AMENDED AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 4, 2015 - 5:00 P.M.

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

PLEDGE OF ALLEGIANCE:

PRESENTATION FROM AUDITORS:

PRESENTATION FROM THE COALITION OF GREATER MN CITIES:

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."

1. Frank Ringstad: VFW Land Purchase.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of July 21, 2015.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

2. Public Hearing: Final Plat approval for Black Gold First Resubdivision

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 approving the temporary liquor license application for the VFW Post 3817 for the Heritage Days dance which will be held on Friday, August 14, 2015.

4. Consider approving a special event application for the Blue Moose to hold Oktoberfest starting at noon on Saturday, September 19th until 10:00pm contingent upon the Certificate of Liability being turned into the Administration Office prior to the event.

5. Consider approving a special event application for the Heritage Foundation to hold a 5K run starting at 8:00am beginning at the Heritage Village and ending downtown at Whitey's.

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

6. Regular meeting minutes of the Economic Development Board from June 16, 2015.

7. Regular meeting minutes of the Water, Light, Power, and Building Commission for June 18, 2015 and July 2, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

8. Final Plat Approval for Black Gold First Resubdivision.

9. Authorize City Administrator to Advertise for Hire Public Works Supervisor.

10. Authorize City Administrator to advertise internally for hire Public Works Lead Operator.

11. Authorize Public Works Director to appoint a Lead Waste Water/Storm Water Operator.

12. Resolution 15-08-84 Accepting AGF Federal Grant for $180,326.38 for 800 MHZ Radios.

CLAIMS:

13. Consider adopting Resolution No. 15-08-85 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 22122 for a total of $196.21 whereas Council Member Buckalew is personally interested financially in the contract.

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

COUNCIL/STAFF REPORTS:

ADJOURN:

<u>Upcoming Meetings</u>:
Work Session – August 11, 2015 – 5:00 PM – Training Room
Regular Council Meeting – August 18, 2015 – 5:00 PM – Council Chambers
Work Session – August 25, 2015 – 5:00 PM – Training Room
Regular Council Meeting – September 1, 2015 – 5:00 PM – Council Chambers

UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JULY 21, 2015 - 5:00 P.M.

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for July 21, 2015 was called to order by Council President Mark Olstad at 5:00 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss(5:02pm), Council President Mark Olstad, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, EDA Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; 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."

Mr. Bob Pulkrabek, 2023 10th St SE, told the Council that he had lived in East Grand Forks since 1957. He explained how a lady was interested in starting a new business in East Grand Forks, that she wanted to obtain a wine and beer license, how the Council had been supportive, but then it was said how either the Council or State Legislature would have to make changes in order for this business be able to get a wine and beer license. He commented how this council is not a business oriented Council and congratulated them on turning business away since they weren't willing to change the ordinance.

Mr. Galstad apologized if he was misunderstood about this but that the business had the ability to contract with an establishment for services but they were not able to find someone that would be able to provide services five days a week. He continued to say either the State or City would have to amend the qualifications to obtaining a license. He explained that this business did not meet the definition of a restaurant to qualify for a wine license and the primary way for this to change would be for the State to make an exception which was done for culinary classes. Mayor Stauss commented how business is important and if there were ways to make it work the City would help and try. Mr. Galstad stated the City was not stopping her from opening. Council President Olstad stated how she had the same business

in Moorhead, stated how this business would not qualify as a restaurant because they didn't serve enough food, and that the City wasn't acting as a road block but offered assistance to help try and get the statue amended. Council member Pokrzywinski commented that if the Council following legal advice is being anti-business that is unfortunate and added Moorhead is following the same laws as East Grand Forks.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of July 7, 2015.

2. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of July 13, 2015.

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

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

SCHEDULED BID LETTINGS:

3. Consider adopting Resolution No. 15-07-75 approving the plans and specifications and ordering advertisement for bids for 2014 City Project No. 3 – Lift Station No. 5 Replacement.

Council President Olstad stated it had been requested to remove this item because of timing issues. Mr. Boppre explained that they were working with subcontractors on this project. He stated a timeline date had been given a week later than it should. He added it had been requested to hold a special meeting before the work session next week to file the plans and specifications and this would allow for the project to keep the same timeline.

4. Consider adopting Resolution No. 15-07-76 approving the plans and specifications and ordering advertisement for bids for 2015 City Project No. 5 – Campground Improvements.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 15-07-76 APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2015 CITY PROJECT NO. 5 – CAMPGROUND IMPROVEMENTS.

Mayor Stauss asked that no more trees should be taken out and to work around them when possible. Mr. Boppre stated they would only be putting in services coming off the main lines that were already in place.

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

SCHEDULED PUBLIC HEARINGS:

5. Public Hearing considering budget modifications for the preparation of the decertification of both TIF Districts.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER BUCKALEW, TO OPEN THE PUBLIC HEARING.

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

Mr. Gorte informed the Council the two TIF districts were going to be decertified at the end of 2016. He stated one account was short while the other had additional funds and the City is allowed to make adjustments as necessary. He stated this was needed for next year and the remaining funds would be retained for TIF like projects. He added this process was being done with TIF advisors and once approved there would be approximately $99,000 in one fund and $88,000 in the other fund.

Council member DeMers asked the increased tax capacity would be. Mr. Gorte estimated the amount in taxes per year was around $80,000 with a third going to the school and another third going to the County. Council member DeMers commented about an article he read and how there is a change to LGA when there is a change in the tax capacity. Ms. Anderson stated that she would check and see if LGA is affected by the decertification of the TIF districts.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO CLOSE THE PUBLIC HEARING.

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

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.

Council President Olstad asked if there were any items that should be pulled. Council member Pokrzywinski requested to pull item six and Council member DeMers requested to pull item nine.

6. Consider adopting the updated Auction Policy allowing some city employees to bid on surplus items when an outside agency runs the auction.

7. Consider adopting the Background Check Policy setting guidelines on background checks for employees, volunteers, and those applying for city licenses as required by the Municipal Code.

8. Consider adopting the updated Medical Insurance Eligibility Policy which includes the requirements regarding the eligibility for insurance for both part time and seasonal employees.

9. Consider adopting the updated Wireless Communication Policy and Allowance setting the maximum

allowance to $35.00 per month.

10. Consider adopting Resolution No. 15-07-77 approving the amendments to the waste water facility plan and submit the plan to Minnesota Pollution Control Agency for review.

11. Consider adopting Resolution No. 15-07-78 approving the sanitary and storm sewer repairs on 4th Street NW by the Fire Station No. 1.

12. Consider adopting Resolution No. 15-07-79 approving an extension to the cable franchise agreement between the City of East Grand Forks and Midcontinent Communications.

13. Consider approving the renewal of the 2AM Closing Application for the VFW Post 3817 located at 312 Demers Ave, East Grand Forks, MN 56721.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS SEVEN (7), EIGHT (8), AND TEN (10) THROUGH THIRTEEN (13).

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

6. Consider adopting the updated Auction Policy allowing some city employees to bid on surplus items when an outside agency runs the auction.

Council President Olstad asked Mr. Galstad about how this would work with online auctions. Mr. Galstad stated that had been addressed in the policy. He explained how there were exceptions and that no employees were able to bid on forfeited or seized items. Discussion followed about how no employees were allowed to bid on any seized or forfeited property, how a list of eligible items could be made so employees knew what items they were allowed to bid on, how language may need to be added down the road for clarification, and how council members are not eligible to bid on any of the items.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT THE UPDATED AUCTION POLICY ALLOWING SOME CITY EMPLOYEES TO BID ON SURPLUS ITEMS WHEN AN OUTSIDE AGENCY RUNS THE AUCTION.

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

9. Consider adopting the updated Wireless Communication Policy and Allowance setting the maximum allowance to $35.00 per month.

Council member DeMers asked if this covered only City employees or if EDA and Water & Light employees were included. Ms. Nelson stated this covered City and EDA employees being primarily department heads. Council member DeMers asked if devices included or covered. Ms. Nelson explained that this covered sticks for the police department, a couple tablets, and the rest were cell

phones. Council member DeMers asked to have the policy wording changed from phones to devices and he also asked about what happens with those using their personal phone for city use. Ms. Nelson explained they get reimbursed for the phone use, nothing else at this time. Council member DeMers asked who decides what is reimbursed. Ms. Nelson stated that if it was an employee the Department Head would have to sign off on the reimbursement or if it was for a Department Head the City Administrator would sign off on the reimbursement. Discussion followed about how many phones were in the plan and the process of turning in the paperwork for a reimbursement.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED COUNCIL MEMBER BUCKALEW, TO AMEND THE POLICY AND CHANGE THE WORD PHONES TO DEVICES AND CELL PHONE TO WIRELESS DATA SERVICE.

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

Mr. Galstad informed the Council that background checks could be done on minors and that the parents need to sign the consent form.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED COUNCIL MEMBER BUCKALEW, TO APPROVE THE WIRELESS COMMUNICATION POLICY AND ALLOWANCE SETTING THE MAZIMUM ALLOWANCE TO $35.00 PER MONTH WITH THE APPROVED LANGUAGE CHANGE.

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

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, AND COMMISSIONS: NONE

COMMUNICATIONS:

14. Acknowledge Officer Alex Schilke for being named to the Statewide DWI Enforcer All-Star Team.

Chief Hedlund informed the Council that Officer Schilke would have been recognized at a Twins game but was unable to attend. He added how there was a short ceremony held at the City Hall and what a great job he has done since joining the department.

OLD BUSINESS: NONE

NEW BUSINESS:

15. Consider adopting Resolution No. 15-07-80 approving modifications to the tax increment plan for TIF District 1-1.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 15-07-80 APPROVING

MODIFICATIONS TO THE TAX INCREMENT PLAN FOR TIF DISTRICT 1-1.

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

16. Consider adopting Resolution No. 15-07-81 approving modifications to the tax increment plan for TIF District 1-2.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 15-07-81 APPROVING MODIFICATIONS TO THE TAX INCREMENT PLAN FOR TIF DISTRICT 1-2.

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

17. Consider approving the transit contract between the City of East Grand Forks and Northland Community and Technical College for the school year of 2015-2016.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE TRANSIT CONTRACT BETWEEN THE CITY OF EAST GRAND FORKS AND NORTHLAND COMMUNITY AND TECHNICAL COLLEGE FOR THE SCHOOL YEAR OF 2015-2016.

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

18. Consider adopting Resolution No. 15-07-82 approving the appointment of Karl Ohrn as a replacement for Anne Temte on the Library Board.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 15-07-82 APPROVING THE APPOINTMENT OF KARL OHRN AS A REPLACEMENT FOR ANNE TEMTE ON THE LIBRARY BOARD.

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

CLAIMS:

19. Consider adopting Resolution No. 15-07-83 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 22006 for a total of $1,021.24 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 15-07-83 AUTHORIZING THE CITY

OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 22006 FOR A TOTAL OF $1,021.24 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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

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

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

COUNCIL/STAFF REPORTS:
Council Member Pokrzywinski stated there was an article about a property in Grand Forks regarding hoarding issues. He said how this can be frustrating for neighbors, how this affects property values, and how it can make it impossible to sell a home in the neighborhood. He continued by saying he is bringing this forward because this is an issue in many communities and that there needs to be a better process or solution for these kinds of situations.

Council Member DeMers commended Chief Hedlund and all those involved who put on the event recognizing retired police officers and said how it was a great event. He added that CNBC reported that Minnesota is ranked first in the country for business and how the City should use this to help sell itself showing that we have plenty to offer.

Council President Olstad reminded the Council about the meeting with the DNR Commissioner and said to meet at the state recreation park office first.

Mr. Boppre said he would try to keep the Council informed about the waste water project. He asked to meet with the committee once a month to help keep the Council informed. Council President Olstad stated that had been discussed and was the intention of the committee.

Mr. Gorte told the Council the EDA Board met earlier in the day and created a loan committee. He stated this committee will review the loan applications, check their eligibility, and be another set of eyes to help in the process.

Ms. Ellis reminded the Council of the open house for the Bygland Road study at the Senior Center on Thursday, July 23rd beginning at 5:30pm.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE JULY 21, 2015 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:44 P.M.

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

_____
David Murphy, City Administrator/Clerk-Treasurer

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar Street Suite 133, St. Paul MN 55101-5133
(651) 215-6209 Fax (651) 297-5259 TTY (651) 282-6555
WWW.DPS.STATE.MN.US

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

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
VFW Post 3817	1942		
STREET ADDRESS	CITY	STATE	ZIP CODE
312 DeMers Ave. NW	East Grand Forks	MN	56721
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE	HOME PHONE	
Patricia Sawkojas	(218) 773-2481	(218) 791-0180	
DATES LIQUOR WILL BE SOLD Aug. 14, 2015	TYPE OF ORGANIZATION CLUB CHARITABLE RELIGIOUS OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME	ADDRESS		
Jerry Stadstad	728 Chestnut Grand Forks ND 58201		
ORGANIZATION OFFICER'S NAME	ADDRESS		
Gary Dudgeon	18577 440th Ave. SW East Grand Forks, MN 56721		
ORGANIZATION OFFICER'S NAME	ADDRESS		
Wm Bridges	1504 Aspen Ave NE East Grand Forks, MN 56721		

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

Heritage Foundation Grounds

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

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage. Yes
Secura Insurance Co Aggregate 2,000,000

APROVAL

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

CITY/COUNTY City of East Grand Forks DATE APPROVED _____

CITY FEE AMOUNT $100.00 LICENSE DATES _____

DATE FEE PAID 7/23/15

SIGNATURE CITY CLERK OR COUNTY OFFICIAL APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

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

PS-09079 (02/05)

City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

APPLICATION FOR SPECIAL EVENT

License Fee: _____

Organization Information

Organization Name: Blue Moose
Organization Phone Number: 218-773-6516
Organization Address: 507 2nd St NW
City: EGF State: MN Zip: 56721

Applicant Information

Applicant Name: Patrick Boppre
Applicant Phone Number: 701-739-0074
Applicant Address: 120 4th ST NW
City: EGF State: MN Zip: 56721

Special Event Information

Date of Event: Sept 19
Start Time: NOON
End Time: 10:00 ?
Explanation of Event: Oktoberfest - music, contests, Food, Beer
Route/Area of Event (include map): In front of flood wall or other side of parking lot grass area
Special Requests (Staff, Road Closures, Etc):

I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.

Signature of Applicant: [signature]
Date: 7-9-15
Print Name: Patrick Boppre
Title: Owner

City of East Grand Forks
Application for Special Event

Blue Moose -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:

Oktoberfest event - contests, music, food + beverage

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 INDEMIFICATION 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 thirty 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, it 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, it 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:

City of East Grand Forks
Application for Special Event

Name_____

Title_____

Signature_____

Date_____

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

Name Patrick Boppre

Title Owner

Signature [illegible]

Date 7-9-15

SEPTEMBER 19, 2015
BLUE MOOSE BAR AND GRILL OKTOBERFEST

Tons of Activities with German Style Food and Drink

Join us at The Blue Moose for fun and games! We're also inviting all local home brewers to compete in a blind tasting beer contest with our panel of celebrity judges.

THE BLUE MOOSE
BAR & GRILL
(218) 773-6516

the craft of beer

SEPTEMBER 19

SCHEDULE OF EVENTS

NOON
Mister and Miss Sauerkraut Costume Competition

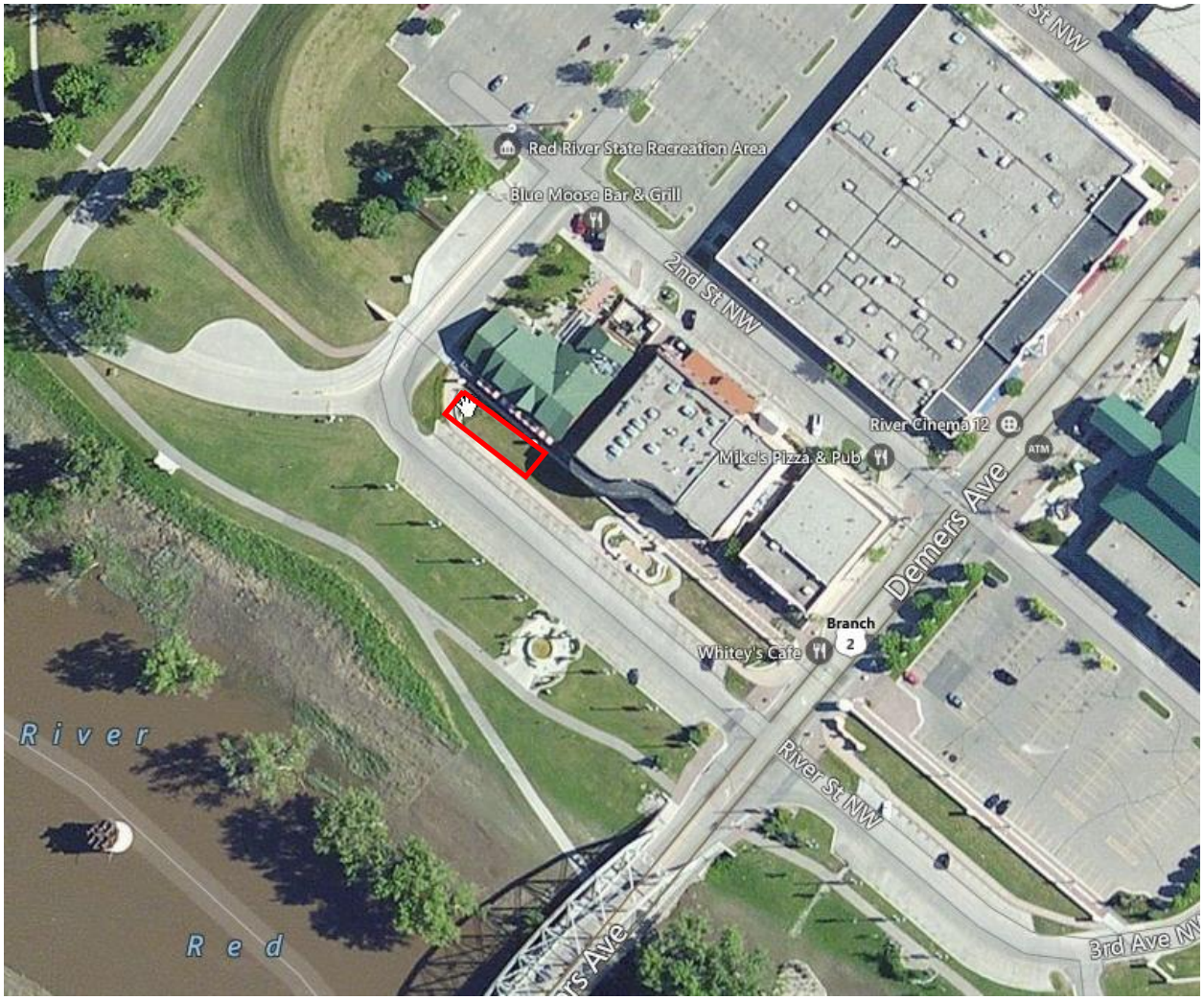
1pm
Chicken Dance Dance-Off

2pm
Pie Eating Contest

3pm
Stein Carrying Relay

4pm
Wife Carrying Contest

BLUE MOOSE BAR AND GRILL
507 2nd Street NW
East Grand Forks, MN
Thebluemoose.net
September 19, 2015
Noon-10pm


Red River State Recreation Area
Blue Moose Bar & Grill
2nd St NW
River Cinema 12
ATM
Mike's Pizza & Pub
Demers Ave
Branch
2
Whitey's Cafe
River St NW
3rd Ave NW
River
Red

City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

APPLICATION FOR SPECIAL EVENT

License Fee: _____

Organization Information

Heritage foundation of E.G.F.
Organization Name

218-791-5313
Organization Phone Number

Heritage Village on 20th St NE.
Organization Address

EGF MN 56721
City State Zip

Applicant Information

Kim Nelson
Applicant Name Kim.nelson3034@gmail.com

218-779-3034
Applicant Phone Number

1504 Cedar Dr.
Applicant Address

EGF. MN 56721
City State Zip

Special Event Information

8-15-15
Date of Event

8 AM
Start Time

10 AM
End Time

1st annual 5K. run
Explanation of Event

Route/Area of Event (include map)

Special Requests (Staff, Road Closures, Etc)

I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.

Teri Hammarback Vice Pres.
Signature of Applicant

6-11-15
Date

Teri Hammarback
Print Name

Vice President
Title

City of East Grand Forks
Application for Special Event

_____-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:

5K run

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:

5K run

(Special Events Holder initials here) KN

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMIFICATION 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) KN

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) KN

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 thirty 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, it officers, its employees, or by any other cause.

(Special Events Holder initials here) KN

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) KN

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, it employees, or by any other cause.

(Special Events Holder initials here) KN

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) KN

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) KN

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) KN

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: Kim Nelson Pres.

City of East Grand Forks
Application for Special Event

Name_____

Title_____

Signature_____

Date_____

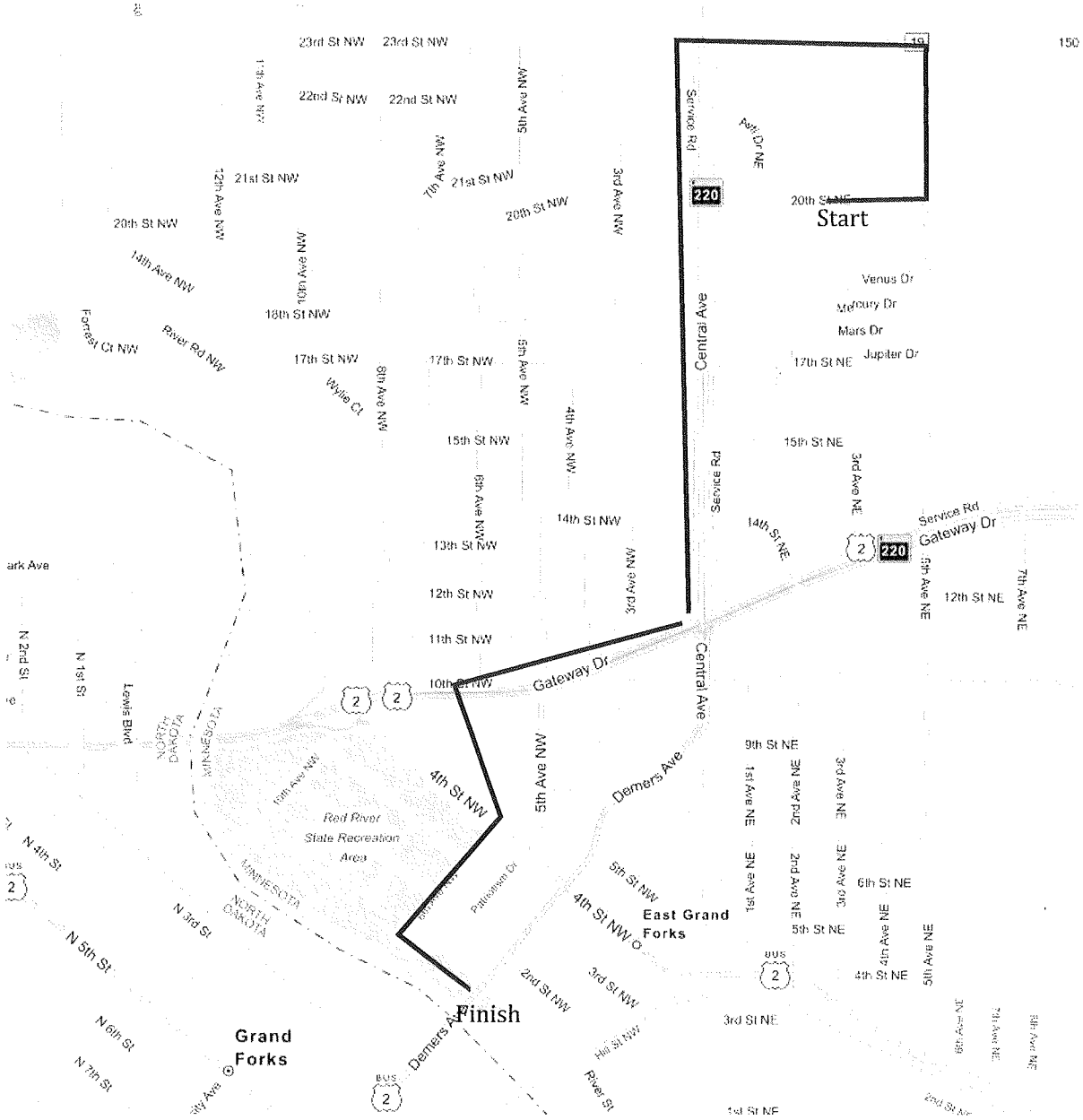
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Kim Nelson

Title Pres.

Signature Kim Nel

Date 6/10/15


Start
Finish
Grand Forks
East Grand Forks
Red River State Recreation Area
Gateway Dr
Central Ave
Demers Ave
4th St NW
5th Ave NW
Service Rd
Venus Dr
Mercury Dr
Mars Dr
Jupiter Dr
Forrest Ct NW
River Rd NW
Wylie Ct
Lewis Blvd
NORTH DAKOTA
MINNESOTA
Pattonson Dr
River St
Hill St NW
23rd St NW
22nd St NW
21st St NW
20th St NW
18th St NW
17th St NW
15th St NW
14th St NW
13th St NW
12th St NW
11th St NW
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220
2
BUS

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

A regular meeting of the Board Members of the East Grand Forks Economic Development Authority was held at Noon on June 16, 2015 in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

1. Roll Call

Meeting was called to order by President Justin Hecht at 12:03 pm.

EDA Board present at roll, President Justin Hecht, Board Members George Wogaman, Chad Grassel and Josh Grinde. Board Member Mike Pokrzywinski arrived at 12:13.

Absent: Vice-President Chip Shea, Board Member Ralph Messelt

Staff present: Paul Gorte, Economic Development Director; Brenda Ault Executive Assistant; Karla Anderson, Finance Director; Nancy Ellis City Planner; David Murphy, City Administrator.

Also Present: Don Salwey, Todd & Andrew Gregoire, Barry Wilfahrt, Chamber President; Karen Lukasz, Northwest Multi-County Housing Coordinator; and Karen Lunak, Northwest Multi-County Housing Director.

Roll Call; President Hecht determined a quorum was present.

Addition to the Agenda: EDD Gorte asked that an Executive Session Sale of the Infill Building be added to the agenda.

2. Approval of minutes of the May 19, 2015 Regular Meeting:

A Motion was made by Board member Grassel, seconded by Board member Wogaman, to approve the minutes from the May 19, 2015 Regular Meeting.
M/S/P- Grassel, Wogaman; 4-0, mc.

3. Bills and Communications:

a. Approval for Accounts Payable for June 16, 2015.

Finance Director Anderson passed out the financial information on Sunshine Terrace for May. CP Ellis explained that $1200 in housekeeping was coded wrong and that would be credited back into the Financials. She also explained that many apartments were being updated because of the high turnover recently, so we have purchased another roll of carpet. She also pointed out that the salaries were higher this year, than the previous two years. This is because some of the salaries were previously paid out of Section 8, now they are being paid through Sunshine Terrace.

A Motion was made by Board Member Wogaman to approve the Accounts Payable for June 16, 2015, was seconded by Board Member Grassel. M/S/P- Wogaman, Grassel; 4-0, mc.

4. **Reports**:

a. Section 8 Update:
Karen Lukasz and Karen Lunak were present to report on the progress of the merger of the EGF Housing Authority and NW Multi-County, as well as housing assistance utilization in the City of East Grand Forks.

Prior to the merger there were 312 vouchers being used in the City of EGF with a monthly housing assistance payment to the landlords of $136,370. The number of vouchers has steadily grown and as of June 2015, 6 months after the merger, there are 357 vouchers being used in the city limits with a current monthly housing assistance payment of $152,971. An additional benefit to both EGF and participants is the opportunity to now participate in additional HA programs, such as Family Self-Sufficiency and Homeownership.

b. Delinquencies update:
Gorte informed the Board that there are currently two accounts that are delinquent on payments. He has contacted one and they have mailed the payment. He has a meeting scheduled with Bydal on Thursday.

Board Member Pokrzywinski arrived at 12:13.

c. Residential Lot Sales:
Gorte informed the Board that we have closed on one lot in Coulee View and received deposits on an additional two lots. He is working on developing interest in the other developments. Grassel inquired whether the sales now include clay for the lot and Gorte indicated that they do.

d. Chamber After Hours:
This will be held at Hugo's/Wine & Spirits and hosted by Hugo's and Forx Rentall on Thursday, June 18.

e. Contacts/web site:
Gorte stated that he has met with firms to get information on redesigning the web site, an article has been put in the paper and he is working with the City's IT Department to coordinate on the project.

f. Border Cities Tax Credits update:
Fairfield Inn/Proll Incorporated has applied for tax credits, a public hearing will be held July 7th.

5. **Unfinished Business:**

a. Delinquencies Policy Revision

EDD Gorte informed the Board that the policy had been before the Council. The Council felt that in some cases, the 3rd missed payment causing a foreclosure would cost the City more money than they would recoup. They requested a policy with more flexibility for the 3rd missed payment; the new policy reads: The City may take any action it deems appropriate, depending upon the best financial interests of the City, to secure immediate or future repayment of the delinquent amounts.

A Motion was made by Board Member Pokrzywinski to approve the Delinquency Policy, was seconded by Board Member Grassel. M/S/P- Pokrzywinski, Grassel; 5-0, mc.

6. **New Business:**

a. Workforce Update:

Barry Wilfahrt was present to update the Board on the 2015 goals of the Workforce Committee. He stated that 60% of the students that participate in the Job Shadow event plan to pursue a job in the GF/EGF area. Some of the other programs touched on were the Northern Valley Career Expo, Launch New American English, Driver's Education for New Americans, Work-Related Solutions to Public Transportation, Fresh Start Program, Strength Veteran and Local Business, Launch Coaching/Mentoring/Training Program, Educate Employers on Job Flexibility to attract Senior Employees. Hecht thanked Wilfahrt for the information and thanked him for attending.

b. Gregoire request:

Mr. Gregoire explained to the Board that he currently owns three lots in the Industrial Park, he has a buyer for two of the lots. He has sold lots he has purchased from the City before, after developing the property, adding buildings, etc. Because of the buyer's timeline, he doesn't have the time to do the improvements. EDD Gorte explained to the group that the current agreement the City has with Mr. Gregoire does not allow this, he would recommend, if the Board was in agreement, to make the motion to have the City's Attorney, Ron Galstad, prepare the documents to allow the sale. After discussion, the Board felt it was in the City's best interests to allow the sale.

A Motion was made by Board Member Grassel to instruct CA Galstad to revise the current agreement with Mr. Gregoire, to allow the sale, was seconded by Board Member Grinde. M/S/P- Grassel, Grinde; 5-0, mc.

c. Salwey request:

Mr. Salwey was in attendance to ask the Board to move his $5000 grant to the 3rd mortgage and allow him to take out a 2nd mortgage on the home, because the builder gave him an estimate for the home that was too low. He explained that the builder was

new and inexperienced in working up an estimate. BM Pokrzywinski inquired whether Mr. Salwey had enough equity in the home to be able to repay all of the mortgages. Mr. Salwey indicated that he did and felt that the home would appraise at well over $400,000.

A Motion was made by Board Member Wogaman to approve the request, provided Mr. Salwey gives us information, in writing, on his equity in the house and what he was borrowing, was seconded by Board Member Pokrzywinski. M/S/P- Wogaman, Pokrzywinski; 5-0, mc.

d. TIF Revisions in Preparation for Decertification:
FD Anderson was present to review the documentation related to TIF District 1-1 and TIF District 1-2. This was created in 1988 to provide assistance with modifying the Tax Increment Plans for each district in order to reflect all of the transfers and loans that occurred prior to 2014 and to ensure the accuracy of the Tax Increment Reports sent to the Office of the State Auditor. She has received a letter from Kennedy & Graven that recommends things we can do in preparation for next year's decertification and stated that we can use the funds in our TIF fund for any infrastructure that we would like.

A motion was made by Board member Grassel, seconded by Board member Pokrzywinski, to allow any remaining funds to be used for infrastructure, after the deadline has passed. M/S/P- Grassel, Pokrzywinski; 5-0, mc.

e. Polk County Single Family Housing Fund Board Appointment:
Gorte informed the Board that his predecessor, Jim Richter, had sat on the Board, when he left, Karen Lukasz was appointed. However, since she is now an employee, she can't sit on the Board. He inquired whether the Board would like to appoint him to the Board.

A motion was made by Board member Grassel, to appoint EDD Gorte to the PC Single Family Housing Fund Board, was seconded by Board member Wogaman. M/S/P- Grassel, Wogaman; 5-0, mc.

f. Johnson Site:
EDD Gorte had received an email from Mel & Elmeda Johnson, informing the Board that they had property that they own between Hugo's and Shopko that they are selling. After discussion, the Board felt that the cost of the property was prohibitive and declined to purchase it at this time. They instructed EDD Gorte to look for businesses that might be interested in purchasing the lot and to work with the Johnson's to sell the lot.

e. SWOT Activity:
Strengths, Weaknesses, Opportunities, Threats: EDD Gorte would like to coordinate a meeting with the City Council and possibly the Planning Commission to cover these topics on September 29, 2015. The Board indicated that would be a good night to set it up.

President Hecht stated that at this time, the Board was going into Executive Session at 12:57 p.m. and asked everyone who wasn't on the Board to leave the room at this time.

The Board resumed the meeting at 1:07 p.m.

7. **Adjournment**

A motion was made by Board member Pokrzywinski, seconded by Board member Grassel, to adjourn the meeting at 1:08 pm. M/S/P- Pokrzywinski, Grassel; 5-0, mc.

The next regular meeting is **July, 21, 2015 at Noon** in the **East Grand Forks Training Room, First Floor in the South Wing, East Grand Forks City Hall,** East Grand Forks, MN.

Respectfully Submitted,
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 June 18, 2015 at 5:00 P.M.
Present: Ogden, Loven, Quirk, Tweten
Absent: None

It was moved by Commissioner Loven seconded by Commissioner Quirk that the minutes of the previous meetings of June 4 and 6, 2015 be approved as read.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of $930,198.97.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to designate Jeff Olson as the alternate representative to the MMPA Board of Directors.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Quirk to approve the plans and specs for the WTP renovation project; advertise for bids, and set the bid opening for 10 AM on July 14, 2015.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to adjourn to the next regular meeting on July 2, 2015 at 11:30 A.M. for bills and payroll only.
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 July 2, 2015 at 11:30 A.M.
Present: Loven, Tweten
Absent: Ogden, Quirk

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

It was moved by Commissioner Tweten seconded by Commissioner Loven to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of 456,703.45.
Voting Aye: Loven, Tweten
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Loven to adjourn to the next regular meeting on July 16, 2015 at 5:00 P.M.
Voting Aye: Loven, Tweten
Voting Nay: None

Lori Maloney
Sec'y

Request for Council Action

Date: July 28, 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: Nancy Ellis, City Planner

RE: Final Plat approval for Black Gold First Resubdivision

BACKGROUND AND SUPPORTING DOCUMENTATION OF REQUEST:

Black Gold is purchasing additional property From Donald Mack to expand their business in the Industrial Park. This new Subdivision is from two separate plats: the replat of Outlots 56 and 57 the replat of Outlot 58. Four existing lots within these lots will be combined to make two lots .

GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: Halverson Family Investments LLLP (Black Gold) and Donald and Jennifer Mack

REQUESTED ACTION: The applicant is requesting Council final plat approval of Black Gold Resubdivision to the City of East Grand Forks.

SITE ZONING/LAND USE: I-2 is the current zoning, Light Industrial.

SURROUNDING ZONING/LAND USE:

North: Highway 2 and property outside of City Limits
West: I-2 zoning, Industrial businesses, storage facility
South: I-2 zoning, Industrial businesses, Crystal Sugar
East: I-2 zoning, Industrial businesses

LOCATION: The parcel is located just south of the Highway 2 frontage road and west of 8th Ave NE in the Industrial Park

COMMENTS

We have received an application from Halverson Family Investments LLLP to Replat Outlots 56 and 57 and Replat Outlot 58 both of Auditor's Plat of Outlots 17 through 64 into two lots. Lots B, C and part of A in the Replat of Outlots 56 and 57 plat will be combined into one lot. Lot D of the Replat of Outlot 58 and the remaining portion of Outlot A (in the Outlots 56 and 57 plat) will be combined into the second lot. These four lots will be combined into 2 lots with no new easements to be established for utilities.

In addition, by combining these lots a 20' private access easement will be vacated between the two original lots and the paperwork to vacate will be recorded with the County (private not public access does not need City approval or hearing for vacation). This private easement is not currently open to the public and therefore should not be an issue with the nearby property owners. No new utility easements will need to be dedicated on the new lot in the plat as all utilities are in the ROW. Final plat drawings are attached.

STAFF RECOMMENDATION

Staff recommends preliminary approval of Black Gold First Resubdivision with the following comments:

1. Submit a digital file to planning office.
2.

Request for Council Action

Date: 7/22/2015

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: Public Works Restructuring

Background: With the recent vacancy of the Public Works Foreman we feel that this is the time for a much needed Department restructuring. We have been working with Springsted Inc. to develop and point the following positions: Public Works Supervisor and Lead Equipment Operator. We also had a Lead Wastewater/ Stormwater position created and pointed last year, of which the City Council approved the advertising for hire.

Short summary of duties:

Supervisor: Supervise and direct work of staff with the ability to discipline. Manage Shop's purchasing activities, including parts inventory and work order inputting. Assist Director as needed.

Lead Equipment Operator: Leads, plans, trains and directs work of Public Works staff in the field.

Recommendations: Authorize City Administrator to advertise for the hiring of Public Works Supervisor and Lead Equipment Operator, and to appoint a Lead WW/SW Operator.

Included with RCA: Job Descriptions

#1

Budget Year: 2016

Department	First Name	Last Name	Total Salary	PERA	FICA	Insurance Contribution
Public Works - Admin	Jason	Stordahl	92,094	6,907	7,045	6,263
Public Works - Admin	Erika	Saucedo	47,130	3,535	3,605	14,109
Subtotal			139,224	10,442	10,651	20,371
PW Admin 57%			**79,357**	**5,952**	**6,071**	**11,612**
Refuse 10%			13,922	1,044	1,065	2,037
Sewage 33%			45,944	3,446	3,515	6,722
Public Works - City S	Ron	Bubendorf	55,994	4,200	4,284	14,109
Public Works - City S	Kevin	Hanson	53,379	4,003	4,084	6,200
Overtime			**5,000**	375	383	0
			114,373	**8,578**	**8,750**	**20,309**
Public Works - Storm	Terry	Vonasek	54,543	4,091	4,173	6,200
			54,543	**4,091**	**4,173**	**6,200**
Public Works - Refus	Cletus	Landa	46,996	3,525	3,595	6,200
Public Works - Refus	Robin	Solem	49,175	3,688	3,762	14,109
PW Admin Charge Out			13,922	1,044	1,065	2,037
			110,094	**8,257**	**8,422**	**22,346**
Publics Works - Sewa	Dillon	Nelson	53,640	4,023	4,103	7,063
Public Works - Sewa	Bert	Roberts	55,088	4,132	4,214	6,175
PW Admin Charge out			45,944	3,446	3,515	6,722
			154,672	**11,600**	**11,832**	**19,960**
Public Works - Refus	Dave	Fenton	39,000	2,925	2,983	6,200
Public Works - Refus	Jeff	Hanson	37,071	2,780	2,836	6,200
Public Works - Street	Stuart	Kovar - Vac (Step 1)	47,662	3,575	3,646	6,175
Public Works - Street	Al	Pilon	48,956	3,672	3,745	6,200
Public Works - Refus	Josh	Krostue	39,194	2,940	2,998	14,108
Public Works - Street	George	Weber	49,026	3,677	3,751	14,083
Public Works - Street	Randy	Olson	49,059	3,679	3,753	6,200
Public Works - Street	Vacant		0	0	0	0
Streets Subtotal			**309,968**	**23,248**	**23,713**	**59,166**
			OT	PERA	FICA	Insurance
Parking Lots			800	493	520	1,145
Snow Removal			12,000	6,308	6,656	14,316
Street Cleaning			500	1,523	1,607	3,913
Weed Control				2,538	2,678	6,681
Traffic Engineers			500	1,269	1,339	3,245
Streets			3,000	11,561	12,199	29,866
				22,473	**23,713**	**59,166**
			823,007			

#2 w/ Proposed Positions

Budget Year: 2016

Department	First Name	Last Name	Total Salary	PERA	FICA	Insurance Contribution
Public Works - Admir	Jason	Stordahl	92,094	6,907	7,045	6,263
Public Works - Admir	Erika	Saucedo	47,130	3,535	3,605	14,109
Subtotal			139,224	10,442	10,651	20,371
PW Admin 57%			**79,357**	**5,952**	**6,071**	**11,612**
Refuse 10%			13,922	1,044	1,065	2,037
Sewage 33%			45,944	3,446	3,515	6,723
Public Works - City S	Ron	Bubendorf	55,994	4,200	4,284	14,109
Public Works - City S	Kevin	Hanson	53,379	4,003	4,084	6,200
Overtime			5,000	375	383	0
			114,373	**8,578**	**8,750**	**20,309**
Public Works - Storm	Terry	Vonasek	54,543	4,091	4,173	6,200
			54,543	**4,091**	**4,173**	**6,200**
Public Works - Refus	Cletus	Landa	46,996	3,525	3,595	6,200
Public Works - Refus	VACANT	VACANT	0	0	0	0
PW Admin Charge Out			13,922	1,044	1,065	2,037
			60,918	**4,569**	**4,660**	**8,237**
Publics Works - Sewa	Dillon	Nelson	54,973	4,123	4,205	7,063
Public Works - Sewa	Bert	Roberts	55,088	4,132	4,214	6,175
PW Admin Charge out			45,944	3,446	3,515	6,723
			156,004	**11,700**	**11,934**	**19,960**
Public Works - Refus	Dave	Fenton	39,000	2,925	2,983	6,200
Public Works - Refus	Jeff	Hanson	37,071	2,780	2,836	6,200
Public Works - Street	VACANT	VACANT	50,715	3,804	3,880	6,175
Public Works - Street	Al	Pilon	48,956	3,672	3,745	6,200
Public Works - Refus	Josh	Krostue	39,194	2,940	2,998	14,108
Public Works - Street	George	Weber	49,026	3,677	3,751	14,083
Public Works - Street	Randy	Olson	49,066	3,680	3,754	6,200
Public Works - Street	Robin	Solem	47,286	3,546	3,617	14,083
Streets Subtotal			**360,314**	**27,024**	**27,564**	**73,251**
			OT	PERA	FICA	Insurance
Parking Lots			800	493	520	1,220
Snow Removal			12,000	6,308	6,656	15,247
Street Cleaning			500	1,523	1,607	4,168
Weed Control				2,538	2,678	7,115
Traffic Engineers			500	1,269	1,339	3,456
Streets			3,000	15,212	16,051	42,045
				26,123	**27,564**	**73,251**
			825,511			

Public Works Supervisor

Dept/Div: *Public Works* FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work planning, directing and assigning work, supervising employees and assessing work progress, creating work orders and processing them as work is completed, managing purchasing and the shops asset inventory; coordinating work with other departments and agencies, assisting in the preparation and administration of the department budget, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over all personnel within the team.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assists the Public Works Director in managing the Public Works Department; works closely with the Public Works Director to establish department policies and procedures and assists the Public Works Director in budget prepartion and administration.

Creates work orders and processes them as they are completed.

Manages purchasing activities including parts inventory for the shop.

Assesses equipment needs in order to make recommendations regarding equipment acquisition and utilization.

Directs maintenance of Public Works buildings, facilities, and equipment.

Oversees contractors working on City improvement projects or in the City right-of-way.

Assists in the hiring of department personnel; gives work direction and provides ongoing performance employee feedback and conducts annual employee performance reviews.

Assesses personnel training needs of the department in order to plan, organize and implement appropriate training programs.

Coordinates activities with other City departments and agencies.

Conducts planning and research on various Public Works related subjects as requested by the Director.

Represents the department Director and City, in meetings, conferences, and professional association forums as directed.

Serves as acting Public Works Director in the absence of the Public Works Director.

Knowledge, Skills and Abilities

Thorough knowledge of applicable city policies, procedures, rules, regulations and guidelines; thorough knowledge of public works activities and their administration; thorough knowledge of the principles and methods of public works planning and implementation; general knowledge of budgeting policies, practices and procedures; general knowledge of personnel management policies, processes and procedures; ability to comprehend and interpret technical manuals, as-built plans, and maps; ability to prepare, process, and analyze maintenance records; ability to cooperate with other city departments, community groups and agencies and the general public; ability to communicate effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to supervise and direct the work of others; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with government officials, volunteers, participants, similar professionals in other agencies, community groups, associates and the general public.

Education and Experience

High school diploma or GED and extensive experience with public works operations and administration, or equivalent combination of education and experience.

Public Works Supervisor

Dept/Div: *Public Works* FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

NIMS certification within one (1) year of hire.
Valid driver's license.

Last Revised: 5/29/2015

Lead Equipment Operator

Dept/Div: *Public Works* FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work overseeing and directing the work of Public Works Employees; coordinating and performing daily work assignments; training staff in proper operating procedures and safety practices; serving as acting supervisor in the absence of the Public Works Supervisor, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Supervisor. Limited oversight is exercised over Equipment Operator, Mechanic, Truck Driver, Wastewater Operator and Storm Water Operator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Leads, plans, trains, and directs work of Public Works staff.

Plans, directs and participates in street and sanitation operations; follows daily operations plan.

Performs service work and minor repair to equipment; reports problems to mechanics; schedule equipment for repair.

Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with standards and specifications.

Ensures the adherence to safe work practices and procedures.

Assists in preparation of budget by making recommendations on equipment based on price, trade in value, and design.

Provide information on staff job performance to the supervisor.

Participates or oversees all signing operations.

Performs related duties and responsibilities as required.

Knowledge, Skills and Abilities

Thorough knowledge of the practices and techniques of operating motorized vehicles and equipment; general knowledge of the regulations governing equipment operation; thorough knowledge of the occupational hazards and the safety precautions necessary for proper equipment operation; ability to communicate complex ideas effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate trucks and construction equipment; ability to understand and follow oral and written directions; ability to make minor repairs and adjustments to equipment; ability to establish and maintain effective working relationships with associates; ability to direct employees and give performance feedback.

Education and Experience

High school diploma or GED and moderate experience in operating equipment and performing maintenance activities, or equivalent combination of education and experience.

Lead Equipment Operator

Dept/Div: *Public Works* FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to the risk of electrical shock and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

NIMS certification within one (1) year of hire
Pesticide Applicator License or ability to obtain within one (1) year of hire.
Valid commercial driver's license, or the ability to obtain within 6 months of hire.

Last Revised: 5/27/2015

Lead Wastewater/Stormwater Operator

Dept/Div: *Public Works* FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult technical work overseeing and participating in the maintenance and repair of infrastructure and equipment related to the City's wastewater and storm water systems; monitoring operations and providing recommended actions to ensure proper performance of the systems; in proper operation; responding to emergencies; and preparing and maintaining records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous oversight is exercised over Wastewater Operator and Storm Water Operator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Gives work direction to others and performs repair and maintenance activities needed to ensure the proper operation of the City's wastewater and storm water collection systems, including sanitary sewer and storm water lift stations, pumps, and wastewater and storm water lines and all related equipment, including pipes, pumps, gates and buildings.

Operates the Supervisory Control and Data Acquisition (SCADA) computer system; communicates any problems with the system or recommends needed repairs and maintenance to the Public Works Director.

Oversees and performs duties associated with the jetting and cleaning of wastewater lines and lifts; determines which lines will be cleaned in consultation with the Public Works Director and supervises the work of contractors.

Gives work direction to others and performs maintenance activities associated with the operation of the City's wastewater pond facilities and control structures; oversees others and performs activities required to maintain vegetation, fencing, signage, access roads and levees that are integral to the ponds.

Makes the decision to discharge or directs other to discharge wastewater in accordance with state regulations; takes wastewater samples from the ponds, arranges for testing of the results and files the necessary paperwork with state agencies. Records all maintenance and testing activities; compiles necessary reports and files with state and federal regulatory agencies.

Responds to floods and wastewater emergencies and problems; operates gates and activates storm water pumps during a flood; mobilizes City staff and contractors as needed; and communicates with the Public Works Director and the public as needed.

Performs levee maintenance duties and regularly monitors the physical condition of the levee and reports changes to the Public Works Director. Coordinates and supervises the work of contractors related to levee maintenance; regularly monitors the physical condition of the levee and reports changes to the Public Works Director.

Complies with all regulations and permits relating to City storm water and wastewater. Records all maintenance and testing activities; compiles necessary reports and files with state and federal regulatory agencies.

Oversees or performs locates and marks system components before contractors or city employees start excavation or service work.

Carries wastewater on call phone and responds as appropriate days, nights, weekends as directed by Public Works Director; time to be split equally between wastewater/stormwater staff.

Lead Wastewater/Stormwater Operator

Dept/Div: *Public Works* FLSA Status: *Non-Exempt*

Knowledge, Skills and Abilities

Thorough knowledge of the techniques, materials and equipment used in the maintenance and repair of wastewater and storm water sewer lines, lift stations and related equipment; thorough knowledge of the layout of the existing wastewater and storm water collection network; thorough knowledge of the hazards connected with sewer system maintenance and the necessary safety precautions; thorough knowledge of flow monitoring devices; thorough knowledge of applicable city policies, procedures and ordinances; thorough knowledge of the occupational hazards and safety precautions of the work; ability to organize work assignments and to direct others in satisfactorily completing assignments; ability to communicate technical information effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate trucks and construction equipment; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to generate applicable records, reports and files; ability to prepare reports, drawings and sketches; ability to operate standard tools of the trade; ability to use electronic diagnostic instruments to detect problems in the various components of the collection systems; ability to document and maintain records of repairs and maintenance activities and to make reports; ability to establish and maintain effective working relationships with associates, regulatory agencies and the general public.

Education and Experience

High school diploma or GED and considerable experience in wastewater or storm water maintenance, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working in high, precarious places, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified ICS 100 and 700
NIMS certified within one (1) year.
Class D waste water operator license.
Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.
Valid commercial driver's license in the State of Minnesota.

Last Revised: 6/20/2014

RESOLUTION NO. 15 – 08 - 84

A RESOLUTION ACCEPTING AGF FEDERAL GRANT FOR $180,326.38 FOR 800 MHZ RADIOS

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

WHEREAS, Fire Departments are mandated by the Federal Government to move to narrowband radios; and

WHEREAS, Most of Polk County has switched to 800 MHZ narrowband radios already and North Dakota has announced its intention to do the same; and

WHEREAS, the East Grand Forks Fire Department has applied to AGF Federal Grant for assistance in purchasing 800 MHZ Radios; and

WHEREAS, the Grant Application was completed in conjunction with all the Fire Departments in Polk County; and

WHEREAS, the Grant Application was for $728,950.75, which the share for the East Grand Forks Fire Department is $180,326.38; and

WHEREAS, the Fire Chief was notified on July 23rd, 2015 that the grant was awarded in the full amount; now

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks Accepts the AGF Federal Grant of $180,326.38 for 800 MHZ Radios

Voting Aye: .
Voting Nay: *None.*
Absent: .

The President declared the resolution passed.

Passed: August 4, 2015

Attest:

_____ _____
City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 4th day of August, 2015.

_____
Mayor

Regional Radio Grant 2014

EGF Fire Department

Radio Options	Price	Number Requested	Total Price
Portable Radio Options			
APX1000 Model 2 Portable Radio	$2,017.00		$0.00
APX4000 Model 2 Portable Radio	$2,629.25	35	$92,023.75
APX6000 Model 2.5 Portable Radio	$3,530.50		$0.00
APX6000XE Model 2.5 Extreme Portable Radio	$4,130.50		$0.00
Portable Accessories			
APX4000/1000 Six Unit Bank Charger	$495.00	4	$1,980.00
APX4000/1000 Single Unit Charger	$63.00	6	$378.00
APX4000/1000 In-Vehicle Charger	$380.00		$0.00
Add Installation fees for Charger	$100.00		$0.00
APX6000 Six Unit Bank Charger	$788.00		$0.00
APX6000 Single Unit Charger	$125.00		$0.00
APX6000 In-Vehicle Charger	$390.00		$0.00
Add Installation fees for Charger	$100.00		$0.00
Leather Swivel Case	$60.00	20	$1,200.00
Remote Speaker Microphone	$110.00	35	$3,850.00
Extreme Remote Speaker Mic, Dual Microphone	$335.00		$0.00
Mobile Radio Options			
APX6500 "05" Single Control Head, Remote Mount	$3,805.25		$0.00
APX6500 "02" Green Control Head, Remote Mount	$3,869.00		$0.00
APX4500 "02" Green Control Head, Remote Mount	$2,954.00	7	$20,678.00
APX4500 "02" Green Control Head, Dash Mount	$2,806.25		$0.00
Remote Mount Installation per unit	$300.00	7	$2,100.00
Dash Mount Installation per unit	$100.00		$0.00
Control Station Options			
APX6500 Control Station "05" Control Head	$3,902.00		$0.00
APX4500 Control Station "02" Control Head	$3,013.25	3	$9,039.75
Installation fee with exterior antenna	$1,500.00	3	$4,500.00
Consolette Base Station			
APX7500 Mulit band Consolette	$6,326.50	1	$6,326.50
MCD5000 Desktop Remote	$2,263.34	3	$6,790.02
Installation fee with exterior antenna	$2,244.86	1	$2,244.86
Dual Control Head Radio Options			
APX6500 "05" Control Heads	$4,369.25	6	$26,215.50
APX6500 "02" Green Control Heads	$4,433.00		$0.00
Installation per unit	$500.00	6	$3,000.00

Request for Council Action

Date: July 24, 2015

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

Cc: File

From: Fire Chief Gary Larson

RE: Regional Aid to Firefighter Grant

During budget talks last year we discussed moving the City's radio communication system over to 800 MHZ radios. This system was built by the State of Minnesota and the Northwest Region is the last to change over. The Fire Department applied to the AGF federal grant for assistance in purchasing the radio equipment for the fire department in conjunction with all the Fire departments in Polk County. It was a grant for the amount of $728,950.75, which the East Grand Forks Fire Department share was $180,326.38.

We were notified on July 23 that we did in fact receive the award from FEMA. Our share of the grant is $0.15 on the dollar. We were not able to budget for this purchase as budgets were held flat last year. I have had a discussion with Karla and David on where we can get the funds. We do not have an exact number of what it will cost, but it is in the area of $25,000.

Since we were mandated by the Federal Government to narrowband radios we have had many communication problems. Most of Polk County has switched to 800 MHZ already, and North Dakota is looking for funding to do the same. Grand Forks dispatch has been in on meeting so the transition will include communication with Grand Forks.

It is my recommendation we find the funds to complete this purchase, as the cost of changing the city over to 800 MHZ was at $375,000. This would greatly reduce the burden to the city to complete the changeover to 800 MHZ radios.

Respectfully,
Gary Larson
East Grand Forks Fire Chief

Grand Total	**$180,326.38**

RESOLUTION NO. 15 – 08 - 85

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 22122 for a total of $196.21.

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 $196.21 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 August 4, 2015.

Voting Aye: .
Voting Nay: *None.*
Abstain: *Buckalew.*
Absent: .

The President declared the resolution passed.

Passed: August 4, 2015

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 4th day of August, 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 22122 for a total of $196.21.

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 August 4, 2015.

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

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

Dated: _____

_____
(Signature of Official)

Accounts Payable

Check Register Totals Only

User: lkatka
Printed: 7/30/2015 - 11:58 AM

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

Check	Date	Vendor No	Vendor Name	Amount	Voucher
22087	08/04/2015	ACM001	Acme Electric Companies	94.58	0
22088	08/04/2015	ADV001	Advanced Business Methods Inc	750.67	0
22089	08/04/2015	AMA001	Amazon.com	171.49	0
22090	08/04/2015	AME002	American Tire Service	133.00	0
22091	08/04/2015	AME005	Ameripride Linen & Apparel Services	184.72	0
22092	08/04/2015	BAK001	Baker & Taylor Co	547.51	0
22093	08/04/2015	BIG001	Big Jim's East Side Tire	14.25	0
22094	08/04/2015	BRI004	Brians Flooring	72.00	0
22095	08/04/2015	BRO002	Brodart Co	405.98	0
22096	08/04/2015	CAR002	Carquest Auto Parts	25.48	0
22097	08/04/2015	CAR005	Carson Industries Inc	99.95	0
22098	08/04/2015	CLA004	Clarke Mosquito Control Products	8,807.65	0
22099	08/04/2015	COL002	Cole Papers Inc	125.21	0
22100	08/04/2015	COM003	Complete Pest Control Inc	4,244.00	0
22101	08/04/2015	CUS002	Custom Stripes Inc	172.00	0
22102	08/04/2015	DAS001	Dash Medical Gloves	93.80	0
22103	08/04/2015	DVS001	DVS Renewal	11.00	0
22104	08/04/2015	EAP001	EAPC Architects Engineers	4,900.00	0
22105	08/04/2015	EXP003	Explorer Post #38	100.00	0
22106	08/04/2015	EXP002	Exponent	192.39	0
22107	08/04/2015	FLE003	FleetPride	803.36	0
22108	08/04/2015	FOR001	Forks Freightliner	247.34	0
22109	08/04/2015	FRE003	Michael Frederick	21.00	0
22110	08/04/2015	G&K001	G&K Services	91.46	0
22111	08/04/2015	GAF002	Gaffaney's	17.98	0
22112	08/04/2015	GAL001	Gale	50.03	0
22113	08/04/2015	GAR001	Garden Hut Inc	93.96	0
22114	08/04/2015	GER001	Gerrells Sport Center	969.80	0
22115	08/04/2015	GFE001	GF Excavating	700.00	0
22116	08/04/2015	GFF001	GF Fire Equipment	586.50	0
22117	08/04/2015	GFW001	GF Welding & Machine	27.96	0
22118	08/04/2015	GLO003	Global Safety Network, Inc.	39.00	0
22119	08/04/2015	GRA008	Grand Forks City	81,335.00	0
22120	08/04/2015	SER005	Great Plains Assistance Dogs Foundat	163.84	0
22121	08/04/2015	GRE002	Greg's Lawn Care	319.80	0
22122	08/04/2015	HAR001	Hardware Hank	196.21	0
22123	08/04/2015	HEA001	Heartland Paper	78.33	0
22124	08/04/2015	HUG001	Hugo's	52.83	0
22125	08/04/2015	INI001	INITD, LLCPO	14,400.00	0
22126	08/04/2015	INT003	Integra Telecom	93.98	0
22127	08/04/2015	INT011	Integrated Process Solutions Inc	1,024.03	0
22128	08/04/2015	JET001	Jet Way Multiple Services Inc	15,451.25	0
22129	08/04/2015	JOH026	Johnson Controls	599.20	0
22130	08/04/2015	KEI001	Keith's Security World	18.00	0
22131	08/04/2015	KEN002	Kennedy & Graven, Chartered	2,893.20	0
22132	08/04/2015	LIB001	Liberty Business Systems	23.80	0
22133	08/04/2015	LUN001	Lunseth Plumbing & Heating	938.87	0
22134	08/04/2015	M&W001	M&W Services	64.00	0
22135	08/04/2015	MID003	Midcontinent Communications	1,705.02	0
22136	08/04/2015	MNC005	MN County Attorney's Association	28.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
22137	08/04/2015	MND003	MN Dept of Labor & Industry	10.00	0
22138	08/04/2015	MND006	VOID****VOID****VOID*** MN I	32.00	0
22139	08/04/2015	MTI001	MTI Distributing Company	3,608.64	0
22140	08/04/2015	NOR029	Norm's Fiberglass Repair	90.00	0
22141	08/04/2015	ORE001	O'Reilly Auto Parts	131.02	0
22142	08/04/2015	OCL001	OCLC	138.90	0
22143	08/04/2015	OPP001	Opp Construction	65,526.85	0
22144	08/04/2015	PRU001	Ann Pruitt	261.00	0
22145	08/04/2015	QUI001	Quill Corp	258.90	0
22146	08/04/2015	REV001	Revolutions Power Sports	36.96	0
22147	08/04/2015	ZAV001	RJ Zavoral & Sons	73,200.31	0
22148	08/04/2015	RMB001	RMB Environmental Lab Inc	33.00	0
22149	08/04/2015	ROT001	Roto Rooter	150.00	0
22150	08/04/2015	SPA001	Spare Husband Inc	2,424.95	0
22151	08/04/2015	SPR002	Spray Advantage	35.68	0
22152	08/04/2015	STA003	Star Tribune	65.00	0
22153	08/04/2015	STR004	Strategic Insights Inc	675.00	0
22154	08/04/2015	STU001	Stuart's Towing	100.00	0
22155	08/04/2015	THU002	Thur-O-Clean	3,215.26	0
22156	08/04/2015	TIT002	Titan Access Account	78.75	0
22157	08/04/2015	TRI001	Tristeel Manufacturing	13.66	0
22158	08/04/2015	USB005	US Bank Corporate Payment System	6,244.24	0
22159	08/04/2015	VAL001	Valley Petroleum Equipment	112.00	0
22160	08/04/2015	VAL002	Valley Truck	429.99	0
22161	08/04/2015	VAN003	Reed and Trish Van Eps	5,000.00	0
22162	08/04/2015	VON006	Duane Vonesh	825.00	0
22163	08/04/2015	WAT001	Water & Light Department	22,516.61	0
22164	08/04/2015	WID001	Widseth Smith Nolting & Associates	29,511.39	0
22165	08/04/2015	WIZ001	Wizard's Enterprises Inc.	590.00	0
22166	08/04/2015	XCE001	Xcel Energy	1,052.39	0
			Check Total:	360,546.93	