AMENDED AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, SEPTEMBER 1, 2015 - 5:00 P.M.

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

PLEDGE OF ALLEGIANCE:

SWEARING IN OF OFFICER TYLER HAJICEK:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of August 18, 2015.

2. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of August 25, 2015.

3. Consider approving the minutes of the "Special Meeting" for the East Grand Forks, Minnesota City Council of August 25, 2015.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

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

4. Consider approving the request to declare the list of vehicles as surplus and to be sold at auction.

5. Consider approving the special event application to the Grand Forks Run for Fun LLC for the Wild Hog Half Marathon taking place on September 26, 2015 from 8:00am until 11:00pm.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, AND

COMMISSIONS:

6. Regular meeting minutes of the Water, Light, Power, and Building Commission for August 6, 2015.
7. Regular meeting minutes of the Economic Development Authority Board for July 21, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS:

8. Consider adopting Ordinance No. 15 4th Series annexing Southeast Quarter of the Southeast Quarter (SE1/4SE1/4), Section Twenty-Six (26), Township One Hundred Fifty-Two (152) North, Range Fifty (50) West Of The Fifth Principal Meridian, Polk County, Minnesota (2nd Reading).

NEW BUSINESS:

9. Consider adopting Resolution No. 15-09-93 formally accepting the NV & Me Program Grant in the amount of $1800 for DARE Program supplies and training.

10. Consider adopting Resolution No. 15-09-94 setting the final public hearing for 2014 Assessment Job No. 1 – Reconstruction of 17th Street NE for October 6, 2015.

11. Consider adopting Resolution No. 15-09-95 accepting and awarding the bid for 2014 City Project No. 3 – Lift Station No. 5 Replacement to Industrial Contract Services for the amount of $2,272,827.

12. Consider adopting Resolution No. 15-09-96 accepting and awarding the bid for 2015 City Project No. 5 – Campground Improvements to R.J. Zavoral & Sons for the amount of $209,941.85.

13. Consider adopting Resolution 15-09-97 authorizing the reduction of the combined sewage bill from June and July for the Fairfield Inn by $3,000.

14. Consider approving the license agreement between the City of East Grand Forks and Riverwalk Enterprises LLC for the use of city owned property as a drive thru exit.

15. Consider adopting Resolution No. 15-09-99 approving and authorizing curb and gutter repairs to 4th Street NW not to exceed $10,000.

CLAIMS:

16. Consider adopting Resolution No. 15-09-98 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 22301 for a total of $336.31 whereas Council Member Buckalew is personally interested financially in the contract.

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

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:
Work Session – September 8, 2015 – 5:00 PM – Training Room
Regular Council Meeting – September 15, 2015 – 5:00 PM – Council Chambers
Work Session – September 22, 2015 – 5:00 PM – Training Room
Regular Council Meeting – October 6, 2015 – 5:00 PM – Council Chambers

UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 18, 2015 - 5:00 P.M.

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for August 18, 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 (5:04pm), Council President Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

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

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present

PLEDGE OF ALLEGIANCE:

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

Mr. Bob Moore, 211 Demers Ave, stated that he would like to discuss the easement by the bank building and that he had brought updated plans for the Council to review. He said he would like approval as soon as possible so he is able to try and get the cement work done. Council President Olstad asked if this plan had changed from the last plan the Council had seen. Mr. Moore said it included the suggestions the Council made. Discussion followed about how the curb and gutter would need to be removed for the exit of the drive thru, that snow removal shouldn't be an issue for the fire department, that the requested easement was smaller than originally asked for, and that the old driveway would not be taken out because that is where the water drained to. Council President Olstad asked if Mr. Moore was able to attend the meeting the following Tuesday. Mr. Moore stated yes.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Special Meeting" for the East Grand Forks, Minnesota City

Council of July 28, 2015.

2. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of July 28, 2015.

3. Consider approving the minutes of the "Regular Meeting" for the East Grand Forks, Minnesota City Council of August 4, 2015.

4. Consider approving the minutes of the "Work Session" for the East Grand Forks, Minnesota City Council of August 11, 2015.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS ONE (1) THROUGH FOUR (4).

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

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

5. Public Hearing for consideration of the annexation of 40 acres north of 23rd Avenue NW and west of Highway 220 North into the city.

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

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

Ms. Ellis reminded the Council this was for the Johnson property. She explained it was being set up as a tax service district with R-3 zoning and Urban Expansion Reserve zoning. There were no further questions or comments.

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

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

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

6. Consider approving the Minnesota Municipal Utilities Association Service Agreement for the Safety Management Program split 50/50 between the City and the Water and Light Department for October 1, 2015 through September 30, 2015.

7. Consider approving the application for an Exempt Gambling Permit for a raffle for Sacred Heart Church and School to be held January 5, 2016 at the Sacred Heart School at 200 3rd St NW East Grand Forks, MN 56721 and waive the 30 day waiting period.

8. Consider approving the renewal of the 2AM Closing Application for the Eagles 350 located at 227 10th St NW, East Grand Forks, MN 56721.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ITEMS SIX (6) THROUGH EIGHT (8).

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

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

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for July 16, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

10. Consider approving Ordinance No. 15 4th Series annexing Southeast Quarter of the Southeast Quarter (SE1/4SE1/4), Section Twenty-Six (26), Township One Hundred Fifty-Two (152) North, Range Fifty (50) West Of The Fifth Principal Meridian, Polk County, Minnesota (1st Reading).

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE ORDINANCE NO. 15 4TH SERIES ANNEXING SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE1/4SE1/4), SECTION TWENTY-SIX (26), TOWNSHIP ONE HUNDRED FIFTY-TWO (152) NORTH, RANGE FIFTY (50) WEST OF THE FIFTH PRINCIPAL MERIDIAN, POLK COUNTY, MINNESOTA (1ST READING).

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

11. Consider adopting Resolution No. 15-08-86 accepting a grant and entering into a grant agreement between the City of East Grand Forks and the Minnesota Department of Public Safety for a $30,825 for the Toward Zero Death Program.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 15-08-86 ACCEPTING A GRANT AND ENTERING INTO A GRANT AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY FOR A $30,825 FOR THE TOWARD ZERO DEATH PROGRAM.

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

12. Consider approving the Special Event Application to the Extreme North Dakota Racing Group for the Uff Da Mud Run on September 5, 2015 with the racing taking place from 8:00am until 8:00pm contingent upon the Certificate of Liability being turned into the Administration Office prior to the event.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE THE SPECIAL EVENT APPLICATION TO THE EXTREME NORTH DAKOTA RACING GROUP FOR THE UFF DA MUD RUN ON SEPTEMBER 5, 2015 WITH THE RACING TAKING PLACE FROM 8:00AM UNTIL 8:00PM CONTINGENT UPON THE CERTIFICATE OF LIABILITY BEING TURNED INTO THE ADMINISTRATION OFFICE PRIOR TO THE EVENT.

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

13. Consider adopting Resolution 15-08-88 authorizing the transfer from the lot sale fund to the special assessment fund.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION 15-08-88 AUTHORIZING THE TRANSFER FROM THE LOT SALE FUND TO THE SPECIAL ASSESSMENT FUND.

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

CLAIMS:

14. Consider adopting Resolution No. 15-08-87 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 22208 for a total of $626.23 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 15-08-87 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 22208 FOR A TOTAL OF $626.23 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

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

SUSPENSION OF RULES

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO VOTE TO SUSPEND RULES FOR DISCUSSION AND VOTING ON INFILL BUILDING ELEVATOR AND RECOMMENDATION FROM AUDIT COMMITTEE FOR CONSULTATION SERVICES.

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

Ms. Ellis explained there were issues with the elevator in the Infill building. She explained the elevator sometimes gets stuck when there is freight being hauled in it and won't open, or get stuck in between floors. She said that the estimate from OTIS is $57,000 and how there will be additional charges for the electric work which she didn't have enough time to get before the meeting.

Council member Pokrzywinski said this was discussed at the EDA meeting that had been held earlier in the day. He stated how this was a passenger elevator being used as a freight elevator and that there haven't been issues when it is only passengers riding in the elevator. He said that he would vote to approve getting the elevator fixed because of the potential liability and asked if there was a way to prohibit freight from being hauled in the elevator. Discussion followed about delivery people are not in favor of using stairs during deliveries. Council Vice-President Grassel said there was a concern about the safety of passengers without freight. He added it was highly important to get this fixed and keep issues from reoccurring. Council member Pokrzywinski commented how it was considered to wait to fix the elevator until a maintenance agreement was done but it isn't known when that would be complete. Ms. Ellis reminded the Council that there was a common area agreement which includes the use of the elevator but the maintenance agreement was never completed. Discussion followed about what funds could be used to cover the costs of the repair, what the capacity was for elevator, and what can be done in the future regarding the elevator.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO AUTHORIZE THE REPAIR WORK TO THE ELEVATOR NOT TO EXCEED $70,000.

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

Mr. Murphy stated the audit committee had met three times and had discussed how with the current job openings and potential job openings made this a prime time to look at how work more efficiently within the departments. He explained they had reviewed three proposals for a consulting firm to assist in this process and the committee recommended The Idea Circle from Bemidji. Council member Pokrzywinski asked who was on the audit committee. Mr. Murphy stated it was Mr. Loven, Ms.

Ogden, Mr. Thompson, Mr. Boyce, Ms. Anderson, and himself. Council member Buckalew said he understood why this is being done and asked why it couldn't be done in-house. Mr. Murphy explained how the consultant will be looking at all of the departments, not just within each department, and how they will do it with a fresh set of eyes. Discussion followed about how the consulting firm will review the job descriptions, not redo the job descriptions, and look at how duties can be streamlined.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION 15-08-89 ENTERING INTO A CONTRACT BETWEEN THE CITY OF EAST GRAND FORKS AND THE IDEA CIRCLE FOR CONSULTING SERVICES NOT TO EXCEED $7,495.

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

COUNCIL/STAFF REPORTS:
Mayor Stauss informed the Council the funds had run out for caring for the flowers so the flowers will no longer be watered.

Council Member Pokrzywinski stated he was impressed with the work being done on the mill and overlay and seal coat project. He also introduced two new members of Ward 2, Winston and Warren Pokrzywinski, and how both mom and boys are doing well.

Council Member Buckalew thanked the volunteers and folks who helped out with Heritage Days. He said that he wasn't able to attend but his family was able to enjoy the parade and people he spoke with commented how there was an excellent showing at the Heritage Village.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE AUGUST 18, 2015 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:35 P.M.

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

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David Murphy, City Administrator/Clerk-Treasurer

UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 25, 2015 – 5:00 PM

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for August 25, 2015 was called to order by Council President Mark Olstad at 5:00 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, EDA Director; Rod Hajicek, Police Lieutenant; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. **Request to Award Bid for 2015 City Project No. 5 Campground Improvements – Steve Emery**

Mr. Emery informed the Council that two bids were received for this project. He reviewed the breakdown of costs, reminded the Council the City had received $250,000 for this project and recommended moving forward and awarding the base bid for this project. He stated there was approximately $10,000 in contingencies so there may not be extra costs incurred by the City. Council member Tweten asked how many more sites this will add. Mr. Emery explained this didn't add any sites but added services to current sites. Ms. Catherine Johnson informed the Council that there have been many that have asked just for sites with electric. Discussion followed about a possible seal coat to the roads in the campground.

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

2. **Request to Award Bid for 2015 City Project No. 3 Lift Station #5 Replacement – Steve Emery**

Mr. Emery told the Council that bids had been opened earlier in the day and that he had passed out an updated RCA with the project costs. He said how there was a lot of plan holders but only one bid was received. He reviewed the estimated project costs, said how many of the numbers were close to the estimate, and that the biggest different was the $300,000 for the construction of

the lift station itself. He explained that it was difficult to estimate because of how the building is constructed. He added how ICS had constructed the storm lifts after the flood so they are more than capable and would recommend moving this forward. Council member Pokrzywinski asked if there was enough in the fund to cover the project. Ms. Anderson explained with the project starting the following year there would be enough cash flow to cover the costs which would save money on bonding.

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

3. Discussion on Possible Easement – Bob Moore

Mr. Murphy stated the Council had received the new site plan and how the new plan met City requirements. Ms. Ellis said the only issue left to discuss was the easement. Discussion followed about if the drive thru should have a double curve, how it would only take up one parking spot from the Fire Department parking lot, and that Chief Larson did not have an issue with the configuration of the drive thru. Council member DeMers informed the Council that he, Council member Buckalew, Mr. Moore, and Mr. Emery looked at this area, explained the curb and gutter needs to be replaced, and how he proposed the City would replace its portion and Mr. Moore would take care removing the concrete from his property. He added how the granting of the easement could be contingent upon this being completed.

Council President Olstad asked what information had been found when the City had granted easements in the past. Mr. Murphy stated he wasn't able to find anything about the City granting an easement. Discussion followed about how the last easements the City asked for were donated by the businesses so sidewalks could be installed, what language should be used so the easement would revert back to the City if the use of the property changes, and how this property had been grandfathered in and would lose that status if the building was demolished.

Council member Vetter stated he would like to see the verbiage before approving the easement. Mr. Murphy asked what was needed. Mr. Galstad stated he would be able to prepare the agreement and would need the legal description of the easement area. Mr. Emery asked what needed to be done with the old driveway and if the Council was going to move forward with the curb and gutter replacement. Discussion followed about how the proposed repair to the curb and gutter was a non-budgeted item and would need to be approved by resolution.

These items will be referred to a City Council Meeting for action.

4. Request for Reduction in Sewage Rate – David Murphy

Mr. Murphy informed the Council that there were two representatives from the Fairfield Inn in attendance to discuss this issue. Mr. Mike Brown told the Council that they had no issue with the water usage part of the bill and how they had turned down the sprinkler use in July because of the bill and also because less watering was needed. He explained since they had just opened in June there wasn't a record of their average use and that most of the water was used to water the grass. He added they would only be asking for a onetime adjustment. Council member Tweten commented how this had come up before, commented how this building was a large investment in the community, and said he would support the City absorbing the sewage costs. Mr. Brown stated they didn't think about the cost until they saw the bill since the sewage rate is 95% of the water usage. He told the Council how they manage two hotels in Grand Forks, how

they had about two-thirds occupancy in, and what their water bill was. Mayor Stauss commented how they City could give them a rate and help them out. Discussion followed on what the bill should be reduced by since a large portion of the water use was for watering the grass. Council member DeMers suggested anywhere from $2500 to $3000.

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

5. Request Regarding People Mover Bus from American Legion – Dave Aker

Council President Olstad stated this item was going to be pulled from the agenda and placed on the next work session agenda because the representative from the American Legion was unable to attend the meeting.

6. Civic Center Roof – Dave Aker

Mr. Aker asked the Council for permission to hire an architect firm to help fix the roof problem at the Civic Center. He said at one time there was an estimate of $80,000 being needed to fix the roof. Council President Olstad asked how long the problem had been going on. Mr. Aker stated it had been going on for years. Mayor Stauss suggested asking a contractor for a quote. Council Vice-President Grassel asked what the plan was. Mr. Aker stated this was going to determine how to move forward. Discussion followed about the issues with the roof. Council member Vetter asked how they were going to pay for this. Ms. Anderson stated that $105,000 has been budgeted for the repair so the repair and renovation could be done at the same time. Mr. Murphy stated local roofing companies will be contacted.

7. Mutual Aid Agreement – Gary Larson

Chief Larson informed the Council the current mutual aid agreement was signed in 1990, commented how it isn't used often, but that it needed to be updated. He explained the draft that was included in the packet was done by the League of Minnesota Cities. Mr. Galstad stated he had reviewed the document, had some concerns, followed up with the League, and was in favor of the agreement based of their explanation. He informed the Council that if the City requests aid and something happened to another fire department it would be the City's responsibility to cover the expenses. Discussion followed about how the City works with other departments in Polk County and with Grand Forks and how the 13 fire departments in Polk County cover all of the townships.

Council member DeMers commented how the agreement states the department of the area is in charge of the scene and if Chief Larson is okay with that. Chief Larson explained the requesting group would remain in charge of the scene but the City would remain in charge of their own personnel. Council member DeMers said the agreement states otherwise so that may need to be changed. More discussion followed about how the Chiefs could work together on the language, how another group would not take over a scene because of liability issues, and how it is an unspoken rule that each fire department is in charge of their own personnel.

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

8. Request to Declare Property as Surplus – Rod Hajicek

Mr. Hajicek informed the Council this request is for the annual police auction. He stated there were 19 vehicles that are titled and ready to go. He added the auction will be online again this year but they may be changing companies.

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

9. Acceptance of Grant for DARE Program – Mark Olstad

Council President Olstad stated an application was submitted to the NV & Me group requesting grant funds to cover the DARE materials and training. He stated this would move forward so the Council could formally accept the grant.

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

10. 2016 Budget Discussion – David Murphy

Mr. Murphy stated sheets were being passed out. He explained that he and the department heads had been working on the budget and that the preliminary levy needed to be approved by the end of September. He said they were bringing forward the information for the Council to review. Mr. Murphy explained not all items were funded in 2015, the proposed budget includes the additions of the pool and flower costs, the cost of living increases, and capital needs of the departments the levy to cover all of the costs the levy would need to increase by 33.2% for 2016. He stated like he did in his interview that he will bring forward what the numbers are, be blunt about it, and that the City needs to catch up. He said the fund balance is close to what the requirements are with the help from the sale of the Riverwalk Center. He added this would bring things up to where they need to be and then asked for questions.

Council President Olstad asked what was all included with the $284,000 for capital. Ms. Anderson stated some of it were payments to the capital improvement financing fund, police vehicles, a surburban for the fire department, a scrubber for the Civic Center, 800 MHZ radios, a camera for the library, and computers along with other items. Ms. Anderson explained how better numbers were needed for some of this items. She stated that there is an interest only payment included for the pool project which was included with the 4.5% for the pool on the summary street. She added there was an addition of $50,000 to street maintenance and how they are trying to set up a maintenance schedule for the replacement of the computers. Council member Vetter stated he was confused about the yellow box and how it could be included since those costs were incurred in 2015. Ms. Anderson stated that departments went without because of the costs incurred. She added that $90,000 was used with once the collateral was released with the sale of the Riverwalk Center to help fund the EDA and the remainder was paid for using the fund balance.

Council Vice-President Grassel asked what year the City went backwards. Ms. Anderson stated it was negative one in 2012 which was collected in 2013. Discussion followed about the small increases to the levy since 2012, how the levy increases hadn't been over three percent except for the previous year; the current fund balance was 31%, and the State likes to see fund balances around 42% of expenditures because cities only receive revenue two times a year six months apart.

Council member DeMers asked to have added in the CIP if the request is something new or it is going to be a replacement. Ms. Anderson stated that almost everything included on the list was going to be a replacement. Council member DeMers asked if there was a good understanding between what had been budgeted for 2015 versus what the actual was. Ms. Anderson stated the City was on schedule with some being a little higher and others being a little lower. Discussion followed about how more maintenance is needed, how having a lower reserve balance could affect the City's bond rating but how the Council may put a plan in place to raise the reserves over the next few years, and how the unknown regarding that plan in that there are elections and council members may change. Council President Olstad asked if it was something that they can work up to since it hasn't been sustained. Ms. Anderson stated it was included in the audit findings every year. Council member DeMers suggested to create a six or up to ten year cycle for budgeting.

Mr. Murphy informed the Council that they were working on a template to help show a more accurate tax impact as well as what the City's tax capacity was. Ms. Anderson added how the TIF districts will be decertified at the end of 2016 so those property taxes will be included in the 2017 revenues. Council member Vetter asked about the summary sheet and how there was a 15% increase included. Ms. Anderson stated that was correct. He said that even if the Council is able to cut $596,000 there would still be a 15% levy increase. More discussion followed about how the Council may need to commit to a larger levy in the next few years, how the increase to the fund balance may need to be added as a line item, and staff will need direction from Council.

Council President asked if items c-f should be discussed. Mr. Murphy stated they could be discussed at the next work session.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE AUGUST 25, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:44 P.M.

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

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David Murphy, City Administrator/Clerk-Treasurer

UNAPPROVED MINUTES
OF THE CITY
COUNCIL SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 25, 2015 – FOLLOWING THE WORK SESSION

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for August 25, 2015 was called to order by Council President Mark Olstad at 6:52 P.M.

CALL OF ROLL:

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

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, EDA Director; Rod Hajicek, Police Lieutenant; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, Executive Assistant; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Consider adopting Resolution No. 15-08-90 entering into an agreement between the City of East Grand Forks and the State of Minnesota for paratransit transportation services in East Grand Forks from January 1, 2016 through December 31, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 15-08-90 ENTERING INTO AN AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE STATE OF MINNESOTA FOR PARATRANSIT TRANSPORTATION SERVICES IN EAST GRAND FORKS FROM JANUARY 1, 2016 THROUGH DECEMBER 31, 2016.

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

2. Consider adopting Resolution No. 15-08-91 entering into an agreement between the City of East Grand Forks and the State of Minnesota for fixed route transportation services in East Grand Forks from January 1, 2016 through December 31, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY

COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 15-08-91 ENTERING INTO AN AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND THE STATE OF MINNESOTA FOR FIXED ROUTE TRANSPORTATION SERVICES IN EAST GRAND FORKS FROM JANUARY 1, 2016 THROUGH DECEMBER 31, 2016.

Ms. Ellis reviewed the revenue sources for transit, explained how the amount the City had received had increased and that there was a need to purchase a city bus which the state will pay up to $120,000 for. She explained how capital funds will be used to purchase Dial-A-Ride vans instead of putting in more sidewalks so the City is able to take a step back and look at what is needed. She added with the ridership is still increasing the City should be seeing an increase in the funds from the State. Mayor Stauss asked if the bus that was going to be purchased was only used in East Grand Forks. Ms. Ellis stated the only time it goes into Grand Forks is to make a stop at the transfer station. She ended by informing the Council that with the purchase of a new bus the other bus is decommissioned and then used in the Park and Recreation Department.

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

3. Consider adopting Resolution No. 15-08-92 declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION NO. 15-08-92 DECLARING THE OFFICIAL INTENT OF THE CITY TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY.

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

4. Consider granting an easement to Riverwalk Enterprises LLC.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO GRANT AN EASEMENT TO RIVERWALK ENTERPRISES LLC.

Council member DeMers asked for a legal clarification. Mr. Galstad stated the Council could approve the easement contingent upon the approval of an agreement and would allow the process to move forward. Discussion followed about what conditions would be included in the agreement regarding if and what the price should be, if the property reverts back to the City that it would need to be put back to its original state, and how the current use of the property is in violation of the downtown district but it was grandfathered and would change if the use of the property were to change. Council member Vetter stated he would vote no until he was able to review the legal document. Discussion followed about having the agreement prepared for the Council meeting the following Tuesday. Council member DeMers rescinded his motion. Council member Pokrzywinski rescinded his second to the motion.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE AUGUST 25, 2015 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 7:10 P.M.

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

_____
David Murphy, City Administrator/Clerk-Treasurer

AGENDA ITEM #___4___

Request for Council Action

Date: August 17, 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: Michael S. Hedlund

RE: Chief of Police

Background: The East Grand Forks Police Department has acquired a number of vehicles through asset forfeiture which occurs on some DWI and other types of arrests. The vehicles the attached list have completely cleared the court process and are now the property of the City of East Grand Forks and/or the Pine to Prairie Drug Task Force (The proceeds of the sale of the Task Force vehicles go to the Task Force less any expenses). It is our wish to have these vehicles declared surplus property so that they may be sold at auction.

Recommendation: Declare the vehicles listed on the attached document as surplus property:

Enclosures: List of seized vehicles to be declared surplus property.

2015 Auction cars

City of East Grand Forks/Pine to Prairie drug task force.

1.2003 Chevy Cavalier vin#1G1JC12FX37252975 DUI city

2.1982 Honda Moped vin#YC1AB0903CB201177DUI city

3.1995 Jeep Cherokee vin#1J4GZ58S9SC526405 P2P

4.2006 Saturn Ion vin#1G8AJ55F16Z136566 DUI city

5.1997 Jeep Cher vin#1J4GZ78Y0VC755091 DUI city

6. 1996 Dodge Ram vin#3B7HF13Z7TG136112 DUI city

7.1996 Jeep Cher vin#1J4FJ78S5TL179848 P2P

8.2000 Dodge Van vin#1B4GP44G4YB712758 P2P

9.2004 Pontiac Bon vin#1G2HX52K34U205695 P2P

10. 1995 Pontiac GP vin#1G2WJ12M5SF301879 P2P

11. 1998 Olds Aurora vin#1G3GR62C7W4101262 DUI city

12. 2005 Chev Blazer vin#1GNDT13X75K106200 DUI city

13. 1997 Toyota Cam vin#4T1BG22K1VU149575 DUI city

14.1994 GMC safari vin#1GKEL19W2RB537680 Drugs

15.2000 Cadi vin#1G6KD54Y8YU330518 DUI city

16.1993 Chrys Con vin#2C3EL56T3PH555773 DUI city

17. 1999 Pontiac Sun vin#1G2JB5248X7513773 DUI city

18.2004 Chry Con vin#2C3HD56G34H628570 Abandoned property (must be titled in MN after purchase)

19.1996 Olds 88 vin#1G3HN52K1T4838969 Abandoned property (must be titled in MN after purchase)

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

GRAND FORKS RUN FOR FUN LLC
Organization Name

701-780-9616
Organization Phone Number

PO BOX 14867
Organization Address

GRAND FORKS, ND 58208
City State Zip

Applicant Information

WILD HOG HALF MARATHON
Applicant Name

SAME
Applicant Phone Number

Applicant Address

City State Zip

Special Event Information

09-26-2015
Date of Event

8:00AM
Start Time

11:00PM
End Time

HALF MARATHON ROUTE ENTERING EGF AT THE POINT BRIDGE AND EXITING AT LINCOLN PEDESTRIAN BRIDGE WITH ROUTE THROUGH NEIHBORHOODS SE OF POINT BRIDGE. PER MAP
Explanation of Event

Route/Area of Event (include map)

CLOSURES/CONING REQUESTED TO EGF PD & STREETS
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.

Rachel Hellyer
Signature of Applicant

08-17-2015
Date

RACHEL HELLYER
Print Name

TREASURER
Title

WILD HOG SMOKEHOUSE -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:

HALF MARATHON ON CITY STREETS AND GREENWAY

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) RJH

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 X NO _____

(Special Events Holder initials here) RJH

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) RJH

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) RJH

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) RJH

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) RJH

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) RJH

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) RJH

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) RJH

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 RACHEL HELLYER

Title TREASURER

Signature Rachel Hellyer RDH

Date 08-17-2015

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

Name RACHEL HELLYER

Title TREASURER

Signature Rachel Hellyer RDH

Date 08-17-2015

GRAN-10 OP ID: JG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/21/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Vaaler Insurance, Inc.
P. O. Box 12848
Grand Forks, ND 58208-2848
Gregg A. Schaefer

CONTACT NAME: Jennifer Jaeger
PHONE (A/C, No, Ext): 701-775-3131 FAX (A/C, No): 701-775-4020
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Northfield Insurance Co	27987
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Grand Forks Run for Fun LLC
PO Box 14867
Grand Forks, ND 58206-4867

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			WC179931	06/19/2015	06/19/2016	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

fax to: 218-773-9728

CERTIFICATE HOLDER

EGFCI-1

City of East Grand Forks
600 Demers Ave
East Grand Forks, MN 56721

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Mile 7 – 8:36/9:07/9:52
Mile 8 – 8:42/9:16/10:08
Mile 9 – 8:47/9:25/10:24
Mile 6 – 8:31/8:57/9:36
Mile 5 – 8:26/8:48/9:20
Mile 10 – 8:52/9:35/10:40
Mile 4 – 8:20/8:38/9:04
Mile 11 – 8:57/9:44/10:56
Mile 3 – 8:15/8:29/9:00
Mile 12 – 9:03/9:54/11:12
Mile 2 – 8:10/8:19/8:40
Mile 1 – 8:05/8:10/8:20
Finish – 9:06/10:04/11:30
Red Lake River
Red River
Veterans of Foreign Wars Arena
Lincoln Park
Cox Park
Lincoln Drive Park
MINNESOTA
NORTH DAKOTA
1st St SE
3rd Ave SE
5th St SE
6th St SE
7th St SE
8th St SE
9th St SE
11th St SE
13th St SE
4th Ave S
8th Ave S
9th Ave S
Belmont Rd
Reeves Dr
Almonte Ave
Euclid Ave
Lincoln Dr
Elks Dr
22nd Ave S
23rd Ave S
24th Ave S
25th Ave S
27th Ave S
28th Ave S
29th Ave S
32nd Ave S
36th Ave S
40th Ave S
46th Ave S
47th Ave S
Olson Dr
W Elmwood Dr
Terrace Dr
Northridge Hills Ct
Circle Hills Dr
Plain Hills Dr
Leeward Hills Ln
Grassy Hills Ln
Great Plains Ct
Clearview Dr
Simonview Ct
Fairview Dr
Cottonwood St
Cherry Lynn Dr
Filmore Ave
Garfield Ave
Landeco Ln
Walnut St
Chestnut St
Cherry St
Clover Dr
Olive St
Oak St
S 10th St
S 11th St
S 12th St
Laurel Dr SE
182nd St SW
Rhinehart Dr
Byglan
Terms of

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held August 6, 2015 at 5:00 P.M.

Present: Ogden, Loven, Quirk, Tweten
Absent: None

It was moved by Commissioner Tweten seconded by Commissioner Loven that the minutes of the previous meeting of July 16, 2015 be approved as read.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of $471,083.86.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the 2014 Audit Report from Brady Martz be accepted by the commission.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to withdraw our request to the Civil Service Commission to advertise/fill the Payroll/Accounts Payable Technician/Secretary position until the position is re-evaluated to better serve the City.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Loven seconded by Commissioner Quirk to approve the quote from Aqua Pure in the amount of $8,995 to replace the Water Plant chlorine feeders using the Regal Smart Valves equipment.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to approve the appointment of Dan Boyce as the MMUA delegate.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Loven to adjourn to the next regular meeting on August 20, 2015 at 5:00 P.M.
Voting Aye: Ogden, Loven, Quirk, Tweten
Voting Nay: None

Lori Maloney
Sec'y

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 July 21, 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 Vice President Chip Shea at 12:00 pm.

EDA Board present at roll, Vice-President Chip Shea, Board Members Mike Pokrzywinski, George Wogaman, Ralph Messelt and Josh Grinde.

Absent: President Justin Hecht Board Member Chad Grassel
Staff present: Paul Gorte, Economic Development Director; Brenda Ault Executive Assistant; Nancy Ellis City Planner.

Also Present: Barry Wilfahrt, Chamber President; Bob Bydal, Bydal Signs

Roll Call; Vice President Shea determined a quorum was present.

2. Approval of minutes of the June 16, 2015 Regular Meeting:

A Motion was made by Board member Pokrzywinski, seconded by Board member Wogaman, to approve the minutes from the June 16, 2015 Regular Meeting.
M/S/P- Pokrzywinski, Wogaman; 5-0, mc.

3. Bills and Communications:

a. Review of Accounts Payable for July 7, 2015.
b. Approval of Accounts Payable for July 21, 2015

A Motion was made by Board Member Wogaman to approve the Accounts Payable for July 21, 2015, was seconded by Board Member Grinde. M/S/P- Wogaman, Grinde; 5-0, mc.

4. Reports:

a. Quarterly Reports:
MIF: Gorte stated that all the loans are current and there are no delinquencies.
SUNSHINE TERRACE: CP Ellis stated that all the rents might not be reflected on the spreadsheet. Finance Director Anderson had been out for an extended period and was still trying to catch up. She also informed the Board that 10 apartments have had new carpeting installed because there has been a large turnover this year. Several of the tenants are elderly and have had to go to assisted living facilities.
She also explained that there have been 2 damaged apartments: In the first apartment, the tenant had fallen asleep with the kitchen faucet running. The estimated damage is $2500 for that apartment and she has informed the tenant that they will be responsible

for damages. She also explained that this is not the first time this tenant has damaged the apartment and she is considering not renewing the contract. Galstad indicated that he would need to read the lease, but it would probably be hard to evict and it would be better to not renew the contract when it expires.
The second apartment was damaged when the water was shut off to fix the sprinkler system. One of the tenants became alarmed and filled his tub with water, thinking that the water would be off for an extended period. The tub had a leak and it leaked into the bathroom below it. This will be repaired at the City's cost because it was our defective tub that leaked.
DEMERS BUILDING: All accounts are up to date.
INFILL: The Board noted that the repairs/maintenance line item is over budget. CP Ellis explained that there have been several elevator issues. The elevator is being used as a freight elevator and it really is made only for passengers. The cost to repair the elevator and allow it to be used for freight is $55,000. VP Shea questioned if this was becoming a safety issue, Ellis indicated that it was in her opinion. She went on to tell the Board that the roof leaks and that Mike's Pizza had had water damage in the building and would have repair expenses as well.
After discussion, VP Shea asked Ellis to bring costs for the repair of the elevator.

b. Delinquencies update:
Gorte informed the Board that all the loans are current.

c. Residential Lot Sales:
Gorte informed the Board that he has met with a realtor to discuss marketing, lot sales and the sale of lots in groups for builders. She will be present at the next meeting to talk to the group about her ideas.

5. **Unfinished Business:**
a. None

6. **New Business:**
a. TIF revisions in preparation for decertification - Resolutions
Gorte informed the Board that the TIF resolutions were in their packet and he needed approval to take them to the Council. The TIF funds will stay in the City and will be used to fund TIF projects.
A Motion was made by Board Member Pokrzywinski to approve the TIF resolutions and to take them to the Council, was seconded by Board Member Wogaman. VP Shea called for a Roll Call vote. M/S/P- Pokrzywinski, Wogaman; RCV- Pokrzywinski Y, Messelt Y, Grinde Y, Wogaman Y, Shea Y; 5-0, mc.

b. Bydal Loan Revision:

Gorte explained that we have two kinds of MIF loans, Business Loans at 4% and Industrial Loans at a rate of 1%-3%. The Board does have the right to lower the rate from 4% to 1%.
VP Shea thanked Mr. Bydal for coming and invited him to address the group. Bydal referenced an email he had sent Gorte earlier describing how his company manufactures signs and he isn't a retail store.
Galstad stated that the Board could restructure the loan and typically a manufacturing loan was at 1%, with business loans set at 4%.
Pokrzywinski inquired why this wasn't done when the loan was originally taken out.
Wogaman stated that when they originated these loans, 4% was the only option available to the Board.
Messelt inquired what the property was zoned. Gorte explained that that was something that might have to be revised, but that the zoning classification could differ from the loan classification.
After further discussion, the matter was tabled until the new Loan Review Committee can be formed.

c. Participation in UAS Summit & Expo, September 21-23 at Alerus Center:
Gorte explained that the cost was $395 if it was paid before August 12th and he invited Mr. Wilfahrt to talk to the Board about the event. Wilfahrt explained that this has been a very successful event in the past and people attend from all over the country.
Wogaman inquired on what we would market at the event. Gorte replied that he would have lot information available and explain what the EDA does.

A Motion was made by Board Member Pokrzywinski to approve the $395 for the cost of the Summit & Expo, seconded by Board Member Grinde. M/S/P- Pokrzywinski, Grinde; 5-0, mc.

Gorte asked for volunteers to assist with the Expo. Board Members Pokrzywinski and Grinde volunteered to help with the event.

d. Loan Review Committee:
Gorte expressed his frustrations with the loan process, he explained that he had nothing clear for determining amount of DPA Loans; he was concerned about an application he had gotten for a DPA Loan regarding the ability of the individual to repay the loan. He would like to see a committee set up to evaluate loans and to come up with the criteria to follow. He would like to see a Board Member, a Board Member who is also a member of the Council, himself and Finance Director Anderson on the committee. Mr. Galstad said that because the committee would be advisory and not include a quorum of the EDA, it did not need to advertise its meetings. After discussion,

A motion was made by Board member Pokrzywinski, seconded by Board member Wogaman, to establish a Loan Review Committee. M/S/P- Pokrzywinski, Wogaman; 5-0, mc.

VP Shea indicated he would like the committee to review Mr. Bydal's loan before the August meeting.

e. Invitation to City Council, Planning Commission for the SWOT activity on September 29:

Gorte informed the Board that it should be sending out invitations to the event. Discussed will be Strengths, Weaknesses, Opportunities and Threats. He will prepare an invitation for President Hecht to sign.

7. **Adjournment**

A motion was made by Board member Wogaman, seconded by Board member Messelt, to adjourn the meeting at 12:53 pm. M/S/P- Wogaman, Messelt; 5-0, mc.

The next regular meeting is **August, 18, 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

r

ORDINANCE NO. 15 4th SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, ANNEXING SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE1/4SE1/4), SECTION TWENTY-SIX (26), TOWNSHIP ONE HUNDRED FIFTY-TWO (152) NORTH, RANGE FIFTY (50) WEST OF THE FIFTH PRINCIPAL MERIDIAN, POLK COUNTY, MINNESOTA.

.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. This annexation is being passed and adopted pursuant to the provisions of Minnesota Statute § 414.033 subd. 2 clause 3.

Section 2. Johnson Farms a North Dakota partnership petitioned the City requesting the City join in the request to annex the above described property into the City of East Grand Forks. Johnson Farms made said request as it has been approached by a developer that wants to build Multi-family housing units to accommadate the Northland Community and Technical College student population.

Section 3. The land abuts the City of East Grand Forks, is urban or suburban in character and is owned by the City and Johnson Farms.

Section 4. That the City Council has determined that it is the best interest of the City that said parcel is to be annexed into the City so that it can have access to all City utilities and services to the area for the multi-family housing development

Section 5. That the notice and public hearing requirements of Minnesota Statute § 414.033 subd. 2b have been provided and a public hearing was held on June 16, 2015.

Section 6. That Minnesota Statute § 414.033 subd. 3, does not control because it is appropriate for annexation under Minnesota Statute § 414.033 subd. 2, clause 3.

Section 7. That the area to be annexed is unplatted and unpopulated property.

Section 8. That electric ulitity service notice of Minnesota Statute § 414.033 subd. 13, is not applicable as there are no electrical services presently provided in the proposed area.

Section 9. The City hereby annexes the real property situated in the County of Polk, State of Minnesota, legally described as follows, to wit:

Southeast Quarter of the Southeast Quarter (SE1/4SE1/4), Section Twenty-six (26), Township One Hundred Fifty-two (152) North, Range Fifty (50) West of the Fifth Principal Meridian, Polk County, Minnesota containing approximately 40 acres.

Section 10. That said land is not in the floodplain or shoreland area.

Section 11. The City Administrator/Clerk Treasurer is hereby directed to file certified copies of this ordinance with the Chief Administrative law Judge, Municipal Boundary Adjustments Division of the state Office of Administrative Hearings (Minnesota Municipal Board), Huntsville Township, Polk County Auditor, and the Minnesota Secretary of State. A copy of the annexation ordinance must be delivered immediately to the Polk County auditor upon approval of the chief administrative law judge.

Section 12. City Code Chapter 10 entitled Definitions and General Provisions Applicable to the Entire City Code Including Penalty for violation" is hereby adopted in its entirety, by reference, as repeated verbatim herein.

Section 13. This ordinance shall take effect and be in force from and after its passage and publication and be given number 15 4th Series, and after its approval by the Minnesota Municipal Board.

Voting Aye:
Voting Nay:
Absent:

The President declared the Ordinance passed.

ATTEST: PASSED: _____, 2015

_____ _____
Clerk-Administrator President of Council

I hereby approve the foregoing Ordinance this _____ day of _____, 2015.

_____
Mayor

EAST GRAND FORKS
POLICE DEPARTMENT
Michael Hedlund
Chief of Police
520 DeMers Avenue East Grand Forks, MN 56721
Phone (218) 773 – 1104 Fax (218) 773 - 1108

COMMON GRANT APPLICATION FORM

Grant Application Cover Sheet

Date of Application: July 14, 2015 Application submitted to: Mark Olstad

Organization Information

Name of Organization: East Grand Forks Police Department – City of East Grand Forks

Address: 520 Demers Avenue East Grand Forks, MN 56721 EIN: 8021749

Phone: (218) 773-1104 Fax: (218) 773-1108 Website: www.egf.mn

President/Director: Michael S. Hedlund – Chief of Police (218) 773-2283 mhedlund@egf.mn

Name of contact regarding this application: Michael S. Hedlund – Chief of Police

Is your organization an IRS 501 (c) (3) not-for-profit? No
If no, is your organization a public agency/unit of government? Yes

Has your organization previously received funding? No

Proposal Information

Please give a 2-3 sentence summary of request: The East Grand Forks Police Department (EGFPD) is seeking financial assistance to help underwrite the expenses related to our DARE program. The EGFPD is making a significant effort to have a greater presence in our local schools. This began during the 2014/2015 school year when we started a DARE program for all 5th grade students in East Grand Forks. We are requesting funding to help us purchase the actual "items" used by and/or given to the students during the program and assistance with training costs for the DARE Instructor.

Population served: 8,601 Geographic area served: City of East Grand Forks

What fund are you applying to: Community Foundation Opportunity Funds

Funds are being requested for: Project/program support

Project dates (if applicable): 2015/2016 School Year (September 2015 – May 2016)

Fiscal year end: December 31, 2015

EAST GRAND FORKS
POLICE DEPARTMENT
Michael Hedlund
Chief of Police
520 DeMers Avenue East Grand Forks, MN 56721
Phone (218) 773 – 1104 Fax (218) 773 - 1108

Budget

Dollar amount requested:	$1,800.00***
Total annual organization budget:	$2,362.887.00
Total project budget (for support other than general operating):	$2,400.00 (est.)

Authorization

Name and title of top paid staff or board chair: Michael S. Hedlund – Chief of Police

Signature: _____

*** The following items will be purchased through this grant funding:

- Dare workbooks: $240.00
- Graduation certificates: $28.00
- Dare T-Shirts: $997.00
- Accessories (Pencils/Stickers): $100.00
- Estimated shipping: $60.00
- DARE Training Conference (Registration Fee and Lodging): $375.00

Total: $1,800.00

Subject: NV&Me Grants

Dear NV&ME Exec Committee,

The following grants were approved at the meeting on Tuesday. Pete, Bruce, Mark, Kristi were present. Curt and Mara were unable to attend. The amount available to grant was $60,700.

$10,000: Start up weekend - Center for Innovation Foundation
$2,000: Connected Puzzles - Grand Forks County
$3,000: Frosty Bobber - Grand Forks Young Professionals
$1,800: DARE - EGF Police Department

It was decided to deny the following grant requests:
The Scene - Empire $3,000
New Years Gala - GGFYP at $3,000
GF Disc Golf Assoc. $10,000
TEDx - $1,500

IT was decided to allocate remaining funding of $43,900 for 3 projects.
GET Global Market
Workforce Partnership
Information/Transportation
More information needed on knight funding, timing and fleshing out details for each of those areas in need.

The NV360 steering committee will be re-convened to provide updates on grant and leadership investments, and multiple community initiatives in process in the community. In addition, to engage in discussion on private sector interest in continuing to work with the city partners with NV360 relating to Social Offerings, Aesthetics and Openness; specific as it relates to talent retention and attraction. There is potential for more Bush funding to do this work if the private sector is recognized as a key contributing partner and it is not city led.

Thanks for all of your work!
Kristi

RESOLUTION NO. 15 – 09 - 93

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

WHEREAS, the East Grand Forks Police Department applied for a grant through the Community Foundation Opportunity Funds and through the NV & Me program;

WHEREAS, the Police Department requested funds to cover items needed for the DARE program which included workbooks, certificates, t-shirts, pencils, stickers, and training costs;

WHEREAS, the NV & Me Executive Committee has selected and awarded the Police Department the $1,800 that was requested;

NOW, BE IT RESOLVED, the City Council of the City of East Grand Forks, Minnesota, formally accepts the grant funds in the amount of $1800 for the DARE Program supplies and training.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: September 1, 2015

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of the Council

I hereby approve the foregoing resolution this 1st day of September, 2015.

_____

Mayor

RESOLUTION NO. 15 – 09 - 94

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

WHEREAS, The City Administrator/Clerk-Treasurer with the assistance of the person designated, has calculated the proper amount to be specially assessed against every lot, piece and parcel of land, without regard to cash valuation, utilities and street foundation improvements described as "2014 Assessment Job No. 1 – Street Reconstruction"; and

WHEREAS, Said calculations known as the proposed assessments were filed with the Administrator/Clerk-Treasurer on September 1, 2015; and

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

1. A hearing shall be held at 5:00pm or as soon as possible thereafter on October 6, 2015 in the City Hall Council Chambers located at 600 Demers Ave to pass upon such proposed assessments. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The City Administrator/Clerk-Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall stated in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: September 1, 2015

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 1st day of September, 2015.

_____

Mayor

2014 ASSESSMENT JOB NO. 1
17TH ST NE RECONSTRUCTION
S.P. 119-080-011
EAST GRAND FORKS, MINNESOTA

	17th Street NE Calculations
Construction	$1,014,737.25
Plans & Specifications	$126,814.00
Staking & Inspection	$87,657.70
Administration	$30,442.12
Contingencies	$0.00
Assessment roll	$10,147.37
TOTAL	$1,269,798.44
Federal Aid	$807,214.00

TOTAL PROJECT COSTS TO BE ASSESSED TO PROPERTY OWNERS	**$462,584.44**

Front Footage's	
AUD PLAT OF OUTLOTS 17 THRU 64	765.00
AUD PLAT OF OUTLOTS 65 THRU 94	1,859.20
TOTAL	2,624.20

End Footage's	
AUD PLAT OF OUTLOTS 17 THRU 64	589.65
AUD PLAT OF OUTLOTS 65 THRU 94	1,831.86
TOTAL	2,421.51

Front Assessment Rate	**$134.810423**	**/ front foot**
End Assessment Rate	**$44.936808**	**/ end foot**

2014 ASSESSMENT JOB No. 1
17th ST NE RECONSTRUCTION
S.P. 119-080-011
EAST GRAND FORKS, MINNESOTA

PARCEL No.	OWNER	DESCRIPTION	17th ST NE PAVING FRONT FOOTAGE	$ FRONT BENEFIT $134.81042	END FOOTAGE	$ END BENEFIT $44.93681	TOTAL ASSESSMENT BEFORE INTEREST
	AUD PLAT OF OUTLOTS 17 THRU 64						
R 83.02277.00	EAST FORKS LIMITED PARTNERSHIP	Lot 17	465.00	$62,686.85		$0.00	$62,686.85
R 83.02278.00	EAST GRAND FORKS CITY	OUTLOTS 18, 33, 50 & 54 & TR IN NE COR OF O L 48	300.00	$40,443.13		$0.00	$40,443.13
R 83.02279.00	BTA PROPERTIES, LLC	Lot 19		$0.00	189.65	$8,522.27	$8,522.27
R 83.02280.00	SIXTEEN HUNDRED CEN AVE PTNSHP	Lot 20		$0.00	100.00	$4,493.68	$4,493.68
R 83.02281.00	SIXTEEN HUNDRED CEN AVE PTNSHP	Lot 21		$0.00	5.25	$235.92	$235.92
R 83.02296.00	OLDERBAK LAWRENCE R & JANIE L	Lot 36		$0.00	100.00	$4,493.68	$4,493.68
R 83.02297.00	BLOMQUIST KEITH & CAROL M.	Lot 37		$0.00	100.00	$4,493.68	$4,493.68
R 83.02298.00	HAGEMAN PAUL D	Lot 38		$0.00	94.75	$4,257.76	$4,257.76
	SUBTOTAL AUD PLAT OF OUTLOTS 17 THRU 64		**765.00**	**$103,129.98**	**589.65**	**$26,496.99**	**$129,626.97**
	AUD PLAT OF OUTLOTS 65 THRU 94						
R 83.02841.00	RENT-A-HOME	Lot 68		$0.00	174.25	$7,830.24	$7,830.24
R 83.02842.00	VERVALEN ROBERT M	Lot 69		$0.00	58.75	$2,640.04	$2,640.04
R 83.02843.00	PIERCE INVESTMENT COMPANY	Lot 70		$0.00	388.29	$17,448.51	$17,448.51
R 83.02847.00	EAST FORKS LIMITED PARTNERSHIP	SLY 50 FT OF THE ELY 300 FT OF OUTLOT 72 & ALL Lot 74	646.88	$87,206.17	621.29	$27,918.79	$115,124.96
R 83.02857.00	EAST GRAND FORKS CITY	OUTLOTS 84, 85 & 94	1,212.32	$163,433.36	589.28	$26,480.36	$189,913.72
	SUBTOTAL AUD PLAT OF OUTLOTS 65 THRU 94		**1,859.20**	**$250,639.53**	**1,831.86**	**$82,317.94**	**$332,957.47**
	GRAND TOTAL 2014 AJ No. 1		**2,624.20**	**$353,769.51**	**2,421.51**	**$108,814.93**	**$462,584.44**

AGENDA ITEM #____11____

Request for Council Action

Date: August 25, 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: Award of Bids - 2014 City Project No. 3 – Lift Station No. 5 Replacement

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Background:

Bids were received at 10:00 A.M. on Tuesday, August 25th for the above referenced project. We received one (1) bid from Industrial Contract Services (ICS) out of Grand Forks, ND.

The following is the proposed budget based upon the low bid:

PROPOSED BUDGET

Construction	$2,272,827.00
Plans / Specifications	$ 181,826.16
Staking / Inspection	$ 113,641.35
Contingencies	$ 113,641.35
Administration / Legal	$ 68,184.81
TOTAL PROJECT COST	**$2,750,120.67**

PROPOSED FUNDING

City	$2,750,120.67
TOTAL PROJECT COST	**$2,750,120.67**

Recommendation:
Award the project to Industrial Contract Service (ICS)

Enclosures:
Bid Tabulation.

RESOLUTION NO. 15 – 09 - 95

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2014 City Project No. 3 – Lift Station No. 5 Replacement, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that Industrial Contract Services (ICS) is the lowest responsible bidder at a bid price of $2,272,827;

WHEREAS, the total project costs are estimated to total $2,750,120.67;

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Industrial Contract Services (ICS) in the name of the City of East Grand Forks for the improvement of 2014 City Project No. 3 – Lift Station No. 5 Replacement according to the plans and specifications therefore approved by the City Council and on file in the administration office.

2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

3. The City Portion for this project will be paid out of the following funds:

605-00-000-45300	Construction	$2,272,827.00
605-00-000-16000	Plans & Specifications	$181,826.16
605-00-000-16000	Staking/Inspection	$113,641.35
	Contingencies	$113,641.35
605-00-000-43500	Admin/Legal	$68,184.81

4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: September 1, 2015

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 1st of September, 2015.

_____

Mayor

AGENDA ITEM # 12

Request for Council Action

Date: August 19, 2015

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

Cc: File

From: Steve Emery, P.E.

RE: Award of Bids - 2015 City Project No. 5 – Campground Improvements

Background:

Two bids were received on Tuesday, August 18, 2015 for the Utility Improvements project within the Red Rivers State Camproud. The apparent low bidder for the project is R.J. Zavoral & Sons, Inc. The project was broken into a base bid and an alternate bid with the City council having the ability to award either the base bid or the base bid plus the alternate bid.

I did work with Catherine Johnson, Park Manager at the campground in identifying the base and alternate bid areas to assure if the project base bid only was awarded that they were satisfied.

I have attached the plan sheet identifying the base and alternate bid areas for your reference

The following is the proposed budget based upon the low bid:

PROPOSED BUDGET	BASE BID	BASE BID +ALT BID
Construction	$209,941.85	$265,848.75
Plans / Specifications	$20,394.77	$25,696.39
Staking / Inspection	$10,497.09	$13,292.44
Contingencies	$10,497.09	$13,292.44
Administration / Legal	$6,298.26	$7,975.46
TOTAL PROJECT COST	**$257,629.06**	**$326,105.47**

PROPOSED FUNDING	
DNR Grant	$250,000.00
City	$ 7,629.06
TOTAL PROJECT COST	**$257,629.06**

Recommendation:
It would be our recommendation to award the Base Bid to R.J. Zavoral & Sons.

Enclosures:
Bid Tabulation
Plan sheet identifying base and alternate bid project areas.

"REVISED: AUGUST 10, 2015"
2015 City Project No. 5
Campground Improvements
Red River State Recreation Area
East Grand Forks, MN

Base Bid

				Engineer's Estimate		R.J. Zavoral and Sons		Northcat Excavating	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Unit Price	Total	Unit Price	Total	Unit Price	Total
015526	Traffic Control	1	LS	$ 1,250.00	$ 1,250.00	$ 4,800.00	$ 4,800.00	$ 1,200.00	$ 1,200.00
015713	Storm Drain Inlet Protection	3	EA	$ 200.00	$ 600.00	$ 150.00	$ 450.00	$ 150.00	$ 450.00
26 0000	Electrical	1	LS	$ 117,000.00	$ 117,000.00	$ 134,000.00	$ 134,000.00	$ 142,023.00	$ 142,023.00
329219	Topsoil Borrow	208	CY	$ 20.00	$ 4,160.00	$ 13.00	$ 2,704.00	$ 18.00	$ 3,744.00
329219	Seeding	3,747	SY	$ 3.00	$ 11,241.00	$ 2.55	$ 9,554.85	$ 1.50	$ 5,620.50
					$ -				$ -
331000	3/4" Campsite Water Connection	13	EA	$ 800.00	$ 10,400.00	$ 650.00	$ 8,450.00	$ 800.00	$ 10,400.00
331000	4" x 3/4" Saddle W/ Corporation	10	EA	$ 200.00	$ 2,000.00	$ 500.00	$ 5,000.00	$ 822.00	$ 8,220.00
331000	3/4" PE Watermain	849	LF	$ 15.00	$ 12,735.00	$ 15.00	$ 12,735.00	$ 24.00	$ 20,376.00
					$ -				$ -
333100	4" Campsite Sewer Connection	13	EA	$ 500.00	$ 6,500.00	$ 400.00	$ 5,200.00	$ 564.00	$ 7,332.00
333100	8" x 4" Sewer Wye - Saddle	7	EA	$ 300.00	$ 2,100.00	$ 250.00	$ 1,750.00	$ 800.00	$ 5,600.00
333100	4"x4" Sewer Wye	5	EA	$ 250.00	$ 1,250.00	$ 250.00	$ 1,250.00	$ 400.00	$ 2,000.00
333100	4" PVC Service Lead	1187	LF	$ 25.00	$ 29,675.00	$ 18.00	$ 21,366.00	$ 24.00	$ 28,488.00
333100	4" PVC Riser Pipe	19	LF	$ 30.00	$ 570.00	$ 38.00	$ 722.00	$ 24.00	$ 456.00
333100	4" PVC Cleanout	8	EA	$ 500.00	$ 4,000.00	$ 245.00	$ 1,960.00	$ 450.00	$ 3,600.00
Total Base Bid					**$ 203,481.00**		**$ 209,941.85**		**$ 239,509.50**

Alternate Bid

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Unit Price	Total	Unit Price	Total	Unit Price	Total
015526	Traffic Control	1	LS	$ 1,250.00	$ 1,250.00	$ 500.00	$ 500.00	$ 791.00	$ 791.00
015713	Storm Drain Inlet Protection	2	EA	$ 200.00	$ 400.00	$ 150.00	$ 300.00	$ 150.00	$ 300.00
26 0000	Electrical	1	LS	$ 58,000.00	$ 58,000.00	$ 33,572.00	$ 33,572.00	$ 56,620.00	$ 56,620.00
329219	Topsoil Borrow	74	CY	$ 20.00	$ 1,480.00	$ 13.00	$ 962.00	$ 18.00	$ 1,332.00
329219	Seeding	1,333	SY	$ 3.00	$ 3,999.00	$ 2.55	$ 3,399.15	$ 1.50	$ 1,999.50
					$ -		$ -		$ -
331000	3/4" Campsite Water Connection	5	EA	$ 800.00	$ 4,000.00	$ 425.00	$ 2,125.00	$ 800.00	$ 4,000.00
331000	4" x 3/4" Saddle W/ Corporation	5	EA	$ 200.00	$ 1,000.00	$ 285.00	$ 1,425.00	$ 822.00	$ 4,110.00
331000	3/4" PE Watermain	239	LF	$ 15.00	$ 3,585.00	$ 12.25	$ 2,927.75	$ 24.00	$ 5,736.00
					$ -		$ -		$ -
333100	4" Campsite Sewer Connection	5	EA	$ 500.00	$ 2,500.00	$ 225.00	$ 1,125.00	$ 564.00	$ 2,820.00
333100	8" x 4" Sewer Wye - Saddle	3	EA	$ 300.00	$ 900.00	$ 165.00	$ 495.00	$ 800.00	$ 2,400.00
333100	4"x4" Sewer Wye	3	EA	$ 250.00	$ 750.00	$ 120.00	$ 360.00	$ 400.00	$ 1,200.00
333100	4" PVC Service Lead	460	LF	$ 25.00	$ 11,500.00	$ 16.00	$ 7,360.00	$ 24.00	$ 11,040.00
333100	4" PVC Riser Pipe	19	LF	$ 30.00	$ 570.00	$ 24.00	$ 456.00	$ 24.00	$ 456.00
333100	4" PVC Cleanout	4	EA	$ 500.00	$ 2,000.00	$ 225.00	$ 900.00	$ 450.00	$ 1,800.00
Total Alternate Bid					**$ 91,934.00**		**$ 55,906.90**		**$ 94,604.50**

Total Base Bid Plus Alternate Bid	**$ 295,415.00**		**$ 265,848.75**		**$ 334,114.00**

The East Grand Forks City Council reserves the right to award the base bid or base bid plus alternate bid.

0 100 200

Scale in Feet

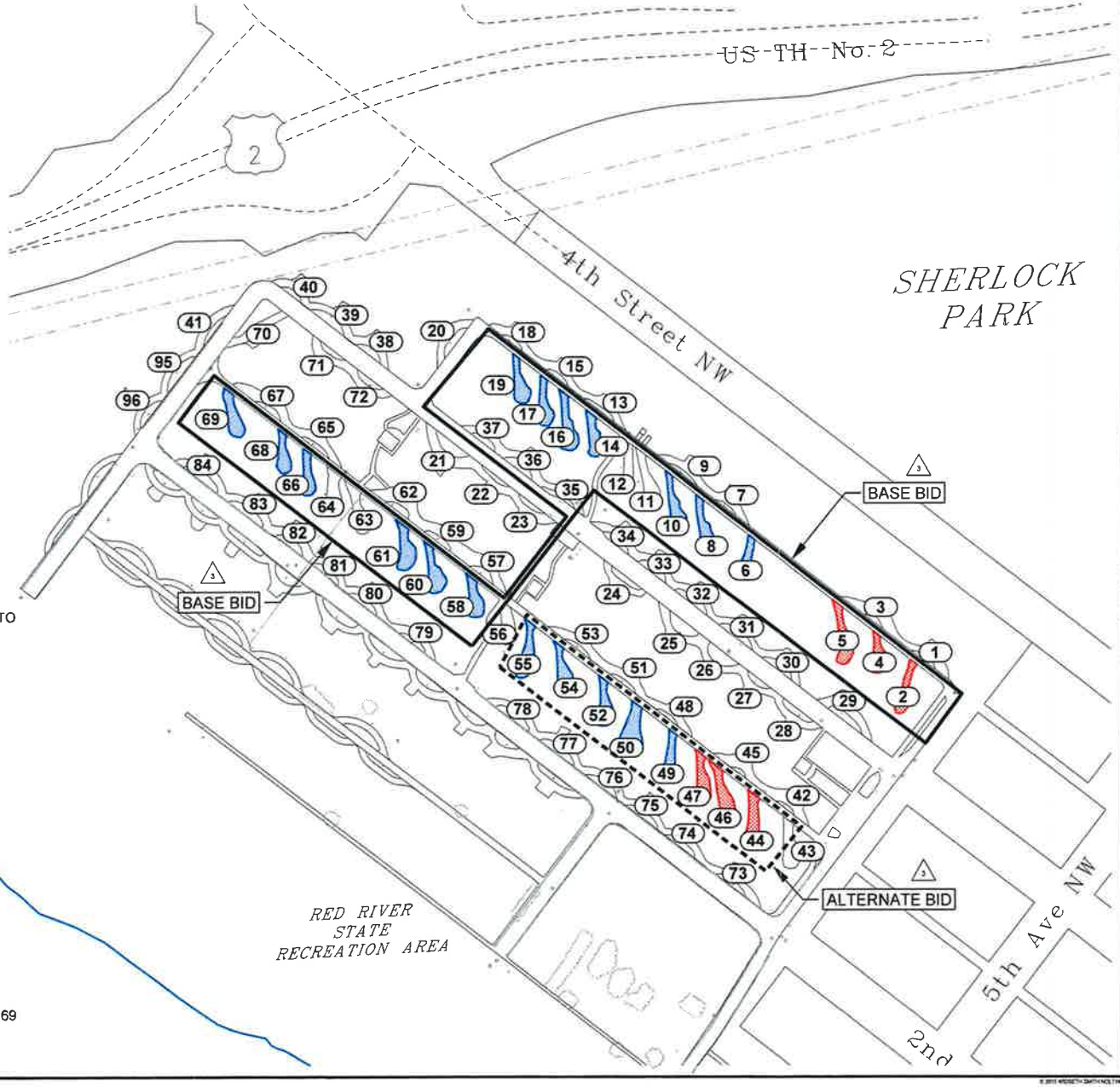
Note:
see bid form for for separation of base bid and alternate bid quantities.

STATEMENT OF ESTIMATED QUANTITIES

ITEM NO	DESCRIPTION	QUANTITY	UNIT
015526	Traffic Control	1	LS
015713	Storm Drain Inlet Protection	5	EA
260000	Electrical	1	LS
329219	Topsoil Borrow	282	CY
329219	Seeding	5,080	SY
331000	3/4" Campsite Water Connection	18	EA
331000	4" x 3/4" Saddle W/ Corporation	15	EA
331000	3/4" PE Watermain	1088	LF
333100	4" Campsite Sewer Connection	18	EA
333100	8" x 4" Sewer Wye - Saddle	10	EA
333100	4"x4" Sewer Wye	8	EA
333100	4" PVC Service Lead	1647	LF
333100	4" PVC Riser Pipe	38	LF
333100	4" PVC Cleanout	12	EA

GENERAL NOTES

1. CONTRACTOR HAS OPTION TO PUSH AND BORE WATER SERVICE CROSSINGS OF EXISTING CAMPSITE PADS IN LIEU OF OPEN CUTTING (INCIDENTAL)
2. DAMAGE TO EXISTING STREETS & OR CAMPSITE PAD RESTORATION SHALL BE AS DIRECTED BY THE ENGINEER. REPAIRS / RESTORATIOIN WILL BE CONSIDERED INCIDENTAL TO CONSTRUCTION AND NO ADDITIONAL PAYMENT WILL BE MADE.
3. ACTUAL LOCATIONS FOR SERVICES AT CAMPSITE PAD SHALL BE DETERMINED IN THE FIELD BY OWNER AND/OR ENGINEER.
4. ALL OPEN EXCAVATIONS ADJACENT TO EXISTING ROADWAYS AND OR CAMPSITES SHALL BE COMPLETELY BACKFILLED AT THE END OF EACH WORK DAY



PROPOSED FULL SERVICE SITES
(WATER, SANITARY SEWER & ELECTRICAL)
SITES: 6,8,10,14,16,17,19,49,50,52,54,55,58,60,61,66,68,69

PROPOSED ELECTRIC ONLY SITES
SITES: 2,4,5,44,46,47

WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental

2015 City Project No. 5 - Campground Improvements
Red River State Recreation Area
East Grand Forks, Minnesota

General Area Layout

SHEET NO
C1.0

RESOLUTION NO. 15 – 09 - 96

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2015 City Project No. 5 – Campground Improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that R.J. Zavoral & Sons is the lowest responsible bidder at a bid price of $209,941.85;

WHEREAS, the total project costs are estimated to total $257,629.06;

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with R.J. Zavoral & Sons in the name of the City of East Grand Forks for the improvement of 2015 City Project No. 5 – Campground Improvements according to the plans and specifications therefore approved by the City Council and on file in the administration office.

2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

3. The City Portion for this project will be paid out of the following funds:

415-45-125-45300	Construction	$209,941.85
415-45-125-43030	Plans & Specifications	$20,394.77
415-45-125-43030	Staking/Inspection	$10,491.09
	Contingencies	$10,491.09
415-45-125-43500	Admin/Legal	$6.298.26

4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: September 1, 2015

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 1st of September, 2015.

_____

Mayor

RESOLUTION NO. 15-09-97

Resolution to Reduce Sewage Bill to Fairfield Inn By $3,000 for the Months of June and July

WHEREAS, the Fairfield Inn was recently constructed and subsequently landscaped; and

WHEREAS, the newly landscaped grounds required heavy watering until turf was established; and

WHEREAS, the City of East Grand Forks charges for sewer services based on the amount of water that is run through the supply meter; and

WHEREAS, the water applied to the turf is not discharged into the City's wastewater collection system; and

WHEREAS, the Fairfield Inn has made a request to the Council to reduce the amount of sewer charges for the months of June and July

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

1. The combined sewer bill for the months of June and July by reduced by $3,000 total.

Voting Aye:
Voting Nay:
Absent:

The President declared the resolution passed.

Passed: September 1, 2015

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of the Council

I hereby approve the foregoing resolution this 1st day of September, 2015.

_____

Mayor

LICENSE AGREEMENT

Agreement made this _____ day of September, 2015, between the City of East Grand Forks, MN a Minnesota municipal corporation, 600 Demers Avenue, East Grand Forks, MN 56721 herein called the licensor, and Riverwalk Enterprises, LLC a Minnesota Limited Liability Company, 211 Demers Avenue, East Grand Forks, MN 56721 herein called the licensee.

In consideration of the mutual promises herein contained, the parties agree as follows:

SECTION ONE

GRAND OF LICENSE; DECRIPTION OF PROPERTY

Licensor hereby grants to licensee a license to occupy and use, subject to all of the terms and conditions hereof, the following described premises:

LEGAL DESCRIPTION

SECTION TWO

LIMITATION TO DESCRIBED PROPERTY

The premises may be occupied and used by licensee solely as a drive thru exit in conducting business as a coffee shop, known as _____, during the period beginning _____, 2015 and continuing until this agreement is terminated as hereinafter provided.

SECTION THREE

NO MONETARY CONSIDERATION

This permission is given to licensee as an accommodation to licensee and it shall be rent free. Licensee hereby acknowledged the title of licensor to the above described premises and agrees never to resist or deny such title.

SECTION FOUR

LICENSE CONDITIONED ON LICENSEE PERFORMANCE

This licensee is conditioned on the licensee removing the existing driveway as shown on the attached drawing marked as Exhibit "A". If the driveway is not removed this license is terminated immediately without further notice.

SECTION FIVE

Licensee agrees that it does not and shall not claim at any time any interest or estate of any kind or extent whatsoever in the premises, by virtue of this license or occupancy or use hereunder.

SECTION SIX

INDEMINIFICATION

Licensee shall indemnify licensor for any and all liability for personal injuries, property damage, or for loss of life or property resulting from, or in any way connected with, the condition or use of the premise covered by this license, or any means of ingress or egress therefrom.

SECTION SEVEN

ASSIGNABILITY

This agreement shall inure to the benefit of and be binding on the successors and assigns of the licensee, but may not be assigned without the prior written consent of the licensor. It is specifically understood that the drive thru is a non-conforming use for the downtown commercial zoning district which use has been grandfathered in on the premise. If the use of the premise is changed or the licensee ceases operation of its business this license will be terminated and the drive thru exit which is the subject of this license will be returned to the original configuration at the expense of the licensee or the successors and assigns at the discretion of the licensor which cannot be contested.

SECTION EIGHT

MAINTENANCE AND REPAIR

It is expressly understood and agreed that the licensee at its own cost and expense will repair and maintain in proper and usable condition the property described in this license.

SECTION NINE

TERMINATION

This agreement shall continue in force unless or until terminated as described above or by mutual agreement of the parties.

LICENSOR:

CITY OF EAST GRAND FORKS

BY:_____ BY_____

David Murphy, City Administrator Lynn Stauss, Mayor

LICENSEE:

RIVERWALK ENTERPRISES, LLC

BY:_____

Robert Moore, President

RESOLUTION NO. 15 – 09 - 99

RESOLUTION APPROVING REPAIR WORK FOR CURB & GUTTER ALONG 4TH STREET NORTHWEST

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

WHEREAS, some City Council members have requested the repairing of curb and gutter along 4th Street NW;

WHEREAS, the City Engineer estimated it would cost $7,200 for these suggested repairs;

WHEREAS, there are funds available to cover these costs in the Public Works street repair fund;

NOW THEREFORE, BE IT RESOLVED, the City Council of East Grand Forks, Minnesota approves and authorizes the curb and gutter repair work on 4th Street NW not to exceed $10,000.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: September 1, 2015

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 1st of September, 2015.

_____

Mayor

RESOLUTION NO. 15 – 09 - 98

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 22301 for a total of $336.31.

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 $336.31 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 September 1, 2015.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: September 1, 2015

Attest:

_____ _____

City Administrator/Clerk-Treasurer President of Council

I hereby approve the foregoing resolution this 1st day of September, 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 22301 for a total of $336.31.

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 September 1, 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: mnelson
Printed: 8/28/2015 - 10:52 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
22264	09/01/2015	ACM001	Acme Electric Companies	25.90	0
22265	09/01/2015	AMA001	Amazon.com	124.37	0
22266	09/01/2015	AME005	Ameripride Linen & Apparel Services	333.35	0
22267	09/01/2015	ANY001	Anytime Plumbing	144.78	0
22268	09/01/2015	BAK001	Baker & Taylor Co	1,419.55	0
22269	09/01/2015	BEC001	Becker Arena Products Inc	61.00	0
22270	09/01/2015	BOR001	Border States Electric Supply	109.04	0
22271	09/01/2015	BRA001	Brady Martz & Associates	20,658.00	0
22272	09/01/2015	BRO002	Brodart Co	282.20	0
22273	09/01/2015	C&R001	C&R Laundry & Cleaners	304.76	0
22274	09/01/2015	CAN001	Canon Financial Services	140.80	0
22275	09/01/2015	GFT003	Donald Scott Cash	3,017.73	0
22276	09/01/2015	CED001	Cedar Rapids Tire	1,375.62	0
22277	09/01/2015	CEN006	Century Link	853.48	0
22278	09/01/2015	CLA004	Clarke Mosquito Control Products	7,348.80	0
22279	09/01/2015	COA001	Coalition of Greater MN Cities	13,513.00	0
22280	09/01/2015	COL004	Coldspring Memorial	357.00	0
22281	09/01/2015	COL002	Cole Papers Inc	273.58	0
22282	09/01/2015	CRO004	Crookston Daily Times	155.00	0
22283	09/01/2015	DEM001	Demco Educational Corp	134.24	0
22284	09/01/2015	DOC001	Docu Shred Inc	38.10	0
22285	09/01/2015	EAG001	Eagle Electric	965.14	0
22286	09/01/2015	ECO001	Economy Plumbing	498.87	0
22287	09/01/2015	EGF006	EGF City Petty Cash Ckng	3,574.65	0
22288	09/01/2015	EID001	EIDE Motors	125.04	0
22289	09/01/2015	ENV002	Environmental Equipment & Services	210.56	0
22290	09/01/2015	EXP003	Explorer Post #38	60.00	0
22291	09/01/2015	EXP002	Exponent	994.05	0
22292	09/01/2015	EZL001	EZ Locksmith	193.80	0
22293	09/01/2015	FIL001	Filter Care	481.82	0
22294	09/01/2015	G&K001	G&K Services	157.81	0
22295	09/01/2015	GAL003	Galstad Jensen & McCann PA	12,219.40	0
22296	09/01/2015	GFF001	GF Fire Equipment	45.00	0
22297	09/01/2015	GFP001	GF Park District	290.00	0
22298	09/01/2015	GFW001	GF Welding & Machine	76.83	0
22299	09/01/2015	GRE002	Greg's Lawn Care	358.30	0
22300	09/01/2015	HAC001	HACH Company	282.68	0
22301	09/01/2015	HAR001	Hardware Hank	336.31	0
22302	09/01/2015	HEA001	Heartland Paper	191.98	0
22303	09/01/2015	HNQ001	HN Quality Plumbing, Inc	259.00	0
22304	09/01/2015	HUG001	Hugo's	282.31	0
22305	09/01/2015	INP002	In Prints Screen Printing	69.20	0
22306	09/01/2015	JAM001	William Jamerson	300.00	0
22307	09/01/2015	LEA002	League of MN Cities	196.00	0
22308	09/01/2015	LIB001	Liberty Business Systems	43.04	0
22309	09/01/2015	LIT001	Lithia Payment Processing	2,860.99	0
22310	09/01/2015	LUM001	Lumber Mart	19.21	0
22311	09/01/2015	M&W001	M&W Services	64.00	0
22312	09/01/2015	MAC002	MacQueen Equipment	261.46	0
22313	09/01/2015	MAR001	Marco Inc	128.60	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
22314	09/01/2015	MPO001	Metropolitan Planning Organization	5,042.10	0
22315	09/01/2015	MLR001	Michael L. Miller	2,250.00	0
22316	09/01/2015	MIC001	Micro-Marketing LLC	463.88	0
22317	09/01/2015	MID003	Midcontinent Communications	1,533.98	0
22318	09/01/2015	MID014	MIdwest Overhead Crane	1,580.00	0
22319	09/01/2015	MID006	Midwest Specialty Sales Inc	1,587.99	0
22320	09/01/2015	MNC004	MN Chief of Police Association	540.00	0
22321	09/01/2015	MND011	MN DARE Officer's Association	175.00	0
22322	09/01/2015	MND013	MN Dept of Transportation	694.95	0
22323	09/01/2015	MNI001	MN Ice Arena Mgr's Association	625.00	0
22324	09/01/2015	MNP001	MN PERA	1,123.63	0
22325	09/01/2015	JEN002	Jenny Morris	300.00	0
22326	09/01/2015	BAR005	MSC Industrial Supply Co.	212.08	0
22327	09/01/2015	MTI001	MTI Distributing Company	8,904.57	0
22328	09/01/2015	ORE001	O'Reilly Auto Parts	878.17	0
22329	09/01/2015	OCL001	OCLC	143.07	0
22330	09/01/2015	OFF002	Office Depot	85.98	0
22331	09/01/2015	OPP001	Opp Construction	659,318.78	0
22332	09/01/2015	ORC002	Roger Orchard	4,447.35	0
22333	09/01/2015	PAR006	Paraclete Press, Inc.	12.59	0
22334	09/01/2015	PDQ001	PDQ Sanitary Services	472.00	0
22335	09/01/2015	PER004	Seth & Angela Perdew	5,000.00	0
22336	09/01/2015	POL006	Polk County Highway Department	2,420.00	0
22337	09/01/2015	POW001	Power Equipment Shop	15.00	0
22338	09/01/2015	PSD001	PS Door Services	1,175.00	0
22339	09/01/2015	QUI001	Quill Corp	415.05	0
22340	09/01/2015	RED008	Red Wing Shoe Store	126.65	0
22341	09/01/2015	RIV002	Rivards Turf & Forage	778.44	0
22342	09/01/2015	ROT001	Roto Rooter	240.00	0
22343	09/01/2015	RUD004	Dustin and Karina Rude	84.71	0
22344	09/01/2015	RYD001	Rydell Chevrolet	708.30	0
22345	09/01/2015	SKI001	Skinner Roofing	297.00	0
22346	09/01/2015	STE010	Sterling Siding & Remodeling	5,184.00	0
22347	09/01/2015	STA005	Strata Corp	243.71	0
22348	09/01/2015	STU001	Stuart's Towing	200.00	0
22349	09/01/2015	TAC002	Tactical Solutions	1,113.00	0
22350	09/01/2015	TER002	Terry Engebretson	5,375.00	0
22351	09/01/2015	THU002	Thur-O-Clean	1,865.26	0
22352	09/01/2015	TIG001	Tiger Direct.com	995.74	0
22353	09/01/2015	TRU001	True Temp	114.49	0
22354	09/01/2015	UNI013	University Station	21.82	0
22355	09/01/2015	UPS002	UPS Store	56.72	0
22356	09/01/2015	USB005	US Bank Corporate Payment System	11,763.12	0
22357	09/01/2015	VIL001	Vilandre Heating & A/C	330.95	0
22358	09/01/2015	WAT001	Water & Light Department	26,959.97	0
22359	09/01/2015	WEX001	Wex Bank	60.25	0
22360	09/01/2015	WID001	Widseth Smith Nolting & Associates	59,387.17	0
22361	09/01/2015	WIL002	Wilbur-Ellis	762.50	0
22362	09/01/2015	WIZ001	Wizard's Enterprises Inc.	590.00	0
22363	09/01/2015	XCE001	Xcel Energy	1,089.01	0
22364	09/01/2015	XER001	Xerox Corporation	96.50	0
22365	09/01/2015	YAN001	Roberta Yanish	435.20	0
			Check Total:	894,512.03	

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: DAVE AKER **Account Number:** **1870 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
08/20/2015	08/21/2015	240491	8398	CHARITABLE/SOCIAL SERVICE	MN RECREATION AND PARK A	MN	411227555	$ 360.00	Memo	72160004	Not Reviewed	No
Name: KARLA ANDERSON **Account Number:** **7513 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/27/2015	07/28/2015	240498	7399	BUSINESS SERVICES -OTHER	ACT*EIDE BAILLY LLP	CA	330884962	150.00	Memo	oztbEQrw74662875	Not Reviewed	No
07/30/2015	07/31/2015	240498	7399	BUSINESS SERVICES -OTHER	ACT*EIDE BAILLY LLP	CA	330884962	(150.00)	Memo	o1Ivp6Sv95537904	Not Reviewed	No
Name: BRENDA AULT **Account Number:** **3134 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/21/2015	07/23/2015	240492	5814	FAST FOOD RESTAURANTS	DOMINO'S 1962	MN	411735901	34.16	Memo	150721 025040	Not Reviewed	No
08/17/2015	08/19/2015	240492	5814	FAST FOOD RESTAURANTS	SUBWAY 00999912	FL	650701885	108.48	Memo	622-223-854315	Not Reviewed	No
08/18/2015	08/20/2015	240492	5814	FAST FOOD RESTAURANTS	SUBWAY 00111062	MN	208034457	5.72	Memo	683-227-665747	Not Reviewed	No
Name: KEVIN BOUSHEE **Account Number:** **5570 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
08/18/2015	08/19/2015	240491	8398	CHARITABLE/SOCIAL SERVICE	NFPA NATL FIRE PROTECT	MA	041653090	107.15	Memo	1024878282887003	Not Reviewed	No
Name: JAY BRUCE **Account Number:** **5405 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/24/2015	07/27/2015	240507	5200	HOME SUPPLY WAREHOUSE STORES	HOME OF ECONOMY-#1	ND	450219324	14.97	Memo	09960201	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
08/07/2015	08/10/2015	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS	ND	390989248	$ 67.95	Memo	0	Not Reviewed	No
Name: RONALD BUBENDORF **Account Number:** **5156 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
08/06/2015	08/07/2015	240507	5046	WHOLESALE COMMERCIAL	SHOREMASTER LLC	MN	900925589	370.00	Memo	phone	Not Reviewed	No
Name: ERIC BURMAN **Account Number:** **4185 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
08/07/2015	08/10/2015	240499	5942	BOOK STORES	LIFELINE TRAINING - CA	IL	200846763	209.00	Memo	AU-3E8A831D90DD3 F6A6	Not Reviewed	No
Name: BENJAMIN DECKERT **Account Number:** **4153 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
08/04/2015	08/06/2015	240506	5542	AUTOMATED FUEL DISPENSERS	LOAF N JUG #0642 Q81	ND	830208334	37.51	Memo		Not Reviewed	No
08/14/2015	08/17/2015	240491	8299	SCHOOLS/EDUCATIONAL SCHL	ALEX TC COLL CUST TRAININ	MN	411687554	99.00	Memo	506560	Not Reviewed	No
08/18/2015	08/19/2015	240500	7299	MISC PERSONAL SERVICES	ND NTNL GD CMP GRAFTON	ND	450423412	21.00	Memo		Not Reviewed	No
Name: GREGORY GAHLON **Account Number:** **2707 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/28/2015	07/29/2015	240500	5941	SPORTING GOODS STORES	BALCO UNIFORM CO INC	ND	450417295	487.31	Memo	1054209	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: PAUL GORTE **Account Number:** **1823 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/28/2015	07/30/2015	240492	5812	EATING PLACES AND RESTAURANTS	BLUE MOOSE BAR & GRILL	MN	411766541	$ 15.09	Memo		Not Reviewed	No
Name: NICK GUNDERSON **Account Number:** **3450 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/29/2015	07/30/2015	240491	9399	GOVERNMENT SERVICES-OTHER	BCA TRAINING EDUCATION	MN	416007162	75.00	Memo	33358	Not Reviewed	No
08/09/2015	08/11/2015	240506	5542	AUTOMATED FUEL DISPENSERS	HOLIDAY STNSTORE 0254	MN	410771276	22.46	Memo	00000000000000000	Not Reviewed	No
08/11/2015	08/13/2015	240506	5542	AUTOMATED FUEL DISPENSERS	SIMONSON STATI10180024	MN	450280064	18.99	Memo		Not Reviewed	No
08/11/2015	08/13/2015	240493	3614	AMERICINN	AMERICINN STILLWATER MN	MN	411954451	154.18	Memo	11286242	Not Reviewed	No
Name: DEBRA HADDEN **Account Number:** **2440 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/23/2015	07/27/2015	240493	3829	COUNTRY INN BY CARLSON	COUNTRY INN & SUITES S	MN	472346412	106.06	Memo	177962	Not Reviewed	No
07/25/2015	07/27/2015	240500	7996	AMUSEMENT PARKS,CIRCUSES	NORTHERN AIR FAMILY FU	ND	454938538	350.00	Memo		Not Reviewed	No
07/26/2015	07/28/2015	240493	3829	COUNTRY INN BY CARLSON	COUNTRY INN & SUITES S	MN	472346412	318.18	Memo	178237	Not Reviewed	No
08/01/2015	08/03/2015	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	358.88	Memo	00124035	Not Reviewed	No
08/01/2015	08/03/2015	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	358.88	Memo	00124036	Not Reviewed	No
08/01/2015	08/03/2015	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	2.44	Memo	00124038	Not Reviewed	No
08/01/2015	08/03/2015	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	361.32	Memo	00124039	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
08/13/2015	08/14/2015	240506	5599	MISCELLANEOUS AUTOMOTIVE	TRACTOR-SUPPLY-CO #0116	ND	133139732	$ 177.12	Memo		Not Reviewed	No
08/19/2015	08/21/2015	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	(333.88)	Memo	2440	Not Reviewed	No
Name: KEVIN HANSON **Account Number:** **1957 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/24/2015	07/27/2015	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	352.68	Memo	110-7734959-92570	Not Reviewed	No
08/20/2015	08/21/2015	240507	5251	HARDWARE STORES	KANO LABORATORIES, INC.	TN	621097021	133.23	Memo	29194	Not Reviewed	No
08/23/2015	08/24/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	106.00	Memo	po#29215	Not Reviewed	No
Name: MICHAEL HEDLUND **Account Number:** **1856 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/23/2015	07/24/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	123.00	Memo	111-5079364-05530	Not Reviewed	No
07/24/2015	07/27/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	181.00	Memo	111-0317112-97978	Not Reviewed	No
07/24/2015	07/27/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	45.25	Memo	111-3583370-97346	Not Reviewed	No
07/30/2015	07/31/2015	240497	5969	OTHER DIRECT MARKETER	4IMPRINT	WI	391837105	436.67	Memo	10824300	Not Reviewed	No
07/31/2015	08/03/2015	240499	5943	STATIONERY STORE/SUPPLIES	OFFICEMAX/OFFICEDEPOT #65	ND	592663954	30.99	Memo	657620150731	Not Reviewed	No
08/03/2015	08/05/2015	240491	8398	CHARITABLE/SOCIAL SERVICE	MINNESOTA CHIEFS OF POLIC	MN	411312128	565.00	Memo	2765738084	Not Reviewed	No
08/03/2015	08/05/2015	240491	8398	CHARITABLE/SOCIAL SERVICE	MINNESOTA CHIEFS OF POLIC	MN	411312128	565.00	Memo	2765743084	Not Reviewed	No
08/04/2015	08/05/2015	240497	5969	OTHER DIRECT MARKETER	4IMPRINT	WI	391837105	258.54	Memo	10842172	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: KRIS KOVAR **Account Number:** **5156 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
08/14/2015	08/17/2015	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	$ 163.51	Memo	PD Chief	Not Reviewed	No
08/20/2015	08/21/2015	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	117.71	Memo	107-2532999-15730	Not Reviewed	No
Name: BRIAN LARSON **Account Number:** **0894 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/21/2015	07/24/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	33.98	Memo	H03063	Not Reviewed	No
07/23/2015	07/24/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	33.98	Memo	H03711	Not Reviewed	No
08/03/2015	08/04/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	58.95	Memo	H06708	Not Reviewed	No
08/12/2015	08/13/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	45.90	Memo	H09068	Not Reviewed	No
08/17/2015	08/18/2015	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	24.07	Memo	H10537	Not Reviewed	No
Name: GARY LARSON **Account Number:** **0810 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/22/2015	07/23/2015	240500	5999	MISCELLANEOUS AND SPECIAL	BATTERIES PLUS #24	ND	911772624	61.20	Memo	024295977	Not Reviewed	No
07/22/2015	07/24/2015	240499	5943	STATIONERY STORE/SUPPLIES	OFFICEMAX/OFFICEDEPOT #65	ND	592663954	27.28	Memo	657620150722	Not Reviewed	No
07/23/2015	07/24/2015	240506	5542	AUTOMATED FUEL DISPENSERS	PARK RAPIDS BP	MN	362440313	42.00	Memo	20450042	Not Reviewed	No
Name: DAVID MURPHY **Account Number:** **0699 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/28/2015	07/30/2015	240492	5812	EATING PLACES AND RESTAURANTS	BLUE MOOSE BAR & GRILL	MN	411766541	11.62	Memo		Not Reviewed	No
07/31/2015	08/03/2015	240498	7392	MANAGEMENT,CONSULTING	ICMA ONLINE PURCHASES	DC	362167755	804.00	Memo	673058	Not Reviewed	No
08/03/2015	08/04/2015	240498	5968	CONTINUITY SUBSCRIPTION	GAN*USATODAYCIRC	IN	570691788	25.00	Memo	05312500661UT8066984	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
08/14/2015	08/17/2015	240507	5399	MISCELLANEOUS GENERAL MER	GRAND FORKS HERALD	ND	450129560	$ 17.25	Memo	DZJMCFM	Not Reviewed	No
Name: JARED QUANRUD **Account Number:** **2376 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
08/20/2015	08/24/2015	240507	5137	WHOLESALE UNIFORMS	COPS PLUS, INC	NY	481280496	25.79	Memo	0000643140	Not Reviewed	No
Name: DENNIS ROBERTSON **Account Number:** **0425 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/28/2015	07/29/2015	240507	5046	WHOLESALE COMMERCIAL	WITMER PUBLIC SAFETY G	PA	232383776	645.80	Memo	7379070531	Not Reviewed	No
07/31/2015	08/03/2015	240500	5999	MISCELLANEOUS AND SPECIAL	LAWMENS SAFETY SUPPLY INC	NC	561540499	71.96	Memo		Not Reviewed	No
08/11/2015	08/13/2015	240500	5941	SPORTING GOODS STORES	NATCHEZ SHOOTERS SUPPLY E	TN	621044129	875.59	Memo	100081370	Not Reviewed	No
08/12/2015	08/13/2015	240500	5999	MISCELLANEOUS AND SPECIAL	STREICHER'S MO	MN	411458127	418.00	Memo	S1192901	Not Reviewed	No
08/12/2015	08/13/2015	240500	5999	MISCELLANEOUS AND SPECIAL	STREICHER'S MO	MN	411458127	454.99	Memo	S1192901	Not Reviewed	No
08/18/2015	08/20/2015	240498	7393	DETECTIVE/PROTECTIV E SERV	KEEPRS INC 1	MN	411924626	403.99	Memo		Not Reviewed	No
Name: ANDREA SCHERER **Account Number:** **1888 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/24/2015	07/27/2015	240507	5411	GROCERY STORES,SUPERMARK	TARGET 00017830	ND	410215170	125.35	Memo	00000000000000000	Not Reviewed	No
07/24/2015	07/27/2015	240507	5331	VARIETY STORES	DOLRTREE 2809 00028092	ND	541387365	5.00	Memo	00000000000000000	Not Reviewed	No
07/29/2015	07/30/2015	240500	7993	VIDEO AMUSEMENT GAME SUPPLIES	GAMESTOP #2416	ND	411609563	58.94	Memo	150729 203549	Not Reviewed	No
08/03/2015	08/04/2015	240507	5411	GROCERY STORES,SUPERMARK	TARGET 00017830	ND	410215170	75.61	Memo	00000000000000000	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: AEISSO SCHRAGE **Account Number:** **6738 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/28/2015	07/29/2015	240497	5969	OTHER DIRECT MARKETER	AMERA-CHEM INC	CO	841436389	$ 164.50	Memo	783	Not Reviewed	No
08/04/2015	08/05/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	30.90	Memo	111-8815919-63042	Not Reviewed	No
08/04/2015	08/05/2015	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	90.94	Memo	111-7904719-85290	Not Reviewed	No
08/18/2015	08/19/2015	240507	5411	GROCERY STORES,SUPERMARK	WAL-MART #3761	MN	710415188	42.98	Memo	0818153761	Not Reviewed	No
Name: JACOB THOMPSON **Account Number:** **3435 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
07/23/2015	07/24/2015	240507	5137	WHOLESALE UNIFORMS	HERO 247	IA	421407732	102.00	Memo	483760602	Not Reviewed	No

Total Number of Records: 70

Total

$11,763.12

End of Report