b>\$15,819.60</b>

**2015 WATERMAIN REPLACEMENT  
EAST GRAND FORKS, MN**

**CHANGE ORDER NO. 1 (Sanitary Sewer)**

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Remove Pavement	55	SY	\$ 20.00	\$ 1,100.00
Remove Sanitary Manhole & Casting	1	EA	765.00	765.00
Remove 6" Sanitary Sewer Lead	30	LF	14.00	420.00
Construct Pavement	55	SY	\$ 127.00	\$ 6,985.00
Construct Sanitary Sewer Manhole	⑥	LF	615.00	3,690.00
Manhole Casting Assembly w/ Chimney Seal	1	EA	1,175.00	1,175.00
8"x6" Sewer Wye (SDR -26)	1	EA	160.00	160.00
6" PVC Sewer Lead (SDR-26)	30	LF	31.75	952.50
8" PVC Sanitary Sewer (SDR 35)	5	LF	51.00	255.00
6" Rubber Furnco	2	EA	100.00	100.00
8" Rubber Furnco	1	EA	100.00	100.00
<b>TOTAL CHANGE ORDER NO. 1</b>				<b>\$15,702.50</b>

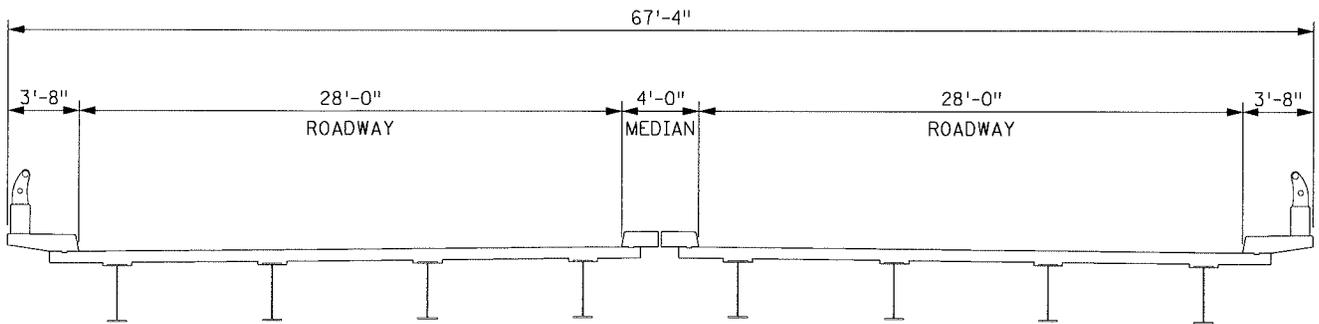
Per Plan sheet  
received from Tom S.  
on 6/5/2015.  
Daniel J. [Signature]  
Assistant Secretary/Treasurer  
06/11/2015

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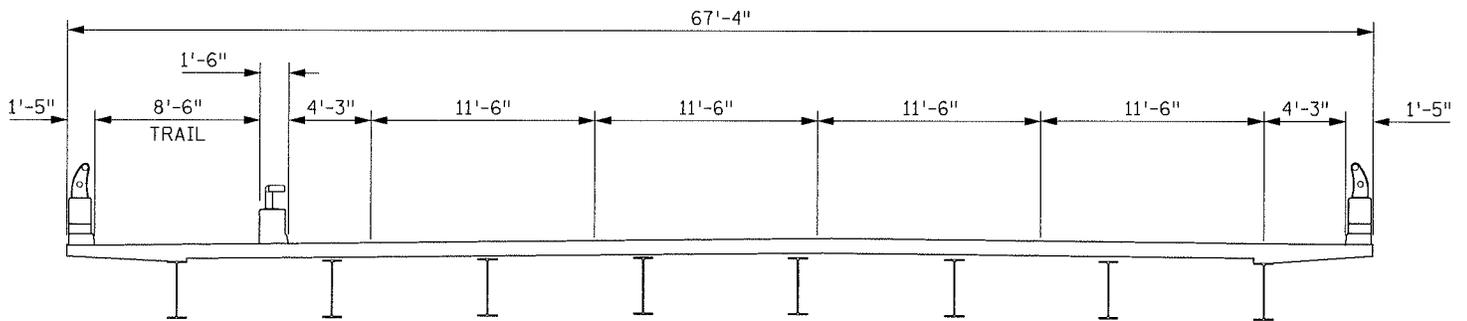
**From:** windmillranch@mncable.net  
**Sent:** Tuesday, June 23, 2015 5:46 PM  
**To:** brad.bail@wsn.us.com  
**Cc:** David Murphy  
**Subject:** Kennedy bridge  
**Attachments:** Existing and Proposed XSection 201506915.pdf

As discussed, attached are the existing and latest proposed cross sections for the Kennedy bridge rehabilitation project. Matt Cramer will be calling to discuss a time and the appropriate individuals for a meeting to discuss any specifics.

We would most appreciate a letter of concurrence from the EGF Council



BR. NO. 9090 EXISTING TYPICAL SECTION



BR. NO. 9090 PROPOSED TYPICAL SECTION - 29" TALL NEBRASKA BARRIER

# Request for Council Action

Date: 7/6/15

To: East Grand Forks City Council 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.

Cc: File

From: Megan Nelson

RE: Adopting and Updating City Polices

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Auction Policy – The Administration Office use to handle the Police Auctions. The last couple years the Police Department has used Govdeals.com to conduct their auctions. Since City staff no longer conducts the auctions the policy has been updated reflecting this change.

Background Investigation Policy – this policy is to set who will be required to have a background check completed. This is a new policy the Council will have to consider approving. Please let staff know if any changes should be made.

Medical Eligibility Policy – this policy had to be updated to include part time and seasonal employees.

Wireless Communication Policy – the previous policy was approved in 2009. The maximum since has been increased from \$30 per month to \$35 per month. This change has been updated in the policy.

# Auction Policy

When City auctions are held and conducted by outside agency all employees of the City of East Grand Forks, including elected officials, are eligible to bid on all auction items.

When City auctions are held and conducted by the Administration/Finance Office none of the City employees or elected officials are eligible to bid on any of the items.

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David Murphy, City Administrator/Clerk-Treasurer  
Approved on \_\_\_\_\_

## City of East Grand Forks Background Investigation Policy

The City of East Grand Forks will conduct background checks in order to ensure that its employees pose no unreasonable risk to employees, citizens, and City resources in the performance of their employment or volunteer programs.

The City will conform to Minnesota Statutes Chapter 364 relating to criminal offenders and rehabilitation, which encourages the rehabilitation of criminal offenders. The statute further recognizes that the opportunity to secure employment is essential to the rehabilitation of ex-offenders and the resumption of their responsibilities of citizenship.

The City will also conduct background checks as required by the City Municipal Code on any individual or business applying for a city license.

\_\_\_\_\_  
David Murphy, City Administrator/Clerk-Treasurer  
Approved on \_\_\_\_\_

## Medical Insurance Eligibility

### **Policy:**

Complete details of the benefits provided under this plan are found in the individual insurance packets provided to each employee.

### **Eligibility:**

All full-time and regular part-time employees working a minimum of 30 hours per week during the prior year measurement period, as defined in IRS Notice 2011-36, may participate in the City of East Grand Forks' medical insurance plan. The City of East Grand Forks has adopted a twelve month measurement period beginning **November 1<sup>st</sup>** of each year. The measurement period will be followed by a two month administrative period lasting until December 31<sup>st</sup> which coincides with the City of East Grand Forks's annual medical insurance open enrollment period. If an employee is deemed eligible by meeting the minimum 30 hour average during the defined measurement period, the employee will then be eligible for coverage during the corresponding twelve month stability period beginning January 1<sup>st</sup> through the end of the year.

All new full-time employees are eligible to begin coverage on the first day of the month following date of hire.

All newly hired part-time or seasonal employees must average at least 30 hours of work per week for a 12 month look back period before being offered health benefits. The look back period will begin the first full month of employment. Coverage would then begin on the month immediately following the completion of the 12 month measurement period.

Employees are not required to participate; however, those choosing to decline the City of East Grand Forks' offer of medical insurance may be required to participate in the future if the status of East Grand Forks' group changes, or is based on new interpretation of the HIPAA law. Employees who decline medical insurance under the City of East Grand Forks' program must sign a waiver acknowledging their voluntary rejection of medical insurance through the City of East Grand Forks' plan, and acknowledging the possibility of a future requirement to participate in the program. In addition, those employees electing to waive medical insurance coverage for themselves or any dependents will be unable to add coverage through the City of East Grand Forks until next open enrollment period unless a life event occurs as defined by HIPAA and the Department of Labor.

### **Premiums:**

Medical Insurance premiums for full-time employees with family plans are cost-shared by the City of East Grand Forks and employees. The City of East Grand Forks' contributions are determined annually during budget process. Employees will be notified of their share annually. The employee's share of the premium is collected as a payroll deduction on two (2) bi-weekly paychecks per month. Premium payments are first applied to the employee's flexible benefit plan in order to optimize the applicable tax savings.

# **WIRELESS COMMUNICATION POLICY & ALLOWANCE**

## **PURPOSE**

To provide a policy governing the use of wireless phones by the City of East Grand Forks employees and to provide reimbursement guidelines for those eligible, criteria and conditions for business use of personally owned wireless communication devices.

The City Administrator will determine who is eligible to receive a City wireless device or be reimbursed.

## **PERSONAL USE OF THE CITY PROVIDED WIRELESS DEVICE**

### **POLICY**

Cellular telephones are intended for the use of City employees in the conduct of their work in the service of East Grand Forks citizens. Department heads are responsible for the cellular telephones assigned to their departments and will exercise discretion in their use. Nothing in this policy will limit department head discretion to allow reasonable and prudent use of such telephones or equipment provided that:

1. Its use in no way limits the conduct of work of the employee or other employees.
2. No personal profit is gained or outside employment is served.

A department head may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her department head. Department heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and punishable by disciplinary action which may include termination and/or criminal prosecution, depending on the nature and severity of the transgression.

All personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the Finance Department based on actual cost listed on the City's phone bill. Personal calls will be made or received only when absolutely necessary when they do not interfere with working operations and should be completed as quickly as possible.

### **PROCEDURES**

It is the objective of the City of East Grand Forks to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action under the personnel policy or a collective bargaining agreement.

**RESPONSIBILITY**

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All department head and supervisors will be responsible for enforcement within their departments and divisions.

**ALLOWANCE PLAN: BUSINESS USE OF PERSONAL WIRELESS DEVICES**

**MAXIMUM ALLOWANCE**

Cell phone service \$35.00 maximum

**POLICY**

Employees may need to use wireless devices to conduct business and such use is a predictable necessity. In this case, the City of East Grand Forks will provide a wireless service allowance for employees who are required to use their personal wireless devices for work purposes, subject to the following conditions:

1. The employee phone number must be in our local calling area.
2. The employee is responsible for turning in the first page of his/her wireless service bill to verify that the employee still has the service to the Administration Office prior to reimbursement.
3. Reimbursement will be made through payroll (only on regular scheduled payroll day) once the proper documentation is turned in. No separate checks will be made out.
4. The monthly wireless allowance shall not exceed the employee’s monthly wireless plan charges. The City of East Grand Forks will pay an allowance equal to the lesser of the employees’ monthly plan or \$35.00 per month for cellular phone service.
5. The City is not responsible for damaged personal cell phones or accessories.
6. The department and/or employee are responsible for notifying the Administration Office if the employee no longer is required to use a wireless device for job related tasks.
7. Departments are responsible for notifying the Administration Office if the employee terminates their employment with the City of East Grand Forks or if the Department revokes any wireless authorizations.

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

Date: \_\_\_\_\_

# Request for Council Action

Date: 7/10/15

To: East Grand Forks City Council 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.

Cc: File

From: David Murphy,

RE: Midcontinent Franchise Agreement

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The information for this item will be brought to and presented at the work session.

# Request for Council Action

Date: 7/9/15

To: East Grand Forks City Council 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.

Cc: File

From: David Murphy, City Administrator

RE: Salary and Wage Budget Information

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The Council was provided the budgeted figures for salaries and wages at the June 23<sup>rd</sup> Work Session. Included is the actual numbers for half of the year for 2015 along with the actual numbers for 2014. This information has been provided once again in this packet.

The budgeted numbers for 2016 do include a 2% COLA , estimated step increases, and an increase of 4% to the Employer Insurance Contribution.

This information was provided for Council to review and ask questions.

## 2015 Budgeted Salaries

Department	Total Salary	PERA	FICA	Insurance Contribution	Total
Admin	\$235,547.00	\$17,366.00	\$18,019.00	\$42,723.00	\$313,655.00
Finance	\$88,605.00	\$6,535.00	\$6,778.00	\$14,332.00	\$116,250.00
Police Dept	\$1,534,911.00	\$241,307.00	\$30,293.00	\$229,576.00	\$2,036,087.00
Fire Dept	\$709,818.00	\$99,795.00	\$8,932.00	\$98,685.00	\$917,230.00
Comm Develop	\$210,319.00	\$15,774.00	\$16,089.00	\$34,649.00	\$276,831.00
EDHA	\$305,653.00	\$21,459.00	\$23,382.00	\$72,870.00	\$423,364.00
Library	\$327,002.00	\$24,525.00	\$25,015.00	\$18,624.00	\$395,166.00
Parks	\$413,185.00	\$30,913.00	\$31,609.00	\$56,139.00	\$531,846.00
Public Works	\$494,914.00	\$37,119.00	\$37,861.00	\$87,719.00	\$657,613.00
	\$4,319,954.00	\$494,793.00	\$197,978.00	\$655,317.00	\$5,668,042.00

## 2016 Budgeted Salaries

Department	Total Salary	PERA	FICA	Insurance Contribution	Total
Admin	\$253,147.00	\$18,686.00	\$19,366.00	\$44,456.00	\$335,655.00
Finance	\$94,419.00	\$6,963.00	\$7,223.00	\$14,909.00	\$123,514.00
Police Dept	\$1,600,495.00	\$251,743.00	\$31,806.00	\$236,716.00	\$2,120,760.00
Fire Dept	\$748,596.00	\$106,077.00	\$9,495.00	\$102,898.00	\$967,066.00
Comm Develop	\$176,797.00	\$13,260.00	\$13,525.00	\$21,666.00	\$225,248.00
EDA	\$150,209.00	\$11,266.00	\$11,491.00	\$24,963.00	\$197,929.00
Library	\$338,543.00	\$21,476.00	\$25,898.00	\$19,604.00	\$405,521.00
Parks	\$413,959.00	\$30,971.00	\$31,669.00	\$64,542.00	\$541,141.00
Public Works	\$517,783.00	\$38,834.00	\$39,611.00	\$91,087.00	\$687,315.00
	\$4,293,948.00	\$499,276.00	\$190,084.00	\$620,841.00	\$5,604,149.00

There is a difference in these years because the City no longer has housing staff budgeted for 2016.

# General Ledger Revenue and Expense

User: mnelson  
Printed: 07/02/15 16:54:56  
Period: 01 - 13  
Fiscal Year: 2014 - 2015

Account Number	Description	2014 Budget	2014 Balance	2014 Variance	2014 % Uncollected / Available	2015 Budget	2015 Balance	2015 Variance	2015 % Uncollected / Available
101	General								
41	General Government								
110	Council								
101-41-110-41010	Salaries & Wages	\$ 42,000.00	\$ 41,250.00	\$ 750.00	1.79%	\$ 42,000.00	\$ 17,500.00	\$ 24,500.00	58.33%
110	Council								
101-41-110-41010	Salaries & Wages	\$ 42,000.00	\$ 41,250.00	\$ 750.00	1.79%	\$ 42,000.00	\$ 17,500.00	\$ 24,500.00	58.33%
310	Mayor								
101-41-310-41010	Salaries & Wages	\$ 9,600.00	\$ 9,600.24	\$ (0.24)	0.00%	\$ 9,600.00	\$ 4,800.12	\$ 4,799.88	50.00%
310	Mayor								
101-41-310-41010	Salaries & Wages	\$ 9,600.00	\$ 9,600.24	\$ (0.24)	0.00%	\$ 9,600.00	\$ 4,800.12	\$ 4,799.88	50.00%
510	Administration								
101-41-510-41010	Salaries & Wages	\$ 216,027.39	\$ 227,420.15	\$ (11,392.76)	-5.27%	\$ 230,546.94	\$ 109,891.40	\$ 120,655.54	52.33%
101-41-510-41020	Salaries & Wages - Overtime	\$ 1,000.00	\$ 1,309.75	\$ (309.75)	-30.98%	\$ 1,000.00	\$ 750.92	\$ 249.08	24.91%
101-41-510-41030	Salaries & Wages PT	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
510	Administration								
101-41-510-41030	Salaries & Wages PT	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
900	Planning & Zoning								
101-41-900-41010	Salaries & Wages	\$ 26,483.49	\$ 30,102.72	\$ (3,619.23)	-13.67%	\$ 55,299.91	\$ 15,098.99	\$ 40,200.92	72.70%
900	Planning & Zoning								
101-41-900-41010	Salaries & Wages	\$ 26,483.49	\$ 30,102.72	\$ (3,619.23)	-13.67%	\$ 55,299.91	\$ 15,098.99	\$ 40,200.92	72.70%
912	Civil Service Commission								
101-41-912-41010	Salaries & Wages	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	50.00%
912	Civil Service Commission								
101-41-912-41010	Salaries & Wages	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	50.00%
920	Finance & Accounting								
101-41-920-41010	Salaries & Wages	\$ 86,867.73	\$ 82,908.71	\$ 3,959.02	4.56%	\$ 88,605.09	\$ 40,908.80	\$ 47,696.29	53.83%
920	Finance & Accounting								
101-41-920-41010	Salaries & Wages	\$ 86,867.73	\$ 82,908.71	\$ 3,959.02	4.56%	\$ 88,605.09	\$ 40,908.80	\$ 47,696.29	53.83%
42	Public Safety								
100	Police Administration								
101-42-100-41010	Salaries & Wages	\$ 214,813.86	\$ 201,323.93	\$ 13,489.93	6.28%	\$ 179,734.85	\$ 79,229.24	\$ 100,505.61	55.92%
101-42-100-41020	Salaries & Wages - Overtime	\$ 2,000.00	\$ 7,264.02	\$ (5,264.02)	-263.20%	\$ 2,500.00	\$ 916.41	\$ 1,583.59	63.34%
100	Police Administration								
101-42-100-41020	Salaries & Wages - Overtime	\$ 2,000.00	\$ 7,264.02	\$ (5,264.02)	-263.20%	\$ 2,500.00	\$ 916.41	\$ 1,583.59	63.34%
121	Police Investigations								
101-42-121-41010	Salaries & Wages	\$ 205,858.41	\$ 193,980.69	\$ 11,877.72	5.77%	\$ 197,473.70	\$ 76,840.79	\$ 120,632.91	61.09%
101-42-121-41020	Salaries & Wages - Overtime	\$ 12,000.00	\$ 62,888.49	\$ (50,888.49)	-424.07%	\$ 12,000.00	\$ 17,752.82	\$ (5,752.82)	-47.94%
121	Police Investigations								
101-42-121-41020	Salaries & Wages - Overtime	\$ 12,000.00	\$ 62,888.49	\$ (50,888.49)	-424.07%	\$ 12,000.00	\$ 17,752.82	\$ (5,752.82)	-47.94%
121	Police Investigations								
101-42-121-41020	Salaries & Wages - Overtime	\$ 217,858.41	\$ 256,869.18	\$ (39,010.77)	-17.91%	\$ 209,473.70	\$ 94,593.61	\$ 114,880.09	54.84%





134		Softball	\$ 11,000.00	\$ 11,958.55	\$ (958.55)	-8.71%	\$ 13,196.00	\$ 6,008.36	\$ 7,187.64	54.47%
140		Civic Center								
101-45-140-41010		Salaries & Wages	\$ 77,517.53	\$ 61,297.72	\$ 16,219.81	20.92%	\$ 64,779.65	\$ 30,741.75	\$ 34,037.90	52.54%
101-45-140-41020		Salaries & Wages - Overtime	\$ 1,000.00	\$ 602.09	\$ 397.91	39.79%	\$ 1,000.00	\$ 583.83	\$ 416.17	41.62%
101-45-140-41030		Salaries & Wages - PT	\$ 16,000.00	\$ 15,569.89	\$ 430.11	2.69%	\$ 16,000.00	\$ 7,145.31	\$ 8,854.69	55.34%
140		Civic Center	\$ 94,517.53	\$ 77,469.70	\$ 17,047.83	18.04%	\$ 81,779.65	\$ 38,470.89	\$ 43,308.76	52.96%
141		VFW Arena								
101-45-141-41010		Salaries & Wages	\$ 71,549.43	\$ 72,677.24	\$ (1,127.81)	-1.58%	\$ 72,866.59	\$ 34,328.71	\$ 38,537.88	52.89%
101-45-141-41020		Salaries & Wages - Overtime	\$ 1,000.00	\$ 1,115.83	\$ (115.83)	-11.58%	\$ 1,000.00	\$ 405.30	\$ 594.70	59.47%
101-45-141-41030		Salaries & Wages - PT	\$ 16,000.00	\$ 12,552.16	\$ 3,447.84	21.55%	\$ 16,000.00	\$ 7,496.45	\$ 8,503.55	53.15%
141		VFW Arena	\$ 88,549.43	\$ 86,345.23	\$ 2,204.20	2.49%	\$ 89,866.59	\$ 42,230.46	\$ 47,636.13	53.01%
142		Blue Line Arena								
101-45-142-41010		Salaries & Wages	\$ -	\$ 969.75	\$ (969.75)	0.00%	\$ -	\$ 112.75	\$ (112.75)	0.00%
101-45-142-41030		Salaries & Wages - PT	\$ 10,000.00	\$ 7,571.65	\$ 2,428.35	24.28%	\$ 10,000.00	\$ 5,638.26	\$ 4,361.74	43.62%
142		Blue Line Arena	\$ 10,000.00	\$ 8,541.40	\$ 1,458.60	14.59%	\$ 10,000.00	\$ 5,751.01	\$ 4,248.99	42.49%
202		Park Areas								
101-45-202-41010		Salaries & Wages	\$ 70,616.25	\$ 59,289.23	\$ 11,327.02	16.04%	\$ 71,415.54	\$ 31,951.88	\$ 39,463.66	55.26%
101-45-202-41020		Salaries & Wages - Overtime	\$ 1,000.00	\$ 854.89	\$ 145.11	14.51%	\$ 1,000.00	\$ 198.13	\$ 801.87	80.19%
101-45-202-41030		Salaries & Wages - PT	\$ 40,000.00	\$ 50,363.28	\$ (10,363.28)	-25.91%	\$ 27,000.00	\$ 17,672.17	\$ 9,327.83	34.55%
202		Park Areas	\$ 111,616.25	\$ 110,507.40	\$ 1,108.85	0.99%	\$ 99,415.54	\$ 49,822.18	\$ 49,593.36	49.88%
203		Campground-Rec Area								
101-45-203-41010		Salaries and Wages	\$ -	\$ -	\$ -	0.00%	\$ -	\$ 1,847.31	\$ (1,847.31)	0.00%
101-45-203-41030		Salaries & Wages - PT	\$ 64,000.00	\$ 74,968.04	\$ (10,968.04)	-17.14%	\$ 70,000.00	\$ 28,506.11	\$ 41,493.89	59.28%
203		Campground-Rec Area	\$ 64,000.00	\$ 74,968.04	\$ (10,968.04)	-17.14%	\$ 70,000.00	\$ 30,353.42	\$ 39,646.58	56.64%
204		Boiler Inspection								
101-45-204-41010		Salaries & Wages	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
101-45-204-41020		Salaries & Wages-Overtime	\$ 10,050.00	\$ 1,700.00	\$ 8,350.00	83.08%	\$ 10,050.00	\$ -	\$ 10,050.00	100.00%
204		Boiler Inspection	\$ 11,550.00	\$ 1,700.00	\$ 9,850.00	85.28%	\$ 11,550.00	\$ -	\$ 11,550.00	100.00%
500		Library Administration								
101-45-500-41010		Salaries & Wages	\$ 87,924.34	\$ 89,180.20	\$ (1,255.86)	-1.43%	\$ 86,565.16	\$ 40,986.02	\$ 45,579.14	52.65%
101-45-500-41030		Salaries & Wages-PT	\$ 9,620.00	\$ 16,378.18	\$ (6,758.18)	-70.25%	\$ 10,025.60	\$ 7,660.66	\$ 2,364.94	23.59%
500		Library Administration	\$ 97,544.34	\$ 105,558.38	\$ (8,014.04)	-8.22%	\$ 96,590.76	\$ 48,646.68	\$ 47,944.08	49.64%
502		Circulation								
101-45-502-41010		Salaries & Wages	\$ 53,248.89	\$ 51,688.06	\$ 1,560.83	2.93%	\$ 57,026.03	\$ 26,759.59	\$ 30,266.44	53.07%
101-45-502-41030		Salaries & Wages-PT	\$ 50,370.00	\$ 43,768.25	\$ 6,601.75	13.11%	\$ 62,202.00	\$ 22,627.41	\$ 39,574.59	63.62%
502		Circulation	\$ 103,618.89	\$ 95,456.31	\$ 8,162.58	7.88%	\$ 119,228.03	\$ 49,387.00	\$ 69,841.03	58.58%
504		Programs								
101-45-504-41010		Salaries & Wages	\$ 59,282.42	\$ 51,460.40	\$ 7,822.02	13.19%	\$ 55,180.72	\$ 25,485.32	\$ 29,695.40	53.81%
101-45-504-41030		Salaries & Wages-PT	\$ 33,487.35	\$ 35,501.69	\$ (2,014.34)	-6.02%	\$ 43,060.16	\$ 18,174.03	\$ 24,886.13	57.79%
504		Programs	\$ 92,769.77	\$ 86,962.09	\$ 5,807.68	6.26%	\$ 98,240.88	\$ 43,659.35	\$ 54,581.53	55.56%



# General Ledger

## Revenue and Expense

User: mnelson  
 Printed: 07/02/15 16:58:51  
 Period: 01 - 13  
 Fiscal Year: 2014 - 2015

Account Number	Description	2014				2015			
		Budget	Balance	Variance	% Uncollected / Available	Budget	Balance	Variance	% Uncollected / Available
620	EDA General	-	\$ 34,431.87	\$ (34,431.87)	0.00%	\$ 82,275.00	\$ 32,147.71	\$ 50,127.29	60.93%
49	Unallocated	-	\$ 34,431.87	\$ (34,431.87)	0.00%	\$ 82,275.00	\$ 32,147.71	\$ 50,127.29	60.93%
870	EDA-Admin	-	\$ 34,431.87	\$ (34,431.87)	0.00%	\$ 82,275.00	\$ 32,147.71	\$ 50,127.29	60.93%
620-49-870-41010	Salaries & Wages	-	\$ 34,431.87	\$ (34,431.87)	0.00%	\$ 82,275.00	\$ 32,147.71	\$ 50,127.29	60.93%
870	EDA-Admin	-	\$ 34,431.87	\$ (34,431.87)	0.00%	\$ 82,275.00	\$ 32,147.71	\$ 50,127.29	60.93%
620	EDA General	-	\$ 34,431.87	\$ (34,431.87)	0.00%	\$ 82,275.00	\$ 32,147.71	\$ 50,127.29	60.93%
	Revenue Total	-	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
	Expense Total	-	\$ 34,431.87	\$ (34,431.87)	0.00%	\$ 82,275.00	\$ 32,147.71	\$ 50,127.29	61.00%

# Request for Council Action

Date: July 13

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: 2016 – 2017 Union Negotiation Team.

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## Background

All Union contracts excluding Water & Light expire December 31, 2015. I have received “Intent to Negotiate” letters from the four Unions representing City Employees.

## Issue

The 2014 – 2015 Contracts were negotiated using the City Administrator and three Council representatives as the City’s representatives. The City has also negotiated contracts in the past with the City Negotiating Team consisting of the Council as a whole. The idea of using the Council as a whole was brought forward at the last Council Work Session.

## Budget Impact

Not Applicable at this time.

## Action Required

Discussion among Council. I will need consensus among the Council Members regarding which model should be utilized for the upcoming contract negotiations.

# Request for Council Action

Date: July 13

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: Stauss Park Building Maintenance.

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## Background

The old warming house at Stauss Park is showing its age. The metal siding has been repainted several times and has numerous dents and patches. Council Members Tweten and Grassel viewed the site with Park Director Aker and City Administrator Murphy. Park Director Aker was asked to get a quote on residing the building and to update the plumbing.

## Issue

Park Director Aker obtained a quote from GW & Sons Construction to reside the building and a quote from Vilandre to update the plumbing.

## Budget Impact

These two projects would result in a spend down of the Maintenance Fund. It is anticipated that there will be savings in this amount in another portion of the Parks Budget. Karla will be back from Surgery on Monday and will be able to explain further.

## Action Required

Discussion among Council regarding the pros and cons of updating the building.

GW & Sons Construction Inc.  
 1555 N 52nd St.  
 Grand Forks, ND 58203

PROPOSAL AND  
ACCEPTANCE

NAME / ADDRESS
East Grand Forks Parks and Recreation 600 DeMers Ave East Grand Forks, MN 56721

DATE	QUOTE #
6/26/2015	1007

P.O. NO.	TERMS
Verb/Dave	Good for 15 days

DESCRIPTION	TOTAL
We at GW & Sons Construction Inc. Propose Materials and Labor for the following: New Sheeting on Warming house at Stauss Park	
Demo old brown sheets on all walls	
Demo sheets on the 3' soffit	
Install new colored sheeting on walls	
Install new colored sheets on soffit	
Intall new trim around existing windows and doors	
Install new trim where wall sheets meet soffit sheets	
Install new trim on fascia at the eave	
Install new trim on rake	

Please sign and date below to accept this proposal & send one signed copy to us. Thank You.

Signature

Date

Page 1

GW & Sons Construction Inc.  
 1555 N 52nd St.  
 Grand Forks, ND 58203

PROPOSAL AND  
ACCEPTANCE

NAME / ADDRESS
East Grand Forks Parks and Recreation 600 DeMers Ave East Grand Forks, MN 56721

DATE	QUOTE #
6/26/2015	1007

P.O. NO.	TERMS
Verb/Dave	Good for 15 days

DESCRIPTION	TOTAL
Rubbish removal and all necessary equipment to complete the job	
TOTAL PRICE	12,740.00
NOT INCLUDED: Permits, Bonds, Builders Risk Insurance, Insulation, Electrical, Plumbing, Heating, Windows, Doors.	

Please sign and date below to accept this proposal & send one signed copy to us. Thank You.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Vilandre

701 North 7th Street  
PO Box 5673  
Grand Forks, ND 58206

[www.govilandres.com](http://www.govilandres.com)

Telephone (701) 775-4675  
Fax (701) 772-7307  
Toll Free (888) 784-4675

EGF Park District

6-26-2015

East Grand Forks MN 56721

ATTN: Dave  
RE: Stauss Park

We will replace the fixtures in the two bathrooms. This will include 3 toilets on urinal and 2 wall hung sinks.

Total installed price is.....\$3,040.00  
Drinking fountain..... \$834.00

All services provided by VILANDRE'S are backed by our exclusive "VILANDRE ADVANTAGE". 100% customer satisfaction guaranteed or your money back.

Thank you, Dave, for allowing us the opportunity to submit this proposal. If you have any questions, please do not hesitate to call.

Have A Nice Day!



Kurt Gamache

Master Plumber / Plumbing Manager

VILANDRE HEATING, AIR CONDITIONING & PLUMBING, INC.

ND# 0020 MN# 065520-PM

Heating // Air Conditioning // Plumbing // Sheet Metal // Seamless Gutter

# Request for Council Action

Date: 7/9/15

To: East Grand Forks City Council 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.

Cc: File

From: Administration Office

RE: Sales Tax Discussion Information

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If the City moves forward with a special election to see if the community would support the implementation of a sales tax there are some things to be aware of:

1 – The City has 74 days prior to the election to notify the County there would be a special election.

2 – It would have to be run like a regular election; the City is too large to conduct the election using a mail ballot process.

3 – The City would have to have all five polling locations open. The deadline for consolidating the polling locations was in May.

4 – There would be a minimum of 4 judges at each location.

5 – The Administration Office would have to set up an absentee polling location at City Hall and a committee would have to be formed to handle the absentee ballots.

6 – The City would also be in charge of and have to pay for all of the necessary publications regarding the election.

7 – Currently there are not any funds budgeted for an election since this wasn't a scheduled City election.