

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, SEPTEMBER 6, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

SWEARING IN OF OFFICER RYAN DOUGLAS:

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 August 16, 2016.
2. Consider approving the minutes of the “Special Meeting” for the East Grand Forks, Minnesota City Council of August 23, 2016.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 23, 2016.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

4. Consider approving the request to start the hiring process for the position of Secretary/Dispatcher/Jailer for the Police Department.
5. Consider approving the request to start the hiring process for position of police officer to be filled by a military veteran.
6. Consider approving the Minnesota Municipal Utilities Association Service Agreement for the Safety Management Program split 50/50 between the City and the Water and Light Department for October 1, 2016 through September 30, 2017.

7. Consider approving the renewal of membership to the Coalition of Greater Minnesota Cities and authorize payment of the 2017 dues for the amount of \$14,376.
8. Consider approving the Exempt Gambling Permit Application for Sacred Heart Church & School for a raffle to be held on January 5, 2017 at Sacred Heart School located at 200 3rd St NW East Grand Forks, MN 56721.
9. Consider approving the Special Event Application for the Wild Hog Marathon on September 24, 2016 from 8:00am until 12:30pm.
10. Consider adopting Resolution No. 16-09-78 approving Marla Wolfe as an alternate election judge for the General Election in 2016.
11. Consider approving the Temporary Liquor License Application for St. Michael's Church for an event on October 29, 2016 taking place at Sacred Heart Church located at 122 3rd St NW, East Grand Forks, MN 56721 with contracted liquor services being provided by East Grand Lanes.
12. Consider approving the Exempt Gambling Permit Application for the Red River Lions Club for paddlewheels and a raffle to be held on November 17, 2016 at the VFW Post 3817 located at 312 Demers Ave East Grand Forks, MN 56721.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

13. Regular minutes of the Water, Lights, Power, and Building Commission for August 4, 2016.
14. Regular minutes of the Economic Development Authority Board for July 19, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

15. Consider adopting Resolution No. 16-09-77 filing the assessment roll and setting the final public hearing for 2015 Assessment Job No. 1 – Utilities and Street Construction of Point of Woods 6th Addition for October 4, 2016.
16. Consider approving the Standard Operating Procedure for the Sale, Lease, or Option of City-Owned Land.
17. Consider approving the purchase of a suburban from Rydell Auto Center for the amount of \$43,257 with additional lighting, counsel, and siren to be purchased from Northern Safety Technology Inc for the amount of \$8635.43.
18. Consider approving the request and authorizing the Blue Line Club to replace the scoreboard in the VFW Arena with a new LED scoreboard costing approximately \$32,595.18.

19. Consider approving the request to allow the American Legion to conduct lawful charitable gaming at Up North Pizza Pub located at 314 4th St NW East Grand Forks, MN 56721.
20. Consider adopting Resolution No. 16-09-79 formally accepting the matching fund grant from the Department of Natural Resources for the replacement of turn out gear for the Fire Department.
21. Consider adopting Resolution No. 16-09-80 formally accepting the SAFER grant and authorize the hiring of a firefighter from the certified list created by the Civil Service in March of 2016.

CLAIMS:

22. Consider adopting Resolution No. 16-09-81 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24878 for a total of \$1,285.50 whereas Council Member Buckalew is personally interested financially in the contract.
23. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings

- Work Session – Tuesday, September 13, 2016 – 5:00 PM – Training Room
- Regular Council Meeting – Tuesday, September 20, 2016 – 5:00 PM – Council Chambers
- Work Session – Tuesday, September 27, 2016 – 5:00 PM – Training Room
- Regular Council Meeting – Tuesday, October 4, 2016 – 5:00 PM – Council Chambers

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

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for August 16, 2016 was called to order by Council President Mark Olstad at 5:01 P.M.

CALL OF ROLL:

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

Karla Anderson, Finance Director; Mark Dragich, Interim Parks & Recreation Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Gary Larson, Fire Chief; David Murphy, City Administrator/Clerk-Treasurer; and Megan Nelson, Executive Assistant.

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 “Work Session” for the East Grand Forks, Minnesota City Council of July 26, 2016.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of August 2, 2016.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of August 9, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO APPROVE ITEMS ONE (1) THROUGH THREE (3).

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

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

- 4. Consider adopting Resolution No. 16-08-74 approving the increase to the Park and Recreation winter activity fees.
- 5. Consider approving the renewal application for a 2AM License for the Eagles Club 350 located at 227 10th St NW, East Grand Forks, MN 56721.
- 6. Consider approving the Special Event Application from Extreme North Dakota Racing for the Uff Da Mud Run Event to be held on September 10, 2016 contingent upon permit approval from the Polk County Sheriff’s Office.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS FOUR (4) THROUGH SIX (6).

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 7. Regular minutes of the Water, Lights, Power, and Building Commission for July 21, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS:

- 8. Consider approving the Off-sale Intoxicating Liquor License Application for the VFW Post 3817 located at 312 Demers Ave, East Grand Forks, MN 56721.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE OFF-SALE INTOXICATING LIQUOR LICENSE APPLICATION FOR THE VFW POST 3817 LOCATED AT 312 DEMERS AVE, EAST GRAND FORKS, MN 56721.

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

Voting Nay: None.

- 9. Consider approving the land lease agreement between the City of East Grand Forks and Verizon Wireless for the lease of city property.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE LAND LEASE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND VERIZON WIRELESS FOR THE LEASE OF CITY PROPERTY.

Mr. Galstad commented how this item had been on multiple agendas but all the issues have been resolved regarding the monthly charge, the envelope size, and how any additional providers would have to lease space from the City. He added Mr. Buell was at the meeting to answer any questions the Council may have.

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

Voting Nay: None.

NEW BUSINESS:

- 10. Consider awarding the job for street repairs on 20th Street NE to Miller Motivations for the amount of \$35,520.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER VETTER, TO AWARD THE JOB FOR STREET REPAIRS ON 20TH STREET NE TO MILLER MOTIVATIONS FOR THE AMOUNT OF \$35,520.

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

Voting Nay: None.

- 11. Consider awarding the job for street repairs on the Highway 220 Frontage Road to Opp Construction for the amount of \$22,400.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER DEMERS, TO AWARD THE JOB FOR STREET REPAIRS ON THE HIGHWAY 220 FRONTAGE ROAD TO OPP CONSTRUCTION FOR THE AMOUNT OF \$22,400.

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

Voting Nay: None.

- 12. Consider awarding the job for street repairs/street repairs and curb and gutter on 2nd St NW to _____ for the amount of \$ _____.

Mr. Emery reminded the Council about the project, how there were two options, and the costs for those options. He stated that Opp Construction’s quote was \$12,600 for curb and gutter and \$23,800 for panel replacement. He said quote from Miller Motivation was \$9,555 for curb and gutter and \$31,800 for panel replacement. Council member DeMers asked how much of the street maintenance fund was

dedicated to the street improvement project and if there were enough funds for this. Ms. Anderson stated that the street maintenance fund starts at \$250,000 each year, that none of it had been dedicated to the street improvement projects, and that there were funds available for this project.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER POKRZYWINKSI, TO AWARD THE JOB FOR STREET REPAIRS AND CURB AND GUTTER ON 2ND ST NW TO OPP CONSCTRUTION FOR THE AMOUNT OF \$36,400.

Council member Buckalew stated that there were other projects in high traffic areas or road projects that the City would be fully responsible for could be addressed and that this project could be delayed. He said because of where the fund reserves currently were and that there were other projects he would not be supporting this project at this time. Council President Olstad commented that it had been indicated this project could be delayed and that these funds could be used elsewhere he would not be supporting this project.

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

Voting Nay: Olstad and Buckalew.

- 13. Consider approving an agreement between the City of East Grand Forks Police Department and Zuercher for a records management system for the amount of \$84,083 plus a yearly maintenance fee and contingent upon approval by all other agencies involved.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER POKRZYWINKSI, TO APPROVE AN AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS POLICE DEPARTMENT AND ZUERCHER FOR A RECORDS MANAGEMENT SYSTEM FOR THE AMOUNT OF \$84,083 PLUS A YEARLY MAINTENANCE FEE AND CONTINGENT UPON APPROVAL BY ALL OTHER AGENCIES INVOLVED.

Council member Vetter asked if it was Chief Hedlund’s recommendation to have this system implemented in 2017. Chief Hedlund stated it was and explained the company wouldn’t be able to start on this request until 2017. Council member Vetter said if it was approved it would be included in the 2017 budget and asked if he was going to shuffle around things so the Police Department is able to afford this. Chief Hedlund commented that he could and that this is a high priority. Discussion followed about how the other agencies will be discussing this at their upcoming meetings. Council member DeMers asked if this would work with the new console. Chief Hedlund said it would. Council member DeMers then asked where the funds would be coming from for this expenditure. Chief Hedlund said he wasn’t sure and that it could come from increasing the levy.

Mr. Murphy said if approved this item would be included in the 2017 budget which would have an effect on the levy for the following year. He added that the other cities should be making their decision soon and if it doesn’t move forward then it would be taken out of the budget. He continued saying the way it is now they could try and do some reconfiguration but it looks like most of this would come from an increase to the levy. Council member DeMers asked what the advantage was of doing this now and not having this go through the budget process. Chief Hedlund stated it was to give an answer to the other agencies as well as being able to get the system sooner. Discussion followed on how the Council

felt that this should go through the budget process, how they will have to see if the drug task force software can interface with this proposed software, and how they will need to find a funding source for this request. Council member Pokrzywinski asked to table this item until this goes through the budget process. More discussion followed about how to proceed and show support for this item. Mayor Stauss stated that not voting it down is showing support.

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW TO TABLE THIS ITEM.

CLAIMS:

- 14. Consider adopting Resolution No. 16-08-75 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 24759 for a total of \$1,045.74 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADOPT RESOLUTION NO. 16-08-75 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 24759 FOR A TOTAL OF \$1,045.74 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss apologized for missing some meetings and added he was glad to be back.

Council Member Pokrzywinski commented it was good to see the Mayor back.

Council Member DeMers commended Chief Hedlund, his staff, and other city staff for the community event they hosted. He added it gives a great base for next year’s event.

Council Vice-President Grassel stated he had received a phone call from a resident who had recently been helped by the Fire Department. He said how impressed she was with people that came to her aid and wanted to extend a thank you to Chief Larson and staff.

City Council Meeting

August 16, 2016

Mr. Murphy stated he sincerely apologized for not informing all of the Council about the interviews that were scheduled following the council meeting.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE AUGUST 16, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:31 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE SPECIAL MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 23, 2016 – 5:00 PM**

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for August 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 (5:01 PM).

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Consider adopting Resolution No. 16-08-76 approving the hiring of Reid Huttunen as the Park and Recreation Superintendent at a starting salary of \$66,383.86 per year.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 16-08-76 APPROVING THE HIRING OF REID HUTTUNEN AS THE PARK AND RECREATION SUPERINTENDENT AT A STARTING SALARY OF \$66,383.86 PER YEAR.

Council member Tweten stated that he had received a letter regarding the appointment of the new Parks Superintendent. He commented how the Civil Service has proper procedure to follow which includes approving three people for a second interview. He reminded everyone that Mr. Dragich had not been passed on for a second interview and that he disagrees with this situation. He continued saying how the Civil Service needs to be monitored, they should have term limits, and the Council needs to look at their performance. He added that is strongly objects to this and that every appointment and employee are important. Council member Buckalew called the question.

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

Voting Nay: Tweten.

Abstain: Olstad.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADJOURN THE AUGUST 23, 2016 SPECIAL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:05 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 23, 2016 – Following the Special Meeting**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for August 23, 2016 was called to order by Council President Mark Olstad at 5:05 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.

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Update from NW MN Housing & Redevelopment Authority – Lee Meier

Mr. Meier reminded the Council that the Northwest Minnesota Housing Authority took over the Section 8 voucher program from the City as of January 2015. He explained at that time East Grand Forks had 317 vouchers and as of June 2016 it had increased to 402 vouchers. He also reminded the Council about the funds that were transferred to the housing authority when the Section 8 voucher program was transferred and how some of those funds were committed to the roof repair project at Sunshine Terrace which could be held until June of 2017. He continued saying that HUD frequently changes the restrictions on what funding can be used for and how this affects some of the funds that were transferred to the housing authority because now some of those funds can only be used for administrative costs.

Council President Olstad asked if Mr. Meier could explain why there is a loss. Mr. Meier informed the Council they receive a certain amount of funds from HUD for vouchers. He said when they run short they can request more funds from HUD but have to use reserves until those funds become available. He continued saying they have been running short because vouchers can become portable once a person has a voucher for a year allowing them to move which could mean the amount of the voucher could increase and the increase in rent hadn't been accounted

for in the budget creating the loss. He added how they would have to continue to pay for the voucher until it is absorbed by the housing authority in the area the person moves to.

Council President Olstad asked about the Sunshine Terrace roof project and where things were at. Ms. Ellis said they were working on putting together the packet of information for the project so it could be bid out and the funds would then become committed to the project. Council member Buckalew asked about future improvements at Sunshine Terrace and what vehicle there was for that. Ms. Ellis said there were funds from Townsquare that could be used as well as the funds that were being allocated in a capital improvement plan. Ms. Anderson asked if the HUD funds could be used to put up garages at Sunshine Terrace. Mr. Meier stated the project would have to be approved by HUD before those funds could be designated. Discussion followed about how not all of the transferred funds can be used on projects because a portion were suppose to be kept as reserves and used for administrative needs.

Council member Pokrzywinski commented that the City was under the impression when the funds were transferred that they could be used for capital improvements and was not happy about the fact that not all of the funds can no longer be used for that. More discussion followed about how the replacement of items are on a schedule and will be done floor by floor at Sunshine Terrace. Mr. Meier added how approximately \$341,000 could be used for capital improvements and that they were also under the assumption all of the funds could be used for projects until they received a letter from HUD stating otherwise.

2. Request to File Roll & Set Final Hearing Date for 15AJ1 POW 6th – Steve Emery

Mr. Emery stated the preliminary final assessment roll was included in the packet. He reviewed the project and where to find the calculations. He added that Mr. Peabody was requesting to have all lots treated the same so that may come up during the final hearing. He said he was requesting to file the assessment roll and set the final hearing date.

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

3. Request to Consider the Policy for Sell, Lease, or Option City-Owned Property – Paul Gorte

Mr. Gorte informed the Council he had made the suggested changes to the policy since the last work session and the EDA Board recommended the Council adopt the policy. Council member DeMers asked if there should be a notification about the buyer initiated sales. Discussion followed about posting a notification and holding a public hearing before approving the sale when it was a buyer initiated and including that process in the policy. Mr. Gorte stated he would make the changes before the next Council meeting.

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

4. Request for Purchase of Scoreboard for VFW Arena – Mark Dragich

Mr. Dragich stated the Blue Line Club is requesting to replace the scoreboard in the VFW Arena.

He explained that they would cover the costs and in return would like to collect the funds from the advertising on the new scoreboard. Discussion followed about what a lifespan is of a scoreboard, if the City should pay for the scoreboard to collect the advertising, and how the City will be responsible for the maintenance of the scoreboard.

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

5. Request for Replacement of Fire Dept Suburban – Gary Larson

Chief Larson informed the Council a suburban had been included in the capital improvement budget for the last three years but had been bumped due to budget cuts. He explained the suburban they have now has had a fair amount of work done to it and that he had received two quotes for a new one. He stated how this vehicle doubles for a rescue truck when the rescue truck is being worked on, hauls people or gets them out of the weather if needed, and is used for transportation to trainings for both full time and on-call employees. He reviewed the quotes, the cost of lighting, and striping.

Mr. Murphy stated that this purchase had been included in the 2017 budget but there were funds that were available to make the purchase now and then transfer the funds in 2017. Discussion followed about if it would be better to lease a suburban, how this vehicle would be housed at the main fire station, and if the Council would be breaking precedents to approve this purchase before approving the budget. Council member Pokrzywinski commented that this was a little different than the software request since it already had been included in the budget for 2017. Council member DeMers requested they look into a lease option. Council member Vetter requested to look at this purchase in 2017 when the budget was finalized.

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

6. Request to Start a New Hiring Register for Secretary/Dispatcher/Jailer – Rod Hajicek

Lieutenant Hajicek informed the Council there currently was not an opening but the person in this position would be taking leave towards the end of the year would not be returning from their leave. He explained this would allow them a chance to get someone trained for this position while the person was still there. Discussion followed about how this position could not be absorbed elsewhere since it is this position that handles payroll, transcriptions, reporting, and more. Lieutenant Hajicek stated this would be advertised as a temporary position with the possibility of making it permanent.

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

7. Request to Start a New Hiring Register for Police Officer – Rod Hajicek

Lieutenant Hajicek informed the Council they were recently notified about one of the officer's accepting a position with the Plymouth Police Department. He explained how this officer was hired using a grant and in order to keep the grant they have to hire a military veteran. He added they will be advertising this as veterans only. Discussion followed about how there is a current

certified list and the Civil Service will be responsible to figure out a way to combine the current list with the new list that will be created.

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

8. Request to Renew MMUA Safety Management Program – David Murphy

Mr. Murphy explained that this is something the City has done each year since it provides trainings to employees and the costs are split with the Water and Light Department. He stated that the costs were going up \$125 per quarter. Council member Buckalew asked what the City was getting for \$33,000. Department heads explained how training is provided to staff on situations such as how to handle hazardous waste, confined spaces, first aid, and other trainings that are required by OSHA. Discussion followed on how this person brings in his own supplies for the trainings and handles any concerns that OSHA representatives may have.

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

9. Request to Consider CGMC Renewal – David Murphy

Mr. Murphy stated that the City had been a Coalition member for a fair amount of time. He informed the Council the dues were to increase by 1.064% from 2016 to total \$14,376 for 2017 and how the Coalition of Greater Minnesota Cities was also asking for a voluntary assessment for an environmental program. He added the City had turned down that request in 2016. He recommended the City continue to be a member of the Coalition of Greater Minnesota Cities.

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

10. Discussion of 2017 Preliminary Budget – Karla Anderson

Ms. Anderson stated that they had used 18% as an increase to the levy as a place to start. She explained the numbers that were in front of the Council included all of the expenses and requests from the departments and that there was still an excess of \$170,000. Mr. Murphy reminded the Council the preliminary levy had to be certified by the end of September. He said they were looking at a long range plan as far as increasing the fund balance, how they can review expenses, and that this included large capital outlay project. He asked how the Council would like to proceed.

Council President Olstad asked if the funds for the suburban were included in the budget. Mr. Murphy said they were. Council President Olstad asked how an 18% levy increase would affect property owners. Mr. Murphy informed the Council that they had requested information from the County to determine that but the information was not going to be available until September. He added they would know that information before the preliminary budget had to be passed. Council President Olstad commented it works best when they have all of the numbers when looking over the information. Council member Pokrzywinski asked if it was figured with sales tax or without a local sales tax. Ms. Anderson stated the budget was figured to pay the interest only which had been included in the budget. Council member DeMers asked if the \$170,000 was put

in reserves what that would put the level at. Council President Olstad commented it would be around 34 to 35%. Mr. Murphy asked the Council how they would like to proceed with the budget discussions. Discussion followed about how the department heads will present how their budget would be changing from their 2016 budget and not go over the individual line items.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE AUGUST 23, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:00 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

Request for Council Action

Date: 08/12/2016

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Secretary/Dispatcher/Jailer Hiring Request – Request to Start a New Hiring Register

Background: The East Grand Forks Police Department is requesting permission to start a new hiring process for the position of Secretary/Dispatcher/Jailer. While the East Grand Forks Police Department does not currently have any openings, one of our two Secretary/Dispatcher/Jailers is planning to take maternity leave later this year and there is a distinct possibility that she may not return to work for the city. With that in mind we would like to start a hiring process for the position of Secretary/Dispatcher/Jailer with the plan to fill this position several weeks prior to the planned leave of our employee so we can have a training period. The position would be temporary with the possibility of being made permanent.

Recommendations: That the East Grand Forks City Council approve the start of a new hiring process for the position of Secretary/Dispatcher/Jailer.

Enclosures: None

Request for Council Action

Date: 08/12/2016

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

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Police Officer Hiring Request – Request to Start a New Hiring Register

Background: The East Grand Forks Police Department is requesting permission to start a new hiring process. The COPS Hiring Grant that the City of East Grand Forks/East Grand Forks Police Department accepted in 2015 requires that that position be filled by a military veteran. The officer that we hired to fill that position is currently a finalist for a position with another agency. Should he leave we need to fill his position with another officer who is a military veteran. Neither of the two remaining candidates on our existing register is a veteran, thus we need to begin a new process. It would be my recommendation that we advertise for veterans only since that is what this position requires.

Recommendations: That the East Grand Forks City Council approve the start of a new police officer hiring process for military veterans only.

Enclosures: None

Request for Council Action

Date: 8/18/16

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

Cc: File

From: David Murphy – City Administrator

RE: Request to Renew MMUA Safety Management Program Contract

Background:

The City partners with the Water and Light Department each year to participate and pay for the safety management program through the Minnesota Municipal Utilities Association. The costs are split between the City and Water and Light. Quarterly payments are made and have been included in the budget each year. The City's portion in 2016 was \$4,000 per quarter. There is a proposed increase of \$125 per quarter for the next contract period. The additional costs for covering lineman are paid for by the Water and Light Department.

Action:

It is recommended to continue with this program due to its benefits for employees as well as providing the City a reduction in insurance costs.

Enclosures:

Included are a letter, contracts, and a breakdown of the costs for the cities that participate in the program.



Minnesota Municipal Utilities Association

3025 Harbor Lane N | Suite 400
Plymouth, MN 55447-5142
Phone 763.551.1230 | Toll Free 800.422.0119 (MN)
Fax 763.551.0459
www.mmua.org

July 14, 2016

MEMORANDUM

To: Safety Management Participants
From: Mike Willetts, Director of Job Training and Safety
Subject: 2016-17 Safety Management Program Contract

It is time to renew your safety management program contract. If we held a regional group meeting earlier this year, please note that the budgets have not changed since then, unless to make specific corrections. For those where we did not hold a group meeting this year, please note that the budgets have been created with the goal of having minimal price increases while covering MMUA's costs in providing your service. The contract amendments will cover October 1, 2016 through September 30, 2017, to coincide with MMUA's fiscal year.

Two copies of your contract amendment are enclosed. Please sign both contracts keeping one for your records and mailing the other to the address shown below. **Please do not send payment at this time.** You will be billed October 1. Mail your signed contract to:

Larry Pederson, Director of Finance
Minnesota Municipal Utilities Association
3025 Harbor Lane North, Suite 400
Plymouth, MN 55447-5142

If you have any concerns with the new contract, please contact me or Larry as follows:

Mike Willetts: phone 763-746-0705 or e-mail mwilletts@mmua.org
Larry Pederson: phone 763-746-0704 or e-mail lpederson@mmua.org

Thank you for being part of MMUA's safety management groups. With this program and your support we have proven that working together as a group we can develop a safety program that is affordable and at the same time works.

Minnesota Municipal Utilities Association
AMENDMENT TO SERVICES AGREEMENT
Safety Management Program

Contract Date: July 14, 2016

Contract Number: 28-2017

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of East Grand Forks (East Grand Forks), dated July 7, 2015, contract number 28-2016, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2016 until September 30, 2017 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, East Grand Forks shall pay MMUA an annual fee of thirty-three thousand dollars and 00 cents (\$33,000.00) for the 2016-17 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- Annual Payment (\$33,000.00)
- Quarterly Payments (\$8,250.00 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of East Grand Forks
By _____
Title _____
Date _____
Purchase Order # _____

Minnesota Municipal Utilities Association
By  _____
Title Executive Director
Date July 14, 2016

Minnesota Municipal Utilities Association
 Safety Management Program

Northwest Group Fee Calculation (Joe Schmidt)

October 1, 2016 - September 30, 2017

City	Population	Strict List Price	2016-17 Annual Charge	2016-17 Quarterly Charge	2015-16 Annual Charge	Difference	Total 2016-17 with JTS	# of Days
Ada	1,645	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,200.00	2
Bagley	1,259	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,200.00	2
Baudette	1,067	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,200.00	2
East Grand Forks	7,934	\$34,000.00	\$33,000.00	\$8,250.00	\$32,000.00	\$1,000.00	\$36,600.00	3
Fosston	1,527	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,800.00	2
Halstad	596	\$9,000.00	\$8,400.00	\$2,100.00	\$8,100.00	\$300.00	\$9,600.00	1
Roseau	2,879	\$14,500.00	\$14,500.00	\$3,625.00	\$14,200.00	\$300.00	\$14,500.00	2
Thief River Falls	8,509	\$20,500.00	\$20,600.00	\$5,150.00	\$20,600.00	\$0.00	\$23,600.00	2
Warren	1,683	\$14,500.00	\$14,000.00	\$3,500.00	\$13,400.00	\$600.00	\$15,200.00	2
Totals:	27,099		\$146,500.00	\$36,625.00	\$141,900.00	\$4,600.00	\$160,900.00	18

Annual JTS (Electric)		2016-17	2015-16
	\$600.00 per lineman		
Ada	2	\$1,200.00	\$1,100.00
Bagley	2	\$1,200.00	\$1,100.00
Baudette	2	\$1,200.00	\$1,100.00
EGF	6	\$3,600.00	\$3,300.00
Fosston	3	\$1,800.00	\$1,650.00
Halstad	2	\$1,200.00	\$1,100.00
Roseau	0	\$0.00	\$0.00
TRF	5	\$3,000.00	\$2,750.00
Warren	2	\$1,200.00	\$1,100.00
Totals:	24	\$14,400.00	\$13,200.00

Please notify Larry Pederson of changes to your city.
 Call 763-746-0704, fax 763-551-0459 or e-mail to lpederson@mmua.org.

Request for Council Action

Date: August 23, 2016

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

Cc: File

From: City Administrator David Murphy

RE: CGMC Renewal.

Background

The City of East Grand Forks is a member of the Coalition of Greater Minnesota Cities. This organization represents the interests of outstate cities to the legislature and State Agencies. Each year the group sends out a Dues Assessment for each city based on an assessment policy voted on by the Board.

The dues for 2017 are **\$14,376** which is a 1.064% increase over the 2016 amount of **\$13,513**.

The Dues Assessment received also asks for a Voluntary Assessment of **\$3,031** for an environmental program. The voluntary assessment will be allocated to a separate Environmental Action Fund to be used to participate in rulemaking and legal challenges to unscientific and unnecessary regulations.

The City of East Grand Forks declined this assessment for 2016.

Staff Recommendation

Approval of 2017 Dues in the amount of **\$14,376**.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Sacred Heart Church & School Previous Gambling Permit Number: x-60010-16-015

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-0773774

Mailing Address: 200 3rd Street NW

City: East Grand Forks State: MN Zip: 56721 County: Polk

Name of Chief Executive Officer (CEO): Fr. Xavier Ilango

Daytime Phone: 218-773-0877 Email: xavier.ilango@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Sacred Heart School

Address (do not use P.O. box): 200 3rd Street NW

City or Township: East Grand Forks Zip: MN County: 56721

Date(s) of activity (for raffles, indicate the date of the drawing): 01/05/2017

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 22,700.00)

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

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

CITY APPROVAL
for a gambling premises
located within city limits

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL
for a gambling premises
located in a township

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Fr. Xavier Ilango Date: 8.18.2016
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Xavier Ilango

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

a copy of your proof of nonprofit status, and

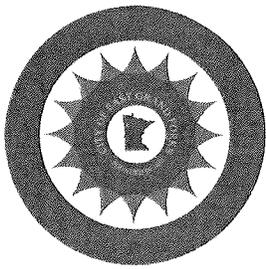
application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

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

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

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



City of East Grand Forks

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

APPLICATION FOR SPECIAL EVENT

License Fee: _____

Organization Information		
<u>Wild Hog Marathon</u>	<u>701.780.9616</u>	
<i>Organization Name</i>	<i>Organization Phone Number</i>	
<u>PO Box 14867, GF, ND 58208-4867</u>	<u>GF</u>	<u>ND 58208-4867</u>
<i>Organization Address</i>	<i>City</i>	<i>State Zip</i>

Applicant Information		
<u>Rachel Hellyer</u>	<u>Same</u>	
<i>Applicant Name</i>	<i>Applicant Phone Number</i>	
<u>Same</u>	<u>Same</u>	
<i>Applicant Address</i>	<i>City</i>	<i>State Zip</i>

Special Event Information		
<u>9-24-2016</u>	<u>8:00AM</u>	<u>12:30PM</u>
<i>Date of Event</i>	<i>Start Time</i>	<i>End Time</i>
<u>Full & Half Marathon Routes in EGF</u>		
<i>Explanation of Event</i>		
<u>Included</u>		
<i>Route/Area of Event (include map)</i>		
<i>Special Requests (Staff, Road Closures, Etc)</i>		

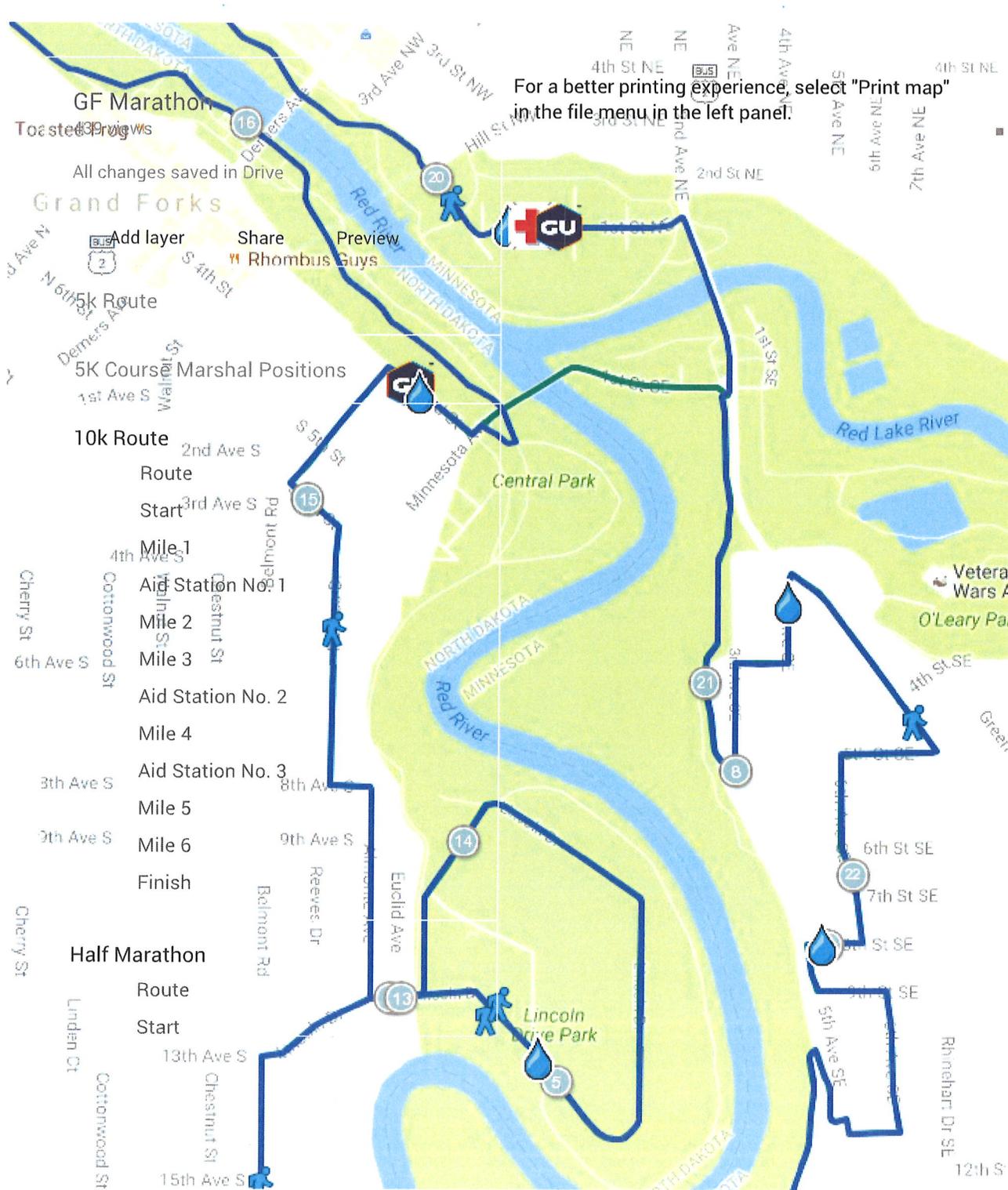
I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.

Rachel Hellyer, Trs.
Signature of Applicant

Rachel Hellyer
Print Name

8-26-2016
Date

Treasurer
Title



RESOLUTION NO. 16 – 09 – 78

RESOLUTION APPOINTING ALTERNATE JUDGES

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

BE IT RESOLVED, By the City Council of the City of East Grand Forks that the following election judge is appointed to serve as needed for the November 8, 2016 General Election.

Alternate Judge: Marla Wolfe

BE IT FURTHER RESOLVED, the administrator/clerk-treasurer is authorized to re-balance judges to different wards as needed in order to comply with state election laws; and

BE IT FURTHER RESOLVED, the judge’s hourly compensation is fixed at the following: chair judge at \$13.00 per hour, and regular judge at \$12.00 per hour.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 6, 2016

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 6th day of September, 2016.

Mayor



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

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

Name of organization	Date organized	Tax exempt number
St. Michael's Church	1909	45-0234043

Address	City	State	Zip Code
520 N 6th St	Grand Forks	North Dakota	58203

Name of person making application	Business phone	Home phone
Lucy Fruhwirth	701-772-2624	701-317-0116

Date(s) of event	Type of organization
October 29, 2016	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Father Gerald Braun	Grand Forks	North Dakota	58203

Organization officer's name	City	State	Zip Code
Sherre Sattler	Grand Forks	North Dakota	58201

Organization officer's name	City	State	Zip Code
Jennifer Duffy	Grand Forks	North Dakota	

Organization officer's name	City	State	Zip Code

Location where permit will be used. If an outdoor area, describe.
Sacred Heart Church located at 122 3rd St NW East Grand Forks, MN 56721

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
East Grand Lanes 1500 5th Ave NE East Grand Forks, MN 56721

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
East Grand Lanes will be carrying the liquor liability for this event.

APPROVAL

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

City of East Grand Forks
City or County approving the license
\$100.00
Fee Amount
8/30/16
Date Fee Paid

Date Approved
Permit Date
City or County E-mail Address
City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Red River Lions Club Previous Gambling Permit Number: MN X-31953-15-007

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 14443

City: Grand Forks State: ND Zip: 58200 County: Grand Forks

Name of Chief Executive Officer (CEO): Duane Preatt

Daytime Phone: 701-740-4777 Email: v_huss@msn.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6762
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Address (do not use P.O. box): 312 DeMers Ave

City or Township: East Grand Forks Zip: 56721 County: Polk

Date(s) of activity (for raffles, indicate the date of the drawing): November 17, 2016

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 1,000)

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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ 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).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>_____ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Duane Preabt* Date: 9/1/2016
(Signature must be CEO's signature; designees may not sign)

Print Name: Duane Preabt

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status, and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>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 Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held August 4, 2016 at 5:00 P.M.

Present: Quirk, Grinde, Tweten

Absent: Loven

It was moved by Commissioner Tweten seconded by Commissioner Grinde that the minutes of the previous meetings of July 21, 2016 be approved as read.

Voting Aye: Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Tweten seconded by Commissioner Grinde to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$534,403.33.

Voting Aye: Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Grinde seconded by Commissioner Tweten to authorize a nomination of 2.1cfs from the Red River Valley Water Supply Project Development Agreement; approve an estimated local cost share payment of \$34,057, with \$15,000 payable from the 2016 O&M budget and the remainder from the 2017 O&M budget.

Voting Aye: Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Grinde seconded by Commissioner Tweten to designate Dan Boyce, General Manager, as the MMUA delegate at the summer meeting and update succession of voters.

Voting Aye: Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Grinde seconded by Commissioner Tweten to approve providing complimentary power for the Colardash 5K Run/Walk to be held 8-13-16.

Voting Aye: Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Grinde seconded by Commissioner Tweten to authorize Spruce Valley Corporation to proceed with the work on replacing a hydrant and valves at NCTC at a cost of \$22,982.

Voting Aye: Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Grinde seconded by Commissioner Tweten to adjourn to the next regular meeting on August 18, 2016 at 5:00 P.M.

Voting Aye: Quirk, Grinde, Tweten

Voting Nay: none

Lori Maloney
Secretary

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

A regular meeting of the Board Members of the East Grand Forks Economic Development Authority was held at Noon on July 19, 2016, in the East Grand Forks City Hall Training Room, on the first floor in the South Wing, East Grand Forks, MN.

1. **Roll Call:**

Meeting was called to order by President Hecht at 12:02 am.

EDA Board present at roll, President Hecht, Board Members Mike Pokrzywinski, George Wogaman, Ralph Messelt, Daniel Black, Josh Grinde and Mark Olstad.

Absent: None

Staff present: Paul Gorte, Economic Development Director; Brenda Ault, Executive Assistant; Karla Anderson, Finance Director.

Also Present: None

Roll Call: President Hecht determined a quorum was present.

2. **Approval of minutes of the June 7, 2016 Regular Meeting:**

A Motion was made by Board Member Wogaman, seconded by Board Member Pokrzywinski, to approve the minutes from the June 7, 2016 Regular Meeting. M/S/P- Wogaman, Pokrzywinski; 7-0, mc.

3. **Bills and Communications:**

- a. Review of Accounts Payable for June 21, 2016:
- b. Review of Accounts Payable for July 5, 2016:
- c. Approval of the Accounts Payable for July 19, 2016:

A Motion was made by Board Member Grinde, seconded by Board Member Black, to approve the Accounts Payable for July 19, 2016. M/S/P- Grinde, Black; 7-0, mc.

4. **Reports:**

a. Delinquencies Update:
ED Gorte reported that there are no delinquencies.

b. Quarterly Reports:

FD Anderson was present to go over the reports with the Board, which were through June for the Fiscal Years 2014, 2015 and 2016, for comparison purposes.

ED Gorte stated that he has a TIF Report due and these figures were very helpful in completing the report, he also stated that he will be going to Fergus Falls to attend a TIF Training tomorrow.

5. **Unfinished Business:**

a. Cutting Edge Loan:

ED Gorte stated that negotiating the loan to be paid off has not been successful and he planned to work with CA Galstad, to use the company's assets they had listed on the application, used in securing the loan, to pay off the amount still owing.

July 19, 2016

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

b. Golden Shovel Presentation:

ED Gorte stated that they will be present at the City Council Work Session to explain its proposal for the web site. He inquired whether there would be a quorum present, Board Member Olstad suggested that the meeting be posted and then the Board Members could decide and attend if their schedule permitted.

6. **New Business:**

a. Life Insurance, Loan Fees:

ED Gorte stated the EDA had not been consistent in the past with requiring that a life insurance policy be acquired, with the EDA as the beneficiary, when loans are issued. He has been working with CA Galstad about revising the paperwork to include that, as well as a 2% Loan Fee, to cover the City's expenses when issuing a loan. After discussion, the Board agreed these items needed to be included in the loan paperwork but that the origination fee needed to be included in the application.

b. Eastdale Loan Application:

ED Gorte informed the Board that they had applied for a \$130,000 loan, for a new building to be used as office space, because the company is growing and the current location has become too small. He also stated the Loan Committee had met and had unanimously approved the loan. After discussion,

A Motion was made by Board Member Grinde, seconded by Board Member Black, to approve the loan. M/S/P- Grinde, Black; 7-0, mc.

c. Gleason Letter:

ED Gorte informed the group that he had received a letter from Dick Gleason, who is interested in selling or leasing his property on Highway 220 North, formerly the Valley Lumber Company property.

d. City Policy on Sale, Lease, or Option of City-owned Land:

ED Gorte stated the item was tabled at the last meeting because the policy was lengthy and the Board had expressed an interest in having more time to study the policy. He informed them that the Policy had been prepared by CP Ellis and edited by him and dealt with commercial property and would need to go to the Council for approval, if the Board was satisfied with it.

A Motion was made by Board Member Olstad, seconded by Board Member Pokrzywinski, to approve the policy and send it to the Council for final approval. M/S/P- Olstad, Pokrzywinski; 7-0, mc.

e. August 2 Meeting:

July 19, 2016

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

ED Gorte asked if the Board wanted to meet on the regularly scheduled date of August 2nd or if they would prefer to wait until August 16th. The Board was in agreement to wait until August 16th for the August Meeting.

7. **Adjournment:**

President Hecht Adjourned the meeting at 12:35.

The next regular meeting is **August 16, 2016 at Noon**, in the **East Grand Forks Training Room, First Floor in the South Wing, East Grand Forks City Hall**, East Grand Forks, MN.

Respectfully Submitted,
Brenda Ault
Executive Assistant

Request for Council Action

Date: August 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: Final Assessment Roll - 2015 Assessment Job No. 1– Utility and Street Construction , Point of Woods 6th Addition & Replat of Outlot B Point of Woods 5th Addition.

Background:

We are looking to file the Proposed Final Assessment Roll with the City Council and set a date for the Assessment Hearing on the above referenced project.

Recommendation:

File the Proposed Assessment Roll and Set date for Assessment Hearing.

Enclosures:

Proposed Final Assessment Roll.

ASSESSMENT ROLL - "PRELIMINARY FINAL"

**2015 ASSESSMENT JOB NO. 1
UTILITIES AND STREET CONSTRUCTION**

**POINT OF WOODS 6TH ADDITION & REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITION
EAST GRAND FORKS, MINNESOTA**

Watermain	
Construction	\$50,548.99
Plans and Specifications	\$4,732.16
Staking & Inspection	\$2,458.89
Assessment Roll	505.49
Administration	\$1,516.47
TOTAL PROJECT COST	\$59,762.00
TOTAL ASSESSED COST	\$59,762.00
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$60.6604 Linear Foot

Storm Sewer	
Construction	\$29,491.00
Plans and Specifications	\$2,760.81
Staking & Inspection	\$1,434.55
Assessment Roll	294.91
Administration	\$884.73
TOTAL PROJECT COST	\$34,866.00
TOTAL ASSESSED COST	\$34,866.00
Square Footages	
Point of Woods 6th Addition	158155
Point of Woods 5th Addition	0.00
Replat of OL B	
Total Assessable Sq Footages	158155
Assessment Rate	\$0.2205 Sq Foot

Sanitary Sewer	
Construction	\$42,938.75
Plans and Specifications	\$4,019.73
Staking & Inspection	\$2,088.70
Assessment Roll	429.39
Administration	\$1,288.16
TOTAL PROJECT COST	\$50,764.73
TOTAL ASSESSED COST	\$50,764.73
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$51.5279 Linear Foot

Street	
Construction	\$101,803.10
Plans and Specifications	\$9,530.34
Staking & Inspection	\$4,952.08
Assessment Roll	1,018.03
Administration	\$3,054.09
TOTAL PROJECT COST	\$120,357.64
TOTAL ASSESSED COST	\$120,357.64
Front Footages	
Point of Woods 6th Addition	908.69
Point of Woods 5th Addition	76.50
Replat of OL B	
Total Assessable Footage	985.19
Assessment Rate	\$122.1669 Front Footage

ASSESSMENT ROLL - "PRELIMINARY FINAL"

2015 ASSESSMENT JOB NO. 1
 UTILITIES AND STREET CONSTRUCTION

POINT OF WOODS 6TH ADDITION & REPLAT OF OUTLOT B POINT OF WOODS 5TH ADDITION
 EAST GRAND FORKS, MINNESOTA

PARCEL No.	OWNER	DESCRIPTION	STORM SEWER		WATERMAIN		SANITARY SEWER		STREET		TOTAL ASSESSMENT BEFORE INTEREST
			SQUARE FOOT	\$ STORM SEWER BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	FRONT FOOT	\$ FRONT BENEFIT	
	POINT OF WOODS 6TH ADDITION			\$0.22		\$60.66		\$51.53		\$122.17	
83.04445.00	POINT OF WOODS LLC	LOT 1 BLOCK 1	13,797	\$3,041.61	99.37	\$6,027.82	99.37	\$5,120.32	99.37	\$12,139.73	\$26,329.48
83.04446.00	POINT OF WOODS LLC	LOT 2 BLOCK 1	15,436	\$3,402.94	114.13	\$6,923.17	114.13	\$5,880.87	114.13	\$13,942.91	\$30,149.89
83.04447.00	POINT OF WOODS LLC	LOT 3 BLOCK 1	17,831	\$3,930.93	123.45	\$7,488.52	123.45	\$6,361.11	123.45	\$15,081.51	\$32,862.07
83.04448.00	POINT OF WOODS LLC	LOT 1 BLOCK 2	16,286	\$3,590.32	114.89	\$6,969.27	114.89	\$5,920.04	114.89	\$14,035.76	\$30,515.39
83.04449.00	MATTSON DUNN PEGGY JANE	LOT 2 BLOCK 2	25,962	\$5,723.44	115.78	\$7,023.26	115.78	\$5,965.90	115.78	\$14,144.49	\$32,857.09
83.04450.00	POINT OF WOODS LLC	LOT 3 BLOCK 2	22,102	\$4,872.49	126.36	\$7,665.05	126.36	\$6,511.06	126.36	\$15,437.01	\$34,485.61
83.04451.00	TINKHAM REED & SHERYL	LOT 4 BLOCK 2	28,210	\$6,219.02	110.70	\$6,715.10	110.70	\$5,704.13	110.70	\$13,523.88	\$32,162.13
83.04452.00	POINT OF WOODS LLC	LOT 5 BLOCK 2	18,531	\$4,085.24	104.01	\$6,309.29	104.01	\$5,359.41	104.01	\$12,706.58	\$28,460.52
	SUBTOTAL POINT OF WOODS 6TH ADDITION		158,155	\$34,865.99	908.69	\$55,121.48	908.69	\$46,822.84	908.69	\$111,011.87	\$247,822.18
	REPLAT OF OUTLOT B POINT OF WOODS 5TH										
83.04434.00	POINT OF WOODS LLC	LOT C BLOCK 1	0.00	\$0.00	76.50	\$4,640.52	76.50	\$3,941.88	76.50	\$9,345.77	\$17,928.17
	SUBTOTAL REPLAT OF OUTLOT B POINT OF WOODS 5TH		0.00	\$ -	76.50	\$ 4,640.52	76.50	\$ 3,941.88	76.50	\$ 9,345.77	\$ 17,928.17
	GRAND TOTAL		158,155	\$ 34,865.99	985.19	\$ 59,762.00	985.19	\$ 50,764.72	985.19	\$ 120,357.64	\$ 265,750.35

RESOLUTION NO. 16 – 09 - 77

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

WHEREAS, The City Administrator/Clerk-Treasurer with the assistance of the person designated, has calculated the proper amount to be specially assessed against every lot, piece and parcel of land, without regard to cash valuation, utilities and street foundation improvements described as “2015 Assessment Job No. 1 – POW 6th Utilities”; and

WHEREAS, Said calculations known as the proposed assessments were filed with the Administrator/Clerk-Treasurer on September 6, 2016; and

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

1. A hearing shall be held at 5:00pm or as soon as possible thereafter on October 4, 2016 in the City Hall Council Chambers located at 600 Demers Ave to pass upon such proposed assessments. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

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

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 6, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 6th day of September, 2016.

Mayor

CITY OF EAST GRAND FORKS

STANDARD OPERATING PROCEDURE

POLICY ON SALE, LEASE, OR OPTION OF CITY-OWNED LAND

This Standard Operating Procedure prescribes the procedure for the disposition of City-owned real estate. Any changes made to this S.O.P. will be coordinated through the City Administrator's Office. If changes are made to the master copy (maintained by the City Administrator's Office), said changes shall be sent to all offices on distribution for this S.O.P.

Distribution: City Administration Office, City Finance Office, City Attorney's Office, City Engineer's Office, Community Development Department, Water and Light Department, Public Works Department, City Council, Economic Development, and Planning.

SECTION I. PURPOSE

It is the City's policy to manage its real estate assets so that municipal needs, which rely on these assets, may be properly implemented. The City Administrator, City Council, along with the Planning Commission, will review all City-owned real estate not adequately used for municipal purposes and determine the appropriate use of the property. Those properties needed for municipal purposes may be so designated. If a property is not needed for public use within the foreseeable future, it may be made available for lease or sale; or if it will be needed at a future time, it may be suitable for lease in the interim. Those properties not required for municipal use or are designated for lease may be designated for sale or reserved to be exchanged for other land the City needs.

SECTION II. REAL ESTATE REVIEW

The City owns numerous properties, including land used for infrastructure, buildings, other public facilities, park and recreation land, and residential lots. The City Manager will cause each department to review the property under its control to determine whether said property is being used, is needed for future use, or is surplus.

Case A: If a property has been platted as a residential lot, then it will be marketed as such and sold in accordance with normal procedures for the sale of such lots. This includes infill lots. This policy does not address the disposition of residential lots.

Case B: If a property is determined to be unused and unneeded, it will be identified as surplus property.

Case C: If a property is determined to be in use or needed for future use, but someone makes a written request to purchase, lease, or option it, the procedures below shall govern.

SECTION III. GENERAL PROVISIONS

City Administrator

The City Administrator shall have the responsibility of marketing City-owned properties and identifying surplus properties. The action of the administration shall include, but not limited to, the following:

1. Identify potential parcels.
2. Refer the property to other City departments.
3. Review by the utility group or appropriate utility staff for service territory, easement and/or ROW review, and utility needs review.
4. Obtain toxic or environmental studies, if necessary.
5. Recommend a minimum price for property to be declared surplus.
6. Prepare the paperwork for City Council consideration.
7. Order "for sale" signs.
8. Order appraisals.
9. Place ads in the newspaper.
10. Notify real estate firms and adjoining property owners that a parcel is for sale or lease.
11. Obtain any necessary lot splits.
12. Prepare option agreements, sale agreements, use agreements, or leases for review and approval by the City Council, City Administrator, and City Attorney's Office.
13. Prepare bid or proposal packages as needed in conformance with this policy.
14. Conduct sealed-bid openings, if appropriate.
15. Maintain a mailing list of parties interested in surplus City property.

Water and Light Department

The Water and Light Department shall review the service territory of the property/real estate in question, review all easements and ROW to determine utilities on site and make recommendations to the Planning Commission and City Council regarding obtaining service territory or placing any needed easements and/or utilities and services.

City Engineer's Office

The City Engineer's Office shall develop and maintain a map and list of City-owned lands other than street rights-of-way or easements. The City Engineer's Office shall maintain a map/GIS layer depicting road and utility easements. The City Engineer's Office and/or Attorney's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall maintain a copy of deeds of City-owned land, streets, and easements.

The City Clerk's Office shall be responsible for obtaining administration/elected official signature on all legal documents.

City Finance Office

The City Finance Office shall collect payments on all land sales, leases, and options.

City Administrator's Office

The City Administrator's Office shall review insurance certificates and leases.

City Attorney's Office

The City Attorney's Office will specify the type of deed to be granted and, after City Council authorization, the City Attorney's Office will prepare the appropriate deed/lease/option document in accordance with this policy.

City Planner and Planning Commission

The City Planner shall review the zoning and existing and proposed land use of each property identified as surplus for consistency with the City Comprehensive Plan and the appropriateness of the zoning. Prior to marketing a parcel, staff shall review the parcel for likely changes in density or intensity of use since the City acquired the property. If such changes are likely, then staff shall initiate a necessary rezoning and Comprehensive Plan amendment through the Planning Commission. When projects are divided by different land use classifications, staff shall seek lot splits, lot mergers, or property-line adjustments to divide the property along use lines, to reserve right-of-way for streets and utilities, and to be able to disclose the terms of development of the property.

Economic Development Authority

Economic Development shall review and evaluate the economic opportunity of each parcel to optimize the sale price of City-owned real estate based on relevant factors including: (1) An appraisal of the property which is no more than six months old at the time the sales agreement is presented to the City Council, (2) An appraisal of the property so that the minimum price can be established based upon the appraised value combined with costs of appraisal and other expenses, (3) Prevailing economic conditions and recent applicable trends, and (4) Any special benefits to accrue from the sale or lease of the property. Surplus real property of the City may be sold, leased, donated, or otherwise disposed of.

City Council

Upon receiving the report on surplus properties, the City Council may accept, reject, or modify said report approving certain City-owned property as surplus and setting minimum acceptable prices.

SECTION IV. CRITERIA FOR THE DISPOSITION OF SURPLUS PROPERTY

City-owned real property not required for municipal uses may be designated for lease or sale using criteria listed below. At the time staff recommends whether the property should be sold, leased, or reserved for exchange purposes, City Council shall be provided with an appropriate analysis of the alternatives.

Sale. Surplus property may be sold when:

1. The City does not need the property for a public purpose.

2. The property is unleaseable because of location, access, topography, or other considerations.
3. The sale would maximize the total economic return to the City.

Lease. Surplus property may be leased when:

1. The land can only be leased because of legal restraints such as grant restrictions.
2. The property is not currently needed for public facilities or public use.
3. The property is in an area of uncertain future developments and can be leased as an interim measure until future public needs or land use designations can be determined.
4. The City requires substantial control over development, use, and reuse of the property.

SECTION V. DISPOSAL OF SURPLUS CITY-OWNED REAL ESTATE

City Administrator

The City Administrator shall cause notice to be placed in the newspaper and any other appropriate advertising medium informing the public that the City has surplus property available for sale or lease and inviting bids. The bid process shall be in accordance with standard sealed bidding processes conducted by the City.

City Council

The City Council shall review all requests to purchase surplus City-owned property at a scheduled meeting. If the request for sale meets the criteria as established in Section IV Criteria., it shall be acted upon. The City Council may require, at their option and for the protection of the City, any covenants or restrictions that it deems advisable.

City Attorney's Office

The City Attorney's Office will prepare a deed within thirty (30) days of the City Council authorization. The City Attorney's Office will specify the type of deed to be granted and will prepare the deed. The deed may contain standard covenants as follows:

1. The applicant shall apply for a building permit not more than ninety (90) days after the closing date.
2. The agreed upon building/structure must be constructed within eighteen (18) months of closing date.¹
3. Failure to comply with this, or other covenants and restrictions as may be imposed, will result in the property reverting to the City.
4. The City Attorney's Office will notify the purchaser of the availability of the deed. The purchaser must pay for the property and execute the deed within thirty (30) days of the notification. Failure to follow this procedure within the time limits specified will render the City Council

¹ Any requests to extend the construction period must be processed as if it were a new request. The request, with all appropriate information, must begin with the City Administrator.

authorization null and void. Requests for reconsideration must be initiated as for a new purchase.

City Engineer's Office

The City Engineer's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Purchaser

The Purchaser shall pay for the property and execute the deed within thirty (30) days of the City Clerk's notification. The City may extend a Purchaser's request to pay pending retrieval of all permits or unusual circumstances. The Purchaser will be responsible for all appraisal costs and any other costs associated with deed preparation.

Failure to comply with construction time requirements, or other covenants, as may be added will result in the property being reverted to the City.

SECTION VII. BUYER-INITIATED REQUESTS TO PURCHASE, LEASE, OR OPTION CITY-OWNED REAL ESTATE

Purchase

General Requirements

City Administrator

The City Administrator shall receive any request to purchase City-owned property. Such request shall be made in writing. Upon receipt of such a request, the property shall be reviewed in accordance with the provisions contained in Section III General Provisions. The Administrator shall then prepare a report to the City Council identifying the request and evaluating whether the sale of such property is in the best interests of the City. Any request for purchase shall contain, at a minimum, the following information:

1. The requesting party will specify the intended use of the property. ¹
2. The description of the subject property must be delineated.
3. The amount of property requested must be clearly justified.
4. Any other salient facts, such as a projected employment figures or valuation, should be mentioned.

¹ A development plan showing the intended land use and proposed development integrates well with adjacent developments, minimizes nuisance impacts on adjoining parcels and insure sale and functional traffic access and parking and minimizes impacts on environmental resources may be requested at the discretion of the City Administrator.

5. All requests must clearly state what type of development will be built and that said development shall be constructed on the property within eighteen (18) months of date of purchase.

City Council

The City Council shall publically review all requests to purchase City-owned real estate property at a scheduled meeting after a public hearing held thereon. Unless tabled for cause, the matter shall be voted on as soon as reasonably possible.¹

City Attorney's Office

The City Attorney's Office will prepare a deed within thirty (30) days of the City Council authorization. The City Attorney's Office will specify the type of deed to be granted and will prepare the deed. The deed may contain standard covenants as follows:

1. The applicant shall apply for a building permit not more than ninety (90) days after the closing date.
2. The agreed upon building/structure must be constructed within eighteen (18) months of closing date.²
3. Failure to comply with this, or other covenants and restrictions as may be imposed, will result in the property reverting to the City.
4. The City Attorney's Office will notify the purchaser of the availability of the deed. The purchaser must pay for the property and execute the deed within thirty (30) days of the notification. Failure to follow this procedure within the time limits specified will render the City Council authorization null and void. Requests for reconsideration must be initiated as for a new purchase.

City Engineer's Office

The City Engineer's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Purchaser

The Purchaser shall pay for the property and execute the deed within thirty (30) days of the City Clerk's notification. The City may extend a Purchaser's request to pay pending retrieval of all permits or unusual

¹ The final sale price will be determined as specified in the policy on the disposal of City-Owned Real Estate Property.

² Any requests to extend the construction period must be processed as if it were a new request. The request, with all appropriate information, must begin with the City Administrator.

circumstances. The Purchaser will be responsible for all appraisal costs and any other costs associated with deed preparation.

Failure to comply with construction time requirements, or other covenants, as may be added will result in the property being reverted to the City.

Lease

General Requirements

City Administrator

The City Administrator shall receive any request to lease City-owned property. Such request shall be made in writing. Upon receipt of such a request, the property shall be reviewed in accordance with the provisions contained in Section III General Provisions. The Administrator shall then prepare a report to the City Council identifying the request and evaluating whether the lease of such property is in the best interests of the City. Any request for lease shall contain, at a minimum, the following information:

1. The requesting party will specify the intended use of the property.¹
2. The description of the property and the amount of property must be clearly delineated.
3. The amount of property requested shall be justified.
4. Any other salient facts shall be identified.

The Term of the lease will be negotiable pending review by the City Administrator with final approval of the City Council.

City Council

The City Council shall publically review all request to lease City-owned real estate property at a scheduled meeting. Unless tabled for cause, the matter shall be voted on as soon as reasonably possible.²

City Attorney's Office

Upon City Council approval, the City Attorney's Office will draft a lease document within thirty (30) days of City Council authorization.

Each lease document prepared by the City Attorney's Office will contain covenants as follows:

1. Affixing responsibility upon the lessee for, upon termination of the lease, returning the property to the City in reasonable condition.

¹ A development plan showing the intended land use and proposed development integrates well with adjacent developments, minimizes nuisance impacts on adjoining parcels and insure safe and functional traffic access and parking and minimizes impacts on environmental resources may be requested at the discretion of the City Administrator.

² The final lease price will be determined as specified in the policy on the disposal of City-Owned Real Estate Property.

2. Any costs resulting in irreparable damage, removal of property, necessary repairs to property, or any other action necessary to return the property to a condition approximating the original status of the property will be a direct responsibility of the lessee.
3. In order to insure that the property is returned in acceptable condition, the City Council may demand a bond or cash deposit as security.
4. Insuring that the intended use of the leased property is not modified in such a way as to become incompatible with the character of the surrounding area, or to become a health or safety hazard, or to violate any local, State and/or federal laws. Any change in use must be approved by the City in a written amendment to the lease document.
5. That insurance exists to protect the City's interests as will be determined in each individual case by the City Attorney's Office. Proof of insurance must be furnished to the City at all times during the duration of the lease.
6. Any other covenant deemed essential by the City Administration, City Council, or City Attorney's Office to protect the City's interests will be added after analysis of each individual lease.
7. Upon completion of the lease document, the City Attorney's Office will notify the lessee, who will be required to execute the lease within two (2) weeks of notification. Failure to execute the document within the specified time will result in the lease document being null and void. Subsequent requests for lease of the property by the requesting party must be reinitiated through the City Administrator.

City Engineer's Office

The City Engineer's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Lessor

The Lessor will be responsible for either vacating the premises on the termination date, or requesting a renewal at least sixty (60) days prior to the expiration of the lease. Failure to comply with this requirement may result in a complete loss of lease rights by the Lessor and continued occupancy of the leased premises beyond the termination of the lease may constitute illegal or criminal trespass.

The Lessor will be responsible, upon termination of the lease, to return the property to a reasonable condition. Any costs resulting from irreparable damage, removal of property, necessary repairs to property, or any other action necessary to return the property to a condition approximating the original status of the property will be a direct responsibility of the Lessor.

The Term of any sale will be negotiable pending review by the City Administrator with final approval of the City Council.

The Term of any lease will be negotiable pending review by the City Administrator with final approval of the City Council.

Option

General Requirements

City Administrator

The City Administrator shall receive any request to option City-owned property. Such request shall be made in writing. Upon receipt of such a request, the property shall be reviewed in accordance with the provisions contained in Section III General Provisions. The Administrator shall then prepare a report to the City Council identifying the request and evaluating whether the option of such property is in the best interests of the City. Any requests for option shall contain, at a minimum, the following information:

1. The requesting party must specify the intended use of the property. ¹
2. The description of the subject option property must be clearly delineated.
3. The amount of property requested must be clearly justified.
4. Any other salient facts, such as projected employment figures, property investment or after improvement valuations should be addressed.
5. Length of time to be covered by the option. (The duration of an option to purchase City Owned real estate property will be one (1) year or less unless otherwise determined by the City Administrator with City Council approval).
6. All requests must clearly state what type of development will be built on the property and that said development shall be constructed on the property within eighteen (18) months from date of purchase.

City Council

The City Council shall publically review all request to option City-owned real estate property at a scheduled meeting after a public hearing thereon. Unless tabled for cause, the matter shall be voted on as soon as reasonably possible.²

City Attorney's Office

1. Upon direction of the City Council, the City Attorney's Office shall draft an option. Upon receipt of the option the City Attorney's Office shall prepare the option for execution by the requesting party within ten (10) days of the City Council authorization.

¹ A development plan showing that the intended land use and proposed development integrates well with adjacent developments, minimizes nuisance impacts on adjoining parcels and insure safe and functional traffic access and parking and minimizes impacts on environmental resources may be requested at the discretion of the City Administrator.

² The final option price will be determined as specified in the policy on the disposal of City-Owned Real Estate Property.

2. Upon completion of the option document, the requesting party will be notified by the City Attorney's Office and must sign the document within seven (7) days and make the option payment of the option will be null and void. Subsequent request for option of the property must be through the City Administrator, Planning Commission, and City Council as for a new option.

City Engineer's Office

The City Engineer's Office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Costs/Benefits

The cost of the option will be determined as follows:

1. The City Administrator, based on an independent appraisal, shall determine a preliminary estimate of value.
2. The option price of City-owned real estate property shall be 1% of the estimated price, per month of option time with a maximum of 10%. The maximum duration of the option shall not exceed one year. The City Council may extend the option, for a dollar amount not less than the original option amount, in one-year increments.

In no event shall the option price be returned, but upon exercising the option, the fee will be credited to the purchase price. All appraisal fees are non-refundable.

Final Rights of Refusal or similar agreements shall not be granted unless there is a clear and immediate benefit to the City of East Grand Forks.

City Engineer's Office

The City Engineer's office shall be responsible for preparing legal descriptions.

City Clerk's Office

The City Clerk's Office shall be responsible for obtaining administration/elected official signatures on all legal documents.

Option Extensions

All request to extend an existing option shall be processed as if it were a new request. The request, with all appropriate information, shall be submitted to the City Administrator.

Draft Date: 08/10/16

Request for Council Action

Date: August 17, 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: Fire Chief Gary Larson

RE: 1994 Chevrolet Suburban Replacement

400 is a 1994 Chevrolet Suburban at the Fire Department. It has just short of 110,000 miles on it. It is getting tired and we would like to replace it. The Suburban is used to transport people to and from calls, and it replaces 421 the rescue truck when it is in for repairs or out of service. The suburban allows us to get patients out of the weather and slide them inside on a back board.

Minnesota State bid on a new suburban is \$43646, lighting , council, and siren is \$8635, and striping is \$1000, for a total of 53,300.

Rydell Chevrolet has bid a new on for \$350. less than state bid. They have expressed interest in taking the old suburban in on trade. I have not followed up on that without council approval.

The suburban has been on the Capital Improvement Plan for the last 3 years and has been bumped because of shortage of funds.

Mr Murphy states we could use funds from the salt and sand shed which cannot be built by the end of the year and replace the monies in the 2017 budget.

It would be my recommendation to move ahead with this project as the old suburban is not in good shape for a front run emergency vehicle.

Fire Chief Gary Larson

Prepared For:
EAST GRAND FORKS FIRE DEPT

Prepared By:
STEVE FLAAT
RYDELL AUTO CENTER
2700 S. WASHINGTON STREET
GRAND FORKS, ND 58201
Phone: (701) 757-5833
Fax: (701) 795-6364
Email: sflaat@rydellcars.com

2017 Fleet/Non-Retail Chevrolet Suburban 4WD 4dr 1500 Commercial CK15

PRICING SUMMARY

PRICING SUMMARY - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

	<u>MSRP</u>
Base Price	W/A
Total Options:	W/A
Vehicle Subtotal	W/A
Advert/Adjustments	W/A
Destination Charge	W/A
GRAND TOTAL	W/A
	<hr/>
	\$ 53,772.00

Your price \$ 43,257.00

Steve Flaat 8-4-16

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 450.0, Data updated 8/2/2016
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Customer File:

Prepared For:
ERIC BULLIN
ALBERTVILLE FIRE

Prepared By:
BOB OHARA
RANGER GM
1502 E HOWARD ST
HIBBING, MN 55746
Phone: (218) 349-8855
Fax: (218) 263-7576
Email: rwohara01@aol.com



2016 Fleet/Non-Retail Chevrolet Suburban 4WD 4dr 1500 Commercial CK15

PRICING SUMMARY

PRICING SUMMARY - 2016 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

	VQ2
Base Price	\$47,430.00
Total Options:	-\$4,978.80
Vehicle Subtotal	\$42,451.20
Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
GRAND TOTAL	\$43,646.20

TKN74C

*130 hour
+ spot light
+ 15 hour
+ 15 hour
add
spot light*

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 427.0, Data updated 2/23/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.
Customer File:

Quotation

Northern Safety Technology, Inc.
5708 Upper 147 Street West
Suite 107
Farmington, MN 55024

Quotation Number: MJD07282016

Date: 28-Jul-16

877-891-0333 Toll Free
 651-460-1293 Metro
 651-460-2499 Fax

Customer: East Grand Forks Fire
 Address: 415 Fourth St. N.W.

City,State,ZIP: East Grand Forks, MN 56721

Contact: Gary Larson, Chief
 Phone: (218) 773-2403
 Fax:
 email: glarson@egf.mn
 2016 Suburban

Item number	Description	Quant.		Quoted Price ea.	Ext. Price
A.	Whelen Legacy DUO LED lightbar, red/blue with white scene light override to the front and amber Traffic Advisor override o the rear, 54" with mount kit	1		2,169.00	2,169.00
B.	Grill Lights, Whelen ION series 1 red/white, 1 blue/white, 1 red and 1 blue	4		108.00	432.00
C.	Front Headlights, Vertex LEDs, 1 red/white, 1 blue/white	2		84.00	168.00
D.	Side Mirror Lights V Series LINZ6 with brackets, 1 red, 1 blue	2		174.45	348.90
E.	Tracer Series, left and right running board, 5 lamp heads on each side. Choice of colors (at time of order), red, blue, amber, white	1		1,386.00	1,386.00
F.	Outer Edge w/traffic Advisor, along with Rear Pillar lights, red driver side, blue passenger side (12 Micron lights total)	1		1,247.40	1,247.40
G.	Vertex for mounting in rear taillight and back up light fixture, 2 red, 2 white	4		81.00	324.00
H.	Cencom Sapphire 36 Series with rotary siren control function. [[Direct connects to lightbar]]. Siren speaker and bracket for mounting behind the grill on the driver side are included.	1		1,096.00	1,096.00
I.	Havis console for Chevy Suburban, 20" mounting space. Brackets for 2 radios and 1 siren light controller. Dual cup holder, plate with 2 12v outlets, 2 switch cutouts, one "On/Off" rocker switch and one dual port USB charging port. Armrests L & R	1		737.66	737.66
J.	Havis computer mount for installation at upper right side of console with positive locking rotation and 6" slide tray	1		726.46	726.46
Freight Charges are additional and added at time of shipment.					\$ 8,635.43

x

Michael Dow, Northern Safety Technology, Inc.
nstmike@frontier.com
 612-760-2224 Cell

Payment Terms Net 30

Quotation valid for 30 Days

Request for Council Action

Date: Thursday, August 18, 2016

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

Cc: File

From: Mark Dragich
Parks and Recreation

RE: Scoreboard Purchase for the VFW Arena

Our EGF Blue Line Club has budgeted money for the purchase of a new scoreboard at the VFW Arena. The existing scoreboard at the arena is 29 years old and becoming more of a challenge each year to maintain. It is also not energy efficient.

The Blue Line Club has agreed to fund the entire project and is requesting to be able to collect the advertising income the sign has potential to generate. There will be four advertising panels on the scoreboard and an estimated income of \$2000.00 per year. There is a possibility of adding four more ad panels to the scoreboard in future years.

Enclosure: Nevco bid information

Recommendation: Accept Blue Line Club offer to replace old scoreboard with new LED Scoreboard.

Hi Mark,

As discussed, here are the quotes we have obtained for the purchase of a new scoreboard for the VFW Arena. We have chosen to go with the NEVCO, the same brand as the current scoreboard, and their quote came in almost \$9000 less than Daktronics. We also have quotes for installation and electrical hook-up. Display Industries quoted \$600 to install the new board and we would have an electrician on hand to unhook power from the old and hook up the new.

Here is the breakdown of the costs:

Complete Scoreboard w/ advertising panels & small end clocks @ \$32,595.18
Installation @ \$600.00
Electrical Work @ \$450.00
Freight @ Approx.\$2000.00(their freight costs were much higher so Phil or I will handle it)
Total \$35,645.18

I have attached the quote from Nevco along with an illustration.

The Blue Line Club has approved funds in the amount of \$37,000 for this project and only requests the advertising rights for the panels on the scoreboard. There will be four advertising panels on the scoreboard and an estimated income of \$2000.00 per year. There could be a possibility of four additional panels in future years.

The new LED scoreboard should be 85-90 percent more efficient than the existing scoreboard with the incandescent lighting.

We feel it is necessary to run this as a city project since it is a city owned building and they have the liability insurance necessary should anything happen. It will be fully funded by the Blue Line Club and we will be glad to cut the city a check anytime to pay for it.

This has about a 5 week lead time so we should get it ordered ASAP so we can get it installed prior to the ice going on.

Let me know if you need anything else.

Craig Magnell
EGF Blue Line Club



4-Face 4750-ETN Hockey Scoreboard
 9715-M Timers & MPCW7 Receivers
 MPCW7 (wired and wireless)
 4-Face Sign Structure

QUOTATION

Account Name	City of East Grand Forks VFW Arena	Created Date	7/19/2016
Quote Number	00057971	Expiration Date	9/4/2016
Contact Name	Craig Magnell	Prepared By	Linda Leidel
Title	Blue Line Club	Title	Display & Scoring Consultant
Phone	(218) 686-5039	Phone	(618) 659-7505
Email Address	ccmagnell@gmail.com	Fax	(618) 659-1821
		Email Address	lleidel@nevco.com

Quantity	Model/Part #	Product Description	Line Item Description	Color	Dimensions L x H x W/D	Total Price
1.00	4-FACE-4750-ETN-NL	Hockey LED Scoreboard		#76 Print Black	12'1"x5'11"x9'6"	\$25,049.18
2.00	9715M	Locker Room Clock LED Display (Master)			14.25"x10.25" x1.5"	\$1,000.00
2.00	MPCW-7 Indoor Rec	Receiver MPCW-7 (Wireless) for indoor scoreboards	For 9715M Timers			\$922.00
1.00	MPCW-7	Controller MPCW-7 (Wired or Wireless)	To Operate Scoreboard Wired Using Existing Coaxial Cable. To Operate 9715M Timers Wireless with MPCW-7 Receivers		0.9"x0.8"x4"	\$994.00
1.00	MPC(W) Case	MPC/ MPCW Control Carrying Case			1.7"x1.1"x8"	\$0.00
1.00	4-FACE 8' Upper Structure (2 ft.)	Structure required to add signs/MC to 4-Face 8' Models	Upper or Lower - Must specify before ordering.		8'x2'	\$2,454.00
4.00	ADI 8-2	Non-illuminated Indoor Sign			8'x2'	\$1,500.00
1.00	B-7	4-Face 8' Model Bottom				\$676.00

Ttl Shipping Wt (lbs)	2,685	Subtotal	\$32,595.18
County	Polk	Freight	\$0.00
		Total	\$32,595.18

Additional Accessories/Options:

Quantity	Line Item Description	Ext. Price	Shipping
1.00	MPCW-7 Indoor Receiver (3 Required to go Wireless). Timers and Goal Lights can each share a Receiver.	\$461.00	Additional Shipping Charges May Apply

Additional Notes

3 Week Production Schedule
 5 Year Warranty

QUOTATION

Customer will Pick Up Freight at Nevco

Installation is NOT Included

The MPCW-7 Control has been quoted to operate the new 4-Face Scoreboard wired using the existing coaxial cable at VFW Arena. If you do need new coaxial cable, it can be added to this quote at a cost of \$.60 per foot.

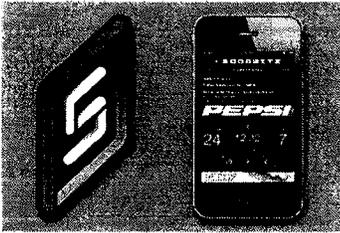
The MPCW-7 Indoor Receivers have been quoted to operate the Model 9715M Timers wireless using the same MPCW-7 Control

Please let me know if you have any questions

Thanks, Linda

Customers who purchased items in this quote also purchased the following:

Scorbitz



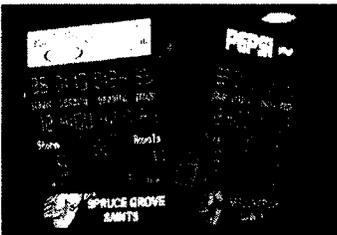
- Unlimited advertising revenue potential
- Real-time, streaming scores and updates on your smart phone and other internet devices
- Post or check upcoming game schedules
- Send notifications to phone to let fans know the game is about to start and after the game with the final score
- Enhance your relationships with fans and alumni

Electronic Team Names (ETN)



- Customize the team names
- Easily changed from game to game
- Program team names using the console control
- Bright, long-lasting, energy-efficient LED
- Perfect for Multi-team Complexes or facilities that host Tournaments
- Available on most models

Message Centers



- Flexible advertising solution
- Exciting in-game animations
- Display additional stats and player info
- Long-lasting LED technology
- Full color and monochrome (red or amber)
- Many sizes to fit your scoreboard and venue

Extended Warranty



- Additional protection for 24 months
- Same terms as the included 5-year warranty
- Available for indoor or outdoor scoreboards
- Longest warranty available in industry



NEVCO

4-Face 4750-ETN Hockey Scoreboard
9715-M Timers & MPCW7 Receivers
MPCW7 (wired and wireless)
4-Face Sign Structure

QUOTATION

Address

301 East Harris Ave
Greenville, IL 62246-2151

7957 Solution Center
Chicago, IL 60677-7009
800.851.4040 / 618.664.0360

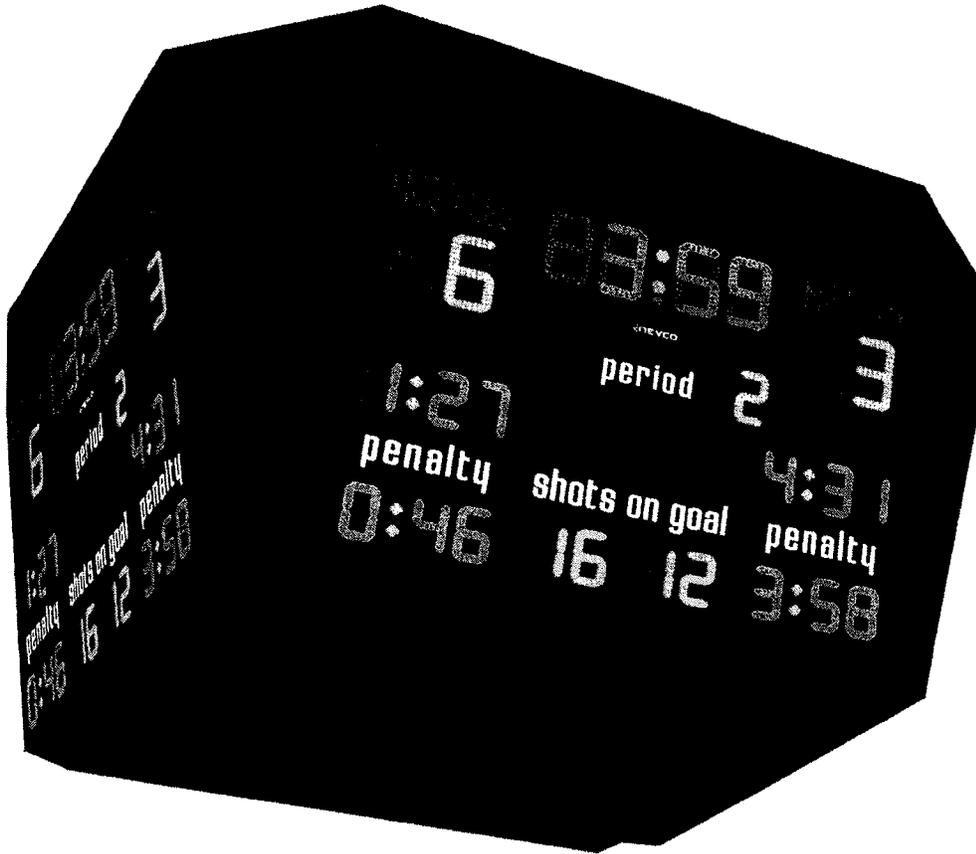
Quote Acceptance

Signature _____

Title _____

Name _____

Date _____



PROOF INCLUDES:

- **Model 4-FACE-4750-ETN-NL LED Scoreboard**
12'1" W x 5'11" H x 9'6"
Scoreboard Color: #76 Print Black
Electronic Team Name Color: Red
- **B-7 4-Face Model Bottom**
- **Non-Illuminated Sign**
(4) 8' W x 2' H

This rendering is for conceptual purposes only. It may not be to exact scale or specifications and should not be used for installation purposes. Every effort has been made to make it as accurate as possible. Beams and or pillars are for illustration only. Engineering specifications may require changes in the quantity, size and/or shape of beams and pillars to meet installation requirements. Nevco assumes no obligations or liability regarding the viability of applicability of existing structures. THIS DRAWING IS THE PROPERTY OF NEVCO INC. AND SHALL NOT BE REPRODUCED, COPIED, SHARED or DISTRIBUTED WITH ANYONE OTHER THAN THE INTENDED STAFF OR CLIENT OF THE PROPOSED PROJECT WITHOUT THE EXPRESSED PERMISSION OF NEVCO INC.

NEVCO
INTEGRATED DISPLAY AND
SCORING SOLUTIONS
WWW.NEVCO.COM

Charitable Gaming
American Legion Post #157
1009 Central Avenue NW
East Grand Forks, MN 56721

August 15, 2016

Dear city council members and administrators,

I am writing to request approval for a charitable gaming site at Up North Pizza Pub located at 314 4th Street NW in East Grand Forks.

This site would fall under the site license of the American Legion and all charitable gaming would be conducted by the American Legion under our current license (MN #A-00456) and current gaming manager, Roger Swanberg.

Both parties have been in contact with each other and have fully negotiated all business contracts. In order for both parties to proceed further with this a "stamp of approval" is required by the state of Minnesota by the city council of the city in which the gaming is to be conducted. This approval is to be placed on form MN-LG-214.

Monies collected at this site would come back to the American Legion and would help us to further provide some of the resources that we already provide such as, but not limited to: American Flags throughout the Grand Cities, Veteran's services, Memorial Day and Veteran's Day programming, Scholarships, maintenance of the Veterans site in East Grand Forks, and other community functions and occasions. These monies may also allow us to find new areas of charitable donations we were not able to give to in the past.

Thank you for your consideration of this matter; if you have any questions please feel free to contact me, Roger Swanberg, at the American Legion.

Best Regards,


Roger Swanberg

rs/jf

MINNESOTA LAWFUL GAMBLING
LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

Mail the application and required attachments to:
 Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: AMERICAN LEGION POST 157 License Number: A-00456-003

Chief Executive Officer (CEO) _____ Daytime Phone: _____

Gambling Manager: ROGER E. SWANBERG Daytime Phone: CELL 218-230-6133

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: UP NORTH PIZZA PUB

List any previous names for this location:

NEW BUSINESS

Street address where premises is located: 314 4TH ST. NW
(Do not use a P.O. box number or mailing address.)

City: OR Township:	County:	Zip Code:
<u>EAST GRAND FORKS</u>	<u>POLK</u>	<u>56721</u>

Does your organization own the building where the gambling will be conducted?

Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: _____ Bank Account Number: _____

Bank Street Address: _____ City: _____ State: **MN** Zip Code: _____

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
_____	_____	MN	_____
_____	_____	MN	_____
_____	_____	MN	_____

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<p>Local unit of government must sign.</p>	<p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

ACKNOWLEDGMENT AND OATH

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

Signature of Chief Executive Officer (designee may not sign)

Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

Request for Council Action

Date: September 1, 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: Fire Chief Gary Larson

RE: DNR 2017 Volunteer Assistance Grant

We applied for a DNR Matching Funds Grant for replacing Turn Out Gear for firefighting. We were notified in late August that we did receive the award. The DNR will refund \$2500 on the purchase of turnout gear which cost over \$5000. This is a 50 /50 grant with their maximum at \$2500. We had planned on replacing 3 sets of Turn Out gear this year. We have the matching funds in the Fire budget for the purchase.

I recommend approving the grant so the agreement can be signed by the deadline of September 18, 2016. Once the grant is signed we have until June 15, 2017 to complete the purchase.

Respectfully,

Gary Larson
Fire Chief East Grand Forks

Minnesota Department of Natural Resources

402 SE 11th Street • Grand Rapids, MN • 55744



August 18, 2016

RE: 2017 VOLUNTEER FIRE ASSISTANCE (VFA) GRANT AWARD

Please find enclosed the grant contract for your "Volunteer Fire Assistance" matching grant award. The amount of the grant is indicated on the grant contract under "Consideration of Payment" and at the bottom of Exhibit A. Start and end dates are found under "Terms of Grant" and these dates are firm. Also, please review the attached grant request (exhibit A) for which project has been approved. This is a 50:50 match so for example if your grant award is for \$2500.00, you would need to spend \$5,000.00 to get the full payment.

On page six (7), there are two (2) signatures needed as the Grantee, by people who are delegated the authority to sign a legal and binding contract. City and Township officials will provide the signatures for municipalities. Departments incorporated unto themselves, non-municipalities, the President and Chief or secretary will sign.

Keep the copy of your agreement. Return the signature page within 30 days to:

Shelly Serich
DNR Fire Center
402 Southeast Eleventh Street
Grand Rapids, Minnesota 55744

After the State Agency signs the contract signature page, I will forward a signed copy back to you. If you need to talk with me, my number is (218) 322-2692.

Thank you.

A handwritten signature in cursive script that reads "Shelly Serich".

Shelly Serich
VFA Grant Contract Specialist
Shelly.Serich@state.mn.us

www.mndnr.gov/grants/ruralfire

enc

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Department of Natural Resources, Division of Forestry, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744 ("State") and EAST GRAND FORKS FIRE DEPT, 415 4TH ST NW, EAST GRAND FORKS, MN 56721 ("GRANTEE").

Recitals

1. Under Minn. Stat. 84.085 authorizes the Commissioner of Natural Resources, on behalf of the State, to accept and use grants of money for the United States or other grantors for conservation purposes not inconsistent with the laws of this state and in accordance with the purposes of the grant and applicable Federal and State laws and authorizes the Commissioner to make sub-grants of any money received to other agencies, units of local government, and private nonprofit corporations; and Minn. Stat. 88.067, as amended in Laws of Minnesota 2000, Chapter 231, Section 113, may make grants for procurement of fire suppression equipment and training of fire departments in techniques of fire control. The commissioner may require a local match for any grant. Grantee is a governmental unit and or is a fire fighting entity located in a rural area; and the State is empowered to enter into this grant.
2. The State is in need of fire department assistance to suppress wildland fires.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

Grant Agreement

1 Term of Grant Agreement

Effective date: This grant will cover expenses beginning August 1, 2016, although no payments can or will be made until the grant is fully executed and as date signed by the Minnesota Commissioner of Natural Resources or his delegate under Minnesota Statutes Section 16C.05, subdivision 2.

Expiration date: Work on this project must be completed on or before June 1, 2017. The State is to be invoiced on or before June 15, 2017 or the contract will be canceled without further notification.

Survival of Terms. The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

Incur Expenses: Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after August 1, 2016 are eligible for reimbursement. This agreement becomes effective on August 1, 2016 or the date the State obtains all required signatures under Minnesota Statutes 16B.98, subdivision 5, whichever is later.

18 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

19 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

20 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: [Link to December 2014 version](#).

21 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

22 Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights

Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712

(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15 and 16C.05

Signed: Shelly Sench

Date: 8/18/2016

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

SWIFT Contract/PO No(s). 113418/101493

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

Distribution:
Agency
Grantee EAST GRAND FORKS FIRE DEPT
State's Authorized Representative - Photo Copy

RESOLUTION NO. 16 – 09 – 79

FORMAL ACCEPTANCE OF A GRANT

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

WHEREAS, the Fire Department applied for a matching funds grant from the Department of Natural Resources; and

WHEREAS, the funds from the grant are to be used to reimburse the purchase turn out gear that are scheduled to be replaced this year; and

WHEREAS, the cost of replacing three sets of turn out gear totals \$5000 which the City will pay for and be reimbursed \$2500 from grant funds;

THEREFORE BE IT RESOLVED, the City Council of the City of East Grand Forks formally accepts the 50/50 Matching Funds Grant from the Department of Natural Resources for the amount of \$2500 and authorizes the Mayor and City Administrator to sign the necessary documents to execute the grant.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 6, 2016

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 6th day of September, 2016.

Mayor

Request for Council Action

Date: September 1, 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: Fire Chief Gary Larson

RE: Safer Grant Award

We applied for a SAFER grant in February 2016 to help with the cost of hiring a firefighter. We were notified in August that we have been awarded the grant in the amount of \$144778. This amount is to pay for wages and benefits for a firefighter for 2 years.

The Fire Dept did hire a new firefighter in March of 2016 and he is still in the training period. It sounds like we will be having retirements coming up in the next 2 years. It would be a good time to hire a new firefighter and start the training process so they would be ready to go on shift when the retirement does happen. If we accept this grant we must maintain out staffing level for the 2 years the grant runs.

It is my recommendation to accept the grant before the September 18, 2016 , which is the deadline to accept. This would ensure a smooth transition in Fire Department staffing.

Respectfully,

Gary Larson
Fire Chief East Grand Forks

[Reply](#)

To: eastgrandforksfd
Date: 08/19/2016
Subject: Award Notification (Application Number: EMW-2015-FH-00096)
From: firegrants@dhs.gov

Congratulations!

Your grant application submitted under The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate FY 2015 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program has been approved for award. Please go to the Assistance to Firefighters eGrants system at <https://portal.fema.gov> to accept or reject your award. Enter the same User Name and Password used to complete the online application as requested on the login screen.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select View Award Package from the drop down menu; click Go to view your Award Package. After review of your award package, you will need to indicate either your acceptance or rejection of award. NOTE: If you wish to accept the award, you should do so immediately as the applicable recruitment period has begun. When you have finished, please print your award package for your records.

As a reminder, awards made under the **Hiring of Firefighters Category** require the support of your governing body prior to acceptance of the award. Therefore, by accepting this award you are confirming that you have discussed this application with your local officials and that there is a clear understanding of the long-term obligations of a SAFER grant and that both the department and governing body are committed to fulfilling the requirements of this grant immediately upon acceptance.

If you choose to decline the award, you waive all future rights to this award.

If you accept your award, you will now see a link on the left side of the screen that says Update 1199A in the Action column. Click this link as it will take you to the SF-1199A Direct Deposit Sign-up Form. **Note:** If you have been awarded in the past, the SF-1199A link will be located under the action column of the first award your organization has received. If you have not done so already, please complete the SF-1199A on-line. When you have finished, you must submit the form electronically. Then, using the Print 1199A button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed, you will receive an email indicating the form is approved. After which you will be able to request payments online.

If you have any questions regarding your SF-1199A, please call 1-866-274-0960.

[Go Back](#)

Gary Larson

From: Godfrey, Tina [Tina.Godfrey@fema.dhs.gov]
Sent: Friday, August 19, 2016 11:24 AM
To: Gary Larson
Cc: jboushee@egf.mn; jeffanderson@gra.midco.net; Godfrey, Tina
Subject: East Grand Forks Fire Department - EMW-2015-FH-00096 - Welcome Email
Attachments: FY 2015 Template of Pre-SAFER Department Roster.xls; SAFER Hiring Grant User Guide - final 7.25.16.pdf

Importance: High

Congratulations on being selected to receive a FY 2015 SAFER Grant award!

I am your SAFER Program Office point of contact. The SAFER Program Office is responsible for the programmatic monitoring of this grant. As such, I will be reviewing your payment requests, performance reports, and amendment requests.

This e-mail and its attachments contain the information that you need to know in order to be successful with this grant.

If you have not already done so, you will need to officially accept or reject this grant award within the eGrant system. If no action is taken within thirty (30) days from the date of notification of award, the system will retract the award. If you need additional time to make a decision, please let me know.

Be sure to print and carefully read your Award Package, which is available in e-Grants. The Negotiations Comments section of the Award Package may contain adjustments or special conditions that were added during the award process. You should print and review your grant application if adjustments were made to it. To access the Award Package and the updated application, please refer to the instructions in the attached User Guide.

Please read the attached User Guide, as it contains important information about grant requirements and instructions about how to submit reports and requests in the e-Grants system. We strongly encourage you to refer to the attached guide when you have questions about this grant.

Under this grant, you have a 180-day recruitment period to fill the awarded SAFER positions. The recruitment period started on the date the application was approved for award, and ends with the start date of the performance period; therefore, the 180-day recruitment period had already begun. You can find your grant period of performance (POP) in a number of places in the E-grant system, including in the Award Package and on the SAFER Payment Request(s) screen. Please see the *Period of Performance* section of the User Guide for additional information.

If your department is able to hire the SAFER positions before the end of the 180 day recruitment period (or if you were awarded retention positions), you can start the POP early. You must submit an amendment request in eGrants to change the start date. Salary and benefit costs incurred during the 180-day recruitment period are eligible for reimbursement **only if** you submit an amendment to start your POP early.

During the grant period of performance, your department is required to fill all SAFER-funded positions and maintain the operational staffing at the level that existed on the date of award as well as the number of awarded SAFER positions. This requirement is referred to as the "Staffing Maintenance Number."

In order to determine your department's staffing maintenance number, please complete and submit a "Pre-SAFER Roster." The Pre-SAFER Roster is a list of your department's paid operational/firefighting personnel, in support of the department's NFPA 1710 or NFPA 1720 compliance, who were in full-time or job-share positions at the time of award. You may also list administrative personnel on the roster, but they will not be included in the staffing maintenance

number. Volunteer personnel, administrative civilian, and paid-on-call/stipend personnel do not need to be included on the list. An operational position is defined as a position with a primary assignment (more than 50 percent of duties) of fire suppression, which includes staffing a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance. Additional information on how to complete the pre-SAFER roster can be found in the *Staffing Maintenance Number* section of the User Guide.

Assuming that you plan to accept the award, please submit the "Pre-SAFER Roster" to me by e-mail **no later than September 2, 2016**. For your convenience, a roster template is attached as an example for developing your Pre-SAFER Roster. You may use this template or one of your own, as long as all requested information is provided.

Please note that we will not be able to process quarterly performance reports or payment requests until the roster has been received and the Staffing Maintenance Number has been established.

Finally, please make sure to advise me if you encounter any issue that will prevent you from meeting the requirements of this grant. Please remember to include your grant number on all correspondence and e-mails. Thank you for participating in the SAFER grant program and congratulations again on your award! I look forward to working with you.

Thank you,
Tina

Tina Godfrey
Fire Program Specialist

Assistance to Firefighters Grant Program
DHS-FEMA-GPD
400 C Street, SW, 3N
Washington, DC 20472 - 3635
(202) 786.9785 – voice
(540) 504.2595 – direct fax

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RESOLUTION NO. 16 – 09 – 80

FORMAL ACCEPTANCE OF SAFER GRANT AWARD

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

WHEREAS, the Fire Department applied for a SAFER grant to help with the cost of hiring a firefighter through the Department of Homeland Security and the Federal Emergency Management Agency; and

WHEREAS, notification was sent that the City has been selected to be awarded the SAFER grant totaling \$144,778; and

WHEREAS, the funds are to be used to pay for the wages and benefits for a firefighter for two years; and

WHEREAS, there may possibly be upcoming retirements in the fire department within the next two years and the hiring of this position could allow for the new person to be fully trained prior to another position opening up in the Fire Department; and

WHEREAS, this firefighter position could be filled with a candidate from the certified list created by the Civil Service in March of 2016;

THEREFORE BE IT RESOLVED, the City Council of the City of East Grand Forks formally accepts the SAFER Grant, authorizes the hiring of a firefighter from the certified list from the Civil Service, and authorizes the Mayor and City Administrator to sign the necessary documents to execute the grant.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 6, 2016

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 6th day of September, 2016.

Mayor

RESOLUTION NO. 16 – 09 – 81

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 24878 for a total of \$1,285.50.

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 \$1,285.50 paid for such goods is as low as, or lower than, the price at which they could have been obtained elsewhere at the time the purchase was made.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on September 6, 2016.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: September 6, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 6th day of September, 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 24878 for a total of \$1,285.50.
3. This resolution is passed to comply with the provisions of Minnesota Statutes, Section 471.87-89.
4. Resolution passed by unanimous vote of the council on September 6, 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: 9/2/2016 - 12:50 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
24831	09/06/2016	3DS001	3D Specialties	1,180.30	0
24832	09/06/2016	ACM001	Acme Electric Companies	2,250.86	0
24833	09/06/2016	ADV001	Advanced Business Methods Inc	1,184.80	0
24834	09/06/2016	AFF001	Affinity Builders	93,956.31	0
24835	09/06/2016	ALL002	All Pro Embroidery LLC	624.00	0
24836	09/06/2016	ALL003	All Seasons Garden Center	117.45	0
24837	09/06/2016	ALL007	Allied 100	3,472.75	0
24838	09/06/2016	AMA001	Amazon.com	79.99	0
24839	09/06/2016	AME002	American Tire Service	14.00	0
24840	09/06/2016	AME005	Ameripride Linen & Apparel Services	383.61	0
24841	09/06/2016	ANY001	Anytime Plumbing	152.46	0
24842	09/06/2016	BAK001	Baker & Taylor Co	806.23	0
24843	09/06/2016	BAL001	Balco Uniforms Co Inc	2,782.52	0
24844	09/06/2016	BOB001	Bobcat of Grand Forks	285.13	0
24845	09/06/2016	BRI004	Brians Flooring	5,592.76	0
24846	09/06/2016	BRO002	Brodart Co	195.44	0
24847	09/06/2016	C&R001	C&R Cleaners & Laundry	213.93	0
24848	09/06/2016	CAN001	Canon Financial Services	128.00	0
24849	09/06/2016	CAR004	Cariveau Concrete Construction Inc	13,703.00	0
24850	09/06/2016	CEN006	Century Link	867.46	0
24851	09/06/2016	GFC002	City of Grand Forks	4,544.00	0
24852	09/06/2016	CLA004	Clarke Mosquito Control Products	14,972.60	0
24853	09/06/2016	CMI001	CMI Inc	114.66	0
24854	09/06/2016	CRO004	Crookston Daily Times	155.00	0
24855	09/06/2016	CUS002	Custom Stripes Inc	35.50	0
24856	09/06/2016	DAH003	Dahlstrom Motors Inc	186.86	0
24857	09/06/2016	DAK006	Dakota TV & Appliance	710.99	0
24858	09/06/2016	DAN002	Dan's Excavating Inc	1,500.00	0
24859	09/06/2016	DAS001	Dash Medical Gloves	93.80	0
24860	09/06/2016	DOC001	Docu Shred Inc	74.79	0
24861	09/06/2016	EAP001	EAPC Architects Engineers	619.54	0
24862	09/06/2016	EGF006	EGF City Petty Cash Ckng	12,019.11	0
24863	09/06/2016	EXP002	Exponent	790.00	0
24864	09/06/2016	FAM001	Family Institute	500.00	0
24865	09/06/2016	FIL001	Filter Care	546.06	0
24866	09/06/2016	FAC001	Finance and Commerce	445.06	0
24867	09/06/2016	ODL001	Fitzgerald, Reynolds & Harbott PLLP	621.00	0
24868	09/06/2016	G&K001	G&K Services	383.12	0
24869	09/06/2016	GAR001	Garden Hut Inc	47.70	0
24870	09/06/2016	GLO003	Global Safety Network, Inc.	117.00	0
24871	09/06/2016	GOP002	Gopher State Lawn Sprinklers	1,843.61	0
24872	09/06/2016	GRA0011	Grainger	43.59	0
24873	09/06/2016	GFF001	Grand Forks Fire Equipment	12.50	0
24874	09/06/2016	EXP003	Grand Forks Police Department	40.00	0
24875	09/06/2016	GRE002	Greg's Lawn Care	831.70	0
24876	09/06/2016	HWW001	Grey House Publishing	295.70	0
24877	09/06/2016	GWS001	GW & Sons Construction Inc	46,500.00	0
24878	09/06/2016	HAR001	Hardware Hank	1,285.50	0
24879	09/06/2016	HAR003	Hart's Auto Supply	332.56	0
24880	09/06/2016	HAW003	Hawkes Company Inc.	210.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
24881	09/06/2016	HAW001	Hawkins Chemical	136.27	0
24882	09/06/2016	HBS001	HB Sound & Light Inc	561.68	0
24883	09/06/2016	HEA007	Greg A & Kari J Hearn	500.00	0
24884	09/06/2016	HEA001	Heartland Paper	629.84	0
24885	09/06/2016	HOL020	Holwegger Construction LLC	375.00	0
24886	09/06/2016	HUG001	Hugo's	70.96	0
24887	09/06/2016	ICS002	Industrial Contract Services Inc. ICS	125,330.00	0
24888	09/06/2016	INT003	Integra Telecom	95.71	0
24889	09/06/2016	JOH026	Johnson Controls	400.00	0
24890	09/06/2016	K&K001	K&K Trucking Inc	1,500.00	0
24891	09/06/2016	KEI001	Keith's Security World	60.74	0
24892	09/06/2016	KEL002	Kelley Blue Book	70.00	0
24893	09/06/2016	KEN002	Kennedy & Graven, Chartered	2,106.00	0
24894	09/06/2016	LAK001	Laker Chemical	4,243.50	0
24895	09/06/2016	LAS001	Laser Systems	119.99	0
24896	09/06/2016	LET003	LaRae LeTexier	100.00	0
24897	09/06/2016	LIB001	Liberty Business Systems	20.37	0
24898	09/06/2016	LUM001	Lumber Mart	303.36	0
24899	09/06/2016	MAR004	Marco	41.08	0
24900	09/06/2016	MAR001	Marco Inc	196.19	0
24901	09/06/2016	MCD001	McDonald's of EGF	36.26	0
24902	09/06/2016	MPO001	Metropolitan Planning Organization	5,750.22	0
24903	09/06/2016	MIC001	Micro-Marketing LLC	96.00	0
24904	09/06/2016	MID003	Midcontinent Communications	1,681.44	0
24905	09/06/2016	MIK001	Mike's Pizza	64.19	0
24906	09/06/2016	MPW001	Minnesota Pump Works	1,902.46	0
24907	09/06/2016	MND006	VOID****VOID****VOID*** MN I	1,404.00	0
24908	09/06/2016	MTI001	MTI Distributing Company	1,386.92	0
24909	09/06/2016	NER002	Nereson of Fargo Moorhead	1,910.80	0
24910	09/06/2016	NOR004	Northern Plumbing Supply	92.00	0
24911	09/06/2016	ORE001	O'Reilly Automotive, Inc.	1,455.35	0
24912	09/06/2016	OCL001	OCLC	147.36	0
24913	09/06/2016	OPP001	Opp Construction	487,741.94	0
24914	09/06/2016	PIP001	Diamond Pipes	239.81	0
24915	09/06/2016	PRA001	Praxair Distribution	63.52	0
24916	09/06/2016	PRE001	Premium Waters Inc	26.24	0
24917	09/06/2016	PRO005	PRO-VISION, INC.	3,337.99	0
24918	09/06/2016	QUI001	Quill Corp	966.12	0
24919	09/06/2016	RED008	Red Wing Shoe Store	101.15	0
24920	09/06/2016	ZAV001	RJ Zavoral & Sons	8,000.00	0
24921	09/06/2016	GOO001	Robert Gooden, Jean Jorgenson	272.41	0
24922	09/06/2016	ROT001	Roto Rooter	457.00	0
24923	09/06/2016	SAF002	Safety Kleen Corp	915.14	0
24924	09/06/2016	SBD001	Bruce E & Debra R Schantzen	365.00	0
24925	09/06/2016	SIG004	Signs by Design	175.00	0
24926	09/06/2016	SPA001	Spare Husband Inc	707.50	0
24927	09/06/2016	SPI001	Paul Spielman	288.24	0
24928	09/06/2016	STO001	Stone's Mobile Radio Inc	60.00	0
24929	09/06/2016	STA005	Strata Corp	431,588.20	0
24930	09/06/2016	STU001	Stuart's Towing	260.00	0
24931	09/06/2016	THU002	Thur-O-Clean	4,658.50	0
24932	09/06/2016	TRU003	True North Equipment	91.00	0
24933	09/06/2016	TRU001	True Temp	1,073.18	0
24934	09/06/2016	USB005	US Bank Corporate Payment System	13,005.24	0
24935	09/06/2016	VAL001	Valley Petroleum Equipment	90.72	0
24936	09/06/2016	VAL002	Valley Truck	48.99	0
24937	09/06/2016	VEI001	Veit & Company Inc	30,195.00	0
24938	09/06/2016	VER001	Verizon Wireless	619.54	0
24939	09/06/2016	VIK002	Viking Industrial Center, Inc	60.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
24940	09/06/2016	WAT001	Water & Light Department	50,214.83	0
24941	09/06/2016	WID001	Widseth Smith Nolting & Associates	49,594.25	0
24942	09/06/2016	XCE001	Xcel Energy	1,879.45	0
24943	09/06/2016	XER001	Xerox Corporation	93.39	0
				1,457,839.99	
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:												
06/30/2016	07/01/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	\$ 11.99	Memo	792812	Not Reviewed	No
Name: KARLA ANDERSON Account Number: **7513 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/21/2016	07/25/2016	240491	8699	MEMBERSHIP ORGANIZATIONS	MINNESOTA GOVERNMENT FINA	MN		50.00	Memo	06645	Not Reviewed	No
Name: BRENDA AULT Account Number: **3134 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/07/2016	07/08/2016	240491	9399	GOVERNMENT SERVICES-OTHER	DEPARTMENT OF LABOR AND I	MN	416007162	77.00	Memo	102070800420001	Not Reviewed	No
07/15/2016	07/18/2016	240507	5411	GROCERY STORES,SUPERMARK	HUGO'S #5	MN	450273731	8.97	Memo	06129110005VPRY704 2748861	Not Reviewed	No
07/18/2016	07/20/2016	240507	5411	GROCERY STORES,SUPERMARK	HUGO'S #5	MN	450273731	10.98	Memo	06129110005VPRY704 2230970	Not Reviewed	No
08/11/2016	08/12/2016	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	15.81	Memo	0000000000000000	Not Reviewed	No
Name: SETH BAUNE Account Number: **3182 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/13/2016	07/15/2016	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS ND	ND	390989248	235.46	Memo	sunshine blinds	Not Reviewed	No
08/02/2016	08/03/2016	240490	1520	GENERAL CONTRACTORS - RES	ALLPARTITIONS	MI	770510487	38.50	Memo	33653112	Not Reviewed	No
08/11/2016	08/15/2016	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS ND	ND	390989248	115.45	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
Name: KEVIN BOUSHEE Account Number: **5570 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/19/2016	07/20/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	NFPA NATL FIRE PROTECT	MA	041653090	\$ 107.15	Memo	1027453628131001	Not Reviewed	No
07/25/2016	07/26/2016	240499	5943	STATIONERY STORE/SUPPLIES	COAST TO COAST	TN	900144766	476.55	Memo	PREPAY	Not Reviewed	No
Name: RONALD BUBENDORF Account Number: **5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/01/2016	07/04/2016	240497	5969	OTHER DIRECT MARKETER	4IMPRINT	WI	391837105	134.26	Memo	12323837	Not Reviewed	No
07/12/2016	07/13/2016	240507	5085	WHOLSALE INDUST SUPP	AEROFAST INC	IL	770510487	27.00	Memo	83878076	Not Reviewed	No
Name: BENJAMIN DECKERT Account Number: **4153 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/21/2016	07/22/2016	240500	5941	SPORTING GOODS STORES	LA POLICE GEAR	CA	810599164	21.78	Memo	53990206	Not Reviewed	No
07/25/2016	07/26/2016	240500	5999	MISCELLANEOUS AND SPECIAL	ULTRA MAX	SD	460416607	141.00	Memo	0000000001	Not Reviewed	No
07/25/2016	07/26/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	202936165	70.96	Memo	109-1590899-16626	Not Reviewed	No
08/19/2016	08/22/2016	240491	8220	COLLEGES,UNIVERSITIE S	PAYPAL *HOMEFRONT	IA	770510487	250.00	Memo	74775150	Not Reviewed	No
Name: MARK DRAGICH Account Number: **3427 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
06/24/2016	06/27/2016	240500	7832	MOTION PICTURE THEATERS	RIVER CINEMA	MN	260285126	216.00	Memo		Not Reviewed	No
06/24/2016	06/27/2016	240497	5969	OTHER DIRECT MARKETER	AMERICAN LIFE GUARD PROD	NV	201124793	355.81	Memo	68310	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
06/28/2016	06/28/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	BABE RUTH LEAGUE INC	NJ	210652304	\$ 90.00	Memo	05400015	Not Reviewed	No
06/28/2016	06/30/2016	240500	5941	SPORTING GOODS STORES	GERRELLS SPORTS CENTER	ND	450314907	1,131.86	Memo	5	Not Reviewed	No
07/05/2016	07/06/2016	240497	5969	OTHER DIRECT MARKETER	AMERICAN LIFEGUARD PROD	NV	201124793	74.72	Memo	68653	Not Reviewed	No
07/06/2016	07/06/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	202936165	799.89	Memo	108-7640831-89154	Not Reviewed	No
07/07/2016	07/11/2016	240500	5941	SPORTING GOODS STORES	GERRELLS SPORTS CENTER	ND	450314907	104.95	Memo	5	Not Reviewed	No
07/08/2016	07/11/2016	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS ND	ND	390989248	87.29	Memo	0	Not Reviewed	No
07/08/2016	07/12/2016	240497	5969	OTHER DIRECT MARKETER	AMERICAN LIFEGUARD PROD	NV		(81.94)	Memo	68310	Not Reviewed	No
07/12/2016	07/12/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	BABE RUTH LEAGUE INC	NJ	210652304	28.40	Memo	05440048	Not Reviewed	No
07/14/2016	07/14/2016	240500	7033	TRAILER PARKS AND CAMPGROUNDS	ND PARKS & REC-ONLINE	ND	450433249	25.00	Memo	AX0PE9129E34	Not Reviewed	No
07/19/2016	07/21/2016	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS ND	ND	390989248	164.31	Memo	0	Not Reviewed	No
07/21/2016	07/22/2016	240493	7011	OTHER HOTELS	ROSEAU MOTEL	MN	201492529	269.94	Memo	000000009	Not Reviewed	No
07/23/2016	07/25/2016	240493	7011	OTHER HOTELS	BAYMONT INN & SUITES	ND	271389631	219.98	Memo	224746	Not Reviewed	No
07/26/2016	07/28/2016	240500	5941	SPORTING GOODS STORES	GERRELLS SPORTS CENTER	ND	450314907	712.85	Memo	1	Not Reviewed	No
07/28/2016	07/29/2016	240492	5814	FAST FOOD RESTAURANTS	LITTLE CAESARS 1111 0013	ND	450408849	60.00	Memo	160728 131317	Not Reviewed	No
07/29/2016	08/01/2016	240507	5399	MISCELLANEOUS GENERAL MER	SMARTSIGN	NY	113522111	24.94	Memo	0000005702	Not Reviewed	No
08/01/2016	08/02/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	PAYPAL *MIAMA	CA	770510487	(400.00)	Memo	32266636	Not Reviewed	No
08/01/2016	08/02/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	PAYPAL *MIAMA	CA	770510487	500.00	Memo	31534773	Not Reviewed	No
08/01/2016	08/02/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	PAYPAL *MIAMA	CA	770510487	500.00	Memo	31548387	Not Reviewed	No
08/01/2016	08/02/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	PAYPAL *MIAMA	CA	770510487	225.00	Memo	31560840	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
08/01/2016	08/02/2016	240491	8398	SERVICE CHARITABLE/SOCIAL SERVICE	PAYPAL *MIAMA	CA	770510487	225.00	Memo	31569332	Not Reviewed	No
08/02/2016	08/03/2016	240507	5046	WHOLESALE COMMERCIAL	SIGN ZONE INC.	MN	411645244	163.59	Memo	60011114	Not Reviewed	No
08/16/2016	08/18/2016	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	358.88	Memo	00159592	Not Reviewed	No
08/16/2016	08/18/2016	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	358.88	Memo	00159593	Not Reviewed	No
08/16/2016	08/18/2016	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	538.32	Memo	00159594	Not Reviewed	No
08/16/2016	08/18/2016	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	538.32	Memo	00159595	Not Reviewed	No
08/19/2016	08/22/2016	240499	5943	STATIONERY STORE/SUPPLIES	OFFICEMAX/OFFICEDEP OT #65	ND	592663954	329.81	Memo	657620160819	Not Reviewed	No

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

06/22/2016	06/27/2016	240493	3640	HYATT HOTELS	HYATT HOTELS DENVER CC	CO	020682151	561.12	Memo	0019983806220	Not Reviewed	No
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Name: GREGORY GAHLON **Account Number:** **2707 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

07/18/2016	07/19/2016	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	84.17	Memo	113-4688098-69330	Not Reviewed	No
07/18/2016	07/19/2016	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	79.00	Memo	113-4688098-69330	Not Reviewed	No
07/25/2016	07/26/2016	240500	5999	MISCELLANEOUS AND SPECIAL	TASER INTERNATIONAL	AZ	060741227	1,377.69	Memo	0001006700	Not Reviewed	No

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

06/22/2016	06/24/2016	240492	5812	EATING PLACES AND RESTAURANTS	BLUE MOOSE BAR & GRILL	MN	411766541	16.38	Memo		Not Reviewed	No
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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
06/26/2016	06/27/2016	240500	5970	ARTIST'S SUPPLY AND CRAFT SHOP	MICHAELS STORES 1583	ND	751943604	\$ 9.99	Memo	1583000426171606261254	Not Reviewed	No
07/27/2016	07/28/2016	240498	7399	BUSINESS SERVICES -OTHER	CDFA	OK	521356557	145.00	Memo		Not Reviewed	No
08/12/2016	08/15/2016	240501	4722	TRAVEL AGENCY (NOT AIR)	EXPEDIA	WA	911996083	507.14	Memo	1143405098272	Not Reviewed	No

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

07/07/2016	07/11/2016	240493	3562	COMFORT INNS	COMFORT INN AND SUITES	MN	462482145	259.72	Memo	652908	Not Reviewed	No
07/19/2016	07/21/2016	240507	5411	GROCERY STORES,SUPERMARK	HUGO'S #5	MN	450273731	5.98	Memo	06129110005VPRY7042273955	Not Reviewed	No
08/03/2016	08/04/2016	240493	7011	OTHER HOTELS	AMERICAN ALEXANDRIA	MN	411683787	98.35	Memo	11167424	Not Reviewed	No
08/11/2016	08/12/2016	240507	5331	VARIETY STORES	DOLLARTREE	MN	541387365	12.83	Memo		Not Reviewed	No
08/17/2016	08/19/2016	240506	5542	AUTOMATED FUEL DISPENSERS	HOLIDAY STNSTORE 0027	MN	410771276	23.12	Memo	0000000000000000	Not Reviewed	No
08/17/2016	08/19/2016	240493	3501	HOLIDAY INNS	HOLIDAY INNS	MN	411426759	406.56	Memo	11957785	Not Reviewed	No

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

07/11/2016	07/12/2016	240507	5261	LAWN & GARDEN SUPPLY STOR	WALL'S ENTERPRISES #0001	IN	351764266	290.41	Memo	160711 094257	Not Reviewed	No
08/11/2016	08/15/2016	240488	3058	DELTA	DELTA AIR 0062353310346	CA	580218548	323.20	Memo		Not Reviewed	No
08/12/2016	08/15/2016	240498	6300	INSURANCE SALES/UNDERWRTR	TRAVEL INSURANCE POLICY	VA	541545622	21.00	Memo	CC1FFF28D2CE40900	Not Reviewed	No
08/17/2016	08/18/2016	240489	5571	MOTORCYCLE SHOPS AND DEALERS	BIKEBANDIT COM	CA	330891673	81.54	Memo	Q3648873432	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
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Name: MICHAEL HEDLUND Account Number: **1856 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: **8024

06/22/2016	06/23/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	202936165	\$ 366.83	Memo	114-3864634-21346	Not Reviewed	No
06/22/2016	06/24/2016	240506	5541	SERVICE STATIONS	SIMONSON GAT10050029	ND	450280064	125.00	Memo		Not Reviewed	No
07/21/2016	07/21/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	202936165	33.26	Memo	111-1052060-02146	Not Reviewed	No

Name: MICHAEL HEDLUND Account Number: **8024 Optional 1: Optional 2: Lost/Stolen Account: **1856 Replacement Account:

07/30/2016	08/01/2016	240506	5541	SERVICE STATIONS	SIMONSON GAT10050029	ND	450280064	125.00	Memo		Not Reviewed	No
08/07/2016	08/08/2016	240498	7311	ADVERTISING SERVICES	FACEBK *BL3XH9N562	CA		20.31	Memo	P938638399580538	Not Reviewed	No
08/11/2016	08/12/2016	240500	5992	FLORISTS	COUNTRY ROSE FLORAL	MN	411729584	64.13	Memo		Not Reviewed	No
08/11/2016	08/15/2016	240506	5541	SERVICE STATIONS	SIMONSON GAT10050029	ND	450280064	175.00	Memo		Not Reviewed	No
08/12/2016	08/15/2016	240500	4214	MOTOR FREIGHT CARRIERS	UPS*1ZF4T97R0300001817	GA	362407381	59.54	Memo	1ZF4T97R030000181	Not Reviewed	No
08/12/2016	08/15/2016	240500	4214	MOTOR FREIGHT CARRIERS	UPS*2937K4G75M1	GA	362407381	6.70	Memo	1ZF4T97R030000181	Not Reviewed	No
08/13/2016	08/15/2016	240498	7311	ADVERTISING SERVICES	FACEBK *SSF5H9S562	CA		5.08	Memo	P935840156527030	Not Reviewed	No

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

06/28/2016	06/29/2016	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	8.36	Memo	0000000000000000	Not Reviewed	No
06/29/2016	07/01/2016	240491	8999	PROFESSIONAL SERVICES	ARSL	KY	451470895	1,861.95	Memo	183502693916652	Not Reviewed	No
07/25/2016	07/26/2016	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	8.82	Memo	0000000000000000	Not Reviewed	No
08/04/2016	08/05/2016	240500	5999	MISCELLANEOUS AND SPECIAL	STUDIOFOGLIO	WA	770510487	50.00	Memo	39311399	Not Reviewed	No
08/10/2016	08/11/2016	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	2.94	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
08/15/2016	08/16/2016	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	\$ 5.88	Memo	000000000000000000	Not Reviewed	No

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

07/14/2016	07/19/2016	240493	7011	OTHER HOTELS	CRAGUNS LODGE AND GOLF RE	MN	410809115	136.37	Memo	6630931	Not Reviewed	No
07/15/2016	07/18/2016	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	47.00	Memo	000000000000000000	Not Reviewed	No
07/27/2016	07/28/2016	240499	5942	BOOK STORES	AMAZON.COM	WA	911646860	96.92	Memo	29709	Not Reviewed	No
07/29/2016	08/01/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE	WA	202936165	99.94	Memo	29709	Not Reviewed	No
08/02/2016	08/03/2016	240491	9399	GOVERNMENT SERVICES-OTHER	POLLUTION CONTROL AGENCY	MN	416007162	300.00	Memo	278080300370004	Not Reviewed	No
08/18/2016	08/22/2016	240493	7011	OTHER HOTELS	CRAGUNS LODGE AND GOLF RE	MN	410809115	272.74	Memo	6713331	Not Reviewed	No

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

07/13/2016	07/14/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	38.46	Memo	796285	Not Reviewed	No
08/08/2016	08/09/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	27.47	Memo	803755	Not Reviewed	No
08/10/2016	08/11/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	71.91	Memo	804186	Not Reviewed	No

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

07/29/2016	08/01/2016	240498	7399	BUSINESS SERVICES -OTHER	PEN*PENNWELL ECOMMERCE	OK	730399210	107.97	Memo	AX0CE9EBB4DD	Not Reviewed	No
08/03/2016	08/04/2016	240507	5200	HOME SUPPLY WAREHOUSE STORES	LOWES #01896*	ND	560748358	898.00	Memo	000000000000000000	Not Reviewed	No
08/04/2016	08/05/2016	240498	7399	BUSINESS SERVICES -OTHER	ACT*AMEM CONFERENCE	TX	330884962	150.00	Memo	pumdxNz841719405	Not Reviewed	No
08/05/2016	08/08/2016	240493	7011	OTHER HOTELS	BREEZY POINT RESORT INTL	MN	411404599	432.00	Memo	00157706	Not Reviewed	No
08/05/2016	08/08/2016	240493	7011	OTHER HOTELS	BREEZY POINT RESORT	MN	411404599	432.00	Memo	00157707	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
08/09/2016	08/11/2016	240493	7011	OTHER HOTELS	INTL BREEZY POINT RESORT	MN	411404599	(432.00)	Memo	0810	Not Reviewed	No
08/15/2016	08/16/2016	240507	5251	HARDWARE STORES	INTL ACME TOOLS #110	ND	450283814	24.99	Memo	012677015	Not Reviewed	No
08/16/2016	08/18/2016	240491	8299	SCHOOLS/EDUCATIONA L SCHL	MINN FIRE SVC CERT BOARD	MN	912085637	175.00	Memo	20133545589	Not Reviewed	No

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

07/15/2016	07/18/2016	240507	5399	MISCELLANEOUS GENERAL MER	GRAND FORKS HERALD	ND	450129560	17.25	Memo	HH78B2ZJ	Not Reviewed	No
07/19/2016	07/20/2016	240499	5734	COMPUTER SOFTWARE STORES	SMARTSHEET	WA	770510487	540.00	Memo	334148	Not Reviewed	No
08/12/2016	08/15/2016	240507	5399	MISCELLANEOUS GENERAL MER	GRAND FORKS HERALD	ND	450129560	17.25	Memo	FH0DV64X	Not Reviewed	No

Name: MEGAN NELSON **Account Number:** **0648 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

06/23/2016	06/23/2016	240491	9399	GOVERNMENT SERVICES-OTHER	TYLER-IDOC MARKET	MT	752303920	6.00	Memo	0000000000000000	Not Reviewed	No
07/21/2016	07/25/2016	240497	5969	OTHER DIRECT MARKETER	CARROT TOP INDUSTRIES INC	NC	561577639	221.28	Memo	PoNum	Not Reviewed	No

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

07/19/2016	07/20/2016	240491	9399	GOVERNMENT SERVICES-OTHER	BCA TRAINING EDUCATION	MN	416007162	375.00	Memo	35380	Not Reviewed	No
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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: DENNIS ROBERTSON Account Number: **2151 Optional 1: Optional 2: Lost/Stolen Account: **0425 Replacement Account:												
06/23/2016	06/24/2016	240507	5046	WHOLESALE COMMERCIAL	WPSG. INC 800-852-6088	PA	232383776	\$ 516.64	Memo	8495454937	Not Reviewed	No
08/03/2016	08/05/2016	240491	8398	CHARITABLE/SOCIAL SERVICE	MINNESOTA SHERIFFS ASSN	MN	410883456	120.00	Memo	20094534975	Not Reviewed	No
08/12/2016	08/15/2016	240500	5941	SPORTING GOODS STORES	MIDWAYUSA COM	MO	431110390	98.33	Memo	2151	Not Reviewed	No
Name: ANDREA SCHERER Account Number: **1888 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
06/28/2016	06/29/2016	240507	5310	DISCOUNT STORES	SHOPKO 742 00507426	MN	410985054	16.55	Memo		Not Reviewed	No
06/28/2016	06/29/2016	240507	5331	VARIETY STORES	DOLLARTREE	MN	541387365	5.00	Memo		Not Reviewed	No
06/30/2016	07/01/2016	240507	5310	DISCOUNT STORES	SHOPKO 742 00507426	MN	410985054	15.36	Memo		Not Reviewed	No
07/12/2016	07/13/2016	240500	5970	ARTIST'S SUPPLY AND CRAFT SHOP	MICHAELS STORES 1583	ND	751943604	9.95	Memo	1583000272011607121806	Not Reviewed	No
07/12/2016	07/14/2016	240500	5945	HOBBY, TOY, AND GAME SHOPS	HOBBY-LOBBY #544	ND	731032203	44.88	Memo		Not Reviewed	No
07/13/2016	07/14/2016	240507	5331	VARIETY STORES	DOLLAR TREE	ND	541387365	20.00	Memo		Not Reviewed	No
07/26/2016	07/27/2016	240507	5411	GROCERY STORES,SUPERMARK	TARGET 00017830	ND	410215170	26.76	Memo	000000000000000000	Not Reviewed	No
07/29/2016	08/01/2016	240499	9402	POSTAGE STAMPS	USPS 26267007930102479	MN	941308560	3.40	Memo	000000000000000000	Not Reviewed	No
07/29/2016	08/01/2016	240492	5814	FAST FOOD RESTAURANTS	DOMINO'S 1962	MN	411735901	50.30	Memo	160729 025516	Not Reviewed	No
08/05/2016	08/08/2016	240500	5970	ARTIST'S SUPPLY AND CRAFT SHOP	MICHAELS STORES 1583	ND	751943604	12.27	Memo	1583000487501608051144	Not Reviewed	No
08/17/2016	08/18/2016	240507	5411	GROCERY STORES,SUPERMARK	TARGET 00017830	ND	410215170	46.16	Memo	000000000000000000	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: ALEXANDER SCHILKE Account Number: **8827 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/18/2016	07/19/2016	240491	9399	GOVERNMENT SERVICES-OTHER	BCA TRAINING EDUCATION	MN	416007162	\$ 375.00	Memo	36282	Not Reviewed	No
07/18/2016	07/20/2016	240507	5065	WHOLESALE ELEC PARTS	DIGITAL ALLY INC	KS	200064269	85.00	Memo	2	Not Reviewed	No
Name: AEISSO SCHRAGE Account Number: **6738 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/12/2016	07/14/2016	240506	5542	AUTOMATED FUEL DISPENSERS	PENNINGTON MAIN	MN	411698675	26.39	Memo	00515828	Not Reviewed	No
07/17/2016	07/18/2016	240499	5942	BOOK STORES	AMAZON.COM	WA	911994984	680.05	Memo	104-2978514-22682	Not Reviewed	No
07/17/2016	07/18/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	202936165	87.98	Memo	104-3735085-64202	Not Reviewed	No
08/08/2016	08/09/2016	240506	5542	AUTOMATED FUEL DISPENSERS	CLARK 2611	MN	364545204	30.24	Memo	00168162	Not Reviewed	No
08/09/2016	08/10/2016	240507	5072	WHOLESALE HARDWARE/S	STACK ON PRODUCTS COMPANY	IL	362744527	10.00	Memo	6738	Not Reviewed	No
08/18/2016	08/19/2016	240493	7011	OTHER HOTELS	MCQUOIDS INN	MN	721542243	268.64	Memo	5	Not Reviewed	No
08/19/2016	08/22/2016	240498	2741	PUBLISHING/PRINTING	DAYDREAMS SPECIALTIES	ND	464456733	35.00	Memo	0011	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: JACOB THOMPSON Account Number: **3435 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
07/30/2016	08/01/2016	240491	9399	GOVERNMENT SERVICES-OTHER	BCA TRAINING EDUCATION	MN	416007162	\$ 375.00	Memo	34199	Not Reviewed	No

Total Number of Records: 126

Total **\$23,651.11**

End of Report