

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 1, 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 minute summary of the “Closed Session” for the East Grand Forks, Minnesota City Council of January 19, 2016.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of February 16, 2016.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of February 23, 2016.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

4. Public Hearing on proposed 2016 Assessment Job No. 1 – Street Improvements.

CONSENT AGENDA: NONE

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.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

5. Regular meeting minutes of the Water, Light, Power, and Building Commission for February 4, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

6. Consider adopting Resolution No. 16-03-27 ordering the improvements and the preparation of plans and specifications for 2016 Assessment Job No. 1 – Street Improvements – City Wide.
7. Consider adopting Resolution No. 16-03-28 accepting and awarding the bid for 2015 City Project No. 4 – Curb, Gutter, & Paving – 5th Ave NE & 10th St NE to Opp Construction in the amount of \$333,597.70.
8. Consider adopting Resolution No. 16-03-29 accepting and awarding the bid for 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction to Opp Construction in the amount of \$347,992.
9. Consider adopting Resolution No. 16-03-30 adopting the updates to the 2045 Land Use Plan.
10. Consider approving the request to hire a full time maintenance worker for City Buildings and to be placed at Grade 7 on the pay scale.
11. Consider awarding the annual sewer cleaning job to Veit for \$215 per hour for sewer cleaning services.
12. Consider approving the Exempt Gambling Application for the East Grand Forks Ducks Unlimited group to hold a raffle on May 6, 2016 at the American Legion located at 1009 Central Ave NW East Grand Forks, MN 56721 and waive the 30-day waiting period.

CLAIMS:

13. Consider adopting Resolution No. 16-03-31 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23591 for a total of \$1,501.94 whereas Council Member Buckalew is personally interested financially in the contract.
14. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings

- Work Session – March 8, 2016 – 5:00 PM – Training Room
- Regular Council Meeting – March 14, 2016 – Council Chambers
- Work Session – March 22, 2016 – Training Room
- Regular Council Meeting – April 5, 2016 – Council Chambers

**MINUTE SUMMARY
OF THE CITY
COUNCIL CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 19, 2016 – Following the Council Meeting**

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 5:40 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, and Marc DeMers.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present

1. Closed meeting to consider labor negotiation strategies and discuss and review labor negotiation proposals. The closed meeting is to be performed according to the exception to the open meeting law pursuant to MN Statute 13D.03.

Discussion followed regarding labor negotiations and a proposal that was currently before the Council.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE LABOR AGREEMENT ALONG WITH THE ME TO CLAUSE WITH A CHANGE IN THE LANGUAGE FROM ANY BARGAINING UNIT TO THE LIST OF THE CITY BARGAINING GROUPS BETWEEN THE CITY OF EAST GRAND FORKS AND THE LAW ENFORCEMENT LABOR SERVICES FOR 2016 AND 2017.

Voting Aye: Olstad, Grassel, and DeMers.

Voting Nay: Buckalew and Vetter.

Absent: Tweten and Pokrzywinski.

More discussion followed about the status of where things are at with the other bargaining groups.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE JANUARY 19, 2016 CLOSED

MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:11 P.M.

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

Voting Nay: None.

Absent: Tweten and Pokrzywinski.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, FEBRUARY 16, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for February 16, 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, Craig Buckalew, Henry Tweten, and Marc DeMers(5:03pm).

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Nancy Ellis, City Planner; 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 February 2, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of February 9, 2016.

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

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

Voting Nay: None.

Absent: DeMers and Pokrzywinski.

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 the Special Operations Group Joint Powers Agreement between the City of East Grand Forks and the other participating agencies.
4. Consider approving the Pine to Prairie Drug Task Force Joint Powers Agreement between the City of East Grand Forks and the other participating agencies.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS THREE (3) AND FOUR (4).

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

Voting Nay: None.

Absent: DeMers and Pokrzywinski.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

5. Regular meeting minutes of the Water, Light, Power, and Building Commission for January 21, 2016.
6. The Organizational and Regular meeting minutes of the Economic Development Authority Board for January 19, 2016.
7. The Organization and Regular meeting minutes of the Planning Commission for January 14, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

8. Consider adopting Resolution No. 16-02-24 amending the Transportation Improvement Program for the 2018 funds to be used on the construction of a round-a-bout at the intersection of Bygland Road and Rhinehart Drive.

Mr. Boppre informed the Council they need to wait to amend the Transportation Improvement Program (TIP) because MNDOT will require an Intersection Control Evaluation or an ICE be completed at this intersection before the project can move forward. He stated that he had handed out some information regarding what would be needed for this evaluation and asked to have this item tabled until the report

had been completed. He added there would still be time to amend the TIP and informed the Council that this item would be brought back to a work session for discussion once the ICE was prepared.

- 9. Consider adopting Resolution No. 16-02-25 authorizing the repayment of the Intermediary Relending Program Funds and agree to use the remaining funds for economic development activities.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 16-02-25 AUTHORIZING THE REPAYMENT OF THE INTERMEDIARY RELENDING PROGRAM FUNDS AND AGREE TO USE THE REMAINING FUNDS FOR ECONOMIC DEVELOPMENT ACTIVITIES.

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

Voting Nay: None.

Absent: Pokrzywinski.

- 10. Consider approving the Intermunicipal Agreement between the City of East Grand Forks and Grand Forks for the conveyance and the treatment of wastewater.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE INTERMUNICIPAL AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND GRAND FORKS FOR THE CONVEYANCE AND THE TREATMENT OF WASTEWATER.

Mr. Murphy reminded the Council that there was a question about the finalization of the agreement and if both Councils will be voting on the same thing. He explained the changes that were made were included in the memo that was in the packet and that currently the city attorneys from each city were currently working on wording regarding section 4.2 and the 5 year termination. He read the language that had been proposed. Mr. Boppre stated what had been suggested better fit with what Nancy from the PFA had suggested. Mr. Murphy told the Council that there wasn't going to be any changes to the main content of the agreement, the only changes would be minor wordsmithing, and recommended the Council approve the agreement as presented.

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

Voting Nay: None.

Absent: Pokrzywinski.

- 11. Consider approving the Memorandum of Understanding between the City of East Grand Forks and Grand Forks for additional terms relating to the ownership, transfer of the ownership, bidding, construction, and financing of the interconnect project.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND GRAND FORKS FOR ADDITIONAL TERMS RELATING TO THE OWNERSHIP, TRANSFER OF THE OWNERSHIP, BIDDING, CONSTRUCTION, AND FINANCING OF THE INTERCONNECT PROJECT.

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

Voting Nay: None.

Absent: Pokrzywinski.

CLAIMS:

12. Consider adopting Resolution No. 16-02-26 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 23491 for a total of \$648.87 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-02-26 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 23491 FOR A TOTAL OF \$648.87 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

Absent: Pokrzywinski.

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

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

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

Voting Nay: None.

Absent: Pokrzywinski.

COUNCIL/STAFF REPORTS:

Council Vice-President Grassel congratulated the youth hockey and figure skating groups for their performances over the weekend and out in Oregon.

Mr. Murphy reminded everyone that the Public Accuracy Testing will be held at City Hall the following day starting at 4:00pm and the first ballot board will follow the testing. He stated that both were open to the public.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE FEBRUARY 16, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:13 P.M.

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

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, FEBRUARY 23, 2016 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for February 23, 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, Craig Buckalew, Henry Tweten, and Marc DeMers.

Dave Aker, Parks & Recreation Superintendent; Karla Anderson, Finance Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, EDA Director; 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. 15CP4 Bid Results – Steve Emery

Mr. Emery informed the Council bids had been opened for the project of lowering 5th Avenue NE. He stated four bids were opened and ranged from approximately 334,000 up to \$458,000 and were competitive. He explained the engineer's estimate for this project was \$393,000, the grant the City was to receive for this project was \$367,000, and the City's share of the project would be around \$83,000. He recommended the job be awarded to Opp Construction and asked for questions. Council member Vetter asked if there were better prices since they wouldn't have to bore under 10th Street NE. Mr. Emery stated that they did save some money since a portion of 10th Street had already been removed.

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

2. 16AJ2 Bid Results – Steve Emery

Mr. Emery stated bids for both projects had been opened the same day. He added how four bids had been received but two were non-responsive because they were either missing paperwork or used the wrong forms. He stated the two bids that were received were favorable bids and

explained how they were broken down into street construction and sidewalk construction. He commented how it had been discussed to hold the final assessment hearing prior to awarding the bid. He said that since there shouldn't be any surprises with this project the Council should be able to wait and hold the final assessment hearing after the project has been completed.

Mayor Stauss asked why there were different percentages used for engineering fees on the two projects. Mr. Emery explained it is allowed because for projects completed with state dollars there is more that is required from them. Council member DeMers asked about the breakdown of the city portion between the removal of aggregate and the driveway cost. Ms. Ellis explained the replacement of the driveway was going to be covered by the sidewalk replacement fund. Council member DeMers stated that covering it 100% was a bit much and asked to have that negotiated down. Ms. Ellis explained that the property owner was going to be paying for the rest of the sidewalk, just not the portion that went through the driveway. Council member Grassel asked where the crushed aggregate was going to be stored. Mr. Emery stated it would be stored at Public Works.

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

3. 2045 East Grand Forks Land Use Plan – Nancy Ellis

Ms. Ellis informed the Council that Ms. Kouba was going to review the updates and changes to the Land Use Plan. Ms. Kouba told the Council that this project had been worked on for over a year and that public hearings were held to gather public input for this project. She reviewed the elements of the plan which included goals, policies, and population projections. She stated how they estimate a conservative .9% population growth and then reviewed areas of growth to the City and how some areas may have combinations of industrial and commercial or residential and commercial with expansions to the north, east, and south ends of town. She also reviewed the implementation part of the plan and how there are near, short, and long term goals.

Ms. Ellis added how population projections do not provide what the trends will be. She stated how this plan tries to help make sure the City is ahead of things and is reviewed every five years. She said that at this time this plan does not go past the dyke alignment. She ended by saying copies of the plan will be made available along with being maintained on the City website.

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

4. Request to Hire a Maintenance Worker – Nancy Ellis

Ms. Ellis informed the Council that the maintenance worker at Sunshine Terrace put in his two weeks back in December. She explained how the duties of that person had been reviewed, how there had been discussions if this position should be full or part time, and how they had looked into a management company running Sunshine Terrace. She said that after looking at city facilities as a whole the City could potentially save money hiring a maintenance person to help at all of the City buildings. Council member Vetter asked if the contract would end with the cleaners. Ms. Ellis stated that this would be a maintenance position and not custodial. Council member DeMers asked where they funds would come from for this person. Ms. Ellis explained

that majority would be from the Sunshine Terrace but if this person worked at other buildings it would be paid for using the maintenance funds. Discussion followed about who this person would report to and how jobs would be prioritize.

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

5. Annual Sewer Cleaning – Jason Stordahl

Mr. Stordahl reminded the Council sewer cleaning was a part of the annual maintenance plan. He explained each year a fifth of the sewer is cleaned and this year it will be the area west of Highway 220 and north of 17th Street NW which is estimated to cost \$53,940. He reviewed the quotes and recommended to award the job to Veit for \$215 per hour. Discussion followed about the quotes and how the cost may come down if the City helps haul water. Council member Tweten asked Mr. Stordahl to comment about the new lift station that was being built. Mr. Stordahl stated that the funds for the project came from the sewage fund and this new lift station was replacing the oldest lift station in the City. Mayor Stauss commented how this annual cleaning is a must since backups can be expensive.

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

6. March 15th Council Meeting – Megan Nelson

Ms. Nelson asked the Council if they would like to change the date of the March 15th Council Meeting to Monday, March 14th since some of the Council and the City Administrator would be driving down to St. Paul for Legislative Day on March 16th. After a short discussion the Council agreed to move the meeting to Monday, March 14th.

7. Other

Council member Buckalew informed the Council that Mr. Stennes had contacted him to give an update on the remote flying club. He explained that they were proceeding on with the formation of the club which should be done within 30 days. He reminded the Council about the agreement to grant a lease to this group for property on the north end of the City. He added that Mr. Stennes will be requesting a resolution of support so they may be able to access some funding and at that time the Council may also want to execute the lease agreement.

Mayor Stauss encouraged the media to include something to remind people to get their ballots turned in.

Council member Pokrzywinski echoed the Mayor's comment and added how there was a resident that would like to address the Council with concerns. Mr. Dean Anderson, 723 1st Ave NE, introduced himself to the Council and stated that many people he had talked with already voted no for the sales tax. He added how there was never anything stating what a no vote would do and many residents don't realize it will be added to their property taxes. He asked what could be done to get that information out there. He stated that every time the question is shown it explains what a yes vote will do but it doesn't explain what a no vote will do. He added that he

understands the City is not able to campaign but it is important that information gets out. Mayor Stauss stated this is what they have asked the papers to help out with. Council President Olstad stated that the Save Our Pool group will be putting information in the paper and trying to help out with getting information out as well. Mr. Anderson asked if a special election is done again to include all of the information. Discussion followed about what would be considered campaigning and what could be included on the ballot. Council President Olstad thanked Mr. Anderson for coming to the meeting.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE FEBRUARY 23, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:41 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held February 4, 2016 at 5:00 P.M.
Present: Loven, Quirk, Grinde, Tweten

It was moved by Commissioner Tweten seconded by Commissioner Quirk that the minutes of the previous meeting of January 21, 2016 be approved as read.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$441,519.01.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the appointment of Melvin Metz to the Computer Application Specialist /Technical Trainer position effective 2-22-16 starting at \$24.35/hr.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve providing complimentary power & potable water for the Grand Cities Art Fest to be held on June 11 & 12, 2016.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Tweten seconded by Commissioner Quirk to approve sending two lineman and two office staff to volunteer at the APPA Lineman's Rodeo being held on April 1 & 2, 2016.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve the quote from Vilandre in the amount of \$4,400 for purchase and installation of two water bottle filling stations to be installed at the VFW and Blue Line Club Arenas with any additional cost to be paid by the Park & Recreation Department.
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 February 18, 2016 at 5:00 P.M.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: None

Lori Maloney
Sec'y

RESOLUTION NO. 16 – 03 - 27

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR 2016 ASSESSMENT JOB NO. 1 – STREET IMPROVEMENTS – CITY WIDE

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

WHEREAS, the City Council desires plans and specifications for 2016 Assessment Job No. 1 – Street Improvements – City Wide

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EAST GRAND FORKS, MINNESOTA that the City Council directs the City Engineer to prepare plans and specifications for the 2016 Assessment Job No. 1 per the guidelines of the existing engineering services agreement with Widseth Smith Nolting Engineering.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of March, 2016.

Mayor

Request for Council Action

Date: February 18, 2016

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

Cc: File

From: Steve Emery, P.E.

RE: Project Award - 2015 City Project No. 4 – Curb, Gutter and Paving – 5th Ave & 10th St NE S.A.P. 119-110-008 & 119-102-010

Background:

Four (4) bids were received on February 16, 2016 for the Curb, Gutter and Paving project on 5th Ave and 10th St NE. The apparent low bidder for the project is Opp Construction, Grand Forks, ND. We have Attached for your information the bid tabulation. The bids came in approximately 15% lower than the Engineers estimate which was \$393,043.00

The following is the proposed budget for the project based on as-bid costs:

PROPOSED BUDGET

| | <u>2015 CP # 4</u> |
|------------------------------|---------------------|
| Construction | \$333,597.70 |
| Plans / Specifications (12%) | \$40,031.72 |
| Staking / Inspection (10%) | \$33,359.77 |
| Contingencies (10%) | \$33,359.77 |
| Administration / Legal (3%) | <u>\$10,007.93</u> |
| TOTAL PROJECT COST | \$450,356.89 |

PROPOSED FUNDING

| | <u>2015 CP # 4</u> |
|---------------------------|---------------------|
| LRIP Grant | \$366,957.47 |
| City | <u>\$ 83,399.42</u> |
| TOTAL PROJECT COST | \$450,356.89 |

Recommendation:

Award Bid to Opp Construction

Enclosures:

Bid Tabulation

**2015 City Project NO. 4
Curb, Gutter and Paving
S.A.P. 119-110-008
East Grand Forks, Minnesota**

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | Engineers Estimate | | Opp Construction | | Parks Contracting | | Strata Corporation | | Tony Anderson | | |
|---|---------------------------------------|----------|----------|--------------------|---------------------|------------------|---------------------|-------------------|---------------------|--------------------|---------------------|---------------|---------------------|------------|
| | | | | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price |
| 2021.501 | Mobilization | 0.5 | LUMP SUM | \$25,000.00 | \$12,500.00 | \$9,700.00 | \$4,850.00 | \$17,050.00 | \$8,525.00 | \$8,525.00 | \$56,500.00 | \$28,250.00 | \$3,000.00 | \$1,500.00 |
| 2104.501 | Remove Curb and Gutter | 596 | LIN. FT. | \$8.00 | \$4,768.00 | \$4.00 | \$2,384.00 | \$4.90 | \$2,920.40 | \$2,920.40 | \$10.00 | \$5,960.00 | \$10.00 | \$5,960.00 |
| 2104.501 | Remove Railroad Track | 95 | LIN. FT. | \$55.00 | \$5,225.00 | \$42.00 | \$3,990.00 | \$38.75 | \$3,681.25 | \$3,681.25 | \$65.00 | \$6,175.00 | \$30.00 | \$2,850.00 |
| 2104.505 | Remove Concrete Pavement | 1746 | SQ. YD. | \$8.00 | \$13,968.00 | \$4.00 | \$6,984.00 | \$3.57 | \$6,233.22 | \$10.25 | \$17,896.50 | \$20.00 | \$34,920.00 | |
| 2104.505 | Remove Concrete Driveway Pavement | 69 | SQ. YD. | \$15.00 | \$1,035.00 | \$4.00 | \$276.00 | \$3.57 | \$246.33 | \$10.25 | \$707.25 | \$25.00 | \$1,725.00 | |
| 2104.509 | Remove Sign | 3 | EACH | \$300.00 | \$900.00 | \$30.00 | \$90.00 | \$30.60 | \$91.80 | \$91.80 | \$35.00 | \$105.00 | \$20.00 | \$60.00 |
| 2104.509 | Remove Casting | 7 | EACH | \$300.00 | \$2,100.00 | \$240.00 | \$1,680.00 | \$245.00 | \$1,715.00 | \$300.00 | \$2,100.00 | \$250.00 | \$750.00 | |
| 2104.511 | Sawing Concrete Pavement (Full Depth) | 99 | LIN. FT. | \$10.00 | \$990.00 | \$9.00 | \$891.00 | \$5.50 | \$544.50 | \$8.00 | \$792.00 | \$5.00 | \$495.00 | |
| 2104.523 | Salvage Sign | 1 | EACH | \$300.00 | \$300.00 | \$30.00 | \$30.00 | \$30.60 | \$30.60 | \$35.00 | \$35.00 | \$30.00 | \$30.00 | |
| 2105.501 | Salvage Sign Support | 1 | EACH | \$300.00 | \$300.00 | \$50.00 | \$50.00 | \$51.00 | \$51.00 | \$50.00 | \$50.00 | \$30.00 | \$30.00 | |
| 2105.501 | Common Excavation (P) | 826 | CU. YD. | \$8.00 | \$6,608.00 | \$8.60 | \$7,268.80 | \$8.16 | \$6,740.16 | \$9.75 | \$8,053.50 | \$10.00 | \$8,260.00 | |
| 2112.604 | Subgrade Preparation | 2183 | SQ. YD. | \$2.50 | \$5,457.50 | \$2.25 | \$4,911.75 | \$2.29 | \$4,999.07 | \$2.00 | \$4,366.00 | \$4.00 | \$8,732.00 | |
| 2111.503 | Aggregate Base (CV) | 303 | CU. YD. | \$45.00 | \$13,635.00 | \$40.00 | \$12,120.00 | \$39.00 | \$11,817.00 | \$42.00 | \$12,726.00 | \$50.00 | \$15,150.00 | |
| 2301.504 | Concrete Pavement 9 0" | 1818 | SQ. YD. | \$75.00 | \$136,350.00 | \$68.00 | \$123,624.00 | \$75.00 | \$136,350.00 | \$82.50 | \$149,985.00 | \$90.00 | \$163,620.00 | |
| 2504.602 | Adjust Gate Valve & Box | 70.0 | SQ. YD. | \$60.00 | \$4,200.00 | \$52.00 | \$3,640.00 | \$75.00 | \$5,250.00 | \$49.00 | \$3,453.00 | \$100.00 | \$7,000.00 | |
| 2506.516 | Casting Assembly, Type A | 4 | EACH | \$300.00 | \$1,200.00 | \$250.00 | \$1,000.00 | \$300.00 | \$1,200.00 | \$300.00 | \$1,200.00 | \$500.00 | \$2,000.00 | |
| 2506.516 | Casting Assembly, Type B | 1 | EACH | \$1,500.00 | \$1,500.00 | \$1,270.00 | \$1,270.00 | \$900.00 | \$900.00 | \$3,600.00 | \$3,600.00 | \$1,200.00 | \$1,200.00 | |
| 2506.516 | Casting Assembly, Type C | 2 | EACH | \$1,500.00 | \$3,000.00 | \$2,290.00 | \$2,290.00 | \$2,700.00 | \$2,700.00 | \$1,800.00 | \$1,800.00 | \$1,800.00 | \$1,800.00 | |
| 2531.501 | Concrete Curb & Gutter Design B624 | 607 | LIN. FT. | \$25.00 | \$15,175.00 | \$40.00 | \$24,280.00 | \$25.00 | \$15,175.00 | \$25.00 | \$15,175.00 | \$32.00 | \$19,424.00 | |
| 2563.601 | Traffic Control | 0.5 | LUMP SUM | \$25,000.00 | \$12,500.00 | \$6,000.00 | \$3,000.00 | \$5,100.00 | \$2,550.00 | \$4,000.00 | \$2,000.00 | \$8,000.00 | \$4,000.00 | |
| 2573.53 | Storm Drain Inlet Protection | 2 | EACH | \$300.00 | \$600.00 | \$225.00 | \$450.00 | \$125.00 | \$250.00 | \$350.00 | \$700.00 | \$150.00 | \$300.00 | |
| 2574.525 | Common Topsoil Borrow | 30 | CU. YD. | \$25.00 | \$750.00 | \$18.00 | \$540.00 | \$17.34 | \$520.20 | \$35.00 | \$1,050.00 | \$45.00 | \$1,350.00 | |
| 2575.501 | Seeding | 0.15 | ACRE | \$15,000.00 | \$2,250.00 | \$12,000.00 | \$1,800.00 | \$9,690.00 | \$1,453.50 | \$1,453.50 | \$10,500.00 | \$1,575.00 | \$2,250.00 | |
| 2582.502 | 4" Broken Line Yellow - Epoxy | 60 | LIN. FT. | \$15.00 | \$900.00 | \$11.00 | \$660.00 | \$10.20 | \$612.00 | \$12.50 | \$750.00 | \$41.50 | \$2,490.00 | |
| SUBTOTAL S.A.P. 119-110-008 (5th Ave NE) | | | | | \$250,111.50 | | \$214,099.55 | | \$217,986.03 | | \$279,350.25 | | \$299,187.00 | |

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | Engineers Estimate | | Opp Construction | | Parks Contracting | | Strata Corporation | | Tony Anderson | | |
|--|------------------------------------|----------|----------|--------------------|---------------------|------------------|---------------------|-------------------|---------------------|--------------------|---------------------|---------------|---------------------|------------|
| | | | | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price |
| 2021.501 | Mobilization | 0.5 | LUMP SUM | \$25,000.00 | \$12,500.00 | \$9,700.00 | \$4,850.00 | \$17,050.00 | \$8,525.00 | \$8,525.00 | \$56,500.00 | \$28,250.00 | \$3,000.00 | \$1,500.00 |
| 2104.509 | Remove Sign | 6 | EACH | \$300.00 | \$1,800.00 | \$30.00 | \$180.00 | \$30.60 | \$183.60 | \$35.00 | \$210.00 | \$20.00 | \$120.00 | |
| 2104.523 | Salvage Casting | 2 | EACH | \$300.00 | \$600.00 | \$240.00 | \$480.00 | \$244.80 | \$489.60 | \$489.60 | \$400.00 | \$250.00 | \$500.00 | |
| 2105.501 | Common Excavation (P) | 273 | CU. YD. | \$8.00 | \$2,184.00 | \$8.80 | \$2,402.40 | \$8.16 | \$2,227.68 | \$9.75 | \$2,661.75 | \$10.00 | \$2,730.00 | |
| 2112.604 | Subgrade Preparation | 503 | SQ. YD. | \$2.50 | \$1,257.50 | \$2.25 | \$1,131.75 | \$2.29 | \$1,151.87 | \$2.00 | \$1,006.00 | \$4.00 | \$2,012.00 | |
| 2111.503 | Aggregate Base (CV) | 70 | CU. YD. | \$45.00 | \$3,150.00 | \$40.00 | \$2,800.00 | \$39.00 | \$2,730.00 | \$42.00 | \$2,940.00 | \$50.00 | \$3,500.00 | |
| 2301.504 | Concrete Pavement 7 0" | 1083 | SQ. YD. | \$70.00 | \$75,810.00 | \$63.00 | \$68,229.00 | \$73.00 | \$79,069.00 | \$75.00 | \$81,765.00 | \$85.00 | \$92,595.00 | |
| 2531.507 | 6" Concrete Driveway Pavement | 173 | SQ. YD. | \$60.00 | \$10,380.00 | \$52.00 | \$8,996.00 | \$70.00 | \$12,110.00 | \$85.00 | \$14,705.00 | \$86.00 | \$14,878.00 | |
| 2504.602 | Adjust Gate Valve & Box | 3 | EACH | \$250.00 | \$750.00 | \$250.00 | \$750.00 | \$300.00 | \$900.00 | \$300.00 | \$900.00 | \$500.00 | \$1,500.00 | |
| 2506.522 | Adjust Frame & Ring Casting | 2 | EACH | \$500.00 | \$1,000.00 | \$490.00 | \$980.00 | \$500.00 | \$1,000.00 | \$500.00 | \$1,000.00 | \$500.00 | \$1,000.00 | |
| 2531.501 | Concrete Curb & Gutter Design B624 | 504 | LIN. FT. | \$25.00 | \$12,600.00 | \$39.00 | \$19,656.00 | \$25.00 | \$12,600.00 | \$25.00 | \$12,600.00 | \$32.00 | \$16,128.00 | |
| 2563.601 | Traffic Control | 0.5 | LUMP SUM | \$25,000.00 | \$12,500.00 | \$6,000.00 | \$3,000.00 | \$5,100.00 | \$2,550.00 | \$4,000.00 | \$2,000.00 | \$8,000.00 | \$4,000.00 | |
| 2564.536 | Install Sign Panel | 1 | EACH | \$500.00 | \$500.00 | \$55.00 | \$55.00 | \$51.00 | \$51.00 | \$55.00 | \$55.00 | \$1,000.00 | \$1,000.00 | |
| 2564.602 | Install Sign Support | 1 | EACH | \$500.00 | \$500.00 | \$160.00 | \$160.00 | \$153.00 | \$153.00 | \$165.00 | \$165.00 | \$500.00 | \$500.00 | |
| 2564.602 | Furnish Sign Panel (Stop Sign) | 2.0 | EACH | \$500.00 | \$1,000.00 | \$80.00 | \$160.00 | \$76.50 | \$153.00 | \$80.00 | \$160.00 | \$200.00 | \$400.00 | |
| 2564.602 | Furnish Sign Post | 2 | EACH | \$500.00 | \$1,000.00 | \$220.00 | \$440.00 | \$204.00 | \$408.00 | \$215.00 | \$430.00 | \$100.00 | \$200.00 | |
| 2573.533 | Sediment Control Log Type Straw | 30 | LIN. FT. | \$20.00 | \$600.00 | \$8.00 | \$240.00 | \$7.08 | \$212.40 | \$9.00 | \$270.00 | \$30.00 | \$900.00 | |
| 2574.525 | Common Topsoil Borrow | 30 | CU. YD. | \$25.00 | \$750.00 | \$18.00 | \$540.00 | \$17.34 | \$520.20 | \$35.00 | \$1,050.00 | \$80.00 | \$2,400.00 | |
| 2575.501 | Seeding | 0.15 | ACRE | \$15,000.00 | \$2,250.00 | \$12,000.00 | \$1,800.00 | \$9,690.00 | \$1,453.50 | \$1,453.50 | \$10,500.00 | \$1,575.00 | \$2,250.00 | |
| 2582.502 | 24" Solid Line White - Epoxy | 36 | LIN. FT. | \$25.00 | \$900.00 | \$33.00 | \$1,188.00 | \$30.60 | \$1,101.60 | \$35.00 | \$1,260.00 | \$126.00 | \$4,536.00 | |
| 2582.502 | 4" Broken Line Yellow - Epoxy | 60 | LIN. FT. | \$15.00 | \$900.00 | \$11.00 | \$660.00 | \$10.20 | \$612.00 | \$12.50 | \$750.00 | \$41.50 | \$2,490.00 | |
| SUBTOTAL S.A.P. 119-102-010 (10TH ST NE) | | | | | \$142,831.50 | | \$119,498.15 | | \$128,191.45 | | \$158,432.25 | | \$159,667.50 | |
| TOTAL BID S.A.P. 119-10-008 & 119-102-010 | | | | | \$393,043.00 | | \$333,597.70 | | \$346,157.48 | | \$437,782.50 | | \$458,854.50 | |

RESOLUTION NO. 16 – 03 - 28

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2015 City Project No. 4 – Curb, Gutter, & Paving, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that Opp Construction is the lowest responsible bidder at a bid price of \$333,597.70;

WHEREAS, the total project costs are estimated to total \$450,356.89;

WHEREAS, the City of East Grand Forks, Minnesota declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Opp Construction in the name of the City of East Grand Forks for the improvement of 2015 City Project No. 4 – Curb, Gutter, & Paving according to the plans and specifications therefore approved by the City Council and on file in the administration office.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Portion for this project will be paid out of the following funds:

| | | |
|------------------|----------------------|--------------|
| 415-43-157-45300 | Construction | \$333,597.70 |
| 415-43-157-43030 | Plans/Specifications | \$40,031.72 |
| 415-43-157-43030 | Staking/Inspection | \$33,359.77 |
| 415-43-157-45300 | Contingencies | \$33,359.77 |
| 415-43-157-43500 | Admin/Legal | \$10,007.93 |

Voting Aye:

Voting Nay:

Abstain:

The President declared the resolution passed.

Passed: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of March, 2016.

Mayor

Request for Council Action

Date: February 18, 2016

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

Cc: File

From: Steve Emery, P.E.

RE: Project Award – 2016 Assessment Job No. 2 – Concrete Paving and Sidewalk Construction – Riverview 10th Addition

Background:

Four (4) bids were received on February 16, 2016 for the Concrete Paving and Sidewalk Construction project in the Riverview 10th Addition, however, two of the bids were non-responsive and were therefore not read. The apparent low bidder for the project is Opp Construction, Grand Forks, ND. We have attached for your information the bid tabulation. The bids came in approximately 22% lower than the Engineers estimate which was \$444,563.50

The following is the proposed budget for the project based on as-bid costs:

PROPOSED BUDGET

| | <u>2016 AJ No. 2</u> | <u>Report of Feasibility</u> |
|-----------------------------|----------------------|------------------------------|
| Construction | \$347,992.00 | \$348,469.00 |
| Plans / Specifications (9%) | \$31,319.28 | \$31,362.21 |
| Staking / Inspection (6%) | \$20,879.52 | \$17,423.45 |
| Assessment Roll (1%) | \$ 3,479.92 | \$ 3,484.69 |
| Contingencies (6%) | \$20,879.52 | \$10,454.07 |
| Administration / Legal (3%) | <u>\$10,439.76</u> | <u>\$10,454.07</u> |
| TOTAL PROJECT COST | \$434,990.00 | \$421,647.49 |

PROPOSED ASSESSMENTS

| | | |
|--|---------------------|---------------------|
| Street Construction: | \$119.69/Lf | \$135.00/Lf |
| Sidewalk Construction: | <u>\$33.47/Lf</u> | <u>\$12.64 / Lf</u> |
| Total | \$153.16 /Lf | \$147.64/Lf |
| Total Assessment (80' AVG Lot Width) | \$12,252.80 | \$11,811.20 |

PROPOSED FUNDING

| | <u>2016 AJ No. 2</u> |
|---------------------------|---|
| Assessments | \$419,685.75 |
| City | <u>\$ 15,331.25</u> (Jacob Bondy DW & Salvaged Aggregate) |
| TOTAL PROJECT COST | \$434,990.00 |

Recommendation:

Since the overall assessments are fairly equal to what was presented during the Improvement Hearing and the overall project costs are good, it would be our recommendation to Award the Bid to Opp Construction.

Enclosures:

Bid Tabulation

**2016 Assessment Job No. 2
Concrete Paving & Sidewalk Construction
East Grand Forks, MN**

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | Engineers Estimate | | Opp Construction | | Paras Contracting | | Strata Corporation | | Tony Anderson Construction | |
|------------------|-------------------------------------|----------|----------|--------------------|---------------------|------------------|---------------------|-------------------|---------------------|--------------------|---------------|----------------------------|---------------|
| | | | | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount |
| 015526 | Mobilization | 1 | LUMP SUM | \$5,000.00 | \$5,000.00 | \$9,200.00 | \$9,200.00 | \$12,000.00 | \$12,000.00 | | \$0.00 | | \$0.00 |
| 015526 | Traffic Control | 1 | LUMP SUM | \$2,500.00 | \$2,500.00 | \$900.00 | \$900.00 | \$2,540.00 | \$2,540.00 | | \$0.00 | | \$0.00 |
| 015713 | Storm Drain Inlet Protection | 8 | EACH | \$150.00 | \$1,200.00 | \$180.00 | \$1,440.00 | \$125.00 | \$1,000.00 | | \$0.00 | | \$0.00 |
| 024100 | Remove Concrete Curb and Gutter | 101 | LIN. FT. | \$10.00 | \$1,010.00 | \$7.00 | \$707.00 | \$6.60 | \$666.60 | | \$0.00 | | \$0.00 |
| 024100 | Remove 6" Concrete Driveway | 80 | SQ. YD. | \$20.00 | \$1,600.00 | \$9.00 | \$720.00 | \$8.16 | \$652.80 | | \$0.00 | | \$0.00 |
| 024100 | Sawcut Concrete Pavement & Driveway | 87 | LIN. FT. | \$7.00 | \$609.00 | \$7.00 | \$609.00 | \$5.50 | \$478.50 | | \$0.00 | | \$0.00 |
| 312200 | Salvage Aggregate Surfacing (P) | 785 | CU. YD. | \$12.00 | \$9,420.00 | \$9.00 | \$7,065.00 | \$8.50 | \$6,672.50 | | \$0.00 | | \$0.00 |
| 321600 | 7" Non-Reinforced Concrete Pavement | 4713 | SQ. YD. | \$65.00 | \$306,345.00 | \$52.00 | \$245,076.00 | \$57.85 | \$272,647.05 | | \$0.00 | | \$0.00 |
| 321600 | 4" Concrete Sidewalk | 10600 | SQ. FT. | \$8.00 | \$84,800.00 | \$5.20 | \$55,120.00 | \$5.85 | \$62,010.00 | | \$0.00 | | \$0.00 |
| 321600 | 6" Concrete Driveway | 80 | SQ. YD. | \$70.00 | \$5,600.00 | \$56.00 | \$4,480.00 | \$60.00 | \$4,800.00 | | \$0.00 | | \$0.00 |
| 321600 | Concrete Curb & Gutter, B624 | 101 | LIN. FT. | \$30.00 | \$3,030.00 | \$40.00 | \$4,040.00 | \$40.00 | \$4,040.00 | | \$0.00 | | \$0.00 |
| 321600 | Reinforcement Bars (Epoxy Coated) | 4978 | LBS | \$2.50 | \$12,445.00 | \$2.10 | \$10,453.80 | \$2.75 | \$13,689.50 | | \$0.00 | | \$0.00 |
| 321600 | Adjust Manhole Casting Assembly | 7.0 | EACH | \$500.00 | \$3,500.00 | \$350.00 | \$2,450.00 | \$380.00 | \$2,660.00 | | \$0.00 | | \$0.00 |
| 329219 | Turf Establishment | 1887 | SQ. YD. | \$3.50 | \$6,604.50 | \$2.60 | \$4,906.20 | \$5.00 | \$9,435.00 | | \$0.00 | | \$0.00 |
| 321600 | Adjust Valve Box | 3 | EACH | \$300.00 | \$900.00 | \$275.00 | \$825.00 | \$250.00 | \$750.00 | | \$0.00 | | \$0.00 |
| TOTAL BID | | | | | \$444,563.50 | | \$347,992.00 | | \$394,041.95 | | \$0.00 | | \$0.00 |

Note: Bid Not read from Strata Corporation as they did not use Revised Bid Form included as part of Addendum No. 1

Note: Bid not read from Tony Anderson Construction as he did not have Responsible Contractor Forms.

RESOLUTION NO. 16 – 03 - 29

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that Opp Construction is the lowest responsible bidder at a bid price of \$347,992;

WHEREAS, the total project costs are estimated to total \$434,990;

WHEREAS, the City of East Grand Forks, Minnesota declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Opp Construction in the name of the City of East Grand Forks for the improvement of 2016 Assessment Job No. 2 – Concrete Paving & Sidewalk Construction according to the plans and specifications therefore approved by the City Council and on file in the administration office.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Portion for this project will be paid out of the following funds:

| | | |
|------------------|----------------------|--------------|
| 414-43-149-45300 | Construction | \$347,992.00 |
| 414-43-149-43030 | Plans/Specifications | \$31,319.28 |
| 414-43-149-43030 | Staking/Inspection | 20,278.52 |
| 414-43-149-43030 | Assessment Roll | \$3,479.92 |
| 414-43-149-45300 | Contingencies | \$20,879.52 |
| 414-43-146-43500 | Admin/Legal | \$10,439.76 |

Voting Aye:

Voting Nay:

Abstain:

The President declared the resolution passed.

Passed: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of March, 2016.

Mayor

Request for Council Action

Date: February 23rd, 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: Teri Kouba, MPO Senior Planner; and Nancy Ellis, City Planner

RE: Approve and Adopt the 2045 East Grand Forks Land Use Plan

STAFF RECOMMENDATION:

RECOMMENDED ACTION: Recommendation to City Council to Adopt the 2045 East Grand Forks Land Use Plan.

Matter of the Adoption of the 2045 East Grand Forks Land Use Plan.

Background:

In April the consultant for this project was brought on board. In May the consultant met with the steering committee for this project to gather input on how to move forward with the project and who the best local people were to interview for a market analysis. The MPO staff worked on finishing the demographic analysis and future population and employment projections.

In June an online survey was released and public input session was done to get input on how the community sees the City growing in the future and what the community sees as important to the future of the City. The steering committee met again to give input on goals and policies for the Land Use Plan and review data and input that had been gathered.

In July the steering committee met for a third time to give input on where the areas of growth would occur and finalize locations of area concept plans. The steering committee also finalized the percent growth rate for projecting growth at 0.9%. The consultant then worked on finalizing the population and employment projections and coming up with a map of where these people and jobs could be located in the Near Term, Middle Term, and Long Term time frame.

In September a public meeting was held to gather comments and input on the land consumption phased growth, review area concept plans, and review goals and policies for the land use plan. In October there was a Steering committee meeting reviewed the area concept plans, and gave input on the Land Use Phasing Plan and the Implementation Measures.

C:\Users\vmnelson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KQ64YLFA\Adopt the 2045 LUP.doc

SRF has taken the technical memorandums and created the draft Land Use Plan. Staff has review and SFR has taken those comments to create the draft attached to this staff report. There are five major components of the Plan:

- Updated Goals and Polices
 - The goals and polices included in Chapter 5 of the plan, were updated from the 2040 plan to reflect the input received early in the planning process.
- Future Land Use Plan
 - The future land use plan is discussed in Chapter 6 and provides a guide for future zoning and subdivision decisions. The plan includes three new land uses, Medium Density Residential, Mixed Use, and Commercial/Industrial. These additional uses are intended to provide additional flexibility for the city while allowing for increased density.
- Phasing Plan
 - The phasing plan utilizes the land consumption forecasts developed to meet the needs of the estimated 2045 population. These forecasts are broken into 10 year estimates that should be monitored as growth occurs.
- Area Concept Plans
 - Three area concept plans were developed for future growth areas within the City's future land use plan. These concept plans provide a vision of how these areas could develop while responding to the goals and polices of the plan. Each plan is not intended to represent the manner in which each area is required to developed, but does provide a tool for discussion with future developers.
- Implementation Plan
 - Chapter 8 of the document includes a list of short and long term implementation measures that should be pursued to achieve the plan's overall goals. Primary departments are listed with each measure to define responsible parties.

On January 20, 2016 a public meeting was held. At this meeting the Draft 2045 Land Use Plan was presented. The document was made available in print and online for the public to review and make comments on with a February 1st deadline to turn in comments. A few questions and fewer comments were made at the Public meeting. No other public comments were turned in by the deadline. Any comments that are made at the public hearing, Planning Commission meeting, or the City Council will be included in the final document.

Findings and Analysis:

- Adoption is recommended.

Support Materials:

Draft East Grand Forks Land Use Plan online at: <http://www.theforksmpo.org/Pages/EGF2045LUP.html>

RESOLUTION NO. 16 – 03 - 30

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

WHEREAS, the city of East Grand Forks has an adopted East Grand Forks Comprehensive Plan; and

WHEREAS, the proposed plan update is in general agreement with the other elements of the East Grand Forks Comprehensive Plan, those other elements being the following:

1. The Grand Forks – East Grand Forks 2009 Downtown Plan Update Element, together with all maps, information and data contained therein.
2. The Grand Forks – East Grand Forks 2040 Long Range Transportation Plan Update, which contains the following sections:
 - a. Bikeway Element, together with all maps, information and data contained therein.
 - b. Pedestrian Element, together with all maps, information and data contained therein.
 - c. 2012 Transit Development Plan Update, together with all maps, information and data contained therein.
 - d. Street and Highway Element, together with all maps, information and data contained therein.
 - e. Intelligent Transportation Systems (ITS) Strategy Element, together with all maps, information and data contained therein.
3. The 1998 East Grand Forks Downtown Plan prepared by Field – Paoli, together with all maps, information and data contained therein.
4. Greenway Plan Element, together with all maps, information and data contained therein.

And

WHEREAS, The Grand Forks – East Grand Forks Metropolitan Planning Organization with the City of East Grand Forks has prepared a Year 2045 Plan Update of the East Grand Forks Land Use Plan Element of the East Grand Forks Comprehensive Plan; and

WHEREAS, 2045 Plan Update of the East Grand Forks Land Use Plan Element of the East Grand Forks Comprehensive Plan is a guide for future growth for the City; with goals and policies, and an implementation plan, and

WHEREAS, the Land Use Plan may be amended to reflect changes in the community; and

WHEREAS, the Land Use Plan is a representation of the goals and values of the city; and

WHEREAS, the Grand Forks-East Grand Forks Metropolitan Planning Organization and City of East Grand Forks further held four public meetings: at the Riverwalk Centre in East Grand Forks 5:00pm June 18, 2015; at East Grand Forks City Hall 5:30pm September 16, 2015; at East Grand Forks City Hall 6pm January 20, 2016; and at East Grand Forks City Hall 12 Noon February 11, 2016 to get input from the citizens of the community; and

WHEREAS, the East Grand Forks Planning and Zoning Commission forwards a recommendation that the 2045 Plan Update to the East Grand Forks Land Use Plan Element of the East Grand Forks Comprehensive Plan, be hereby approved and adopted; now therefore

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the 2045 Plan Update to the East Grand Forks Land Use Plan Element of the East Grand Forks Comprehensive Plan, and proposed amendments, be hereby approved and adopted with any further amendments as stated:

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st of March, 2016.

Mayor

Request for Council Action

Date: February 23rd, 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: Nancy Ellis, City Planner

RE: Request to hire a full time maintenance worker

GENERAL INFORMATION:

In December of 2015, the full time, live-in maintenance worker at Sunshine Terrace retired. At this time, we have a tenant that has stepped into help with the maintenance; however, he does not want the position. Therefore, this issue was brought to the attention of the EDA Board and we reviewed what job duties and time is truly committed to Sunshine Terrace. Neither staff nor the Board felt that this was a true full time position. It was suggested at the meeting that we consider hiring a full time maintenance worker for all city buildings. City Hall, the Police Dept, the Library, the Infill Building and Sunshine Terrace have small maintenance issues that would be better served with someone on staff ; rather than hiring a contractor or service provider.

Therefore, I am asking City council for approval to hire a full-time Building Maintenance Worker for the City Buildings. Both Chief Hedlund and Dept. Head Charlotte Helgeson feel that it would be beneficial to their Departments/Buildings as well.

A new job description was completed and included for your review, and a pay grade of Grade 7 (range \$29,275 to \$38,521) was recommended by Springsted. . If approved, this position description will need to be approved by the Civil Service Commission. The salary of the maintenance worker is currently budgeted in the 2016 Sunshine Terrace budget and staff does feel that it could reduce our maintenance costs, thereby helping pay for their salary.

RECOMMENDATION:

I recommend Council consider approving the position of a full time Maintenance Worker.

BUILDING MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform general building maintenance work on City of East Grand Forks buildings and property included but not limited to City Hall, Public Library, Police Station, Sunshine Terrace and the Infill Building. Duties include painting, minor carpentry, floor covering and minor electrical and plumbing repairs; replace light bulbs and door locks, clean air vents and light fixtures and to perform a variety of semi-skilled tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of building maintenance duties including painting, medium to heavy carpentry, floor covering and minor electrical and plumbing repairs on City of East Grand Forks buildings and property; replace light bulbs and door locks, clean air vents and light fixtures.
2. Perform general maintenance of floors, walls, ceilings, windows, and restrooms.
3. Check and maintain exterior facilities including parking lots, and from time to time, shovel and clean snow off walks and steps, sand walks and steps in icy conditions if warranted.
4. Perform maintenance functions that include the use, care and operation of maintenance equipment including various hand and power tools used in mechanical, plumbing, electrical and carpentry work
5. Perform preventive and general maintenance on heating and air handling systems; check and replace all belts and filters on HVAC equipment.
6. Check and maintain computerized monitoring system for heating and air conditioning systems. Change filters and lubricate air handling systems as necessary.
7. Communicate with and provide information to the general public.
8. Wash windows, mirrors, walls, doors and ceilings if needed; clean air vents and light fixtures.
9. Perform related duties and responsibilities as required.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Basic practices of building maintenance and repair; Operation of hand and power tools used in basic mechanical, painting, plumbing, electrical and carpentry work; Basic operational characteristics of heating and air handling systems; Occupational hazards and standard safety practices; Pertinent Federal, State and local laws, codes and regulations.

Skills: Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Maintain mental capacity which allows for effective interaction and communications with others; Maintain physical condition appropriate to the performance of assigned duties and responsibilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Abilities: Operate hand and power tools in a safe and efficient manner; Perform general maintenance and repair of various buildings and facilities; Perform basic carpentry, plumbing, electrical and mechanical work; Perform moderately strenuous manual labor for extended periods of time.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible building maintenance experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid low measure boiler license.

WORKING CONDITIONS

Environmental and Physical Conditions:

Office and field environment; travel from site to site; work at heights; exposure to noise, dust, grease, smoke, fumes, gases, high voltage and chemicals; Essential and marginal functions may require maintaining physical condition necessary for light to moderate lifting; walking or standing for prolonged periods of time; operating motorized equipment and vehicles.

Request for Council Action

Date: 2-18-2016

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 Sewer Cleaning

Background:

Sewer cleaning for the City of East Grand Forks is done on an annual basis as part of the wastewater preventative maintenance program. It was decided on by City Council in 2011 that we would remain on a scheduled cleaning of 1/5th the city per year. This year we are scheduled to clean the section west of Highway 220, north of 17th street north west and other trouble areas. The estimated cost to clean is \$53,940, and this service will be paid for out of our Sewage Fund.

We have received the following quotes for cleaning services:

Veit \$215 per hour

Jet-Way \$242 per hour

Recommendation: Award our 2016 annual sewer cleaning to Veit.



Specialty Contracting & Waste Management

February 9, 2016

City of East Grand Forks
1001 2nd St NE
East Grand Forks, MN 56721
Attn: Dillon Nelson

Phone: 218-791-8190
Email: dnelson@egf.mn
Fax: 218-773-5615

15429 Comet Road
Bemidji, MN 56601

Office 218.243.2440
Fax 218.243.3049

VeitUSA.com

PROJECT: Cleaning services of 79,290 Lf of 8” – 10” sanitary sewer in the City of East Grand Forks, MN.

| | | |
|-------------------|---|--------------------------|
| QUOTE: | -On-Site Operations for cleaning | \$215.00 per hour |
| | -Veit estimates to get 300 - 400 Lf per hour (based off last year’s results) | |
| | -Project is estimated at 227 hours | \$48,805.00 |
| Specialty | | <u>Added costs</u> |
| Equipment: | -Easement machine & operator (if needed) (may need for 2 - 3 days) | \$85.00 per hour |
| | -5 lift stations (with the assistance of the City of EGF) (10 – 16 Hrs.) | \$215.00 per hour |
| | -Project estimated Total | \$53,940.00 |

INCLUDES: -Labor & Equipment for Cleaning operations
-1- jet vac truck, 2-Operator
-Mobilization & per diem

EXCLUDES: -Permits, Fees, and Licenses
-Traffic Control or Special Signage

NOTES: -Owner will assist Veit in locating and exposing manholes for access (if necessary)
-Work will be completed during normal work week hours. Overtime costs will apply.
-Clear and stable access will be provided by owner, as necessary.
-Tentative start date will be scheduled upon receipt of a signed proposal.
-Owner will provide water and disposal site at no cost to Veit & Companies. (All city hydrants)
-Owner will supply snow removal and warm overnight storage for equipment (if necessary).
-Any delays beyond the control of Veit & Company Inc. will be charged at \$215.00 per hour.
-Owner will provide map of project (if necessary)
-If line is high flow, work should be pre-scheduled for off hours, or arrangements to be made in advance to plug lines.
-Special equipment for off road and easement work will be an additional charge.

Any questions please call 218-243-2440.

Respectfully, Rikky Fredrickson
Estimator/Project Manager

Acceptance of Proposal: The above prices and conditions are satisfactory and are hereby accepted. Veit is authorized to do the work as specified. Payment will be upon completion.

Authorized Signature: _____ **Date:** _____

Affirmative Action Equal Opportunity Employer

Contracting

Earthwork
Demolition
Utilities
Foundations
Environmental Remediation
Industrial Cleaning

Waste Management

Roll-off Containers
Construction & Demolition Debris Landfills
Recycling & Transfer Facilities
Waste Hauling

JET-WAY MULTIPLE SERVICES, INC.

RATE SHEET

Ph. 701-282-2356

www.jet-wayinc.com

Fax. 701-282-2423

City of East Grand Forks

Date: 2/1/2016

| | |
|---|-----------|
| Hourly rate for jet-vac, supervisor and labor | \$242/HR |
| Hourly rate for easement machine and additional labor | \$135/HR |
| Daily service unit mobilization | \$120/Day |

ESTIMATE

MINNESOTA LAWFUL GAMBLING

3/14 Page 1 of 2

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 prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
East Grand Forks Ducks Unlimited

Previous gambling permit number

Minnesota tax ID number, if any Federal employer ID number (FEIN), if any

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address City State Zip code County
 1704 8th Avenue NW East Grand Forks MN 56721 Polk

Name of chief executive officer [CEO] Daytime phone number E-mail address
 Michael S. Hedlund 701-215-2373 mhed541@yahoo.com

NONPROFIT STATUS**Attach a copy of ONE of the following for proof of nonprofit status.** **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

 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 at 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:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. 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.
 American Legion Club

Address [do not use PO box] City or township Zip code County
 1009 Central Avenue NW East Grand Forks 56721 Polk

Date[s] of activity. For raffles, indicate the date of the drawing.
 May 6, 2016

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

Bingo* Raffle [total value of raffle prizes awarded for year \$ 25,000.00] Paddlewheels* Pull-tabs* Tipboards*

***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.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**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 _____

Local unit of government must sign

**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 Minnesota Statutes 349.166.]

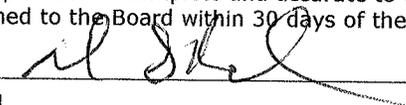
Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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 2-25-2014

Print name Michael S. Hedlund

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

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

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

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

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.

RESOLUTION NO. 16 – 03 – 31

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 23591 for a total of \$1,501.94.

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 \$1,501.94 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 March 1, 2016.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: March 1, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 1st day of March, 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 23591 for a total of \$1,501.94.
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 March 1, 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: 2/25/2016 - 1:43 PM



City of East Grand Forks

P. O. Box 373
 East Grand Forks, MN 56721
 (218) 773-2483

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|-------|------------|-----------|---------------------------------------|-----------|---------|
| 23551 | 03/01/2016 | ADV001 | Advanced Business Methods Inc | 1,762.33 | 0 |
| 23552 | 03/01/2016 | ALB001 | Albrecht Manufacturing | 793.38 | 0 |
| 23553 | 03/01/2016 | ALL008 | ALLDATA | 1,500.00 | 0 |
| 23554 | 03/01/2016 | ALL007 | Allied 100 | 86.99 | 0 |
| 23555 | 03/01/2016 | ALT001 | Altru Health System | 45.75 | 0 |
| 23556 | 03/01/2016 | AMA001 | Amazon.com | 19.59 | 0 |
| 23557 | 03/01/2016 | AME005 | Ameripride Linen & Apparel Services | 766.28 | 0 |
| 23558 | 03/01/2016 | AUT001 | Auto Glass & Aftermarket Inc | 92.00 | 0 |
| 23559 | 03/01/2016 | BAK001 | Baker & Taylor Co | 1,115.00 | 0 |
| 23560 | 03/01/2016 | BEC002 | Josh Beck | 200.00 | 0 |
| 23561 | 03/01/2016 | BER001 | Bert's Truck Equipment | 41.20 | 0 |
| 23562 | 03/01/2016 | BRO002 | Brodart Co | 237.17 | 0 |
| 23563 | 03/01/2016 | C&R001 | C&R Laundry & Cleaners | 37.28 | 0 |
| 23564 | 03/01/2016 | CAP001 | Capstone Press Inc | 1,207.87 | 0 |
| 23565 | 03/01/2016 | CAR002 | Carquest Auto Parts | 47.25 | 0 |
| 23566 | 03/01/2016 | CEN006 | Century Link | 859.47 | 0 |
| 23567 | 03/01/2016 | GFC002 | City of Grand Forks | 700.00 | 0 |
| 23568 | 03/01/2016 | COL002 | Cole Papers Inc | 359.36 | 0 |
| 23569 | 03/01/2016 | COU008 | Countrywide Sanitation Company | 31,488.51 | 0 |
| 23570 | 03/01/2016 | CTM001 | CTM Services Inc. | 222.43 | 0 |
| 23571 | 03/01/2016 | CUL001 | Culinex | 454.56 | 0 |
| 23572 | 03/01/2016 | DSC001 | Diamond Cleaning Supply | 701.70 | 0 |
| 23573 | 03/01/2016 | DVS001 | DVS Renewal | 48.00 | 0 |
| 23574 | 03/01/2016 | EME001 | Emergency Apparatus Maintenance In | 99.71 | 0 |
| 23575 | 03/01/2016 | EMP002 | Emergency Medical Product Inc | 266.92 | 0 |
| 23576 | 03/01/2016 | ESR001 | Environmental Systems Research Insti | 400.00 | 0 |
| 23577 | 03/01/2016 | EXP002 | Exponent | 873.00 | 0 |
| 23578 | 03/01/2016 | FIR010 | First Call | 724.11 | 0 |
| 23579 | 03/01/2016 | FLA005 | Carly Flaagan | 100.00 | 0 |
| 23580 | 03/01/2016 | G&K001 | G&K Services | 332.82 | 0 |
| 23581 | 03/01/2016 | GAF002 | Gaffaney's | 39.80 | 0 |
| 23582 | 03/01/2016 | GFF001 | GF Fire Equipment | 10,769.78 | 0 |
| 23583 | 03/01/2016 | GFT002 | GF Thur-O-Clean | 4,701.26 | 0 |
| 23584 | 03/01/2016 | GFW001 | GF Welding & Machine | 126.90 | 0 |
| 23585 | 03/01/2016 | GLO003 | Global Safety Network, Inc. | 66.00 | 0 |
| 23586 | 03/01/2016 | GRA008 | Grand Forks City | 33,295.00 | 0 |
| 23587 | 03/01/2016 | GFH002 | Grand Forks Herald | 908.00 | 0 |
| 23588 | 03/01/2016 | GRO004 | Groeneveld Transport Efficiency, Inc. | 86.09 | 0 |
| 23589 | 03/01/2016 | EAS006 | Dale Gulbranson | 200.00 | 0 |
| 23590 | 03/01/2016 | HLM001 | H&L Mesabi Company | 3,371.80 | 0 |
| 23591 | 03/01/2016 | HAR001 | Hardware Hank | 1,501.94 | 0 |
| 23592 | 03/01/2016 | NOR029 | Norman Haug | 110.00 | 0 |
| 23593 | 03/01/2016 | HAW001 | Hawkins Chemical | 471.00 | 0 |
| 23594 | 03/01/2016 | HEA001 | Heartland Paper | 447.15 | 0 |
| 23595 | 03/01/2016 | HNQ001 | HN Quality Plumbing, Inc | 42.50 | 0 |
| 23596 | 03/01/2016 | HOL002 | Holiday Companies | 27.28 | 0 |
| 23597 | 03/01/2016 | HUG001 | Hugo's | 133.34 | 0 |
| 23598 | 03/01/2016 | JET001 | Jet Way Multiple Services Inc | 816.75 | 0 |
| 23599 | 03/01/2016 | JOH026 | Johnson Controls | 813.62 | 0 |
| 23600 | 03/01/2016 | K&K001 | K&K Trucking Inc | 1,248.00 | 0 |

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|--------------|------------|-----------|------------------------------------|------------|---------|
| 23601 | 03/01/2016 | KEI001 | Keith's Security World | 95.25 | 0 |
| 23602 | 03/01/2016 | LEA001 | League of MN Cities, Finance Dept | 640.00 | 0 |
| 23603 | 03/01/2016 | LIB001 | Liberty Business Systems | 41.37 | 0 |
| 23604 | 03/01/2016 | LIT001 | Lithia Payment Processing | 486.51 | 0 |
| 23605 | 03/01/2016 | LUN001 | Lunseth Plumbing & Heating | 1,142.79 | 0 |
| 23606 | 03/01/2016 | MAR004 | Marco | 86.25 | 0 |
| 23607 | 03/01/2016 | MAR001 | Marco Inc | 171.11 | 0 |
| 23608 | 03/01/2016 | MCF001 | McFarlane | 409.38 | 0 |
| 23609 | 03/01/2016 | MEN001 | Menards | 9.97 | 0 |
| 23610 | 03/01/2016 | MPO001 | Metropolitan Planning Organization | 17,067.02 | 0 |
| 23611 | 03/01/2016 | MID003 | Midcontinent Communications | 1,622.51 | 0 |
| 23612 | 03/01/2016 | MID016 | Midwest Pest Control Inc | 125.00 | 0 |
| 23613 | 03/01/2016 | MIK001 | Mike's Pizza | 53.07 | 0 |
| 23614 | 03/01/2016 | MPW001 | Minnesota Pump Works | 406.60 | 0 |
| 23615 | 03/01/2016 | MND003 | MN Dept of Labor & Industry | 10.00 | 0 |
| 23616 | 03/01/2016 | MOT002 | Motorola Solutions Inc | 31,243.20 | 0 |
| 23617 | 03/01/2016 | BAR005 | MSC Industrial Supply Co. | 238.81 | 0 |
| 23618 | 03/01/2016 | MTI001 | MTI Distributing Company | 2,141.04 | 0 |
| 23619 | 03/01/2016 | NOR006 | Northdale Oil | 10,242.24 | 0 |
| 23620 | 03/01/2016 | NOR004 | Northern Plumbing Supply | 41.60 | 0 |
| 23621 | 03/01/2016 | OCL001 | OCLC | 143.07 | 0 |
| 23622 | 03/01/2016 | ORT001 | Ortiz Upholstery | 171.90 | 0 |
| 23623 | 03/01/2016 | OSI001 | OSI Environmental Inc. | 100.00 | 0 |
| 23624 | 03/01/2016 | OVE002 | OverDrive, Inc | 1,800.00 | 0 |
| 23625 | 03/01/2016 | PCM001 | PCM Sales Inc. | 319.64 | 0 |
| 23626 | 03/01/2016 | POL004 | Polk County Recorder | 20.00 | 0 |
| 23627 | 03/01/2016 | PRE001 | Premium Waters Inc | 36.41 | 0 |
| 23628 | 03/01/2016 | PSD001 | PS Garage Doors | 1,510.00 | 0 |
| 23629 | 03/01/2016 | QBI001 | Quality Books Inc | 593.82 | 0 |
| 23630 | 03/01/2016 | QUI001 | Quill Corp | 364.70 | 0 |
| 23631 | 03/01/2016 | R&R001 | R&R Specialties of Wisconsin Inc | 510.45 | 0 |
| 23632 | 03/01/2016 | RDO001 | RDO Powerplan OIB | 772.25 | 0 |
| 23633 | 03/01/2016 | RYD001 | Rydell Chevrolet | 403.36 | 0 |
| 23634 | 03/01/2016 | SCH002 | Scholastic Library Publishers | 433.98 | 0 |
| 23635 | 03/01/2016 | SME001 | Joel Smerer | 300.00 | 0 |
| 23636 | 03/01/2016 | SPA001 | Spare Husband Inc | 3,975.00 | 0 |
| 23637 | 03/01/2016 | SPO003 | Spotlight on Books | 150.00 | 0 |
| 23638 | 03/01/2016 | SPR001 | Springsted Incorporated | 800.00 | 0 |
| 23639 | 03/01/2016 | STU001 | Stuart's Towing | 100.00 | 0 |
| 23640 | 03/01/2016 | SUR001 | Surplus Center | 57.50 | 0 |
| 23641 | 03/01/2016 | CHI001 | The Child's World Inc | 158.60 | 0 |
| 23642 | 03/01/2016 | TOD001 | Todays Organized Living LLC | 480.00 | 0 |
| 23643 | 03/01/2016 | TRU001 | True Temp | 819.76 | 0 |
| 23644 | 03/01/2016 | USP001 | United States Post Office | 225.00 | 0 |
| 23645 | 03/01/2016 | USB005 | US Bank Corporate Payment System | 8,380.44 | 0 |
| 23646 | 03/01/2016 | USD001 | USDA Rural Development | 290,330.11 | 0 |
| 23647 | 03/01/2016 | VAL002 | Valley Truck | 537.00 | 0 |
| 23648 | 03/01/2016 | VER001 | Verizon Wireless | 564.77 | 0 |
| 23649 | 03/01/2016 | WAT001 | Water & Light Department | 40,503.76 | 0 |
| 23650 | 03/01/2016 | WEB011 | Tony Weber | 142.00 | 0 |
| 23651 | 03/01/2016 | WID001 | Widseth Smith Nolting & Associates | 15,387.24 | 0 |
| 23652 | 03/01/2016 | WIZ001 | Wizard's Enterprises Inc. | 222.00 | 0 |
| 23653 | 03/01/2016 | XCE001 | Xcel Energy | 13,180.75 | 0 |
| 23654 | 03/01/2016 | ZEE001 | Zee Medical Service | 80.25 | 0 |
| | | | | 554,606.37 | |
| Check Total: | | | | | |

Transaction Detail - Summary

| Trans Date | Posting Date | MCCG Code | MCC | Merchant Category Code Description | Merchant Name | Merchant State/Province | Taxpayer ID Number (TIN) | Trans Amount | Posting Type | Purchase ID | Trans Status | Disputed Status |
|--|--------------|-----------|------|------------------------------------|---------------------------|-------------------------|--------------------------|--------------|----------------------|-----------------|--------------|-----------------|
| Name: DAVE AKER Account Number: **1870 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 02/19/2016 | 02/22/2016 | 240507 | 5251 | HARDWARE STORES | BURGGRAF'S ACE HARDWARE | ND | 201599859 | \$ 19.19 | Memo | 797866 | Not Reviewed | No |
| 02/19/2016 | 02/22/2016 | 240507 | 5251 | HARDWARE STORES | HARDWARE HANK | MN | 411717424 | 38.85 | Memo | 752857 | Not Reviewed | No |
| Name: KARLA ANDERSON Account Number: **7513 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 01/28/2016 | 02/01/2016 | 240493 | 3501 | HOLIDAY INNS | HOLIDAY INN | MN | 201936059 | 534.00 | Memo | 11511783 | Not Reviewed | No |
| Name: BRENDA AULT Account Number: **3134 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 01/25/2016 | 01/26/2016 | 240491 | 9399 | GOVERNMENT SERVICES-OTHER | DEPARTMENT OF LABOR AND I | MN | | 34.00 | Memo | 093012600510001 | Not Reviewed | No |
| Name: KEVIN BOUSHEE Account Number: **5570 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 02/17/2016 | 02/18/2016 | 240499 | 5943 | STATIONERY STORE/SUPPLIES | COAST TO COAST | TN | 900144766 | 132.50 | Memo | IVC0072401 | Not Reviewed | No |
| Name: ERIC BURMAN Account Number: **4185 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 01/25/2016 | 02/01/2016 | 240491 | 9399 | GOVERNMENT SERVICES-OTHER | BCA TRAINING EDUCATION | MN | | (250.00) | Memo | 35381 | Not Reviewed | No |
| Name: BENJAMIN DECKERT Account Number: **4153 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 02/03/2016 | 02/04/2016 | 240500 | 5999 | MISCELLANEOUS AND SPECIAL | L A POLICE GEAR INC | CA | 810599164 | 125.64 | Memo | 1 | Not Reviewed | No |

Transaction Detail - Summary

| Trans Date | Posting Date | MCCG Code | MCC | Merchant Category Code Description | Merchant Name | Merchant State/Province | Taxpayer ID Number (TIN) | Trans Amount | Posting Type | Purchase ID | Trans Status | Disputed Status |
|----------------------------|--------------|-----------|------|------------------------------------|---------------------------|-------------------------|--------------------------|--------------|----------------------|-------------|--------------|-----------------|
| 02/10/2016 | 02/12/2016 | 240507 | 5046 | WHOLESALE COMMERCIAL | SIRCHIE FINGER PRINT LABO | NC | 261186682 | \$ 116.85 | Memo | 7922299064 | Not Reviewed | No |

Name: NANCY ELLIS Account Number: **3178 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|---------------------------|-------------------------|----|-----------|--------|----------------------|------------------|--------------|----|
| 01/27/2016 | 01/29/2016 | 240507 | 5399 | MISCELLANEOUS GENERAL MER | DAYDREAMS SPECIALTIES | ND | 270056684 | 191.00 | Memo | | Not Reviewed | No |
| 01/28/2016 | 01/29/2016 | 240498 | 7399 | BUSINESS SERVICES -OTHER | ACT*GP ADA CENTER | TX | | 650.00 | Memo | pR1MuSRp62744888 | Not Reviewed | No |
| 01/28/2016 | 01/29/2016 | 240488 | 3058 | DELTA | DELTA AIR 0062333735316 | CA | 580218548 | 680.20 | Memo | | Not Reviewed | No |

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

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|-------------------------------|------------------------|----|-----------|--------|----------------------|--------|--------------|----|
| 01/23/2016 | 01/25/2016 | 240493 | 3509 | MARRIOTT | MARRIOTT MINNEAPOLIS | MN | | 271.28 | Memo | 004208 | Not Reviewed | No |
| 02/17/2016 | 02/19/2016 | 240492 | 5812 | EATING PLACES AND RESTAURANTS | BLUE MOOSE BAR & GRILL | MN | 411766541 | 19.01 | Memo | | Not Reviewed | No |

Name: NICK GUNDERSON Account Number: **3450 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|---------------------------|-----------------------|----|-----------|--------|----------------------|------------------|--------------|----|
| 01/29/2016 | 02/01/2016 | 240506 | 5542 | AUTOMATED FUEL DISPENSERS | HOLIDAY STNSTORE 0027 | MN | 410771276 | 15.55 | Memo | 0000000000000000 | Not Reviewed | No |
| 01/29/2016 | 02/01/2016 | 240493 | 3501 | HOLIDAY INNS | HOLIDAY INNS | MN | 411426759 | 280.14 | Memo | 11928623 | Not Reviewed | No |

Name: KEVIN HANSON Account Number: **1957 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|---------------------------|-----------------------|----|-----------|-------|----------------------|------------------|--------------|----|
| 01/25/2016 | 01/27/2016 | 240506 | 5542 | AUTOMATED FUEL DISPENSERS | HOLIDAY STNSTORE 3548 | MN | 410771276 | 18.10 | Memo | 0000000000000000 | Not Reviewed | No |
|----------------------------|------------|--------|------|---------------------------|-----------------------|----|-----------|-------|----------------------|------------------|--------------|----|

Transaction Detail - Summary

| Trans Date | Posting Date | MCCG Code | MCC | Merchant Category Code Description | Merchant Name | Merchant State/Province | Taxpayer ID Number (TIN) | Trans Amount | Posting Type | Purchase ID | Trans Status | Disputed Status |
|------------|--------------|-----------|-----|------------------------------------|---------------|-------------------------|--------------------------|--------------|--------------|-------------|--------------|-----------------|
|------------|--------------|-----------|-----|------------------------------------|---------------|-------------------------|--------------------------|--------------|--------------|-------------|--------------|-----------------|

Name: MICHAEL HEDLUND **Account Number:** **1856 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|--------------------------|----------------------|----|-----------|-----------|----------------------|----------|--------------|----|
| 01/21/2016 | 01/25/2016 | 240491 | 8699 | MEMBERSHIP ORGANIZATIONS | IACP | VA | 530227813 | \$ 150.00 | Memo | 188335 | Not Reviewed | No |
| 01/31/2016 | 02/02/2016 | 240506 | 5541 | SERVICE STATIONS | SIMONSON GAT10050029 | ND | 450280064 | 230.00 | Memo | | Not Reviewed | No |
| 02/11/2016 | 02/12/2016 | 240494 | 5964 | CATALOG MERCHANT | COPQUEST INC | CA | 770313228 | 428.00 | Memo | 56930036 | Not Reviewed | No |

Name: CHARLOTTE HELGESON **Account Number:** **1631 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|---------------------------|---------------------------|----|-----------|-------|----------------------|--|--------------|----|
| 02/17/2016 | 02/18/2016 | 240491 | 8398 | CHARITABLE/SOCIAL SERVICE | RUNESTONE MUSEUM FOUNDATI | MN | 237391175 | 65.80 | Memo | | Not Reviewed | No |
|----------------------------|------------|--------|------|---------------------------|---------------------------|----|-----------|-------|----------------------|--|--------------|----|

Name: JEREMY KING **Account Number:** **1148 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|-----------------------|---------------------------|----|-----------|--------|----------------------|-------|--------------|----|
| 02/08/2016 | 02/09/2016 | 240499 | 5942 | BOOK STORES | AMAZON.COM AMZN.COM/BILL | WA | 911994984 | 71.13 | Memo | 29508 | Not Reviewed | No |
| 02/08/2016 | 02/09/2016 | 240499 | 5942 | BOOK STORES | AMAZON.COM AMZN.COM/BILL | WA | 911994984 | 31.96 | Memo | 29508 | Not Reviewed | No |
| 02/08/2016 | 02/09/2016 | 240499 | 5942 | BOOK STORES | AMAZON.COM | WA | 911646860 | 56.18 | Memo | 29508 | Not Reviewed | No |
| 02/11/2016 | 02/12/2016 | 240497 | 5969 | OTHER DIRECT MARKETER | MINNESOTA EROSION CONTROL | MN | 411837032 | 170.00 | Memo | MECA | Not Reviewed | No |

Name: LINDA KOSSOW **Account Number:** **9273 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|------------------------------|------------------------|----|-----------|--------|----------------------|-----------|--------------|----|
| 02/01/2016 | 02/02/2016 | 240500 | 5732 | ELECTRONICS STORES | PAYPAL *FACTORYPART | CA | 770510487 | 25.49 | Memo | 95961730 | Not Reviewed | No |
| 02/05/2016 | 02/08/2016 | 240507 | 5200 | HOME SUPPLY WAREHOUSE STORES | MENARDS GRAND FORKS ND | ND | 390989248 | 193.65 | Memo | | Not Reviewed | No |
| 02/16/2016 | 02/17/2016 | 240491 | 4814 | TELECOM SVC/CRED CRD CALL | VZWRLSS*PRPAY AUTOPAY | CA | 223372889 | 33.08 | Memo | 313212160 | Not Reviewed | No |

Transaction Detail - Summary

| Trans Date | Posting Date | MCCG Code | MCC | Merchant Category Code Description | Merchant Name | Merchant State/Province | Taxpayer ID Number (TIN) | Trans Amount | Posting Type | Purchase ID | Trans Status | Disputed Status |
|------------|--------------|-----------|-----|------------------------------------|---------------|-------------------------|--------------------------|--------------|--------------|-------------|--------------|-----------------|
|------------|--------------|-----------|-----|------------------------------------|---------------|-------------------------|--------------------------|--------------|--------------|-------------|--------------|-----------------|

Name: KRIS KOVAR **Account Number:** **5156 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|-----------------------|-------------------------|----|-----------|-----------|----------------------|----------|--------------|----|
| 02/19/2016 | 02/22/2016 | 240507 | 5251 | HARDWARE STORES | HARDWARE HANK | MN | 411717424 | \$ (2.06) | Memo | 78200021 | Not Reviewed | No |
| 02/19/2016 | 02/22/2016 | 240507 | 5251 | HARDWARE STORES | HARDWARE HANK | MN | 411717424 | 32.05 | Memo | 752817 | Not Reviewed | No |
| 02/19/2016 | 02/22/2016 | 240497 | 5969 | OTHER DIRECT MARKETER | B&H PHOTO, 800-606-6969 | NY | | 1,000.00 | Memo | 75818244 | Not Reviewed | No |
| 02/19/2016 | 02/22/2016 | 240497 | 5969 | OTHER DIRECT MARKETER | B&H PHOTO, 800-606-6969 | NY | | 1,428.00 | Memo | 75818244 | Not Reviewed | No |

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

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|-----------------|---------------|----|-----------|-------|----------------------|--------|--------------|----|
| 02/18/2016 | 02/19/2016 | 240507 | 5251 | HARDWARE STORES | HARDWARE HANK | MN | 411717424 | 70.43 | Memo | 752553 | Not Reviewed | No |
| 02/18/2016 | 02/19/2016 | 240507 | 5251 | HARDWARE STORES | HARDWARE HANK | MN | 411717424 | 64.99 | Memo | 752555 | Not Reviewed | No |

Name: GARY LARSON **Account Number:** **0810 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|-------------------------|--------------------------|----|-----------|---------|----------------------|--------------------|--------------|----|
| 01/25/2016 | 01/26/2016 | 240498 | 5968 | CONTINUITY SUBSCRIPTION | AMAZONPRIME MEMBERSHIP | NV | 710938319 | (99.00) | Memo | 4T5WTDVQH3R05CK VW | Not Reviewed | No |
| 01/25/2016 | 01/27/2016 | 240507 | 5311 | DEPARTMENT STORES | SEARS ROEBUCK 1712 | ND | 361750680 | (34.76) | Memo | 0651 | Not Reviewed | No |
| 01/29/2016 | 02/01/2016 | 240507 | 5251 | HARDWARE STORES | HARBOR FREIGHT TOOLS 136 | ND | 770465196 | 129.96 | Memo | 04449703 | Not Reviewed | No |
| 02/05/2016 | 02/08/2016 | 240493 | 7011 | OTHER HOTELS | ARROWWOOD RESORT CONF C | MN | 263201660 | 244.82 | Memo | 00374243 | Not Reviewed | No |
| 02/05/2016 | 02/08/2016 | 240493 | 7011 | OTHER HOTELS | ARROWWOOD RESORT CONF C | MN | 263201660 | 244.82 | Memo | 00374242 | Not Reviewed | No |
| 02/11/2016 | 02/15/2016 | 240493 | 3695 | EMBASSY SUITES | EMBASSY SUITES | MN | 202850524 | 404.40 | Memo | 0000227254 | Not Reviewed | No |

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

| | | | | | | | | | | | | |
|----------------------------|------------|--------|------|-------------------------------|----------------|----|-----------|------|----------------------|--|--------------|----|
| 02/09/2016 | 02/11/2016 | 240492 | 5812 | EATING PLACES AND RESTAURANTS | NORTHSIDE CAFE | ND | 371532576 | 6.89 | Memo | | Not Reviewed | No |
|----------------------------|------------|--------|------|-------------------------------|----------------|----|-----------|------|----------------------|--|--------------|----|

Transaction Detail - Summary

| Trans Date | Posting Date | MCCG Code | MCC | Merchant Category Code Description | Merchant Name | Merchant State/Province | Taxpayer ID Number (TIN) | Trans Amount | Posting Type | Purchase ID | Trans Status | Disputed Status |
|--|--------------|-----------|------|------------------------------------|------------------------|-------------------------|--------------------------|--------------|----------------------|--------------------|--------------|-----------------|
| 02/12/2016 | 02/15/2016 | 240492 | 5812 | EATING PLACES AND RESTAURANTS | CANAD INNS GRAND FO | ND | 711017876 | \$ 72.14 | Memo | | Not Reviewed | No |
| 02/12/2016 | 02/15/2016 | 240507 | 5399 | MISCELLANEOUS GENERAL MER | GRAND FORKS HERALD | ND | 450129560 | 17.25 | Memo | N2GRJ4Y | Not Reviewed | No |
| 02/17/2016 | 02/19/2016 | 240492 | 5812 | EATING PLACES AND RESTAURANTS | BLUE MOOSE BAR & GRILL | MN | 411766541 | 15.56 | Memo | | Not Reviewed | No |
| Name: MEGAN NELSON Account Number: **0648 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 01/28/2016 | 02/01/2016 | 240492 | 5812 | EATING PLACES AND RESTAURANTS | MIKES PIZZA & PUB | MN | 201059694 | 33.35 | Memo | 23 | Not Reviewed | No |
| Name: JARED QUANRUD Account Number: **2376 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 02/18/2016 | 02/22/2016 | 240493 | 3829 | COUNTRY INN BY CARLSON | COUNTRY INN & SUITES S | MN | 472346412 | 190.68 | Memo | 180334 | Not Reviewed | No |
| Name: ANDREA SCHERER Account Number: **1888 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: | | | | | | | | | | | | |
| 01/25/2016 | 01/26/2016 | 240500 | 5999 | MISCELLANEOUS AND SPECIAL | PARTY CITY | ND | 450428704 | 30.98 | Memo | 14100001 | Not Reviewed | No |
| 02/02/2016 | 02/03/2016 | 240499 | 9402 | POSTAGE STAMPS | USPS 26267007930102479 | MN | 941308560 | 5.18 | Memo | 000000000000000000 | Not Reviewed | No |
| 02/05/2016 | 02/08/2016 | 240507 | 5411 | GROCERY STORES,SUPERMARK | TARGET 00017830 | ND | 410215170 | 122.85 | Memo | 000000000000000000 | Not Reviewed | No |
| 02/11/2016 | 02/11/2016 | 240491 | 8398 | CHARITABLE/SOCIAL SERVICE | ILLINOIS LIBRARY ASSOC | IL | 362324945 | 61.10 | Memo | AX0PE131237D | Not Reviewed | No |

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> |
|----------------------------|---------------------|------------------|------------|---|------------------------|--------------------------------|---------------------------------|---------------------|----------------------|--------------------|---------------------|------------------------|
| 02/11/2016 | 02/12/2016 | 240499 | 9402 | POSTAGE STAMPS | USPS 26267007930102479 | MN | 941308560 | \$ 9.21 | Memo | 000000000000000000 | Not Reviewed | No |

Total Number of Records: 50

Total

\$8,380.44

End of Report