

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 22, 2016 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Update on the Transit Development Plan – Teri Kouba**
- 2. Discussion on Options for the Placement of the HR Office – David Murphy**
- 3. Review of MPO Lease Agreement – David Murphy**
- 4. Request to Purchase Floor Scrubber for Civic Center – Reid Huttunen**
- 5. Request for No Parking by the Public High School – Chad Grassel**
- 6. Request to Consider Excess Liability Coverage for 2017 – Karla Anderson**
- 7. 2017 Budget Discussion – Karla Anderson and David Murphy**
 - a. Recap of 2015 General Expenses**
 - b. Recap of 2016 General Expenses as of 10/31/16**
 - c. Tax Comparison – Truth & Taxation Numbers**

ADJOURN:

Upcoming Meetings

Special Meeting – Monday, December 5, 2016 – 7:00 PM – Council Chambers
Regular Council Meeting – Tuesday, December 6, 2016 – 5:00 PM – Council Chambers
Work Session – Tuesday, December 13, 2016 – 5:00 PM – Training Room
Regular Council Meeting – Tuesday, December 20, 2016 – 5:00 PM – Council Chambers

Request for Council Action

Date: November 22, 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: Teri Kouba, MPO Senior Planner

RE: Update on the Transit Development Plan

Background:

The Transit Development Plan (TDP) covers a defined five-year planning horizon, currently 2012 to 2016. It functions as a sub-element of the Long Range Transportation Plan (LRTP). The previous TDP was adopted in May 2012, with the last update in January 2014. Development and adoption of the TDP is recommended by FTA for the purposes of establishing a vision for public transportation, assessing needs, and identifying a framework for program implementation. Program implementation largely depends on funding, grants, and participation from FTA and/or other state agencies. A comprehensive TDP guides operations, maintenance, infrastructure, and capital within a fiscally constrained environment.

This year, the MPO is updating the TDP and have hired KLJ/Kimberly-Horn as the consultant for this project. The consultant has been under contract since April 2016 and has:

- Completed an Existing Conditions Report;
 - Completed an Issues Analysis Report;
 - Completed the first round of public engagement.
-

From these reports we wanted to propose changes that would get the most out of the fiscal input and improve the most important of the issues. Changing the routes would give the system the ability to maintain the main service area. They will also be scale able. The base routes presented are fiscally constrained to the current budget with route timing being the same (60 minute headways for the most part). Where the proposed routes differ from current is that as sustained funding becomes available routes can be easily added too to increase frequency or flexible in the ability to scale up service/frequency.

The proposed route changes:

-
- Consolidate portions of current routes to create a more streamlined route;
 - Shorten routes that run long distances so they can be on time;
 - Combine two route into one route;
 - Create a “crosstown” route connecting the two cities;
 - Reduces need for transfers and makes for more direct routing to destinations.
-

Recommendations:

For information only.

Enclosures:

-
- Presentation
 - Webpage: <http://www.theforksmmpo.org/Pages/TransitDevPlanUpdate.html>
 - Facebook: <http://www.facebook.com/GrandForksEastGrandForksTransit>
-

Request for Council Action

Date: November 22, 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: City Administrator David Murphy

RE: HR Office Options.

Background

The City has reached the point where a certified HR Specialist is necessary. Ms. Knutson is filling that position. A discussion item has been to identify an office for the HR Specialist to utilize due to the often sensitive materials discussed.

Three options for office space were identified and they are:

1. Reclaim the west office space currently utilized by the MPO
2. Move Bonnie Abel's office to one of the vacant cubicles and utilize her former office.
3. Utilize the office adjacent to Jason Stordahl's Office that is currently being used for storage.

Option 1 is not feasible due to the continued office needs for MPO. The MPO lease agreement is to be addressed later on this agenda.

Option 2 may not be available until sometime in 2018 (see attached e-mail from Keith Mykelseth).

Option 3 requires finding some additional storage space to be found for the items that are stored in the office. Items currently stored there are property acquisition files from after the flood. Also, there are not any available desks or office furniture for that office and we would need to acquire those items

Direction Needed. Discussion and Direction from Council

Staff Recommendation

Utilization of the office next to Jason Stordahl's office with a move-in date of January 2nd.

David Murphy

From: Keith Mykleseth
Sent: Friday, November 18, 2016 10:23 AM
To: David Murphy
Subject: Office Space follow up

David,

Here is what I would like to initially propose to you and the council for consideration. Keep in mind that I have not spoken with the W & L Commissioners officially about this, but have had some discussion on where they would like my eventual office space to be.

- 1) When Dan is ready to move out, Bonnie or I will move into Dan's office
- 2) When Bonnie retires, Water & Light will have an open space for Terry to move into. As of now I am thinking it will be Dan's office. Once Terry moves into the W & L office, I would like the city council to adjust the W & L rental space agreement accordingly.
- 3) I will eventually end up in the office that Bonnie is presently in....

I prefer to stay away from moving staff who presently sit in offices into cubicles.... This in my view is always a last resort..... Appreciate you bringing this topic up with me prior to having discussion with the city council.

Thanks,

Keith R. Mykleseth
General Manager, Water & Light Department
City of East Grand Forks, Mn. 56721
218-773-1163 (office)
218-779-3262 (mobile)
Kmykleseth@egf.mn

Request for Council Action

Date: November 22, 2016

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

Cc: File

From: Nancy Ellis, Community Development

RE: Rental Lease Agreement with MPO

STAFF REQUEST:

Staff is asking that you review the lease agreement for the GF-EGF MPO, make any suggestions if you would like a higher negotiated rent, and then approve the two year lease agreement.

BACKGROUND:

The MPO had leased office space at City Hall for the past number of years. They are asking City Council to approve the renewal of their lease agreement for 2017 and 2018, with optional year 2019. The rental price is listed in lease agreement with options to increase based on the Consumer Price Index (CPI), not to exceed 5% per year.

City of East Grand Forks Lease Agreement

Whereas, the GF/EGF MPO wishes to lease space from the City of East Grand Forks; and

Whereas, the City currently has available space in its City Hall building; and

Whereas, the City believes the GF/EGF MPO would provide other positive contributing factors to the City by locating their office at the City Hall building.

Now, therefore, for valuable consideration, the City and GF/EGF MPO agree as follows:

The City will:

1. Provide to GF/EGF MPO an approximately 974 sq. ft. of office space, currently labeled Rooms E212, E213, E214, and W230. This has been discussed with and agreed to by the City Administrator.
2. Permit security access outside regular City working hours.
3. Provide reasonable access to use the City Council Chambers or a conference room on an as needed basis, but only when such use does not conflict with the City's need for such space, and all conflicts will be resolved by the City.
4. Allow GF/EGF MPO to have an identity sign, etc. on the premises, the size and location to be approved by the City.
5. Provide use of other customary City Hall service areas for GF/EGF MPO employees, such as the employee lunchroom, restrooms, etc.
6. Provide current janitorial services to the areas proposed to be used by GF/EGF MPO in the same manner as the City receives, including removal of regular trash and recycling products. GF/EGF MPO will pay for any special fees for disposal of computers, or the like.
7. Allow existing parking areas to be used by GF/EGF MPO employees and visitors.
8. Provide electric, heating/cooling, water and sanitary sewer at no additional cost.
9. Provide fire and general liability insurance on the building.
10. Provide Communication services, phone, network access, GB data storage; and IT desktop support and technical services at the following prices: (See Page 2)

Charges for Phone service, Network Access, Data Storage and IT Support

1. Phone Service. This includes basic IP phone station; DID number; voicemail; call transfer/forward/waiting; routine service requests such as ring group changes, number of rings to voice mail, voice mail password reset, etc. Any requests requiring in depth planning or engineering will be charged on a time and material basis (see support service charges).

\$6.75 per phone per month \$6.75 X 4 no. of phones = \$ 27.00 /month

2. Network Access. Provides access to department VLAN or EGF Metro Area Network, Internet access with multiple circuit redundancy, firewall services, Active Directory authentication service (includes basic service requests for password resets, add/remove users, change user groups) and security services. This does not include phone stations subscribing to EGF phone service (see above).

\$10.00 per device per month \$10.00 X 5 no. of devices = \$ 50.00 /month

3. Data Storage. Provides a dedicated data store attached to the Metro Area Network with data replicated in two geographically separated locations, nightly backups and archives stored at 3 locations. Data recovery from backups will be billed at time and material rates (see support service charges).

\$0.25 per GB reserved per month \$0.25 X 100 no. of GB = \$ 25.00 /month

4. Desktop support and other technology services. This is charged at a labor rate of \$45.06/hour during normal working hours: Monday – Friday, 8:00am to 4:00pm on non-holidays. Billed in half-hour increments plus actual material and outside resource expenses incurred. Anything outside of normal working hours, considered after hours calls, or on holidays will be charged at the labor rate of \$67.59/hour and will be a 3 hour minimum charge plus actual material and outside resource expenses incurred.

1. Make all leasehold improvements to the existing “area” at their expense and in a manner that is approved by the City.
2. Pay the City rent at the negotiated terms of \$12.35 for 2017 and \$12.45 for 2018 _____ base rate per square foot.
3. Pay the City rent, on the 1st of each month _____ or at a negotiated time, such as quarterly __X__. **(2017 - \$3007.23 quarterly; 2018 - \$3031.58 quarterly)**
4. Pay for any costs associated with additional access/security improvements as it or the City desires.
5. Furnish its own computer system; however, the City will provide internet connections only. The City currently has an agreement with Water & Light Department for IT services.
6. Maintain a certificate of insurance as required by the East Grand Forks City Attorney to cover its employees, liability, and personal property, and pay any additional premium required by the City’s insurers by reason of presence.
7. Not make any permanent improvements or changes to the area without prior City approval.
8. Limited storage may be offered in an area to be determined by the City.

Duration and Termination

- (1) This agreement shall be for a period through 2018, and may be continued thereafter on terms acceptable to both parties.
- (2) Either party shall have the right to terminate this agreement upon written 90-day notice to the other party.

Company/Organization _____

Dated: _____

By _____

By _____

CITY OF EAST GRAND FORKS

Dated: _____

By _____
Its Mayor

By _____
Its City Administrator

Space Available in City Hall

1st Floor

E112	363.00 sq.ft.	(33' X 11')
E113	207.00 sq. ft.	(11.5' X 18')
E114	453.75 sq. ft.	(33' X 13'10")
TOTAL	1023.75 sq.ft.	

W118	810.00 sq.ft.	(45' X 18')
W128	238.00 sq. ft.	(17' X 14')
W129	396.00 sq. ft.	(16.5' X 24')
W130	231.00 sq.ft.	(16.6' X 14')
TOTAL	1675 sq. ft.	

2nd Floor

E212	231.65 sq.ft.	(13'10" X 16'8")
E213	198.00 sq.ft.	(12' X 16'8")
E214	346.50 sq.ft.	(24'10" X 14')
TOTAL	776.00 sq.ft.	

W230	198.00 sq.ft.	(12' X 16.5')
TOTAL	198.00 sq. ft.	

Request for Council Action

Date: 11/17/2016

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: Reid Huttunen, Parks & Recreation

RE: Purchase approval request for Riding Floor Scrubber at Civic Center

Background:

The Civic Center needs a new floor scrubber cleaning of floors throughout the building. The Civic Center is currently using an older walk behind floor scrubber. A riding machine would provide a larger cleaning area and more efficiency in the job.

The Civic Center has \$6,500 in the equipment budget for this machine in 2016. The proposed 2017 budget has \$7,000 for equipment at the Civic Center. The quoted prices from Heartland Paper Company and Cole Papers range in price from \$6,800 to \$12,012.04.

The machine of choice is the Tennant T-7 26" Micro-Rider Floor Scrubber, quoted at \$11,700 from Heartland Paper. This machine provides the best combination of cleaning surface area, solution tank capacity, and best functionality in brush speed and pressure of all the machines quoted. This machine also has easily interchangeable options between disc and cylinder cleaning pads for various debris.

The 2nd choice in riding scrubber is the Viper AS710R, quoted at \$8,253.96 from Cole Papers. This machine is comparable in cleaning area to the Tennant machine, but with less solution tank capacity and functionality.

Request:

Approve the purchase of the Tennant T7 Micro- Rider Floor Scrubber at the price of \$11,700 from Heartland Paper Company.

Brad Buck

From: Heartland Paper Online
Sent: Thursday, October 27, 2016 11:44 AM
To: Brad Buck
Subject: Online Quote: CIVIC CENTER - EAST GRAND FORK - 4736-1



Our Team. Your Solution.

Wholesale Distributor | Industrial Supplies | Packaging
 Printing Papers | Janitorial Equipment & Supplies

Serving the Upper Midwest since 1894

808 W Cherokee St Sioux Falls, SD 57104
 800-843-7922

www.heartland-paper.com

Request for Quote

4736-1

CIVIC CENTER - EAST GRAND FORK

300 15TH STREET NE

EAST GRAND FORKS , MN

56721-

Qty	UOM	Item #	Description	Unit Price	Ext Price
1	EQU	9919000862	TENNANT T7 26" DISC RIDER SCRUBBER STANDARD	11700.0000	11,700.00

Subtotal: \$11,700.00

This quote is valid for 30 days: 10/27/2016 11:43:52 AM

View recent invoices, check monthly product usage, and create orders online 24 hours a day, seven days a week at online.heartland-paper.com.

\$ 11,700.00



CREATING A CLEANER, SAFER, HEALTHIER WORLD.

EQUIPMENT



T7

MICRO-RIDER FLOOR SCRUBBER

- Just-scrubbed floors are clean, dry, and safe for traffic in seconds with ec-H2O NanoClean™ and FaST® technologies
- Quiet sound level at 67 dBA
- Easily cleanable Hygenic® solution and recovery tanks

ENVIRONMENTAL STEWARDSHIP



ec-H2O NanoClean™ and FaST® technologies are NFSI (National Floor Safety Institute) Certified. NFSI certified products must pass a 2-phase wet slip resistance process and have been shown to reduce the potential for slip-and-fall accidents.



ec-H2O NanoClean and FaST technologies are registered by NSF International. NSF International is an independent, not-for-profit organization that ensures formulation and labels on these products meet appropriate food safety regulations.



ec-H2O NanoClean and FaST technologies may contribute to LEED or LEED-EBOM (Existing Building: Operations & Maintenance) points, provided other appropriate criteria are met. For more information on obtaining LEED points, please contact your sales rep or refer to the USGBC website at: www.usgbc.org.



FaST is a Green Seal (GS-37) Certified Detergent. Green Seal evaluates and certifies cleaning products based on criteria such as the toxicity of the product, skin and eye irritation, skin sensitization, combustibility, toxicity to aquatic life, and packaging.



Conserve Resources



Reduce Detergents



Increase Safety



Improve Air Quality



Reduce Noise

Choose GE Capital or U.S. Bancorp, our leasing providers, for simple, quick financing with flexible upgrade options.

T7 MICRO-RIDER FLOOR SCRUBBER

SCRUBBING SYSTEM	26 IN / 660 MM	28 IN / 710 MM	32 IN / 810 MM
Productivity (per hour)			
Theoretical max			
Disk	45,760 ft ² / 4,250 m ²	—	56,320 ft ² / 5,230 m ²
Cylindrical	—	49,280 ft ² / 4,578 m ²	56,320 ft ² / 5,230 m ²
Estimated actual* (conventional)			
Disk	23,760 ft ² / 2,210 m ²	—	29,700 ft ² / 2,760 m ²
Cylindrical	—	25,740 ft ² / 2,391 m ²	29,700 ft ² / 2,760 m ²
Estimated actual* (ec-H2O NanoClean/FaST)			
Disk	31,680 ft ² / 2,950 m ²	—	39,600 ft ² / 3,680 m ²
Cylindrical	—	30,030 ft ² / 2,790 m ²	34,650 ft ² / 3,219 m ²

BRUSH DRIVE SYSTEM

Brush motors (2)	
Disk	.6 hp / 0.45 kW
Cylindrical	0.75 hp / 0.5 kW
Brush speed	
Disk	225 rpm
Cylindrical	1,500 rpm
Brush/pad down pressure	
Disk	80, 120, 160 lb / 36, 54, 73 kg
Cylindrical	40, 80, 120 lb / 18, 36, 54 kg

SOLUTION SYSTEM

Solution tank description	Full access and cleanable
Solution tank capacity	29 gal / 110 L

RECOVERY SYSTEM

Recovery tank description	Full access and cleanable
Recovery tank capacity	29 gal / 110 L
Vacuum motor	0.6 hp / 0.45 kW
Vacuum water lift	70 in / 1,780 mm

POWER SYSTEM

System voltage	24 volt
Battery amp hour rating	240 AH
Battery run time**	up to 3.0 hours
Optional battery pack (335 AH)	up to 4.5 hours

PROPELLING SYSTEM

Transport speed forward (variable to)	4 mph / 6.4 km/h
Working speed forward (variable to)	3.6 mph / 5.8 km/h
Propel speed reverse (variable to)	2.5 mph / 4 km/h

MACHINE SPECIFICATIONS

Product height	50 in / 1,270 mm
Product length	60 in / 1,520 mm
Product width (with squeegee)	33.25 in / 850 mm
Product weight (with 240 Ah batteries)	850 lb / 386 kg
Sound level*** (operator's ear)	—
Disk	67 dBA
Cylindrical	69 dBA

WARRANTY

See your local representative for warranty information.

* Estimated coverage rates use the practical speed and empty/fill time standards from the 2004 ISSA Cleaning Times handbook.

** Run times are based on continuous scrubbing run times.

*** Sound levels per ISO 11201 as recommended by the American Association of Cleaning Equipment manufacturers & OSHA.

Specifications subject to change without notice.

SEEING IS BELIEVING

For a demonstration or additional information, call +1.800.553.8033 or email info@tenantco.com

Tennant
701 North Lilac Drive
Minneapolis, MN 55422 USA

USA/Canada: +1.800.553.8033
Quebec: +1.800.361.9050
Overseas: +1.763.540.1315

www.tenantco.com
info@tenantco.com

Brad Buck

From: Heartland Paper Online
Sent: Thursday, October 27, 2016 11:45 AM
To: Brad Buck
Subject: Online Quote: CIVIC CENTER - EAST GRAND FORK - 4736-1



Our Team, Your Solution.

Wholesale Distributor | Industrial Supplies | Packaging
 Printing Papers | Janitorial Equipment & Supplies

Serving the Upper Midwest since 1894

808 W Cherokee St Sioux Falls, SD 57104
 800-843-7922

www.heartland-paper.com

Request for Quote

4736-1

CIVIC CENTER - EAST GRAND FORK

300 15TH STREET NE

EAST GRAND FORKS , MN

56721-

Qty	UOM	Item #	Description	Unit Price	Ext Price
1	EQU	9702996200	BETCO STEALTH DRS21BT 21" DISC MICRO RIDER W/	6800.0000	6,800.00

Subtotal: \$6,800.00

This quote is valid for 30 days: 10/27/2016 11:44:36 AM

View recent invoices, check monthly product usage, and create orders online 24 hours a day, seven days a week at online.heartland-paper.com.

NEW!

STEALTH™

MICRORIDER™

LOWERS CLEANING
COSTS BY **36%**



BETCO®

Revolutionary Technology

From the pioneers in STEALTH™ cleaning technology, Betco's latest innovation **LOWERS CLEANING COSTS BY 36%** and delivers the quietest machine ever! Operating at only 54 dBA, the STEALTH™ MICRORIDER™ makes day cleaning a reality, only faster and more cost effective than ever before.

BETCO® STEALTH™ MICRORIDER™ 16X



Quieter
Operates At Only 54 dBA
Clean Anytime, Anywhere

53%
Less Energy Consumption
Lowers Facility Expenses

60%
Larger Solution Tank
Reduces Down Time To Refill

50%
Faster Cleaning
Increases Productivity and Reduces Labor Expenses

50%
Reduction in Wear & Maintenance Expenses
Lowers Total Cost of Ownership

50%
Reduced Water & Chemical Use
Lowers Operating Expenses

E29960-00 STEALTH™ DRS21BT MICRORIDER™		
Cleaning Path: 21"	Vacuum Motor: 0.42 HP	Length: 52"
Squeegee Width: 28"	Traction Motor: 0.40 HP	Width: 26"
Brush/Pad Size: 21"	Solution Tank: 17-gallon	Height: 47"
Brush Motor: 0.60 HP	Recovery Tank: 20 gallon	Productivity: Up to 31,000 sq.ft./hr.
Brush Pressure: 35 lbs	Operating Voltage: 24 VDC	Sound Level: 54 dBA
Brush Speed: 140 RPM	Battery/Hour Meter: Yes	

BETCO®
888.GO BETCO

**INNOVATIVE
CLEANING TECHNOLOGIES**
www.betco.com

©2012 Betco Corporation
All Rights Reserved.

Worldwide Headquarters
1001 Brown Avenue
Toledo, Ohio 43607-0127

Item #92162-92





Cole Quote

Order # 51
11-16-2016

Customer #	21080700
Billing	E GRAND FRKS PRK REC CIVIC CNT PO BOX 321 EAST GRAND FORKS, MN 56721
Shipping	E GRAND FRKS PRK REC CIVIC CNT 300 15TH ST NE EAST GRAND FORKS, MN 56721 1340
Customer PO	
Notes	Salesperson Scott Stusynski

Line #	Description	Product	Qty.	Unit	Price	Total
1	NS 50000318 AS710R 28D RIDER	VNA020	1	EA	8253.9600	8,253.96
2	NS 56382626 MICRO RIDER 26D	CLK2627	1	EA	12012.0400	12,012.04
					Total	20,266.00

\$12,012.04



The Clarke Focus® II MicroRider™ is everything you need in a compact rider, available in a unique 26 inch disc deck or 28 inch BOOST® scrub deck for all of your scrubbing needs!

Clarke Focus® II MicroRider™ Rider Autoscrubber®

- **BOOST® Technology** with chemical-free floor finish removal makes the rider a dual-function scrubber
- **SafetyGlide™ scrub deck** ensures quality cleaning results with 100% water pick-up
- **Easy operation** with Safe-T-Steering™ increases operator safety
- **Quiet operation** makes daytime cleaning and cleaning of noise-sensitive areas viable
- Optional **Chemical Mixing System** automatically delivers the correct mixing solution to the brush deck
- **Comfortable driver compartment** with customizable features can be optimized for virtually every operator

Trusted. Reliable. Efficient.

A Nilfisk-Advance Brand

Clarke®

Compact design and superior scrub system with chemical-free floor finish removal capabilities maximize cleaning performance.



Compact Size

The Clarke Focus® II MicroRider™ is a small, easily maneuverable machine that is designed to clean the areas that are inaccessible with larger riders—including those with limited access or tight corners. Yet, with a 26 or 28 inch deck, the Focus II MicroRider offers a wide cleaning path for maximum productivity in your larger cleaning areas.

Innovative Deck

The low-profile SafetyGlide™ deck eliminates wasted time and money spent on side skirts, and irritating watermarks. Simply turn the steering wheel; as the machine turns, the deck automatically moves in line with the path of the rear squeegee, resulting in 100% water pick-up. With a spring-loaded safety design, you no longer have to worry about accuracy or accidental contact for edge cleaning. The deck ensures precise, straight edge cleaning without additional labor-intensive detail edge mopping.

Chemical-free Floor Finish Removal

Enhanced with BOOST® Technology, the Focus II MicroRider is available with a 28 inch BOOST deck, delivering high levels of cleaning with the ultimate in green benefits. Say goodbye to costly chemicals, slippery floors and undesirable odors. BOOST allows for easy floor finish removal without the use of chemicals. Plus, this efficient technology uses up to 70% less solution, extends equipment pad life by 40%, provides longer battery runtimes and cuts labor time in half.

Cleaner, more efficient scrubbing with user-friendly operation!



Recovery tank

A large opening to the recovery tank allows for easy cleaning and access to the debris catch cage.



Control system

Universal One-Touch™ controls and digital solution level indicator ensure easy operation.



SafetyGlide™ deck

Unique deck automatically moves in line with the path of the rear squeegee when the steering wheel turns, eliminating the need for side skirts.

Focus® II MicroRider™

Safe-T-Steering™ reduces machine speed on turns, providing effective operator safety

Optional Chemical Mixing System ensures that detergent and water are automatically mixed in the exact proportions needed to ensure optimal cleaning results

Angled floor provides comfortable use

Durable, comfortable driving seat and position allow excellent field of vision

26 inch disc with durable brushes provide superior, long-lasting scrubbing performance

SafetyGlide™ Deck
As the steering wheel turns, the unique scrub deck automatically moves in the same direction

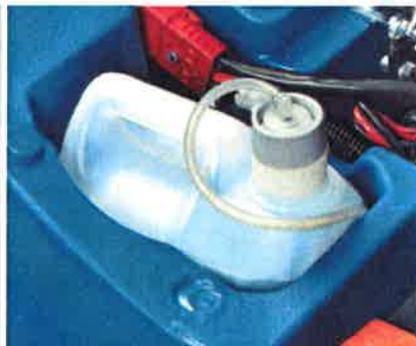
High traction, non-marking urethane tires

Unique squeegee design with standard, heavy-duty polyurethane blades ensures excellent water pick-up and drier floors



Battery compartment

Easily-accessible battery compartment is located directly under the operator's seat, allowing for quick battery maintenance and installation.



Chemical mixing system

Optional, onboard chemical mixing system automatically mixes concentrated chemicals stored in an onboard container with clean water stored in the solution tank.



Angled floorboard

Angled floorboard with low step height allows for easy access and maximizes rider comfort.



SPECIFICATIONS	Focus® II Disc MicroRider™	Focus® II BOOST® MicroRider™
Part Number	Multiple part numbers. See price catalog.	
Scrub Head Type	Dual Disc	BOOST®
Scrub Path	26 in (660 mm)	28 in (711 mm)
Capacity	21 gal (80 L)	
Maximum Speed	3.7 mph (6 km/hr)	
Maximum Productivity @ 3.7 mph	42,328 ft²/hr (3,932 m²/hr)	45,484 ft²/hr (4,226 m²/hr)
Brush Pressure	Setting 1 = 65 lb (30 kg) Setting 2 = 105 lb (48 kg)	
Brush Speed	230 RPM	2,250 RPM
Brush Motor	0.54 hp (400 W)	0.75 hp (560 W)
Vacuum Motor	0.56 hp (420 W)	
Vacuum Airflow	55.3 CFM (26.1 L/Sec)	
Vacuum Waterlift	57 in (14.2 KPA)	
Sound Pressure Level EN ISO 11201: 1995	High Setting = 65 dB A Low Setting=61 dB A	
Water Flow	0 - 0.8 gpm (0 - 3.0 L/min)	
Minimum Turn-Around Aisle Width	59 in (150 cm)	
Maximum Ramp Climbing	16 degrees	
Squeegee Width	35 in (89 cm)	
Machine Voltage	24 VDC	
Power Source	(4) 6 Volt batteries (wet acid and AGM maintenance-free)	
Battery Charger	24 VDC onboard	
Maximum Run Time	3.5 hours	
Dimensions (W/O Squeegee)	L = 53.5 (136 cm) W = 26.4 in (67 cm) H = 48.4 (123 cm)	L = 53.5 (136 cm) W = 28.7 in (73 cm) H = 48.4 (123 cm)
Weight W/O Batteries, Empty Tanks	385.8 lb (175 kg)	401 lb (182 kg)
Maximum Weight with Batteries, Full Tanks and Operator (GVW)	983.2 lb (446 kg)	1,005 lb (456 kg)
PSI Front Tire with Operator and Full Tank	72.5 psi (0.5 N/mm²)	
PSI Rear Tires with Operator and Full Tank	130.5 psi (0.9 N/mm²)	
Approvals	ETL, CSA	
IP Protection Class	IPX3	



SNAP IT!



Watch the BOOST Video

Specifications are subject to change without notice.



Applications

- Hospitals and Healthcare Facilities
- Schools and Universities
- Hotels and Hospitality Facilities
- Government Buildings and Installations
- Automotive Dealerships
- Entertainment and Sport Arenas
- Supermarkets

“Green” benefits

- Deep scrub and floor finish removal without chemicals
- Reduced chemical consumption
- Low water usage
- Reduction in pad usage by 40%
- Earn LEEDS certification credits when using BOOST® Technology

Safety features

- Safe-T-Steering™ feature
- Thermal overload protection
- Superior line of sight
- Security key switch
- Quiet mode
- SafetyGlide™ Deck

Accessories

- Safety warning beacon
- CBMS
- Battery watering kit



©2012 Nilfisk-Advance, Inc. All rights reserved. P/N L3256C 2/12

14600 21st Avenue North • Plymouth, MN 55447-3408
Phone: 800.253.0367 • Fax: 800.825.2753

240 Superior Boulevard • Mississauga, Ontario, Canada L5T 2L2
Phone: 800.668.8400 • Fax: 800.263.5111

Clarke®

A Nilfisk-Advance Brand

www.clarkeus.com

\$ 8,253.96

AS710R™

Rider Scrubber



*Exceptional Value
Floor Cleaning Equipment*

Simple. Rugged. Affordable.

www.usviper.com

AS710R™

Rider Scrubber

STANDARD FEATURES:

SIMPLE

- Ease to use, one touch scrubbing and simple dash layout
- Four solution flow rates for a variety of applications
- Large recovery tank opening for easy clean out
- Maintenance-free AGM batteries and onboard charger standard

RUGGED

- Squeegee and scrub deck lower mechanically
- Standard front bumper protects machine on impact
- Integrated squeegee hanging system for easy transport in tight areas

AFFORDABLE

- Ideal "first rider" for daily cleaning in a facility
- 28 inch cleaning path
- 26 gallon tanks
- Comes with 2 pad holders and 2 poly brushes
- Cleans most flooring types: VCT, concrete, and tile

TECHNICAL SPECIFICATIONS:

AS710R SPECS	USA	Metric
Solution Tank	26 gal	98 L
Recovery Tank	26 gal	98 L
Brush/Pad Diameter	14 in	355 mm
Brush/Pad Pressure	77 lb	35 kg
Squeegee Width	37 in	940 mm
Sound Pressure Level	69 dB A	69 dB A
Brush Speed	204 rpm	204 rpm
Brush Motor	2 x 300 W	2 x 300 W
Vacuum Motor 3 Stages	500 W	500 W
Max Speed	3.7 mph	6 km/h
Cleaning Width	28 in 	710 mm
Battery Type	6 V 245 Ah AGM (4 pcs.)	6 V 245 Ah AGM (4 pcs.)
Battery Compartment Size	13.2 in x 19 in x 11.8 in	336 mm x 482 mm x 300 mm
Net Weight <small>(Empty Tanks, with Batteries)</small>	771.6 lb	350
Max Loading Weight	959 lb	435
Packaging Size	68.11 in x 31.89 in x 55.5 in	1,730 mm x 810 mm x 1,410 mm
Dimensions (L x W x H)	62.2 in x 29.9 in x 48.4 in	1,580 mm x 760 mm x 1,230 mm
Part Number	50000318	



Manuals, parts, and videos may be viewed online at www.usvipер.com

Specifications are subject to change without notice.

9435 Winnetka Avenue North • Brooklyn Park, MN 55445
Phone: 800.989.2235 • Fax: 800.989.6566

240 Superior Boulevard • Mississauga, Ontario, Canada L5T 2L2
Phone: 800.668.8400 • Fax: 800.263.5111





NO PARKING

14th St NW

26

© 2016 Google

Google earth

47°56'17.95" N 97°01'23.02" W elev 837 ft eye alt 1511 ft

1991

148 ft

Request for Council Action

Date: 11/18/16

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

Cc: File

From: Karla Anderson

RE: Consider Excess Liability Coverage for 2017

Background:

Liability options are:

1. Do not waive.
If we do not waive, a single claimant could not claim more than \$500,000 and the single occurrence is limited to \$1,500,000.
2. City waives the limit.
A single claimant could claim up to the \$1,500,000 on a single occurrence, the total for all claims for this occurrence are still limited to \$1,500,000 per occurrence.
3. City waives the limit and purchase excess liability.
The city would purchase an additional \$1,000,000 of coverage. A single claimant could claim up to \$2,500,000 on a single occurrence, the total for all claims for this occurrence are limited to \$2,500,000.

The estimate for this coverage last year was approximately \$35,000, we have not purchased this excess liability in the past years. This expense is not in the 2017 budget.

The recommendation would be to choose option 1 or 2. In previous years, we have chosen Option 2 (waive the limit, without purchasing excess liability).



LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____

Position _____

City of East Grand Forks
 General Ledger-General Fund 2015
 Quarterly Expense vs Budget By Fund and Dept
As of December 31, 2015

User: kanderson

Printed: 11/17/16 13:59:28

Period 01 - 12

Fiscal Year 2015

Fund	Description	Budget	Balance	Variance	% Uncollect / Avail
101	General Revenue				
31	Taxes	\$ (4,486,461.00)	\$ (4,684,782.43)	\$ 198,321.43	-4.42%
33	Intergovernmental	\$ -	\$ -	\$ -	0.00%
	Taxes	\$ 4,486,461.00	\$ 4,684,782.43	\$ (198,321.43)	-4.42%
32	Licenses & Permits	\$ (104,925.00)	\$ (128,765.25)	\$ 23,840.25	-22.72%
	Licenses & Permits	\$ 104,925.00	\$ 128,765.25	\$ (23,840.25)	-22.72%
33	Intergovernmental	\$ (2,853,074.00)	\$ (2,871,531.16)	\$ 18,457.16	-0.65%
	Intergovernmental	\$ 2,853,074.00	\$ 2,871,531.16	\$ (18,457.16)	-0.65%
34	Charges for Services	\$ (989,140.00)	\$ (1,106,209.68)	\$ 117,069.68	-11.84%
	Charges for Services	\$ 989,140.00	\$ 1,106,209.68	\$ (117,069.68)	-11.84%
35	Fines & Forfeitures	\$ (110,200.00)	\$ (96,018.42)	\$ (14,181.58)	12.87%
	Fines & Forfeits	\$ 110,200.00	\$ 96,018.42	\$ 14,181.58	12.87%
36	Special Assessment/Misc Re	\$ (74,425.00)	\$ (176,316.18)	\$ 101,891.18	-136.90%
	Special Assessments	\$ 74,425.00	\$ 176,316.18	\$ (101,891.18)	-136.90%
39	Other Financing Sources	\$ (247,639.00)	\$ (1,150,867.76)	\$ 903,228.76	-364.74%
	Other Financing Sources	\$ 247,639.00	\$ 1,150,867.76	\$ (903,228.76)	-364.74%
	Revenue	\$ 8,865,864.00	\$ 10,214,490.88	\$ (1,348,626.88)	-15.21%

Fund	Description	Budget	Balance	Variance	% Uncollect / Avail
	Expense				
41	General Government	\$ 562,930.17	\$ 516,182.02	\$ 46,748.15	8.30%
42	Public Safety	\$ 3,235,267.83	\$ 3,440,221.89	\$ (204,954.06)	-6.33%
43	Public Works	\$ 598,417.09	\$ 576,427.91	\$ 21,989.18	3.67%
45	Culture and Recreation	\$ 1,311,845.32	\$ 1,333,056.42	\$ (21,211.10)	-1.62%
49	Unallocated	\$ 10,000.00	\$ 19,523.84	\$ (9,523.84)	-95.24%
	Personal Services	\$ 5,718,460.41	\$ 5,885,412.08	\$ (166,951.67)	-2.92%
41	General Government	\$ 11,847.00	\$ 6,859.52	\$ 4,987.48	42.10%
42	Public Safety	\$ 129,976.00	\$ 113,872.31	\$ 16,103.69	12.31%
43	Public Works	\$ 129,115.00	\$ 104,692.01	\$ 24,422.99	17.07%
45	Culture and Recreation	\$ 175,590.00	\$ 161,843.09	\$ 13,746.91	7.47%
	Supplies	\$ 446,528.00	\$ 387,266.93	\$ 59,261.07	12.57%
41	General Government	\$ 469,112.00	\$ 471,885.36	\$ (2,773.36)	-0.59%
42	Public Safety	\$ 419,351.90	\$ 458,587.68	\$ (39,235.78)	-11.23%
43	Public Works	\$ 593,936.00	\$ 526,091.21	\$ 67,844.79	11.42%
45	Culture and Recreation	\$ 441,133.00	\$ 547,064.38	\$ (105,931.38)	-24.38%
46	Community Development	\$ 60,000.00	\$ 20,931.51	\$ 39,068.49	65.11%
49	Unallocated	\$ 254,500.00	\$ 241,737.83	\$ 12,762.17	5.01%
	Services	\$ 2,238,032.90	\$ 2,266,297.97	\$ (28,265.07)	-1.69%
41	General Government	\$ -	\$ 1,100.00	\$ (1,100.00)	0.00%
42	Public Safety	\$ -	\$ 2,670.40	\$ (2,670.40)	0.00%
43	Public Works	\$ 250,000.00	\$ 119,796.76	\$ 130,203.24	52.08%
45	Culture and Recreation	\$ -	\$ 3,098.45	\$ (3,098.45)	0.00%
49	Unallocated	\$ 56,639.00	\$ 187,688.62	\$ (131,049.62)	-231.38%
	Capital Outlay	\$ 306,639.00	\$ 314,354.23	\$ (7,715.23)	-2.52%
45	Culture and Recreation	\$ -	\$ -	\$ -	0.00%
47	Other L-T Debt	\$ -	\$ -	\$ -	0.00%
	Debt Services	\$ -	\$ -	\$ -	0.00%
45	Culture and Recreation	\$ -	\$ -	\$ -	0.00%
49	Unallocated	\$ 156,203.54	\$ 1,555,794.51	\$ (1,399,590.97)	-896.00%
	Transfers	\$ 156,203.54	\$ 1,555,794.51	\$ (1,399,590.97)	-896.00%
	Expense	\$ 8,865,863.85	\$ 10,409,125.72	\$ (1,543,261.87)	-17.55%
	Revenue Total	\$ 8,865,864.00	\$ 10,214,490.88	\$ (1,348,626.88)	-15.00%
	Expense Total	\$ 8,865,863.85	\$ 10,409,125.72	\$ (1,543,261.87)	-18.00%

City of East Grand Forks
 General Ledger- General Fund
 Quarterly Expense vs Budget By Fund and Dept
 As of October 31, 2016

2016

User: kanderson

Printed: 11/17/16 13:48:30

Period 01 - 10

Fiscal Year 2016

Fund	Description	Budget	Balance	Variance	% Uncollect / Avail
101	General Revenue				
31	Taxes	\$ (5,251,460.96)	\$ (2,767,000.55)	\$ (2,484,460.41)	47.31%
33	Intergovernmental	\$ -	\$ -	\$ -	0.00%
	Taxes	\$ 5,251,460.96	\$ 2,767,000.55	\$ 2,484,460.41	47.31%
32	Licenses & Permits	\$ (104,925.00)	\$ (129,030.27)	\$ 24,105.27	-22.97%
	Licenses & Permits	\$ 104,925.00	\$ 129,030.27	\$ (24,105.27)	-22.97%
33	Intergovernmental	\$ (2,806,686.00)	\$ (1,593,044.66)	\$ (1,213,641.34)	43.24%
	Intergovernmental	\$ 2,806,686.00	\$ 1,593,044.66	\$ 1,213,641.34	43.24%
34	Charges for Services	\$ (893,340.00)	\$ (873,806.84)	\$ (19,533.16)	2.19%
	Charges for Services	\$ 893,340.00	\$ 873,806.84	\$ 19,533.16	2.19%
35	Fines & Forfeitures	\$ (110,200.00)	\$ (104,597.81)	\$ (5,602.19)	5.08%
	Fines & Forfeits	\$ 110,200.00	\$ 104,597.81	\$ 5,602.19	5.08%
36	Special Assessment/Misc Rev	\$ (75,875.00)	\$ (170,378.79)	\$ 94,503.79	-124.55%
	Special Assessments	\$ 75,875.00	\$ 170,378.79	\$ (94,503.79)	-124.55%
39	Other Financing Sources	\$ (247,639.00)	\$ -	\$ (247,639.00)	100.00%
	Other Financing Sources	\$ 247,639.00	\$ -	\$ 247,639.00	100.00%
	Revenue	\$ 9,490,125.96	\$ 5,637,858.92	\$ 3,852,267.04	40.59%

Fund	Description	Budget	Balance	Variance	% Uncollect / Avail
	Expense				
41	General Government	\$ 555,017.97	\$ 460,707.17	\$ 94,310.80	16.99%
42	Public Safety	\$ 3,347,769.69	\$ 2,831,574.95	\$ 516,194.74	15.42%
43	Public Works	\$ 677,802.94	\$ 464,242.47	\$ 213,560.47	31.51%
45	Culture and Recreation	\$ 1,391,355.15	\$ 1,169,742.91	\$ 221,612.24	15.93%
49	Unallocated	\$ 10,000.00	\$ (9,590.55)	\$ 19,590.55	195.91%
	Personal Services	\$ 5,981,945.75	\$ 4,916,676.95	\$ 1,065,268.80	17.81%
41	General Government	\$ 12,261.00	\$ 11,624.42	\$ 636.58	5.19%
42	Public Safety	\$ 149,316.00	\$ 71,750.15	\$ 77,565.85	50.20%
43	Public Works	\$ 125,250.00	\$ 31,719.64	\$ 93,530.36	69.45%
45	Culture and Recreation	\$ 188,300.00	\$ 117,164.08	\$ 71,135.92	36.41%
	Supplies	\$ 475,127.00	\$ 232,258.29	\$ 242,868.71	48.65%
41	General Government	\$ 492,813.00	\$ 353,915.05	\$ 138,897.95	28.10%
42	Public Safety	\$ 463,334.90	\$ 249,313.00	\$ 214,021.90	46.11%
43	Public Works	\$ 592,266.00	\$ 322,726.13	\$ 269,539.87	45.47%
45	Culture and Recreation	\$ 559,845.00	\$ 445,018.71	\$ 114,826.29	20.44%
46	Community Development	\$ 60,000.00	\$ 30,205.73	\$ 29,794.27	49.66%
49	Unallocated	\$ 254,500.00	\$ 232,474.84	\$ 22,025.16	8.65%
	Services	\$ 2,422,758.90	\$ 1,633,653.46	\$ 789,105.44	32.51%
41	General Government	\$ -	\$ 550.75	\$ (550.75)	0.00%
42	Public Safety	\$ 61,000.00	\$ 46,674.70	\$ 14,325.30	23.48%
43	Public Works	\$ 250,000.00	\$ 105,076.09	\$ 144,923.91	55.34%
45	Culture and Recreation	\$ 18,500.00	\$ 4,287.49	\$ 14,212.51	76.82%
49	Unallocated	\$ 66,639.00	\$ 14,634.05	\$ 52,004.95	78.04%
	Capital Outlay	\$ 396,139.00	\$ 171,223.08	\$ 224,915.92	55.12%
45	Culture and Recreation	\$ 16,734.00	\$ -	\$ 16,734.00	100.00%
47	Other L-T Debt	\$ -	\$ -	\$ -	0.00%
	Debt Services	\$ 16,734.00	\$ -	\$ 16,734.00	100.00%
45	Culture and Recreation	\$ -	\$ -	\$ -	0.00%
49	Unallocated	\$ 358,950.17	\$ -	\$ 358,950.17	100.00%
	Transfers	\$ 358,950.17	\$ -	\$ 358,950.17	100.00%
	Expense	\$ 9,651,654.82	\$ 6,953,811.78	\$ 2,697,843.04	27.75%
	Revenue Total	\$ 9,490,125.96	\$ 5,637,858.92	\$ 3,852,267.04	41.00%
	Expense Total	\$ 9,651,654.82	\$ 6,953,811.78	\$ 2,697,843.04	28.00%

TAX RATE COMPARISON 2012 to 2017

	Levy %	5%	-1.10%	1.30%	5%	25%		18%	
7c									
HOME #1	2012	2013	2014	2015	2016				
Tax Mkt Value	115,100	115,100	113,600	123,200	132,800	Difference Increase 2015-16	2015-16	2017	Difference Increase 2016-17
City Taxes	687.50	678.96	653.85	687.57	813.97	9,600	8%	138,900	6,100
Total tax stmt	1,822.00	1,748.00	1,604.00	1,620.00	1,910.00	126.40	18%	896.11	82.14
						290.00	18%	2,104.00	194.00
									10.20%
HOME #2	2012	2013	2014	2015	2016				
Tax Mkt Value	153,700	152,200	160,000	175,600	201,500	Difference Increase 2015-16	2015-16	2017	
City Taxes	918.14	897.76	920.17	979.94	1234.33	25,900	15%	208,600	7,100
Total tax stmt	2,416.00	2,294.00	2,240.00	2,288.00	2,872.00	254.39	26%	1,344.83	110.50
						584.00	26%	3,130.00	258.00
									9%
HOME #3	2012	2013	2014	2015	2016				
Tax Mkt Value	191,000	191,000	198,100	220,800	265,300	Difference Increase 2015-16	2015-16	2017	
City Taxes	1,141.02	1,126.13	1,139.63	1,232.09	1625.36	44,500	20%	274,900	9,600
Total tax stmt	2,990.00	2,864.00	2,764.00	2,864.00	3,750.00	393.27	32%	1,722.65	97.29
						886.00	31%	4,090.00	340.00
									9.10%
HOME #4	2012	2013	2014	2015	2016				
Tax Mkt Value	329,500	325,800	337,500	368,200	418,600	Difference Increase 2015-16	2015-16	2017	
City Taxes	1,968.00	1,921.80	1,941.99	2,054.92	2656.06	50,400	14%	433,600	15,000
Total tax stmt	5,120.00	4,850.00	4,680.00	4,744.00	5,918.00	601.14	29%	2,796.38	140.32
						1,174.00	25%	6,452.00	534.00
									9%
COMMERCIAL	2012	2013	2014	2015	2016				
Tax Mkt Value	166,800	166,800	166,800	166,800	182,100	Difference Increase 2015-16	2015-16	2017	
City Taxes	965.53	984.46	736.46	544.07	602.85	15,300	9%	188,900	6,800
Total tax stmt	3,835.85	3,836.83	3,169.03	2,694.00	2,938.00	58.78	11%	629.57	26.72
						244.00	9%	3,022.00	84.00
									3.70%