

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 2, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 19, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 26, 2016.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. Consider approving an Offsite Gambling Permit Application for the Blue Line Club to hold a raffle on April 9, 2016 at the VFW Arena located at 711 3rd St SE East Grand Forks, MN 56721.
4. Consider approving an Exempt Gambling Application for the East Grand Forks Fire Department Relief Association to hold a raffle on June 11, 2016 at the Eagles Club located at 227 10th St NW East Grand Forks, MN 56721 and waive the 30-day waiting period.
5. Consider adopting Resolution 16-02-20 authorizing an increase of \$100 per month to the Water and Light Commissioner salaries.
6. Consider approving the purchase of two new pumps from Minnesota Pump Works and declare the used pumps as surplus trading one in to reduce the purchase price from \$57,642 to \$55,108.

7. Consider approving the Special Event Application for the Grand Cities Artfest event for June 11-12, 2016 and waiving the transient merchant license for the artists of the event.
8. Consider adopting Resolution No. 16-02-21 authorizing the implementation of the updated compensation plan for non-union employees.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for January 7, 2016.
10. Regular meeting minutes of the Economic Development Authority Board for December 22, 2015.
11. Regular meeting minutes of the Planning Commission for October 8, 2015.

COMMUNICATIONS:

12. Acknowledgement of the Mayor's Veto of Resolution 16-01-16 accepting the Knight Foundation grant.

OLD BUSINESS:

13. Reconsider adopting Resolution No. 16-01-16 accepting the Knight Foundation Grant for the project televising the City Council meetings and other city meetings.

NEW BUSINESS:

14. Consider adopting Resolution No. 16-02-22 authorizing the application to the Minnesota Public Facilities Authority for a loan for the wastewater treatment system project.
15. Consider approving Change Order No. 2 for the Civic Center Renovation Project which will cost \$20,295.65 and be paid for from the capital improvement budget.
16. Consider approving the request to help cover the costs of furnishing the warming area at the Civic Center in the amount of \$_____.

CLAIMS:

17. Consider adopting Resolution No. 16-02-23 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23390 for a total of \$1,208.54 whereas Council Member Buckalew is personally interested financially in the contract.
18. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings

Work Session – February 9, 2016 – 5:00 PM – Training Room
Regular Council Meeting – February 16, 2016 – 5:00 PM – Council Chambers
Work Session – February 23, 2016 – 5:00 PM – Training Room
Regular Council Meeting – March 1, 2016 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 19, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for January 19, 2016 was called to order by Council President Mark Olstad at 5:01 P.M.

CALL OF ROLL:

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

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

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.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 5, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of January 12, 2016.

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

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

Voting Nay: None.

Absent: Pokrzywinski.

SCHEDULED BID LETTINGS:

3. Consider adopting Resolution No. 16-01-12 approving the plans and specifications and ordering advertisement for bids for 2015 Assessment Job No. 4 – Curb, Gutter, and Paving – 5th Ave NE and 10th St NE.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-01-12 APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2015 CITY PROJECT NO. 4 – CURB, GUTTER, AND PAVING – 5TH AVE NE AND 10TH ST NE.

Mr. Emery said this was a city project not an assessment job. Ms. Nelson stated she would make the necessary corrections.

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

Voting Nay: None.

Absent: Pokrzywinski.

4. Consider adopting Resolution No. 16-01-13 approving the plans and specifications and ordering advertisement for bids for 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction – Riverview 10th Addition.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-01-13 APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2016 ASSESSMENT JOB NO. 2 – CONCRETE PAVING & SIDEWALK CONSTRUCTION – RIVERVIEW 10TH ADDITION.

Council member DeMers asked if the sidewalk elevation issue had been addressed. Mr. Emery said it was included in the final and that Ms. Ellis has spoken with Mr. Bondy. Ms. Ellis stated he didn't have any issues paying for the sidewalk but did not want to have to pay for redoing the driveway so that will be taken care of by the sidewalk replacement program with the rest being assessed.

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

Voting Nay: None.

Absent: Pokrzywinski.

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.

5. Consider approving the special event application from the Great Grand Forks Young Professionals group for the Frosty Bobber event to be held on Saturday, February 13, 2016.

- 6. Consider adopting Resolution No. 16-01-14 approving the following Boards & Commission appointments as presented by the appropriate elected officials.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS FIVE (5) AND SIX (6).

Council member DeMers commented that the term length for an EDA Board member is six years which was set in 1986 and at some point the Council may want to consider shortening that term. Mayor Stauss informed the Council that when people are asked to be on the board that he tells them if they are unable to complete a term to let him know so someone else can be appointed to finish the term.

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

Voting Nay: None.

Absent: Pokrzywinski.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 7. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 17, 2015.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 8. Consider approving the agreement between the City of East Grand Forks and Indepth Inspections for building inspection services for 2016.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND INDEPTH INSPECTIONS FOR BUILDING INSPECTION SERVICES FOR 2016.

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

Voting Nay: None.

Absent: Pokrzywinski.

- 9. Consider adopting Resolution No. 16-01-15 accepting the report of feasibility for 2016 Assessment Job No. 1 Street Improvements and setting the public hearing for March 1, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-01-15 ACCEPTING THE REPORT OF FEASIBILITY FOR 2016 ASSESSMENT JOB NO. 1 STREET IMPROVEMENTS AND

SETTING THE PUBLIC HEARING FOR MARCH 1, 2016 AND REMOVING THE RHINEHART RECONSTRUCTION PROJECT.

Council President Olstad asked if the Rhinehart project is removed would the Council still need to request an advance in State Aid funds. Mr. Emery said if the Council doesn't move forward with work on Rhinehart there wouldn't be a reason to request the advance. He added they had contacted Alliant for more information which they still have not received about the proposed round-a-bout and would pull the work back so it would not be affected by the future round-a-bout. He added that if the Council requested the advance it still wouldn't lock them into the project. Discussion followed on the poor current condition of this section of Rhinehart, how the engineers are working on trying to get more information regarding the round-a-bout, and if the round-a-bout project should be combined with the reconstruction project.

Mr. Murphy explained that staff had been about this item and stated how the Council would need to commit to a round-a-bout at this location so staff will know that it will be moving forward. Mayor Stauss stated that he agreed that the Council would need to commit because if the Council isn't moving forward with a round-a-bout then they should proceed with the reconstruction. More discussion followed about how the time frame for this project was three to five years and the Council could consider using the subtarget funds they will receive in 2018 for this project as one funding source. Ms. Ellis commented how those funds were scheduled to be used to reconstruct 10th Street NE but that could be changed. She also added it would be 2022 before the City would receive the subtarget funds again but in the past the cities have sometimes swapped the years when they receive funds.

Mr. Galstad said the Council needs to vote on if they would like to remove that portion of the project and then vote on the resolution making it cleaner. Council President Olstad stated the current motion was to remove the Rhinehart reconstruction project.

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER DEMERS, TO REMOVE THE RHINEHART RECONSTRUCTION PROJECT.

Voting Aye: Buckalew, Tweten, and Vetter.

Voting Nay: Olstad, Grassel, DeMers, and Mayor Stauss.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-01-15 ACCEPTING THE REPORT OF FEASIBILITY FOR 2016 ASSESSMENT JOB NO. 1 STREET IMPROVEMENTS AND SETTING THE PUBLIC HEARING FOR MARCH 1, 2016.

Council member DeMers stated he was still in favor of pulling this out but will give the engineers more time to work on this.

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

Voting Nay: Vetter.

Absent: Pokrzywinski.

10. Consider adopting Resolution No. 16-01-16 accepting the Knight Foundation Grant for the project to televising the City Council meetings and other city meetings.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 16-01-16 ACCEPTING THE KNIGHT FOUNDATION GRANT FOR THE PROJECT TO TELEVISIONING THE CITY COUNCIL MEETINGS AND OTHER CITY MEETINGS.

Council member Tweten stated he objects to this because it wasn't in the budget. He commented how Council member DeMers wanted to raise a fee to pay for this and whether it is a fee or a tax it comes from the same checkbook. He said again that it wasn't in the budget and that it wasn't the right thing to do at this time. Mayor Stauss commented how he was opposed to this and thanked those who worked on obtaining the grant. He added they should have made sure the Council was supportive before moving forward. He stated how the Council has the highest budget put forward and that the people are not very happy about it. He continued how some people will be affected by street improvements which is another increase, the increase of the school bond issue, and if this item was included would put the Council over budget. He said they still don't know how the pool is going to be paid for yet. He added that the Council should stick to the budget that was passed in December and bring it down if possible.

Council Vice-President Grassel stated that since this has come up and put in the paper there had been five people approach him that were in favor of this. He added that he doesn't want to turn down \$25,000. He said how there is time to try and find a way to make this work without impacting the City budget too much. Mayor Stauss commented how the newspapers, the TV station, and the radio station all cover what happens at the meetings which are also open to the public and that the information is available. Council President Olstad commented that people access information differently today, that this is a great idea, he thanked those who worked on this, and that he was in favor of this.

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

11. Consider adopting Resolution No. 16-01-18 appointing the ballot board and election judges for the March 7, 2016 Special Election and setting the polling location as City Hall.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 16-01-18 APPOINTING THE BALLOT BOARD AND ELECTION JUDGES FOR THE MARCH 7, 2016 SPECIAL ELECTION AND SETTING THE POLLING LOCATION AS CITY HALL.

Council Vice-President Grassel asked that any information sent out be clear and concise as possible so people understand.

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

12. Consider adopting Resolution No. 16-01-19 requesting the advance of State Aid funds for the Rhinehart Reconstruction Project.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-01-19 REQUESTING THE ADVANCE OF STATE AID FUNDS FOR THE RHINEHART RECONSTRUCTION PROJECT.

Council member DeMers asked if there was a penalty for getting these funds early. Mr. Emery said there wasn't and that receiving these funds did not commit the City to the project.

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

Voting Nay: Vetter.

Absent: Pokrzywinski.

CLAIMS:

13. Consider adopting Resolution No. 16-01-17 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23288 for a total of \$664.64 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO. 16-01-17 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 23288 FOR A TOTAL OF \$664.64 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

Absent: Pokrzywinski.

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

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

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

Voting Nay: None.

Absent: Pokrzywinski.

COUNCIL/STAFF REPORTS:

Mr. Murphy reminded the Council about the joint session with Thief River Falls and Crookston Councils in Crookston with the social starting at 6:00pm and the forum starting at 7:00pm.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE JANUARY 19, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:34 P.M.

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

Voting Nay: None.

Absent: Pokrzywinski.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 26, 2016 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for January 26, 2016 was called to order by Council President Mark Olstad at 5:00 P.M.

CALL OF ROLL:

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

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. Discussion of Water & Light Commissioner Salaries – David Murphy

Mr. Murphy stated this had been requested to be brought forward. He explained that it had been several years since the Water and Light Commissioners have received an increase in their salaries, that currently they receive \$300 per month; these salaries are set by the Council, and paid for out of the Water and Light budget. Council member Tweten stated that the charter states the Council sets the salaries, the increase to the wages was included in the 2016 budget, and that he would like to move this on for approval.

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

2. Discussion on Engineering Contract – Mark Olstad

Council President Olstad commented on the discussions the Council had regarding the engineering contract and that he would like to continue moving forward with this item. He explained he would like timelines set up and form a committee made up of both council and staff. He stated how this committee should look at different options and bring a recommendation back to the first work session in June so the Council will be able to make a decision by July. Discussion followed about who should be on the committee and what information that they will be working on. It was decided that Council members Vetter, Tweten, and DeMers will serve on the committee with staff.

3. Discussion on Purchase of Fire Truck – Gary Larson

Chief Larson explained that both the City and the townships the Fire Department serve will be looking at purchasing new fire engines in the next couple years and how instead of purchasing two engines that the City and townships could purchase a new fire engine together saving both money. He stated how he had checked with the ISO which does the insurance rating for the City and that replacing the two trucks with one would not affect that rating at all because of the other equipment that is available. He then reviewed the current equipment owned by the City and the townships. He said that he had asked the townships if they were interested last year and they said they would put 10% towards a new engine. Discussion followed about what equipment is used on the different calls, that there isn't much of a trade in value on old equipment, and how the new engine was scheduled to be purchased in 2018. Council member DeMers asked if the funds could be advanced for the purchase of the engine. Ms. Anderson said she would have to review the capital improvement funds and that it was not possible for 2016 but maybe for 2017. More discussion followed about how time or duration of calls should be included in the statistics. Chief Larson commented how if there is interest he can bring this back to the townships and will have to negotiate what the split would be.

Council member Tweten stated how the Fire Department provides many types of services with all of the equipment and calls they respond to. Mr. Murphy stated that he had seen several configurations between fire departments and townships and added that he liked the idea of collaborating and purchasing the truck together. Mayor Stauss asked to have better numbers brought forward for the Council to consider and see how much everything would actually cost. More discussion followed about the last engine that the townships purchased and how it was not built for this climate, time had to be spent on it, and currently they are talking about purchasing a used engine which would take more time and effort.

4. Request to Purchase Pumps – Jason Stordahl

Mr. Stordahl explained to the Council that the pumps at lift station #2 were scheduled to be replaced, there were sufficient funds for the purchase, and that he had received two quotes. He recommended purchasing the pumps from Minnesota pump works, declaring the old pumps as surplus, and to trade one in while keeping the other as a spare. Council Vice-President Grassel asked why there was a difference in price from the RCA to what the quote said. Mr. Stordahl explained they had already taken into account the reduction from the trading in of the pump and the price on the RCA was before the trade amount was included.

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

5. Waters Edge Pilot Program – Paul Gorte

Mr. Gorte commented how the EDA Board had been working on ways to increase interest in the city-owned residential lots. He stated he had met with people in the Fargo-Moorhead area and were given the idea to focus on the builders. He explained how the Board has developed a pilot program to see if it can generate interest. He stated the criteria was included in the packet and that basically the City would provide the lot and a line of credit for up to \$100,000 for a builder and once the home is sold the City would be made whole with the lot being paid for and the line of credit being paid in full. Council member DeMers said he appreciates the work that had gone

into this and asked why they are only proceeding with the first two builders that showed interest. Mr. Gorte explained that right now the program could only allow for three homes to be built and one builder wanted to build two with one only wanting to build one. Council member DeMers stated he wasn't trying to challenge anyone but asked how they could have already decided who is participating in the program before it was announced could be seen as a potential problem with a perception of cronyism.

Council member Pokrzywinski explained there had been lengthy discussions about that issue and that they were trying to be very sensitive to that perception. He said if there was more money they could have allowed more but they are limited. He added that since this was a pilot program they are testing this to see if it works and is hopeful that people will be waiting to participate. He added that Mr. Gorte has done his due diligence with this. Mr. Gorte explained that they spoke a lot about the builders but these were the first two builders that responded and that there are others who did not respond. He said they are looking for ways to open this up in the future for more builders.

Mayor Stauss asked about the agreement and how the special assessments are going to be paid. Mr. Gorte stated the lot sale price includes the special assessments and they will be paid in full long with the line of credit when the home is sold. Mayor Stauss said he was glad to see this and that they have to get started somewhere. Council President Olstad thanked Mr. Gorte and the EDA for working on this. He then asked if the builders are going to be required to have a letter of credit. Mr. Gorte explained they had looked into that, it is a rare bond, and it is expensive to get. He added that the City will retain the title to the land. Discussion followed about how this will be done using a contract and if the contract is not fulfilled everything will come back to the City. Mr. Gorte added they are still working on what will all be required and how within eight months the builder will have to obtain a certificate of occupancy.

More discussion followed about how there were details that still need to be worked out, that the lot prices are not lowering the at all, and that the line of credit is for materials which will be reimbursed when they turn in receipts. Council member DeMers asked what would happen if a builder was not able to finish or walks away. Mr. Galstad reviewed the process of how the City could redeem the property from the bank based on receipts. Council member DeMers reminded the Council there is still substantial risk with this program.

6. Civic Center Change Order – David Murphy

Mr. Murphy stated the second change order is a list of items that are smaller items which totaled around \$23,501.70. He explained that with this the project will be over budget by \$19,617.85. He added they had done the final walk through and there were still a couple items that need to be completed. He said that he is confident this will be the final costs of construction and asked for questions.

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

7. Civic Center Warming Area Improvement – David Murphy

Mr. Murphy explained that the Blue Line Club was working on furnishing the warming area with tables and chairs which examples had been included in the packet. Mr. Chip Shea added that

they also were including a viewing counter and an area for the pep shop to sell items. Mr. Murphy said the estimates for these items were \$18,600. Mr. Shea said the exact costs ended up totaling \$18,099.40 and added that the Blue Line Club was looking at splitting these costs with the City. He explained the tables have history of the hockey of both boys and girls programs. Mayor Stauss asked if they were working on sponsorships. Mr. Shea explained it was a onetime sponsorship of \$1000 per table. Discussion followed about the budget impacts this expense would have. Council member DeMers commented on how much the Council just spent on the renovation which is going over budget. Council member Grassel added that there were items that needed to be repaired. More discussion followed about how nothing had been planned for this area in the planning of the renovation project and how the Council will have to review where the rest of the renovation costs are at before moving forward.

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

8. Other

Council member Pokrzywinski stated an untapped resource was rides on the Zamboni. He explained things aren't done just yet but that this would be a way to raise additional funds. He added there was a plan to promote this and since Mr. Shea was present at the meeting this would be a good time for questions. Mr. Shea stated Council member Pokrzywinski attended a Blue Line meeting, pitched the idea, but there were too many details that still need to be worked out so this will be tabled until next year. He reviewed the items that still needed to be looked into. Discussion followed about putting protocols in place and who would be responsible.

Ms. Nelson informed the Council that she had received two phone calls from residents wondering what would happen if the sales tax didn't pass. She stated how property taxes would have to be raised to cover the payment for the pool. She added the City isn't allowed to campaign to try and sway the voters and asked how they would like staff to get information out to the voters. Mr. Galstad stated he would look into ways the City could get the information out.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADJOURN THE JANUARY 12, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:10 P.M.

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

Voting Nay: None.

Absent: Buckalew.

David Murphy, City Administrator/Clerk-Treasurer

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: East Grand Forks Blueline Club License Number: 01656
Address: PO Box 125 City: East Grand Forks, MN Zip: 56721
Gambling Manager Name: James Olson Daytime Phone: 218-791-7435
Chief Executive Officer (CEO) Name: Timothy Shea Daytime Phone: 218-791-4211

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 04/09/16 to 04/09/16

Check the type of games that will be conducted:

- Raffle Pull-Tabs Bingo Tipboards Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: VFW Arena

Street address and City (or township): 711 Third Street SE, East Grand Forks Zip: 56721 County: Polk

- Do not use a post office box. If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes If yes, a lease is not required. No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee. This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities. Other terms, if any:

Blank lines for additional terms or conditions.

Lessor's Signature: Date:

Print Lessor's Name:

CONTINUE TO PAGE 2

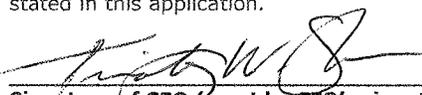
Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>East Grand Forks</u>	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Local unit of government must sign.</p> </div>	<p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.


1-21-16

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: <u>East Grand Forks Fire Dept. Relief Association</u>	Previous Gambling Permit Number: <u>06064</u>
Minnesota Tax ID Number, if any: <u>802-1749</u>	Federal Employer ID Number (FEIN), if any: <u>416-02-3679</u>
Mailing Address: <u>415 4th St NW</u>	
City: <u>East Grand Forks</u>	State: <u>MN</u> Zip: <u>56721</u> County: <u>Polk</u>
Name of Chief Executive Officer (CEO): <u>Austin Skjei</u>	
Daytime Phone: <u>218-280-0049</u>	Email: <u>skjei99@hotmail.com</u>

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Address (do not use P.O. box): 227 10th St NW

City or Township: East Grand Forks Zip: MN County: Polk

Date(s) of activity (for raffles, indicate the date of the drawing): June 11th 2016

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*
 Raffle (total value of raffle prizes awarded for the calendar year: \$11,000.00)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
 On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

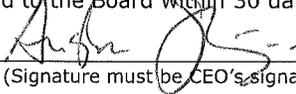
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 1-20-2016

(Signature must be CEO's signature; designee may not sign)

Print Name: Austin Skjei

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

___ a copy of your proof of nonprofit status, and
 ___ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

RESOLUTION NO. 16 – 02 - 20

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

WHEREAS, the request has been made to increase the salaries of the Water and Light Commissioners by \$100 per month, and

WHEREAS, Section 30.11 of the City Code states that the City Council sets the salaries for the Water and Light Commission,

WHEREAS, the salaries of the Water and Light Commissioners is paid from the Water and Light budget and the requested increase was included in the 2016 budget,

THEREFOR LET IT BE RESOLVED the City Council of the City of East Grand Forks, Minnesota, authorizes an increase in the salaries of the Water and Light Commissioners from \$300 per month to \$400 dollars per month.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: February 2, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 2nd of February, 2016.

Mayor

Request for Council Action

Date: 1/20/2016

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

Cc: File

From: Jason Stordahl-Public Works Director

RE: Annual Pump Replacement

Per our annual pump replacement schedule and service inspection pumps 1 & 2 at sanitary lift station 2 are due for replacement. This is a budgeted item in the 2016 Capital Improvement Plan, and we have sufficient funds.

I received the following quotations for the purchase of new pumps:

Electric Pump \$64,408

MN Pump Works \$57,642

Recommendation: Purchase two new pumps from Minnesota Pump Works for \$57,642, declare used pumps as surplus, and trade in one of the used pumps for \$ 2,534.

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0170969
QUOTE DATE: 1/14/2016
EXPIRE DATE: 2/15/2016

SALESPERSON: JEFF JANIKSELA
CUSTOMER NO: 0012080
QUOTED BY: ATT
3202.185 @ LS #2

QUOTED TO:
CITY OF EAST GRAND FORKS
1001 2ND STREET NE
EAST GRAND FORKS, MN 56721

JOB LOCATION:
CITY OF EAST GRAND FORKS
1001 2ND STREET NE
EAST GRAND FORKS, MN 56721

CONFIRM TO:
DYLAN NELSON 218-791-8190

***** QUOTE ORDER - DO NOT PAY *****

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
	BESTWAY		NET 30 DAYS

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
RE: FLYGT REPLACEMENT PUMP AT LIFT STATION #2.						
0032021850431	EACH	2.00	0.00	0.00	32,204.00	64,408.00
NP643-8 35/460/3 50' FLS FV						

PLEASE ALLOW 11-13 WEEKS ARO

FREIGHT AND INSTALLATION ARE NOT INCLUDED IN THIS QUOTE

DYLAN IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE OR WOULD LIKE TO GO AHEAD WITH AN ORDER PLEASE FEEL FREE TO CONTACT US.

THANK YOU, ADAM THORESON
adamt@electricpump.com

CC: JEFF JANIKSELA 612-867-6219

All return goods must have written approval from Electric Pump, Inc. before returning. Credit will not be issued without written approval and if applicable there will be a Restock Fee.

Net Order:	64,408.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	64,408.00

ABOVE PRICING EFFECTIVE FOR 30 DAYS



1 CANNON ST W
 DUNDAS, MN 55019
 Phone: 507-645-8004
 email: info@minnesotapumpworks.com

Estimate

Date	Estimate No.
1/6/2016	5652

Name/Address
City of East Grand Forks PO Box 373 East Grand Forks, MN 56721

Project
Flygt 3201 Replacement

Description	Qty	Rate	Total
REPLACEMENT OF FLYGT 3201-637 35HP/208V/3PHASE/1160RPM/97FLA, 8" DISCHARGE			
ABS XFP206J CB2.330 PE250/6 33HP/208V/3PHASE, 8" DISCHARGE, 49' CABLE 10% DISCOUNT FOR TRADE IN OF FLYGT 3201	1	22,805.00	22,805.00
ABS XFP206J CB2.330 PE250/6 33HP/208V/3PHASE, 8" DISCHARGE, 49' CABLE	1	25,339.00	25,339.00
FLYGT 8" ADAPTER BRACKET FOR 3" DUAL GUIDE RAIL AND HARDWARE KIT	2	2,385.00	4,770.00
ABS LOCAL SEAL LEAK RELAY PANEL INCLUDES CA461 RELAY, ALARM LIGHT, SEAL ALARM DRY CONTACTS, N4X FG ENCLOSURE	2	1,097.00	2,194.00
LEAD TIME 8 - 10 WEEKS FREIGHT FOB FACTORY			
THANKS, JESSICA - JESSICAW@IOWAPUMPWORKS.COM			

Total	\$55,108.00
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NORTH VALLEY COUNCIL

January 19, 2016

Mayor Lynn Stauss
East Grand Forks City Council
East Grand Forks City Hall
600 DeMers Avenue
East Grand Forks, MN 56721

Dear Mr. Stauss,

Please accept my sincere thanks for your generous support of the Grand Cities Art Fest. The North Valley Arts Council (NoVAC) is especially grateful for the support we receive from the City of East Grand Forks and the East Grand Forks City Council, and from our sponsors and volunteers. Your support ensures that the Grand Cities Art Fest continues to be a great success. We simply could not coordinate the event without you, and we appreciate all your help.

We respectfully request an exemption to the transient merchant license for our 2016 Grand Cities Art Fest artists. This exemption from this requirement for all vendors would apply during the event dates of June 11 & 12, 2016 and it would assist NoVAC in its efforts to ensure that all our vendors have a successful show and that they return to make future shows a success.

We greatly appreciate your consideration of our request. Please contact me at (701) 772-3710 or at info@novac.org if you have any questions. Again, we are so thankful for your generous support, and we look forward to another successful year at the Grand Cities Art Fest!

Sincerely,



Bryan Hoime
Board President

Request for Council Action

Date: February 2, 2016

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

Cc: File

From: City Administrator David Murphy

RE: Resolution 16-02-XX 2016 Compensation Plan.

Background

Each year the City's Compensation Plan is formally approved by the City Council. The negotiations and budget planning used a 2% Cost of Living Allowance (COLA). The table in the resolution is a 2% increase over 2015.

Budget Impact

The 2016 Budget is based on the 2% COLA shown in the resolution.

Action Required

Approval of the Resolution.

RESOLUTION NO. 16 – 02 - 21

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

WHEREAS, the City Council of East Grand Forks supports the incorporation of a citywide Compensation Plan to create a long-term sustainable, long-term compensation solution that complies with Minnesota State Statutes regarding pay equity;

WHEREAS, one of the bargaining units that have settled their 2016 contracts with the City adopted the pay plan with an increase of 2%; and

WHEREAS, the City Council would like maintain consistency for all employees regarding the pay plan.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST GRAND FORKS, that the City implements the Compensation Plan attached herein for non-union employees.

BE IT FURTHER RESOLVED that the City Council authorizes the City Administrator to implement the Compensation Plan attached herein;

BE IT FURTHER RESOLVED, that the City adopts the following provisions for the implementation of the Compensation Plan.

Employees shall be compensated according to the schedule contained herein. Commencing January 1, 2016, an employee that is not at or above the maximum step in the employee’s pay grade will receive a one-step increase of at least four percent on the employee’s anniversary date if the employee received an annual review of at least “Meets Expectations” in the prior annual rating period. The rates contained in the Compensation Plan herein refer to annual salaries upon which salaries are based.

An employee receiving a promotion shall be placed on the appropriate Grade and Step on the Compensation Plan that is at least 4% above current compensation not to exceed senior members of promoted classification. Upon being promoted, the employee’s anniversary date for the purposes of steps shall be based on the date the employee began employment in the promoted position. The length of service of employees for the purposes of accruing sick leave and vacation shall be based on the date the employee began employment with the City.

Non-union employees whose current pay is above the adopted pay range for their respective job classifications shall receive an increase in their base pay effective on their anniversary date. The increase shall be equivalent to an additional one percent of their base pay.

Any provisions not amended in this resolution shall be addressed through the City of East Grand Forks Personnel Policy Manual under the sections including, but not limited to, **POSITION CLASSIFICATION PLAN, RECLASSIFICATION, and COMPENSATION.**

Grade	Step							
	1	2	3	4	5	6	7	8
1	20,064.11	20,592.12	21,120.12	22,176.13	23,232.13	24,288.14	25,344.14	26,400.15
2	21,368.28	21,930.60	22,492.93	23,617.57	24,742.22	25,866.87	26,991.51	28,116.16
3	22,757.22	23,356.10	23,954.97	25,152.72	26,350.46	27,548.22	28,745.96	29,943.72
4	24,236.44	24,874.24	25,512.04	26,787.64	28,063.24	29,338.85	30,614.45	31,890.05
5	25,811.81	26,491.06	27,170.33	28,528.84	29,887.36	31,245.88	32,604.39	33,962.91
6	27,489.58	28,212.98	28,936.39	30,383.21	31,830.04	33,276.85	34,723.67	36,170.50
7	29,276.39	30,046.82	30,817.27	32,358.13	33,898.99	35,439.85	36,980.72	38,521.58
8	31,179.36	31,999.88	32,820.38	34,461.40	36,102.42	37,743.44	39,384.46	41,025.47
9	33,206.02	34,079.87	34,953.70	36,701.39	38,449.07	40,196.76	41,944.45	43,692.13
10	35,364.42	36,295.05	37,225.70	39,086.98	40,948.27	42,809.55	44,670.84	46,532.12
11	37,663.10	38,654.23	39,645.37	41,627.64	43,609.90	45,592.17	47,574.79	49,556.71
12	40,111.21	41,166.31	42,222.32	44,333.43	46,444.55	48,555.66	50,666.78	52,777.90
13	42,718.43	43,842.60	44,966.76	47,215.11	49,463.45	51,711.78	53,960.12	56,208.46
14	45,495.13	46,692.37	47,889.61	50,284.09	52,678.56	55,073.05	57,467.53	59,862.01
15	48,452.31	49,727.38	51,002.43	53,552.56	56,102.67	58,652.80	61,202.92	63,753.04
16	51,601.71	52,959.65	54,317.59	57,033.47	59,749.35	62,465.23	65,181.10	67,896.99
17	54,955.82	56,402.03	57,848.23	60,740.64	63,633.05	66,525.47	69,417.88	72,310.30
18	58,527.95	60,068.16	61,608.37	64,688.78	67,769.21	70,849.63	73,930.04	77,010.46
19	62,332.26	63,972.59	65,612.92	68,893.56	72,174.21	75,454.85	78,735.50	82,016.14
20	66,383.86	68,130.80	69,877.75	73,371.65	76,865.56	80,359.42	83,853.31	87,347.19
21	70,698.82	72,559.31	74,419.81	78,140.80	81,861.79	85,582.78	89,303.77	93,024.76
22	75,294.24	77,275.67	79,257.09	83,219.95	87,182.80	91,145.66	95,108.52	99,071.37
23	80,188.36	82,298.58	84,408.81	88,629.24	92,849.69	97,070.13	101,290.56	105,511.01
24	85,400.61	87,647.99	89,895.37	94,390.15	98,884.92	103,379.68	107,874.46	112,369.22
25	90,951.65	93,345.11	95,738.58	100,525.51	105,312.44	110,099.37	114,886.29	119,673.22

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: February 2, 2016

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 2nd of February, 2016.

Mayor

The organizational meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held January 7, 2016 at 5:00 pm was called to order by the city attorney.

Present: Loven, Quirk, Grinde, Tweten

Absent: None

The following nomination was made for President of the Water, Light, Power and Building Commission:

Tim Loven.

It was moved by Commissioner Quirk seconded by Commissioner Tweten that the nominations for President now be closed and that a unanimous ballot be cast for Mr. Loven.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

The city attorney turned over the meeting to newly elected president, Tim Loven.

The following nomination was made for Vice-President of the Water, Light, Power and Building Commission:

Mike Quirk.

It was moved by Commissioner Grinde seconded by Commissioner Tweten that the nominations for Vice-President now be closed and that a unanimous ballot be cast for Mr. Quirk.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the minutes of the previous meetings of December 17, 2015 be approved as read.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$363,576.82.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve grant an extension of vacation hours exceeding 160 hours for Water & Light employees, to be used within a twelve month window, so that they are under the approved limit.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve the engagement letter with Brady Martz for the 2015 audit.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve providing complimentary electric service for the Frosty Bobber event on February 13, 2016.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve declaring electrical equipment and water main supplies as surplus.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to authorize Jeff Olson, Distribution Superintendent, to draft a resolution for a revision to the ordinance on homeowner responsibility for any repairs to the water connection from the water main to the house.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to adjourn to the next regular meeting on January 21, 2016 at 5:00 pm.

Voting Aye: Loven, Quirk, Grinde, 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 3:30 pm on December 22, 2015, in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

1. Roll Call:

Meeting was called to order by President Hecht at 3:32 pm.

EDA Board present at roll, President Hecht, Board Members Mike Pokrzywinski, Chad Grassel, George Wogaman and Ralph Messelt.

Absent: Board Member Grinde joined the meeting by phone at 4:00 pm.

Staff present: Paul Gorte, Economic Development Director; Brenda Ault, Executive Assistant; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Karla Anderson, Finance Director.

Also Present: None

Roll Call: President Hecht determined a quorum was present.

2. Approval of minutes of the December 1, 2015, Regular Meeting:

A Motion was made by Board member Pokrzywinski, seconded by Board member Wogaman, to approve the minutes from the December 1, 2015 Regular Meeting. M/S/P-Pokrzywinski, Wogaman; 5-0, mc.

3. Bills and Communications:

a. Review of Accounts Payable for December 15, 2015

4. Reports:

a. Delinquencies Update:

ED Gorte reported that there are currently no delinquencies. ED Gorte informed the group that he had received a doctor's note from Mr. Bydal, for this month's update on his condition.

5. Unfinished Business:

a. Sunshine Terrace update: Jay Bruce Resignation

CP Ellis stated that Mr. Bruce had turned in his resignation and updated the Board on how he has been paid in the past. Originally he cleaned in exchange for free rent, then after that was not satisfactory, cleaners were hired and he was paid for 40 hours a week and paid his own rent. Currently, a temporary person is in place, he has worked in maintenance before, for the Grand Forks School District. He is working 2 hours a day and his wage will be applied to his rent. She inquired whether the Board wanted her to place an ad for a new maintenance person and if they did; what they wanted. She stated

December 22, 2015

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

that an office was available for the maintenance person and when they were not working on a project, needed to be in the office and available.

Some of the issues discussed were if 40 hours was necessary or if a part-time position would suffice. Board Member Pokrzywinski commented that he worked in the cleaning industry and it is very hard to find employees. He also suggested hiring a company for the day to day maintenance, using the money budgeted for a salary to pay the company. CP Ellis stated that she uses a company on occasion and they are so busy, there is always a waiting period. Board Member Grassel suggested using a work order system and see if 2 hours a week is enough to get all the orders completed. After further discussion, the Board instructed CP Ellis to do some research on what this position needs, do what she thinks best and report in January.

6. **New Business:**

a. Marketing Committee Members:

ED Gorte stated that he had received two names for the committee. After discussion, the Board instructed ED Gorte to invite Lauren Abel, Rhonda Vanatta, Don Messelt, a representative from Valley Golf and Stacy Galstad. Also on the committee will be Board Members Messelt and Pokrzywinski.

b. 2016 Budget

ED Gorte indicated that the budgets were in the packet or on the table in front of them. FD Anderson also stated that an amended Fund 280 totals were adjusted today, with the payment of a lot sale, increasing the cash balance to \$300,326.57. She also would like to adjust the line item for the lot sales for the sale of 3 lots. After discussion, A Motion was made by Board Member Grassel to approve the budgets, with the adjustments, was seconded by Board Member Pokrzywinski. M/S/P- Grassel, Pokrzywinski; 5-0, mc.

CP Ellis left the meeting at 4:00 pm.

c. Spec Home Program:

Board Member Grinde joined the meeting by phone at 4:00. ED Gorte indicated that Unlimited Builders had talked to him about the program and expressed interest. Board Member Grinde reminded the group that he has had a contractor approach him about building spec homes in the past and he is interested in building 3 spec homes. The EDA would front contractors, a city owned lot and \$100,000 to put up a spec home. Once the home was sold, the city would be reimbursed for the lot cost and the \$100,000 loan. The group felt that they would need to set parameters for the program and a way to screen the builders. After discussion, a group was formed to set those parameters. Board Members Grassel, Pokrzywinski, Grinde, ED Gorte and CA Galstad. Gorte will set up a meeting and report the findings at the January meeting.

Board Member Grinde left the meeting at 4:19.

December 22, 2015

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

d. Mike's Pizza Lease Agreement:

ED Gorte informed the group that an email had been received from Sherry Aarnes regarding Mike's lease and the renegotiated lease amount of \$8.75 vs. \$9.00. She made several points that the Board felt needed to be addressed. Board Member Grassel asked that she provide some documentation. CA Galstad stated that maybe she could provide the sale paperwork. Board Member Pokrzywinski stated that he would like it on record that the Board realizes the business has been around a long time and Ms. Aarnes has ran a stand up business, she has done a lot with the building in the time she has been the owner.

FD Anderson left the meeting at 4:31 pm.

e. Closed Session: Land Acquisition

A motion was made at 4:31 pm to close the meeting, by Board Member Grassel, was seconded by Board Member Wogaman, to discuss the possibility of acquiring a particular parcel of land for development as an industrial park. M/S/P- Grassel, Wogaman; 5-0, mc.

A motion was made to adjourn the closed session and return to the regular meeting at 4:45 pm. M/S/P- Grassel, Pokrzywinski; 5-0, mc.

7. **Adjournment**

A motion was made by Board member Pokrzywinski, seconded by Board member Grassel, to adjourn the meeting at 4:45 pm. M/S/P- Pokrzywinski, Grassel; 5-0, mc.

The next regular meeting is **January 19, 2016 at 3:30** 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

**EAST GRAND FORKS
REGULAR
PLANNING COMMISSION MINUTES
Thursday, October 8, 2015 – 12:00 Noon
East Grand Forks City Council Chambers**

CALL TO ORDER

Chairman Mike Powers called the October 8, 2015, meeting of the East Grand Forks Planning Commission to order at 12:05 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Chairman Powers, Vice Chairman Christianson, Commissioners Marc DeMers, Kevin Marcott, and Niel McWalter. Chad Erickson arrived at 12:12.

Absent: Commissioner Randy Boushey

Guest(s) present: Teri Kouba, MPO; Earl Haugen, MPO, arrived at 12:13

Staff present: Nancy Ellis, East Grand Forks City Planner & Brenda Ault, Executive Assistant.

DETERMINATION OF A QUORUM

A quorum was present.

APPROVAL OF THE MINUTES OF THE JUNE 25, 2015, REGULAR MEETING:

A Motion was made by Commissioner Christianson, Seconded by Commissioner Demers to approve the minutes from the September 10, 2015 Regular Meeting. M/S/P-Christianson, DeMers; 5-0, mc.

A Motion was made by Commissioner Christianson, Seconded by Commissioner Demers to approve the minutes from the September 29, 2015 Special Meeting. M/S/P-Christianson, DeMers; 5-0, mc.

OLD BUSINESS

None

NEW BUSINESS

Goals, Policies and Concept Plans for the 2045 Land Use Plan

CP Ellis stated that the Steering Committee had come up with some suggestions for growth in the future, public meetings were held and policies and goals were established. She introduced Ms. Kouba, East Grand Forks and Grand Forks MPO, and asked her to talk to the commissioners about the Goals, Policies and Concept Plan, that was included in the packet.

The Goals and Policies were to:

1. Develop and implement a cohesive city wide land use pattern that ensures compatibility and functional relationships between all users.
2. Advocate development that is accompanied by a sufficient level of support services and facilities (roads, utilities, infrastructure, storm water management systems, parking, access, sidewalks, etc)
3. Maintain, protect and upgrade the character of individual neighborhoods, commercial and industrial areas.
4. Plan for the current and future transportation needs of the community as growth occurs.

Growth Management General Goals and Policies:

1. Manage growth and development in a manner that is fiscally responsible.
2. Promote increased density and compact development within East Grand Forks.
3. Provide municipally run utilities and services in a fiscally responsible manner.

Residential Area Goals and Policies:

1. Promote the development and expansion of neighborhoods with individual character and sufficient access to urban services.

Commercial/Industrial Area Goals and Policies:

1. Encourage investments that support economic development.
2. Diversify the local tax base and promote local employment opportunities by attracting, retaining and expanding businesses with areas where urban services are available.
3. Maintain and, where necessary, upgrade the aesthetics within the commercial and industrial land use areas, especially along the city's major corridors.
4. Promote the continued development, where municipal services exist, of high quality, high value industries that enhance the economy through an improved tax base and expanded employment base for City residents.

Urban Expansion Area Goals and Policies:

1. Plan for a logical expansion of urban growth beyond the existing municipal service boundaries.

2. Preserve the urban growth expansion area for future urban development.

Natural Resource Goals and Policies:

1. Maintain surface water quality and the integrity of storm water conveyance systems.
2. Improve groundwater quality and protect it from degradation by surface water contaminants.
3. Promote innovative storm water management techniques for new developments.

Park and Open Space Goals and Policies:

1. Provide a coordinated system of City, County and State Park and Recreation open space facilities and services which meet the needs of current and future East Grand Forks area residents.
2. Maintain a sufficient park and trails system to provide adequate passive and active recreation opportunities for the current and future residents of East Grand Forks.

The City of East Grand Forks Government/Administration Goals and Policies:

1. Ensure that all developments and/or redevelopment that occur within the jurisdictional areas of the City are in accordance with the goals and policies of this plan.
2. Operate the City with a fiscally sound philosophy.
3. Maintain high standards for proactive communication with residents and businesses on municipal issues and services.
4. Pursue coordination of land use, facility and service planning with the townships, county, school district and other municipalities to avoid duplication and provide for the cost-effective delivery of services.

After an in-depth discussion, CP Ellis instructed the Commissioners to review the plan. Determine anything that needs to be added, deleted, combined or clarified and then indicate those things to her in an email or phone call.

COMMUNICATION

None

OTHER BUSINESS

None

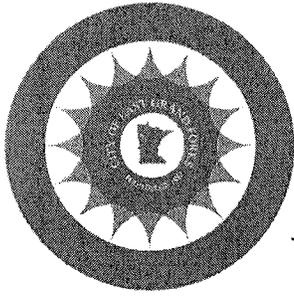
ADJOURNMENT

EAST GRAND FORKS
PLANNING COMMISSION MEETING
THURSDAY, October 8, 2015

A motion was made by Chairman Powers to adjourn the meeting the meeting at 1:10 pm.

Respectfully submitted by,

Brenda Ault
Executive Assistant



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

January 28, 2016

I am vetoing Resolution No. 16-01-16 which is accepting the \$25,000 grant from the Knight Foundation for broadcasting city council meetings. At the same time I would like to thank the Knight Foundation for their generous consideration to our City but at this time the City does not have the remaining funds that this project requires.

There was a 25% increase to the levy for the 2016 budget which directly affects the taxpayers of the city. The first month in 2016 the Council is already trying to add more items to the budget. I believe we have to take care of past construction projects and future needs of the City before we add broadcasting. Current and future needs include finishing the Civic Center and finding the \$19,000 that is needed, finishing the swimming pool project that is costing over 2 million dollars, another section of town will be receiving seal coat or mill and overlay on the roads this year, the reconstruction of the parking lots at the Civic Center, as well as moving forward with an 11 million dollar interconnect project. Something else that will be affecting the tax payers is the school bond for over 20 million dollars as well as increases to water, sewage, and electric rates.

Most everybody in the community lives on a fixed income. Especially senior citizens who did not receive an increase to their social security benefits for 2016. Many of the young families that we have are having to pay for their starter homes, the increase in taxes, and then support their families. We need to keep taxes manageable to encourage more growth in the city.

I believe that televising the Council meetings is a want and not a need. Currently there are two newspapers, the television station, and the radio station covering the meetings. The meetings are also streamed online and the meetings are open for the residents to attend. I believe the City should only start broadcasting meetings when the economy improves and the City is in better financial standings.

Regards,


 Lynn Stauss
 Mayor

RESOLUTION NO. 16 – 01 – 16**ACCEPTANCE OF THE KNIGHT FOUNDATION**

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

WHEREAS, the City of East Grand Forks applied for funding to help pay for equipment and the set up for televising the City Council and other City meetings;

WHEREAS, the City was awarded \$25,000 from the Knight Foundation fund through the Community Foundation;

NOW, THEREFORE, BE IT RESOLVED By the City Council of Grand Forks, Minnesota, does as follows:

1 – The City formally accepts the grant dollars in the amount of \$25,000 for the televising project which the City will be receiving as a onetime disbursement for the project.

2 – The Mayor and Finance Director are authorized and directed to execute the agreement between the City of East Grand Forks and the Community Foundation.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: February 2, 2016

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 2nd day of February, 2016.

Mayor

RESOLUTION NO. 16 – 02 – 22

RESOLUTION OF APPLICATION

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

BE IT RESOLVED that the City of East Grand Forks is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Revolving Fund for improvements to its drinking water system/municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of East Grand Forks estimates the loan amount to be \$10,623,000 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of East Grand Forks has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: February 2, 2016

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 2nd day of February, 2016.

Mayor

Request for Council Action

Date: January 26, 2016

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

Cc: File

From: City Administrator David Murphy

RE: Civic Center Change Order.

Background

Change Order No. 2 has been presented to the Council for approval. This represents the final cost accounting for the construction project and the A/E costs. The cost breakdown of budgeted vs. actual is as follows.

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Construction Costs	\$634,500.00	\$634,500.00	0
Contingencies	\$31,725.00	\$51,342.85	\$19,617.85
Architectural & Engineering			
Predesign	\$6,744.00	\$6,744.00	0
Design/Bid	\$60,920.00	\$60,920.00	0
Construction Admin	\$12,690.00	\$12,690.00	0
Reimbursable Exp.	\$3,600.00	\$4,277.80	\$677.80
Totals	\$750,179.00	\$770,474.65	\$20,295.65

Copies of the original budget estimates are included with your packet for reference.

Budget Impact

The breakdown for the payment for the original total amount of \$750,159 was to come from the following funds.

Mighty Ducks Grant	\$148,735.00	
EGF School District	\$300,000.00	(to be paid at \$100,000.00 per year for 3 years).
City of East Grand Forks	\$301,804.00	

The additional \$20,295.65 will be taken from the capital improvement budget.

Action Required

Approval of Change Order No. 2

Request for Council Action

Date: April 21, 2015

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

Cc: File

From: City Administrator David Murphy

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

Background

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

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

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

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

Issue

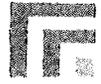
Resolution No. 15-04-44 accepts and awards the contract to Schmitz Builders in the amount of \$634,500. The resolution also defines the EGF School District 595's responsibility. EAPC will coordinate with the contractor and the school district for construction timelines to not interfere with Graduation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

Budget Impact

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

Action Required

A MOTION to approve Resolution 15-04-44



EAPC

3100 Demers Avenue, Grand Forks ND 58201 | TELE 701.775.7600 | FAX 701.772.3605

**Anticipated Project Costs for
East Grand Forks Civic Center Concession Area and Locker Renovations**

EAPC Project Number: 20142610

April 13, 2015

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

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

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

	Fargo ND	Bismarck ND	Wahpeton ND	Minot ND	Bemidji MN	Norwich VT	Buenos Aires ARG
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City of East Grand Forks

Building Maintenance Fund

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

Capital Financing Fund

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

Request for Council Action

Date: February 2, 2016

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

Cc: File

From: City Administrator David Murphy

RE: Civic Center Warming Area Improvements.

Background

The Blue Line Club has been working on furnishing and finishing the improvements to the Civic Center. The Club is adding furnishings to the warming area and is looking for funding assistance from the City. The Club is adding two styles of tables, chairs and a ledge along the windows. The costs for the additions are:

Tables/ledge	\$14,000.00 (Estimated)
Chairs	\$ 4,599.40
Total	\$18,599.40

The Blue Line Club is asking the City to assume half of the cost for the improvements which is approximately \$9,300.00. Blue Line Club President Chip Shea will be present to answer any questions the Council may have. Examples of the tables and chairs are included with this RCA.

Budget Impact

Included in packet.

Action Required

If the Council wishes to participate in the funding of the improvements, a MOTION to approve the request in the amount of \$9,300.

City of East Grand Forks

Building Maintenance Fund

Balance 12-31-2015	\$114,045
CC Locker Room(remaining City) Change order 1 & 2	(85,456)
Reimburse BLC for table/chairs	(9,300)
Civic Center side doors	(10,000)
Civic Center Roof	(75,000)
Civic Center Sign	(20,000)
PW air exhaust/lights	(10,700)
PW concrete door approach	(11,000)
PW concrete yard	(16,000)
2016 transfer in	250,000
Police HQ carpet	(20,000)
Salt and Sand shed	(125,000)
Library carpet replacement	(22,000)
Stauss Park Bdlg remodel	(18,574)
Balance 12-31-16	<u><u>(\$58,985)</u></u>

RESOLUTION NO. 16 – 02 – 23

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 23390 for a total of \$1,208.54.

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 \$1,208.54 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 February 2, 2016.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: February 2, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 2nd day of February, 2016.

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 23390 for a total of \$1,208.54.
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 February 2, 2016.

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: apassa
 Printed: 1/29/2016 - 3:03 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
23346	02/02/2016	ACM001	Acme Electric Companies	669.97	0
23347	02/02/2016	ADV001	Advanced Business Methods Inc	478.75	0
23348	02/02/2016	ALT001	Altru Health System	137.25	0
23349	02/02/2016	AMA001	Amazon.com	496.46	0
23350	02/02/2016	AME005	Ameripride Linen & Apparel Services	244.92	0
23351	02/02/2016	AQU001	Aqua Water Solutions	113.90	0
23352	02/02/2016	AUT001	Auto Glass & Aftermarket Inc	328.00	0
23353	02/02/2016	BAK001	Baker & Taylor Co	594.49	0
23354	02/02/2016	BOU004	Corey Boushee	29.36	0
23355	02/02/2016	BRI004	Brians Flooring	5,488.50	0
23356	02/02/2016	BRO002	Brodart Co	141.55	0
23357	02/02/2016	BUS002	Business Essentials	73.85	0
23358	02/02/2016	BUT001	Butler Machinery Co	15.81	0
23359	02/02/2016	CAR004	Cariveau Concrete Construction Inc	1,121.00	0
23360	02/02/2016	GFT003	Donald Scott Cash	2,355.63	0
23361	02/02/2016	CEN006	Century Link	859.47	0
23362	02/02/2016	CHR010	Christian Brothers	1,179.66	0
23363	02/02/2016	POL013	City Directories Inc	342.00	0
23364	02/02/2016	CMI001	CMI Inc	165.52	0
23365	02/02/2016	COL004	Coldspring Memorial	263.00	0
23366	02/02/2016	COL002	Cole Papers Inc	816.98	0
23367	02/02/2016	COM003	Complete Pest Control Inc	2,924.00	0
23368	02/02/2016	COU008	Countrywide Sanitation Company	32,042.98	0
23369	02/02/2016	CUM001	Cummins NPower LLC	3,632.00	0
23370	02/02/2016	DAK015	Dakota Mud Jack, LLC	5,923.15	0
23371	02/02/2016	DAK004	Dakota Supply Group	289.94	0
23372	02/02/2016	DEM001	Demco Educational Corp	658.00	0
23373	02/02/2016	DOC001	Docu Shred Inc	37.31	0
23374	02/02/2016	DVS001	DVS Renewal	512.00	0
23375	02/02/2016	EAG001	Eagle Electric	1,567.55	0
23376	02/02/2016	EGF015	East Grand Forks Fire Dept Volunteer	96.13	0
23377	02/02/2016	EGF0010	EGF Building Officials	975.00	0
23378	02/02/2016	ENV002	Environmental Equipment & Services	661.55	0
23379	02/02/2016	EXP002	Exponent	164.70	0
23380	02/02/2016	ODL001	Fitzgerald, Reynolds & Harbott PLLP	316.25	0
23381	02/02/2016	FRE006	Fremont Industries, Inc.	829.60	0
23382	02/02/2016	G&K001	G&K Services	173.61	0
23383	02/02/2016	GAF002	Gaffaney's	30.35	0
23384	02/02/2016	GFF001	GF Fire Equipment	2,293.75	0
23385	02/02/2016	GFT002	GF Thur-O-Clean	5,258.50	0
23386	02/02/2016	GFW001	GF Welding & Machine	466.04	0
23387	02/02/2016	GLO003	Global Safety Network, Inc.	54.00	0
23388	02/02/2016	COD001	Jared Grefsrud	420.75	0
23389	02/02/2016	EAS006	Dale Gulbranson	305.00	0
23390	02/02/2016	HAR001	Hardware Hank	1,208.54	0
23391	02/02/2016	NOR029	Norman Haug	85.00	0
23392	02/02/2016	HEA001	Heartland Paper	320.25	0
23393	02/02/2016	HEI001	Heiman Fire Equipment Inc	1,184.61	0
23394	02/02/2016	HOL002	Holiday Companies	17.10	0
23395	02/02/2016	HOM001	Home of Economy	13.45	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
23396	02/02/2016	HUG001	Hugo's	30.61	0
23397	02/02/2016	ICS002	Industrial Contract Services Inc. ICS	115,911.00	0
23398	02/02/2016	INF002	Infogroup Powering Business Growth	395.00	0
23399	02/02/2016	INT003	Integra Telecom	93.65	0
23400	02/02/2016	INT006	Interstate Power Systems	149.04	0
23401	02/02/2016	INT008	Intoximeters Inc	105.00	0
23402	02/02/2016	JobsHQ	JobsHQ	760.80	0
23403	02/02/2016	K&K001	K&K Trucking Inc	6,240.00	0
23404	02/02/2016	SIG001	Loreene Keehr	120.00	0
23405	02/02/2016	KEI001	Keith's Security World	727.10	0
23406	02/02/2016	KEN002	Kennedy & Graven, Chartered	425.00	0
23407	02/02/2016	KNU001	Knutson Printing Company	74.00	0
23408	02/02/2016	KOT008	Bill & Sharon Kotrba	250.00	0
23409	02/02/2016	LEA001	League of MN Cities	46,816.00	0
23410	02/02/2016	LEA002	League of MN Cities	97,803.56	0
23411	02/02/2016	LIB001	Liberty Business Systems	55.59	0
23412	02/02/2016	LOC001	Locators & Supplies Inc	100.73	0
23413	02/02/2016	LUM001	Lumber Mart	123.92	0
23414	02/02/2016	LUN001	Luneth Plumbing & Heating	773.89	0
23415	02/02/2016	MAR001	Marco Inc	321.69	0
23416	02/02/2016	MIC001	Micro-Marketing LLC	112.00	0
23417	02/02/2016	MID003	Midcontinent Communications	1,656.28	0
23418	02/02/2016	MIN003	Minnesota City/County Management /	114.00	0
23419	02/02/2016	BCA004	MN Bureau of Criminal Apprehension	75.00	0
23420	02/02/2016	MNC004	MN Chief of Police Association	420.00	0
23421	02/02/2016	MND003	MN Dept of Labor & Industry	230.00	0
23422	02/02/2016	MND006	VOID****VOID****VOID*** MN I	175.00	0
23423	02/02/2016	MNM002	MN Municipal Utilities Assoc	4,000.00	0
23424	02/02/2016	MNR502	MN Rural Water Association	450.00	0
23425	02/02/2016	BAR005	MSC Industrial Supply Co.	324.43	0
23426	02/02/2016	NSC001	NSC Minerals	4,760.46	0
23427	02/02/2016	NWM001	NW MN Household Hazardous Waste	630.90	0
23428	02/02/2016	ORE001	O'Reilly Auto Parts	185.97	0
23429	02/02/2016	OCL001	OCLC	143.07	0
23430	02/02/2016	OTI001	Otis Elevator Company	4,515.24	0
23431	02/02/2016	PET001	Peterson Veterinarian Clinic P.C.	472.00	0
23432	02/02/2016	PRA003	Prairie Wind BG Inc	1,389.60	0
23433	02/02/2016	PRE001	Premium Waters Inc	33.00	0
23434	02/02/2016	PSD001	PS Garage Doors	182.48	0
23435	02/02/2016	QUI001	Quill Corp	1,023.41	0
23436	02/02/2016	RED010	Red River Welders Supply	64.82	0
23437	02/02/2016	ROO001	Alison J Rood	100.00	0
23438	02/02/2016	SEL006	Kathleen Selem	192.53	0
23439	02/02/2016	SPA001	Spare Husband Inc	2,203.75	0
23440	02/02/2016	SPR002	Spray Advantage	68.50	0
23441	02/02/2016	STA003	Star Tribune	65.00	0
23442	02/02/2016	STU001	Stuart's Towing	280.00	0
23443	02/02/2016	CHA001	The Chamber of EGF/GF	100.00	0
23444	02/02/2016	TRU001	True Temp	498.72	0
23445	02/02/2016	TRY001	Try-County Refrigeration	4,128.00	0
23446	02/02/2016	USB005	US Bank Corporate Payment System	15,454.31	0
23447	02/02/2016	VIL001	Vilandre Heating & A/C	402.67	0
23448	02/02/2016	WAS002	Wastequip	4,836.00	0
23449	02/02/2016	WAT001	Water & Light Department	51,619.06	0
23450	02/02/2016	wid001	Widseth Smith Nolting & Associates	48,262.90	0
23451	02/02/2016	WIL002	Wilbur-Ellis	28.11	0
23452	02/02/2016	XCE001	Xcel Energy	17,877.88	0
23453	02/02/2016	XER001	Xerox Corporation	107.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
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Check Total:

516,835.85

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
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Name: KARLA ANDERSON Account Number: **7513 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

[12/29/2015](#) 12/31/2015 240498 7399 BUSINESS SERVICES SPORT NGIN MN 452904553 \$ 1,690.00 [Memo](#) INV00114383 Not Reviewed No
-OTHER

Allocation Accounting Code Amount: \$1,690.00 Allocation Accounting Code Value: 1014512144320
Allocation Source: USER Allocation Last Changed By: ANDERSON,KARLA

[01/14/2016](#) 01/15/2016 240491 8299 SCHOOLS/EDUCATIONA FREDPRYOR KS 431830400 99.00 [Memo](#) 020025204744 Not Reviewed No
L SCHL CAREERTRACK

Allocation Accounting Code Amount: \$99.00 Allocation Accounting Code Value: 1014151043080
Allocation Source: USER Allocation Last Changed By: ANDERSON,KARLA

Name: BRENDA AULT Account Number: **3134 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

[01/12/2016](#) 01/14/2016 240493 3649 RADISSON RADISSON HOTEL MN 411915720 196.02 [Memo](#) 13911046 Not Reviewed No
ROSEVILLE

Allocation Accounting Code Amount: \$196.02 Allocation Accounting Code Value: 1014240043080
Allocation Source: USER Allocation Last Changed By: Ault,Brenda

Name: RONALD BUBENDORF Account Number: **5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

[01/08/2016](#) 01/11/2016 240507 5251 HARDWARE STORES ACME TOOLS ND 450283814 673.30 [Memo](#) 1881191 Not Reviewed No

Allocation Accounting Code Amount: \$673.30 Allocation Accounting Code Value: 1014312642400
Allocation Source: USER Allocation Last Changed By: Bubendorf,Ronald

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
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Name: ERIC BURMAN Account Number: **4185 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

01/21/2016	01/22/2016	240491	9399	GOVERNMENT SERVICES-OTHER	BCA TRAINING EDUCATION	MN	416007162	\$ 250.00	Memo	35381	Not Reviewed	No
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Allocation Accounting Code Amount: \$250.00 Allocation Accounting Code Value: 1014212343300
Allocation Source: DAC Allocation Last Changed By: System

01/21/2016	01/22/2016	240491	9399	GOVERNMENT SERVICES-OTHER	BCA TRAINING EDUCATION	MN	416007162	250.00	Memo	35381	Not Reviewed	No
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Allocation Accounting Code Amount: \$250.00 Allocation Accounting Code Value: 1014212343300
Allocation Source: DAC Allocation Last Changed By: System

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

01/20/2016	01/21/2016	240491	9399	GOVERNMENT SERVICES-OTHER	BCA TRAINING EDUCATION	MN	416007162	75.00	Memo	26052	Not Reviewed	No
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Allocation Accounting Code Amount: \$75.00 Allocation Accounting Code Value: 101-42-100-42000
Allocation Source: DAC Allocation Last Changed By: System

Name: PAUL GORTE Account Number: **1823 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

01/04/2016	01/05/2016	240491	9399	GOVERNMENT SERVICES-OTHER	DEED COMMUNICATIONS	MN	416007162	625.00	Memo	U3739608674	Not Reviewed	No
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Allocation Accounting Code Amount: \$625.00 Allocation Accounting Code Value: 6204987044330
Allocation Source: USER Allocation Last Changed By: Gorte,Paul

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
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Name: KEVIN HANSON Account Number: **1957 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

[12/23/2015](#) 12/24/2015 240499 5942 BOOK STORES AMAZON MKTPLACE WA 911994984 \$ 134.38 [Memo](#) 29460 Not Reviewed No

Allocation Accounting Code Amount: \$134.38 Allocation Accounting Code Value: 1014312942000
Allocation Source: USER Allocation Last Changed By: Hanson, Kevin M

[12/23/2015](#) 12/24/2015 240499 5942 BOOK STORES AMAZON.COM WA 911646860 312.00 [Memo](#) 29458 Not Reviewed No

Allocation Accounting Code Amount: \$312.00 Allocation Accounting Code Value: 1014312642400
Allocation Source: USER Allocation Last Changed By: Hanson, Kevin M

[12/29/2015](#) 12/30/2015 240499 5942 BOOK STORES AMAZON.COM WA 911994984 213.09 [Memo](#) ERIKA Not Reviewed No

Allocation Accounting Code Amount: \$213.09 Allocation Accounting Code Value: 6054948942400
Allocation Source: USER Allocation Last Changed By: Hanson, Kevin M

[12/29/2015](#) 12/30/2015 240499 5942 BOOK STORES AMAZON.COM WA 911646860 530.10 [Memo](#) ERIKA Not Reviewed No

Allocation Accounting Code Amount: \$530.10 Allocation Accounting Code Value: 6054948942400
Allocation Source: USER Allocation Last Changed By: Hanson, Kevin M

[01/15/2016](#) 01/18/2016 240498 5968 CONTINUITY SUBSCRIPTION AMAZONPRIME MEMBERSHIP NV 710938319 99.00 [Memo](#) MZKCNRM65BN9N R14 Not Reviewed No

Allocation Accounting Code Amount: \$99.00 Allocation Accounting Code Value: 1014312942000
Allocation Source: USER Allocation Last Changed By: Hanson, Kevin M

[01/20/2016](#) 01/22/2016 240491 9399 GOVERNMENT SERVICES-OTHER DEPARTMENT OF LABOR AND I MN 20.00 [Memo](#) 710012102400059 Not Reviewed No

Allocation Accounting Code Amount: \$20.00 Allocation Accounting Code Value: 1014314043080
Allocation Source: USER Allocation Last Changed By: Hanson, Kevin M

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
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Name: MICHAEL HEDLUND Account Number: **1856 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

[12/31/2015](#) 01/04/2016 240506 5541 SERVICE STATIONS SIMONSON ND 450280064 \$ 125.00 [Memo](#) Not Reviewed No
GAT10050029

Allocation Accounting Code Amount: \$125.00 Allocation Accounting Code Value: 1014212344000
Allocation Source: USER Allocation Last Changed By: HEDLUND,MICHAEL

[01/07/2016](#) 01/07/2016 240499 5942 BOOK STORES AMAZON MKTPLACE WA 911994984 149.99 [Memo](#) 115-7443358-43018 Not Reviewed No
PMTS

Allocation Accounting Code Amount: \$149.99 Allocation Accounting Code Value: 1014210042400
Allocation Source: USER Allocation Last Changed By: HEDLUND,MICHAEL

[01/08/2016](#) 01/11/2016 240491 8699 MEMBERSHIP SQ *TIFFANY THOMPSON MN 800429876 240.00 [Memo](#) 0002305843010521333 Not Reviewed No
ORGANIZATIONS 073

Allocation Accounting Code Amount: \$240.00 Allocation Accounting Code Value: 1014210043080
Allocation Source: USER Allocation Last Changed By: HEDLUND,MICHAEL

[01/11/2016](#) 01/13/2016 240491 8398 CHARITABLE/SOCIAL MINNESOTA CHIEFS OF MN 411312128 580.00 [Memo](#) 2953834904 Not Reviewed No
SERVICE POLIC

Allocation Accounting Code Amount: \$580.00 Allocation Accounting Code Value: 1014210043080
Allocation Source: USER Allocation Last Changed By: HEDLUND,MICHAEL

[01/13/2016](#) 01/15/2016 240507 5021 WHOLESALE OFFICE FUR BEYOND THE OFFICE WI 260847091 1,560.71 [Memo](#) 24543 Not Reviewed No
DOOR

Allocation Accounting Code Amount: \$1,560.71 Allocation Accounting Code Value: 1014210042400
Allocation Source: USER Allocation Last Changed By: HEDLUND,MICHAEL

[01/14/2016](#) 01/15/2016 240491 9399 GOVERNMENT PAYPAL *SPIT SOCK CA 770510487 157.50 [Memo](#) 54866424 Not Reviewed No
SERVICES-OTHER

Allocation Accounting Code Amount: \$157.50 Allocation Accounting Code Value: 1014210042000
Allocation Source: USER Allocation Last Changed By: HEDLUND,MICHAEL

Transaction Detail - Summary

<u>Trans Date</u>	<u>Posting Date</u>	<u>MCCG Code</u>	<u>MCC</u>	<u>Merchant Category Code Description</u>	<u>Merchant Name</u>	<u>Merchant State/Province</u>	<u>Taxpayer ID Number (TIN)</u>	<u>Trans Amount</u>	<u>Posting Type</u>	<u>Purchase ID</u>	<u>Trans Status</u>	<u>Disputed Status</u>
01/14/2016	01/15/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	\$ 21.08	Memo	115-2603851-68914	Not Reviewed	No
Allocation Accounting Code Amount:				\$21.08	Allocation Accounting Code Value: 1014210042000							
Allocation Source: USER				Allocation Last Changed By: HEDLUND,MICHAEL								
01/21/2016	01/22/2016	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	224.40	Memo	115-6094586-74834	Not Reviewed	No
Allocation Accounting Code Amount:				\$224.40	Allocation Accounting Code Value: 1014210042000							
Allocation Source: USER				Allocation Last Changed By: HEDLUND,MICHAEL								
Name: CHARLOTTE HELGESON Account Number: **1631 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
01/11/2016	01/12/2016	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	5.18	Memo	0000000000000000	Not Reviewed	No
Allocation Accounting Code Amount:				\$5.18	Allocation Accounting Code Value: 101-45-500-42000							
Allocation Source: DAC				Allocation Last Changed By: System								
Name: LINDA KOSSOW Account Number: **9273 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
01/14/2016	01/15/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	911994984	39.99	Memo	002-9316946-82234	Not Reviewed	No
Allocation Accounting Code Amount:				\$39.99	Allocation Accounting Code Value: 6304644042000							
Allocation Source: USER				Allocation Last Changed By: Kossow,Linda								
01/16/2016	01/18/2016	240491	4814	TELECOM SVC/CRED CRD CALL	VZWRLSS*PRPAY AUTOPAY	CA	223372889	33.08	Memo	432647973	Not Reviewed	No
Allocation Accounting Code Amount:				\$33.08	Allocation Accounting Code Value: 6304644042000							
Allocation Source: USER				Allocation Last Changed By: Kossow,Linda								

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
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Name: KRIS KOVAR Account Number: **5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

12/22/2015	12/23/2015	240500	4816	COMPUTER NETWORK/INFORMATIO N S	MICROSOFT *STORE	NV	452684001	\$ 106.86	Memo	Z10F8FFI9DTO	Not Reviewed	No
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Allocation Accounting Code Amount: \$106.86 Allocation Accounting Code Value: 101 41 510 44300
Allocation Source: DAC Allocation Last Changed By: System

12/29/2015	12/30/2015	240497	5969	OTHER DIRECT MARKETER	B&H PHOTO, 800-606-6969	NY		1,987.00	Memo	75818244	Not Reviewed	No
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Allocation Accounting Code Amount: \$1,987.00 Allocation Accounting Code Value: 101 41 510 44300
Allocation Source: DAC Allocation Last Changed By: System

12/29/2015	12/30/2015	240497	5969	OTHER DIRECT MARKETER	B&H PHOTO, 800-606-6969	NY		1,711.99	Memo	75818244	Not Reviewed	No
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Allocation Accounting Code Amount: \$1,711.99 Allocation Accounting Code Value: 101 41 510 44300
Allocation Source: DAC Allocation Last Changed By: System

Name: BRIAN LARSON Account Number: **0894 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

01/07/2016	01/08/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	30.95	Memo	744451	Not Reviewed	No
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Allocation Accounting Code Amount: \$30.95 Allocation Accounting Code Value: 1014514042000
Allocation Source: USER Allocation Last Changed By: NELSON,MEGAN

01/11/2016	01/12/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	99.94	Memo	745103	Not Reviewed	No
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Allocation Accounting Code Amount: \$99.94 Allocation Accounting Code Value: 1014514042000
Allocation Source: USER Allocation Last Changed By: NELSON,MEGAN

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
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Name: GARY LARSON Account Number: **0810 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

[12/29/2015](#) 12/30/2015 240500 5732 ELECTRONICS STORES BEST BUY 00003376 ND 411822872 \$ 29.99 [Memo](#) 000000000000000000 Not Reviewed No
Allocation Accounting Code Amount: \$29.99 **Allocation Accounting Code Value:** 1014220042000
Allocation Source: DAC **Allocation Last Changed By:** System

[12/29/2015](#) 12/31/2015 240507 5311 DEPARTMENT STORES SEARS ROEBUCK 1712 ND 361750680 514.73 [Memo](#) 017122060184 Not Reviewed No
Allocation Accounting Code Amount: \$514.73 **Allocation Accounting Code Value:** 1014222042400
Allocation Source: USER **Allocation Last Changed By:** Larson,Gary L

[12/30/2015](#) 01/04/2016 240499 5943 STATIONERY OFFICEMAX/OFFICEDEP ND 592663954 152.76 [Memo](#) 657620151230 Not Reviewed No
 STORE/SUPPLIES OT #65
Allocation Accounting Code Amount: \$152.76 **Allocation Accounting Code Value:** 1014222042400
Allocation Source: USER **Allocation Last Changed By:** Larson,Gary L

[12/31/2015](#) 01/04/2016 240499 5943 STATIONERY OFFICEMAX/OFFICEDEP ND 592663954 750.44 [Memo](#) 657620151231 Not Reviewed No
 STORE/SUPPLIES OT #65
Allocation Accounting Code Amount: \$750.44 **Allocation Accounting Code Value:** 1014222042400
Allocation Source: USER **Allocation Last Changed By:** Larson,Gary L

[01/05/2016](#) 01/06/2016 240500 5732 ELECTRONICS STORES BEST BUY 00003376 ND 411822872 (29.99) [Memo](#) 000000000000000000 Not Reviewed No
Allocation Accounting Code Amount: (\$29.99) **Allocation Accounting Code Value:** 1014220042000
Allocation Source: DAC **Allocation Last Changed By:** System

[01/13/2016](#) 01/14/2016 240498 7399 BUSINESS SERVICES ACT*MNGTS.ORG-HSEM TX 325.00 [Memo](#) pPkaYvPK25616809 Not Reviewed No
 -OTHER
Allocation Accounting Code Amount: \$325.00 **Allocation Accounting Code Value:** 1014222043080
Allocation Source: USER **Allocation Last Changed By:** Larson,Gary L

Transaction Detail - Summary

<u>Trans Date</u>	<u>Posting Date</u>	<u>MCCG Code</u>	<u>MCC</u>	<u>Merchant Category Code Description</u>	<u>Merchant Name</u>	<u>Merchant State/Province</u>	<u>Taxpayer ID Number (TIN)</u>	<u>Trans Amount</u>	<u>Posting Type</u>	<u>Purchase ID</u>	<u>Trans Status</u>	<u>Disputed Status</u>
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01/13/2016	01/14/2016	240498	5968	CONTINUITY SUBSCRIPTION	AMAZONPRIME MEMBERSHIP	NV	710938319	\$ 99.00	Memo	4T5WTDVQH3R05CK VW	Not Reviewed	No
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Allocation Accounting Code Amount: \$99.00 **Allocation Accounting Code Value:** 1014220042000
Allocation Source: DAC **Allocation Last Changed By:** System

Name: DAVID MURPHY **Account Number:** **0699 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

01/15/2016	01/18/2016	240507	5399	MISCELLANEOUS GENERAL MER	GRAND FORKS HERALD	ND	450129560	17.25	Memo	DG3B6DD	Not Reviewed	No
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Allocation Accounting Code Amount: \$17.25 **Allocation Accounting Code Value:** 1014151044300
Allocation Source: USER **Allocation Last Changed By:** NELSON,MEGAN

Name: JARED QUANRUD **Account Number:** **2376 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

01/21/2016	01/22/2016	240491	9399	GOVERNMENT SERVICES-OTHER	BCA TRAINING EDUCATION	MN	416007162	250.00	Memo	35380	Not Reviewed	No
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Allocation Accounting Code Amount: \$250.00 **Allocation Accounting Code Value:** 1014212343300
Allocation Source: DAC **Allocation Last Changed By:** System

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

01/05/2016	01/06/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	AMERICAN LIBRARY ASSN	IL	362166947	450.00	Memo		Not Reviewed	No
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Allocation Accounting Code Amount: \$450.00 **Allocation Accounting Code Value:** 1014550443080
Allocation Source: USER **Allocation Last Changed By:** HELGESON,CHARLOTTE

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
01/05/2016	01/07/2016	240488	3000	UNITED AIRLINES	UNITED	TX	0167741076674	\$ 531.20	Memo		Not Reviewed	No
				Allocation Accounting Code Amount:		Allocation Accounting Code Value:						
				\$531.20		1014550443300						
Allocation Source:				Allocation Last Changed By:								
USER				HELGESON,CHARLOTTE								
01/13/2016	01/15/2016	240507	5331	VARIETY STORES	DOLRTREE	MN	6668 00066688	21.00	Memo	0000000000000000	Not Reviewed	No
				Allocation Accounting Code Amount:		Allocation Accounting Code Value:						
				\$21.00		4004550443360						
Allocation Source:				Allocation Last Changed By:								
USER				HELGESON,CHARLOTTE								
01/15/2016	01/18/2016	240499	9402	POSTAGE STAMPS	USPS	MN	26267007930102479	14.66	Memo	0000000000000000	Not Reviewed	No
				Allocation Accounting Code Amount:		Allocation Accounting Code Value:						
				\$14.66		1014550043200						
Allocation Source:				Allocation Last Changed By:								
USER				HELGESON,CHARLOTTE								

Name: JACOB THOMPSON Account Number: **3435 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

01/15/2016	01/18/2016	240493	3665	HAMPTON INNS	HAMPTON INN & SUITES	ND	455390197	87.71	Memo	00074175	Not Reviewed	No
				Allocation Accounting Code Amount:		Allocation Accounting Code Value:						
				\$87.71		1014212343300						
Allocation Source:				Allocation Last Changed By:								
USER				HEDLUND,MICHAEL								

Total Number of Records: 44

Total

\$15,454.31

End of Report