

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
MONDAY, DECMEBER 5, 2016 – 7:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

SCHEDULED PUBLIC HEARINGS:

1. Public Hearing for the consideration of the 18% increase to the tax levy.

ADJOURN:

Upcoming Meetings:

Closed Meeting – December 6, 2016 – 4:00 PM – Training Room
Regular Council Meeting – December 6, 2016 – 5:00 PM – Council Chambers
Work Session – December 13, 2016 – 5:00 PM – Training Room
Regular Council Meeting – December 20, 2016 – 5:00 PM – Council Chambers

**AGENDA
OF THE CITY
JOINT CLOSED MEETING
CITY COUNCIL & ECONOMIC DEVELOPMENT BOARD
CITY OF EAST GRAND FORKS
TUESDAY, DECEMBER 6, 2016 – 4:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. Closed Session pursuant to MN Statute 13D.05 Sub 3(c)(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property for parcel 83.00101.00.

ADJOURN:

Upcoming Meetings:

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

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

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of November 15, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 22, 2016.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. Consider approving the Exempt Gambling Permit Application for the Whitetails Unlimited Red River Valley Deer Camp to hold a raffle at the Eagles Club located at 227 10th St NW East Grand Forks, MN 56721 on January 28, 2017 and to waive the 30 day waiting period.
4. Consider approving the Exempt Gambling Permit Application for the Red River Valley Pheasants Forever Group to hold a raffle at the Eagles Club located at 227 10th St NW East Grand Forks, MN 56721 on April 29, 2017 and to waive the 30 day waiting period.
5. Consider approving the lease agreement between the City of East Grand Forks and the Grand Forks/East Grand Forks Metropolitan Planning Organization for years 2017-2018.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

6. Regular minutes of the Economic Development Authority Board for November 1, 2016.
7. Regular minutes of the Water, Light, Power, and Building Commission for November 3, 2016.
8. Regular minutes of the Cemetery Commission for July 18, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

9. Consider approving the placement of No Parking during School Hours Signs to be placed on the south side of the Senior High School on 14th Street NW for safety purposes.
10. Consider adopting Resolution No. 16-12-121 waiving monetary limits on tort liability without purchasing excess liability coverage for 2017.
11. Consider approving the request to purchase the Tennant T7 Micro-Rider Floor Scrubber for the total amount of \$11,700 from the Heartland Paper Company.

CLAIMS:

12. Consider adopting Resolution No. 16-12-122 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 25499 for a total of \$1,868.46 whereas Council Member Buckalew is personally interested financially in the contract.
13. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

Work Session – December 13, 2016 – 5:00 PM – Training Room
Regular Council Meeting – December 20, 2016 – 5:00 PM – Council Chambers

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, NOVEMBER 15, 2016 – 5:00 PM**

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for November 15, 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.

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

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of November 1, 2016.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 8, 2016.

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

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

SCHEDULED BID LETTINGS: NONE**SCHEDULED PUBLIC HEARINGS:**

3. Public Hearing regarding the special assessments for 2016 Assessment Job No. 1 – Street Improvements for a total assessment of \$705,563.31.

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

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

Voting Nay: None.

Mr. Steve Emery explained that he along with Mr. Bail and Mr. Fanfulik were at the meeting to answer questions about the project. He stated how this was the second year of the three year street improvement project. He reviewed how assessments were figured on the shortest dimension of a lot, how both front and end benefits were figured using that dimension, and then turned it over to Mr. Bail to review how assessments were calculated.

Mr. Bail informed the group that the system that is used was established to maintain consistence and to try and treat everyone as fairly as possible. He added how assessments are a method used to pay for projects. He reviewed an example of how a lot would be assessed, how the assessment rate is figured, and how the footage used is based on the shortest side of the lot. He also explained how the footage for irregular lots are calculated and assessed. He ended by saying he would be happy to answer any questions. Council President Olstad requested any resident that would like to address the Council to step up to the podium and state their name and address for the record.

Mr. Emery reviewed the assessment rates. He stated for the seal coat project the estimated cost was \$370,648 with the actual cost ending up at \$284,208.78. He added that the assessment rate for front benefit ended up being \$9.77 for front benefit and \$3.25 for end benefit which is a third of the cost of the front end benefit. He then continued on with the costs of the mill and overlay project. He stated that the estimated cost for this portion of the project was \$488,558 with the actual costs ending up at \$421,354.53. He explained the assessment rates ended up at \$60.58 for front benefit and \$20.19 for end benefit. He added how the assessments can either be paid in full and that partial payments were allowed until December 15th otherwise it would be assessed on the property for the next seven years at 4.5%. He then asked for questions.

Mr. Don Coulter, 512 7th Ave SE, stated that he was affected by a mill and overlay project. He commented that he objected at first but then decided it was needed. He asked if the engineers were satisfied with how the job was done and if there was any kind of warranty. Mr. Bail stated the project was completed as it has been done before and that they haven't had issues with the roads once they were redone. Mr. Emery added that there was a one year warranty which is standard in the industry for these kinds of projects. Mr. Coulter asked about both the mill and overlay and seal coat projects. Mr. Emery explained how every seven to ten years there is maintenance done to bituminous roads and how the maintenance alternates between seal coat and mill and overlay. Mr. Coulter commented that he also had questions about the round-a-bout. Council President Olstad stated that was going to be discussed at

another meeting. Mr. Coulter asked about making payments on the assessments. Ms. Nelson explained that if the amount was assessed and added to the property tax statement, the installment would have to be collected by the County. She added that each year property owners would have the chance to pay off the remaining balance in full before the end of November, that they would be able to do so at the City, and if they had any questions to contact her in the Administration Office.

The pastor from the Reform Church located at 712 6th Ave SE stated they had received a letter informing them they were going to be assessed for the street project. He asked the Council to correct him if he was wrong and said that he didn't think that churches were assessed. Mr. Murphy said churches could be assessed. The pastor then continued saying that the amount they were to be assessed was over \$15,000 which is almost the whole year's income. He asked if there was any leeway or forgiveness for churches or non-profit group. Mr. Galstad said the special assessment could be paid over time and that they wouldn't have to pay it in full up front. He added that there aren't any special considerations for churches or non-profits included in the city code.

Alesha Coleman, 1622 7th Ave NW, explained her property was affected by a seal coat and that it was better to drive on before the project was completed. She stated that there is gravel everywhere still and that there are drag marks in the road. She added she wanted to make sure this was done correctly. Mr. Emery stated that he would stop over and take a look at the road.

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

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

Voting Nay: None.

CONSENT AGENDA:

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

4. Consider approving the Exempt Gambling Permit Application for Sacred Heart to hold a raffle at Sacred Heart Church located at 200 3rd St NW on January 28, 2017 and to waive the 30 day waiting period.
5. Consider approving the Exempt Gambling Permit Application for the Knights of Columbus Council #5341 to hold a raffle at Sacred Heart Church located at 200 3rd St NW on April 1, 2017 and waive the 30 day waiting period.
6. Consider approving the Parade Application for the Downtown Development Association for the Hollydazzle Parade on November 27, 2016 from 6:00pm to 7:00pm.
7. Consider approving the Site Use Agreement between the City of East Grand Forks and Lutheran Social Services for the use of the kitchen facilities at the East Grand Forks Senior Center for 2017.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE ITEMS FOUR (4) THROUGH SEVEN (7).

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

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

8. Regular minutes of the Economic Development Authority Board for October 18, 2016.
9. Regular minutes of the Water, Light, Power, and Building Commission for October 20, 2016.

COMMUNICATIONS: NONE

OLD BUSINESS:

10. Consider adopting Resolution No. 16-10-102 approving the denial of the variance application for the property located at 606 21st St NW.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 16-10-102 APPROVING THE DENIAL OF THE VARIANCE APPLICATION FOR THE PROPERTY LOCATED AT 606 21ST ST NW.

Ms. Ellis reviewed the RCA which stated a porch with a roof was built onto the front of a duplex, it is considered an addition, and it does not meet the front yard setback. She explained before a permit could have been issued for this addition they should have applied for a variance. She continued saying there are three factors when considering a variance. She stated the first factor was if the property owner proposed to use the property in a reasonable manner which the use was reasonable for the zoning but the request to vary from the setback was not and that they started the project without a permit. She said the second factor was if the land owner had a problem due to circumstances unique to the property not caused by the landowner and there are no conditions unique to this property. She stated the third factor is if it would not alter the essential character of the locality. Ms. Ellis explained that the request would not alter the look or the feel of the neighborhood. Ms. Ellis reviewed other items that are used when considering a variance. She said based on these things she has recommended the denial of the variance based on how she is required to interpret the zoning ordinances. She added how the Council proceeds is up to the Council. She added that the Council will need to provide findings of fact for why it is either approved or denied and then asked if there were any questions.

Council member Buckalew asked if the setback is the problem. Ms. Ellis said the front yard setback was the problem. Council member Buckalew asked what the setback was. Ms. Ellis stated it was a 30 foot setback from the property line which is not at the back of the curb. She explained that in older neighborhoods the property line is 19 feet back from the curb which is where the 30 foot setback would be measured from and that is where the structure should be located. She added that stairways and landings or anything that is needed to get into the building provided that is less than 36 inches in height with the exception of a railing have been given permission to go closer than the 30 feet. She stated that once the roof was added on this project everything is then connected and it then turns it into an addition. Council member Buckalew asked how many feet it went into the setback. Ms. Ellis said because the road curves part of it is around eight feet but some of it may be less than that. Council member Buckalew commented the part he has a hard time with is that the roof that extends over the walkway

seems prudent so ice and snow stay off this area. He added how the roof seems to be the problem. Discussion followed about looking at standards, how pitched roofs have been allowed, and typically stairways and landings that have been granted haven't extended the entire length of the house. Ms. Ellis said what they are doing is reasonable but it was the adherence to the ordinance that she was looking at. Council member Pokrzywinski commented that one problem is that this variance request came forward after the structure was built and asked if that was correct. Ms. Ellis said that was correct. Council member Pokrzywinski stated how there are codes that need to be enforced and regulations were violated. He added that he will be voting to go along with the denial.

Mr. Randy Boushey, Planning and Zoning Commissioner, explained that the commission recommended denying the variance. He stated that there were circumstances that could have been misunderstood regarding this whole process and is the only reason why the project moved forward. He commented how Mr. Scheving went in with a list of things to get a permit for and left with none. He added how part of the job of the permit office is to help facilitate things with the homeowners so they are able to leave with a building permit. He continued saying there were a number of misunderstandings, portions of the projects cannot be done this time of year, that the deck would have been approved without the roof, and that the Council shouldn't be debating an issue about a permit in November when it was applied for in April. He added how the City Council should look at this from all point of views. Discussion followed about how this process could have been done differently, how it is a misunderstanding, and how Mr. Scheving would like to do what it will take to make this right. Mr. Boushey stated that they should be fined for building without a permit but also given an opportunity to get the variance. He asked to have the building inspector complete an inspection on the structure. Council member Pokrzywinski stated that a building inspector is sent to inspect something when a permit is issued and that Mr. Boushey is speaking for the minority of the Planning and Zoning Commission since a majority recommended denying the variance. Mr. Boushey said that was correct but there were two members of the Planning and Zoning Commission present that could also speak on the issue.

Council President Olstad asked when this project was found if the roof was on the deck at that time. Mr. Bail stated that they were in the process of working on the roof at that point but the deck portion was done. Council President Olstad asked if the roof hadn't been included if there wouldn't be an issue. Ms. Ellis said that was correct. Council President Olstad continued asked if the variance is denied what the process would then be. Mr. Bail stated if it was denied the property owners would be asked to remove the roof. Mr. Galstad stated that they could be asked to voluntarily or have an action brought against them to remove the roof but the decision could be appealed in court. Council President Olstad asked Mr. Scheving how he would proceed if the variance is denied. Mr. Scheving stated that he would appeal it. Council member DeMers commented that many other things have been brought up today but what the Council needs to focus on is if the structure passes the test for an issuance of a variance. He stated that it does pass on some but fails on others. He added how it fails the variance test, to disregard the other items, and urged them to vote for the denial of the variance. Ms. Ellis reminded the Council she only makes recommendations and the Council can vote on the matter however they choose.

Mr. Roger Scheving stated that his son owns the property and that he was the person who had applied for the building permit. He explained that their intent was to improve the property and not to do anything against the City. He stated the front porch was bad, it was torn off, and that it needed to be replaced immediately. He continued saying that part of the porch would be allowed as it has other

places, and that there is only two feet more of an overhang compared to the neighbors. He said part of the rules is to ask if it benefited the community or neighborhood and that is all they tried to do. He ended by saying they weren't trying to do anything that wouldn't be beneficial to the City or neighborhood.

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

Voting Nay: Grassel and Vetter.

NEW BUSINESS:

11. Consider adopting Resolution No. 16-11-117 adopting assessment roll #338 for 2016 Assessment Job No. 1 – Street Improvements for a total assessment of \$705,563.31.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 16-11-117 ADOPTING ASSESSMENT ROLL #338 FOR 2016 ASSESSMENT JOB NO. 1 – STREET IMPROVEMENTS FOR A TOTAL ASSESSMENT OF \$705,563.31.

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

Voting Nay: None.

12. Consider approving the request to start the hiring process to hire two individuals to fill the vacancies within the Public Works Department Wastewater/Stormwater division.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE THE REQUEST TO START THE HIRING PROCESS TO HIRE TWO INDIVIDUALS TO FILL THE VACANCIES WITHIN THE PUBLIC WORKS DEPARTMENT WASTEWATER/STORMWATER DIVISION.

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

Voting Nay: None.

13. Consider adopting Resolution 16-11-118 approving the variance application of the City of East Grand Forks for three driveway accesses along 23rd Street NW.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT RESOLUTION 16-11-118 APPROVING THE VARIANCE APPLICATION OF THE CITY OF EAST GRAND FORKS FOR THREE DRIVEWAY ACCESSSES ALONG 23RD STREET NW.

Council Vice-President Grassel asked how this would affect state aid for that road. Ms. Ellis stated that it does not affect it at all. She explained how they had previously gone over this, it hadn't been pointed out that there are access easements to these lots, that this had been an oversight, and that it should have been completed back in 2004. She said everything is in place for utilities and this was just cleaning up what has been missed. Council Vice-President Grassel commented how they had reviewed different ways to make this work and asked if that was a waste of time. Ms. Ellis said they had tried different

things but none worked well so that is why they are going forward with these accesses.

Council member DeMers commented that the Planning and Zoning Commission had recommended passing this on. He added he voted against this, that access management has been set up for this corridor, and adding these accesses would be a detriment to the corridor. He stated that this is now at the Council's discretion and he doesn't believe the best use for these parcels best used for residential property. Ms. Ellis said she had received comments from two landowners that had been notified about this with one being in favor and the other was against it. Council President Olstad commented how this has always been this way and correcting the error is the proper thing to do.

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

Voting Nay: Grassel and DeMers.

14. Canvass/Declare City Election Results – Consider adopting Resolution No 16-11-120 declaring the results of the General Election returns for the November 8, 2016 City Elections for the City of East Grand Forks, Minnesota.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GRASSEL, TO ADOPT RESOLUTION NO 16-11-120 DECLARING THE RESULTS OF THE GENERAL ELECTION RETURNS FOR THE NOVEMBER 8, 2016 CITY ELECTIONS FOR THE CITY OF EAST GRAND FORKS, MINNESOTA.

Ms. Nelson asked the Council to review the abstract information, commented how some things had to be double checked the day before, and that she would answer any questions.

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

Voting Nay: None.

15. Consider approving the Special Event Application for the Downtown Development Association for the Hollydazzle Events on November 27, 2016.

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO APPROVE THE SPECIAL EVENT APPLICATION FOR THE DOWNTOWN DEVELOPMENT ASSOCIATION FOR THE HOLLYDAZZLE EVENTS ON NOVEMBER 27, 2016.

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

Voting Nay: None.

CLAIMS:

16. Consider adopting Resolution No. 16-11-119 authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check numbers 25375 for a total of \$596.23 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL

MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 16-11-119 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBERS 25375 FOR A TOTAL OF \$596.23 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

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

Voting Nay: None.

Abstain: Buckalew.

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

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

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

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss commented how weather was suppose to change and asked if Public Works was ready to go. Mr. Stordahl said they were.

Council Member Buckalew congratulated the winners of the election and said thanks to those who are willing to serve the community and local government. He commented that he has enjoyed his time, learned a lot from it, and is looking forward to warmer weather. He added that he appreciates the variance process; he understands why it is in place, but that they don't have the ability to imagine all of the different scenarios that may come up. He stated he was disappointed the process got this far, that city staff is willing to work with people on projects, and if there is something that is not going to work staff is good at suggesting what a good alternative might be. He encouraged people to use resources wisely in the future instead of having the Council deny a variance request because of statutory issues.

Council Member Tweten commented that Council member Buckalew is retiring to young and there is a lot more to do.

Council Member DeMers asked if the Council will be reviewing the budget before its final approval. Mr. Murphy stated it will be reviewed at the next work session. Council member DeMers asked to receive a copy of the preliminary budget for review.

Council Vice-President Grassel asked if there had been a discussion about the number of deer living in the City. He commented about different deer sightings around the City and asked if anything can be done. Mr. Murphy said there had been some discussion with the Greenway Committee and that the idea of a limited bow hunt had been brought forward for the Grand Forks side. Ms. Ellis stated that this topic has been brought up numerous times at the Greenway Technical Committee meetings. She said they have been counting the deer, this year the number has gone down, and residents feeding them doesn't

help the situation. She commented Fargo/Moorhead does allow a bow hunt, that there are a number of rules and regulations, and where the hunt takes place is not where the trails are located. Ms. Ellis said the Greenway Technical Committee is still looking into this idea. Discussion followed about how deer are bedding down in yards, that people have been feeding them, and that there is a suggestion to put up deer crossing signs in areas. Council member Pokrzywinski stated that he was opposed to an urban hunt of deer regardless if it was done with bows. Ms. Ellis commented how the greenway here is different because of the high number of people in many of the areas compared to the areas that hunting is allowed in the Fargo/Moorhead area.

Mr. Murphy stated part of the discussion at the meeting was that there is a substantial group of people from the campground that enjoy the deer and come specifically because there are deer so it can go both ways.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER GRASSEL, SECONDED BY COUNCIL MEMBER DEMERS, TO ADJOURN THE NOVEMBER 15, 2016 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:06 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

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

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for November 22, 2016 was called to order by Council President Mark Olstad at 5:02 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: 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; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; 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.

Council President Olstad said they would be reviewing number five first.

1. Request for No Parking by the Public High School – Chad Grassel

Council Vice-President Grassel stated that this request was coming from a concern was brought to the Safety Committee from the high school. He explained how they had discussed no parking along the south side of the high school on 14th Street NW because of safety concerns regarding sight lines, how there have been close calls, and that there is a new sidewalk in this area. He commented how there was a question about where those cars would go and that the new parking lot is not being utilized on the north side of the school so instead of using side streets people could park in the new lot. He stated there was some concern about how this was going to be policed but that would be taken care of by the police department. He added that Mr. Bruce Nelson who is the vice-principal of the high school was attending the meeting to help answer any questions. Discussion followed about where the no parking area would extend to and how this request is for a permanent no parking area. Council member DeMers asked if it was necessary to have no parking all day. Ms. Anderson suggested no parking during school hours so this area could be used for evening events.

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

2. Update on the Transit Development Plan – Teri Kouba

Ms. Kouba explained they are now going through the middle stages of the transit development plan process, they have learned about existing conditions and that they are looking at new performance measures. She stated how system effectiveness and system performances go hand in hand and from their interactions with the public. They found people are looking for a higher frequency in service and evening service. Ms. Kouba stated the best thing to do would be route modification which would include making more connections and having more of a direct route. She then reviewed different routes that could be modified, the possibility of adding a cross town bus for more direct service, and how these items would affect the costs of operating the bus service. Ms. Kouba said that in this process they were looking into taking out the Senior Center bus stop on the south end of East Grand Forks as well as what the capital needs are. She stated the MPO will be holding open houses on December 7th at the Memorial Union on the UND Campus and on December 8th at the Grand Forks City Hall to gather public input as well as information and input from focus groups.

Council member Buckalew asked what the cost difference was from what the City paid in 2016 to what is being proposed. Ms. Kouba stated the total increase was approximately \$150,000 but a large portion of that would come from the State of Minnesota so the overall city portion would be approximately \$22,500. Council member DeMers stated that he would be attending the meeting on December 8th, that people have been requesting a night bus service in East Grand Forks, and how they are working on the headway issues in East Grand Forks. He commented that it could take someone an hour and a half to get across town and still not arrive on time. He added how there is always a give and a take which could be removing part of route 11 which goes out to the Senior Center because there is not much of a ridership that goes out to the Senior Center or consider modifications to this route. He asked for the Council to speak to constituents about this and to let him know what their thoughts are. Council Vice-President Grassel asked what the counts were for people riding out to the Senior Center. Ms. Kouba stated they were very low at approximately 0-3 boardings per day.

3. Discussion on Options for the Placement of the HR Office – David Murphy

Mr. Murphy reminded the Council about the need to locate an office for the HR Specialist since she deals with sensitive issues and there is a need for privacy. He commented how the office at the end of the West Wing was being used by the MPO and at this time was not feasible. He informed the Council that office space had been identified in the Water and Light Office but that it is not available at this time. He added how there is an office on the first floor in the East Wing that is currently being used for storage. He said those items could be moved to long term storage out at the Water Treatment Plant. He stated that there was also a possibility to switching the MPO office from the West Wing to the room that is currently being used as storage in the East Wing. Discussion followed about how the HR Specialist needs privacy but also this person should not be isolated in case of a volatile situation. More discussion followed about how long term the office space in the Water and Light office would be the best location since it would allow for privacy, staff is still close by, and this person handles issues for both the City and the Water and Light Department.

4. Review of MPO Lease Agreement – David Murphy

Mr. Murphy told the Council the Metropolitan Planning Organization agreed to a two year lease with a

third year option. He stated any increases to rent would be based on the CPI and asked for feedback from the Council. Mr. Galstad asked if they are paying for their services. Mr. Murphy stated they were and what the amounts included in the contract covers the services they are provided.

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

5. Request to Purchase Floor Scrubber for Civic Center – Reid Huttunen

Mr. Huttunen explained that they were looking at purchasing a floor scrubber for the Civic Center. He stated currently it takes approximately six to eight hours to get the floor and upper concourse cleaned. He said a new scrubber would cut the time down. He told the Council he had received four bids with prices that ranged from \$6,800 up to over \$12,000. He added that after speaking with Mr. Larson about this they would like to request to purchase the floor scrubber for \$11,700 because it was 26 inches wide and because it had the largest tank capacity. Discussion followed about where the storage for this would be, where it could be filled and drained, and that the upper concourse and front lobby are cleaned after events such as high school hockey game or after a tournament.

Council member DeMers asked if the part time people could run the machine. Mr. Huttunen said the part time employees are currently cleaning the floors and that they could be trained to use the new scrubber. Council member DeMers asked if the \$7,000 was the funds to be proposed to purchase this. Mr. Huttunen stated there was \$6,500 budgeted in 2016 for this purchase. Ms. Anderson said the \$7,000 was to purchase an edger for the ice. She added how there were funds available in the playground equipment that could be used for this purchase. Mr. Huttunen said there was approximately \$5,000 left in general supplies for the Civic Center that could also be used for this purchase. Discussion followed on how this was a 2016 budgeted item, there was some difficulty getting good numbers when budgeting for this item, and that there are funds available in the Civic Center Arena budget. Council member Pokrzywinski stated he has hesitant spending playground equipment money on the arena, it should have been spent on playgrounds, but that he does not have a problem moving forward ordering the equipment if there is money available to pay for it from the 2016 budget. He added if the current equipment is still operational they could maybe get by until next year. Council Vice-President Grassel informed the Council that he spoke with the janitor at the school about this and he stated the more expensive one was the way to go based on his experience using the less expensive and smaller option.

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

6. Request to Consider Excess Liability Coverage for 2017 – Karla Anderson

Ms. Anderson reminded the Council that this is something that has to be approved each year with the insurance renewal. She stated that each year the Council has waived the limit without purchasing additional excess liability insurance. She added in years past it would have cost \$35,000 which has not been budgeted for 2017. Mr. Murphy said he had talked with a couple Council members about this and the cost of additional coverage has gone up significantly since the last time they had checked on it. He added that based on the City's history he would agree and recommend moving forward with option 2. Council member Vetter asked if they move forward with option 2 if the City would be self insuring for one million dollars. Ms. Anderson stated that the City would receive the coverage automatically. Discussion followed about what the options were, why the City would waive the tort limits, and how the

City can waive the tort limit and be covered for the same amount of money paying for insurance. Council member Vetter asked if the premium would decrease if the City moves forward with option 1. Ms. Anderson said it wouldn't. Council member Buckalew asked Mr. Galstad what his advice would be. Mr. Galstad stated that if it doesn't cost the City any more than it doesn't make sense not to waive the limit. Council member Vetter asked for clarification on this before next week.

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

7. 2017 Budget Discussion – Karla Anderson and David Murphy

a. Recap of 2015 General Expenses

Ms. Anderson stated she included the year to date expenses for 2015 for informational purposes.

b. Recap of 2016 General Expenses as of 10/31/16

Ms. Anderson said that she also included the year to date expenses for 2016 up to October 31, 2016.

c. Tax Comparison – Truth & Taxation Numbers

Ms. Anderson continued reviewing the budget information for 2017. She reminded the Council the preliminary tax levy was set at 18%. She commented how market values have increased and based on the preliminary numbers most residential property would see an increase of 9-10% with commercial properties seeing a smaller percent increase because of the border city tax credits the City receives. Mr. Murphy stated his taxes were estimated to increase by 9.6% but that his market value increased by \$25,000. Council member Tweten commented how agricultural property values had dropped, the City is constantly increasing our tax base, and the residents of the City will be making up the difference from the agricultural property dropping. He added how they will need to go over the budget and see what can be reduced.

Ms. Anderson continued on reviewing the State Aid information, that it would be negative if the Council moved forward with all of the potential projects in 2017, and that there is \$134,000 earmarked in the budget for the bike lane project. Discussion followed about how the 2015 budget was so far off, that in 2016 there will be \$2,653 left over to put towards the fund balance, but with the increase in expenses the fund balance will be short \$142,000. Council member Vetter stated the levy increases were suppose to be increasing the fund balance but instead expenses were increasing. Ms. Anderson stated that there is an increase due to salaries as well as trying to catch up in capital improvements. Mr. Murphy stated the majority of the increases for 2017 were because of capital improvements or purchases. Discussion followed regarding what expenses were increasing or were an addition, that there hadn't been a increase to LGA, and a review of what the proposed capital expenses were.

Mr. Murphy stated that he had met and discussed this over with the Department heads and he feels they have a good plan in place when it comes to maintaining streets and didn't realize all of the capital needs. He added how he would usually like to be closer to the 50% fund balance but with the plan they have he would be comfortable being at the 30% fund balance. Council member Vetter stated that they aren't anywhere near the 30% fund balance. Mr. Murphy stated the budget is based of everything being

purchased. Discussion followed about the capital finance fund, the building maintenance fund, and that the transfer to Valley Golf was included under the Economic Development budget. Council member Vetter stated he had a list of items to cut and that the goal was to increase the fund balance. He said to send the budget back to the department heads because this will not be approved with the fund balance going down. More discussion followed about how what can be changed to get closer to the 30% fund balance, suggests were made on what could be taken out of the budget like the transfer to Valley Golf, and questions on items that could be double checked to make sure they are accurate.

Council President Olstad asked what the time frame for approving the budget was. Ms. Nelson reminded the Council there was a fifth Tuesday in November so there wasn't a meeting the following week. She stated that the Truth and Taxation Hearing had been set for Monday, December 5th because the County was going to be holding their hearing the evening of December 6th. She reminded the Council the meeting on December 5th starts at 7:00pm and the resolution that set that meeting states the continuation if needed will be held on December 20th. Ms. Nelson said the hearing will be held in the Council Chambers. Council member Vetter asked the latest the Council would be able to pass the budget and levy. Ms. Nelson stated the notice just addressed the continuation of the meeting if it was needed. Ms. Anderson said she thought it was December 28th or December 29th. Discussion followed about how there will be more opportunities to review the budget and levy before it needs to be adopted by the end of the month.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER BUCKALEW, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE NOVEMBER 22, 2016 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:43 P.M.

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

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

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: Whitetails Unlimited Red River Valley Deer Camp Previous Gambling Permit Number: X-93327

Minnesota Tax ID Number, if any: 3891694 Federal Employer ID Number (FEIN), if any: 39-1415070

Mailing Address: 625 20th Ave NW

City: Baudette State: MN Zip: 56623 County: Lake of the Woods

Name of Chief Executive Officer (CEO): James Nordlof

Daytime Phone: 218-434-0399 Email: jnordlofwtu@yahoo.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): Eagles Aerie 350

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

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

Date(s) of activity (for raffles, indicate the date of the drawing): January 28, 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: \$15,000.00)

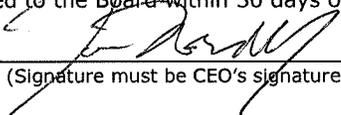
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized 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; text-align: center; margin-top: 20px;"> <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:  Date: 11/8/2016

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

Print Name: James Nordlof

<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.

MINNESOTA LAWFUL GAMBLING
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 Valley Pheasants Forever Previous Gambling Permit Number: _____
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 10090 451st AVE NW
City: East Grand Forks State: MN Zip: 56721 County: Polk
Name of Chief Executive Officer (CEO): Brian Nelson
Daytime Phone: 218 230 4364 Email: brian.nelson@outlook.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
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
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): Eagles Club

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

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

Date(s) of activity (for raffles, indicate the date of the drawing): SAT April 29th 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: \$ 50,000)

* **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><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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><input type="checkbox"/> 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><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> 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: *Brian Nelson* Date: 12-1-2016
(Signature must be CEO's signature; designee may not sign)

Print Name: Brian Nelson

<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><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> 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: 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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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.

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.	

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 November 1, 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 12:05 am.

EDA Board present at roll, President Hecht, Board Members Mike Pokrzywinski, Ralph Messelt, Daniel Black and Mark Olstad. Josh Grinde arrived at 12:10

Absent: George Wogaman

Staff present: Paul Gorte, Economic Development Director (EDD); Brenda Ault, Executive Assistant (EA); Karla Anderson, Finance Director (FD); David Murphy, City Administrator (CA); Nancy Ellis, City Planner (CP).

Also Present:

Roll Call: President Hecht determined a quorum was present.

EDD Gorte stated that he had an addition to the agenda; a subordination request that came in late Friday, it would be item (c) under New Business.

2. Approval of minutes of the October 20, 2016 Regular Meeting:

A Motion was made by Board Member Olstad, seconded by Board Member Pokrzywinski, to approve the minutes from the October 20, 2016 Regular Meeting. M/S/P- Olstad, Pokrzywinski; 5-0, mc.

3. Bills and Communications:

a. Approval of Accounts Payable for November 1, 2016:

FD Anderson stated that the Board had inquired what the \$4488.02 check for Eagle Electric was issued for at the October 20th meeting; it was for work for several apartments from January - May. CP Ellis informed the Board that the new maintenance hire Seth Baune; has been doing the repairs since the end of May.

A Motion was made by Board Member Pokrzywinski, seconded by Board Member Olstad, to approve the Accounts Payable for November 1, 2016. M/S/P- Pokrzywinski, Olstad; 5-0, mc.

Josh Grinde arrived at 12:10

4. Reports:

a. Delinquencies Update:

ED Gorte reported that all accounts are current.

November 1, 2016

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

b. Quarterly Reports:

FD Anderson reported that reports for November were not ready yet since it was the first of the month and the reports that were included in the packet last month were applicable for this timeline. She passed out a corrected EDA Administration Balance sheet before the meeting and she ran reports for the Downpayment Assistance Program, EDA IRP Loan, MIF Loan; which were included in the packet.

Board Member Olstad asked FD Anderson to explain one of the reports to the Board so that they as a Board could understand them. FD Anderson went through the Balance sheet for the Board. EDD Gorte requested that going forward they would like to see the beginning balance of each account, the expenditures and the deposits in a simplified report. Board Member Olstad informed the Board that the bylaws state that not only does the Board approve the budget for the next year, they also approve where the fund balance is at; so they need to see that each month. FD Anderson stated that going forward she should be able to create a report that reflects that. Board Member Pokrzywinski questioned whether they need full reports every month, EDD Gorte clarified that he would like to see full reports quarterly and the scaled down reports for each fund monthly.

CA Murphy left the meeting.

5. **Unfinished Business:**

a. Mission Statement:

ED Gorte stated that he has been working on a mission statement and a strategic plan; they can be simple or they can be detailed. He has included a mission statement in the packet for review that he has completed and is inviting input. Board Member Pokrzywinski questioned whether the Board already had one; EDD Gorte stated that the EDA does not have one that he can find. Board Member Pokrzywinski stated that he has worked on several in the past and he would tweak the first statement by removing the "for all types" and just state that by creating and supporting investment and growth opportunities for commercial activities. Board Member Black stated that he agreed with that and would also put the second statement, By retaining and growing local businesses, in the first position. Board Member Messelt stated the last statement should have "particularly" removed, after discussion the Board felt it should be replaced with "including"; to read By creating and supporting opportunities for residential growth, including workforce housing.

A Motion was made by Board Member Black, seconded by Board Member Messelt, to adopt the mission statement with the changes that were made. M/S/P- Black, Messelt; 6-0, mc.

November 1, 2016

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

b. Authorization for Appraisals- update:

ED Gorte explained that two parties have requested to purchase property owned by the City. In accordance with the newly adopted City policy, the City must set a minimum price. One party wishes to acquire a parcel to relocate a house on it; but the parcel in question cannot be used for residential property. He has informed that party and has contacted an appraiser to appraise the downtown property for a mixed-use apartment building; and the land in the industrial park.

6. **New Business:**

a. Renewal of \$100,000 program for Waters Edge

EDD Gorte stated that currently there are three houses in the program and they should all be paid back before the next building season; he is wondering how the Board would like to proceed. This last year we had 2 builders, one backed out and so we included the builder on the waiting list.

Board Member Grinde would like to give the contracts to the builders used in this year's program. Board Member Pokrzywinski stated that he believes the Board needs to open it up to all next year; the first year was the pilot program. President Hecht stated that he is concerned that one of the houses included in the project is priced beyond what most people can afford.

The Board agreed that they needed to set some guidelines for the program and agreed on; 1. Qualified business that is licensed in Minnesota; 2. Affordable homes will be built with the program; 3. Finances must be in order, will require a line of credit from a bank.

Board Member Olstad suggested a lottery system to select from the qualified builders that apply and instructed EDD Gorte to bring something back for the Board to approve. EDD Gorte stated that he would like to announce the program in conjunction with the Builder's Show at the Saturday evening dinner.

b. Waters Edge Variance application (November 10 Planning Commission)

EDD Gorte informed the Board that he had received information from the pipeline company which allowed him to file for access variances for the Water's Edge lots that front and obtain access from 23rd Street. He has filed an application for the variances with the Planning Commission. The variances would restore the access that was provided when the lots were platted but which was lost when 23rd Street was improved because of the use of federal-aid dollars for the project, which changed the access requirements.

CP Ellis informed the Board where the access points were when it was originally platted. She reported that she has had one resident send a letter in favor of the project and one who is not in favor. The Planning Commission will hold a public hearing on the request on November 10th at Noon.

CP Ellis left the meeting at 12:55

November 1, 2016

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

c. Northland Custom Woodworking:

EDD Gorte stated he had received an application for a subordination late Friday from NL Custom Woodworking. They are requesting that the EDA take 3rd position on the loan they have with us; they are applying with the Small Business Administration and one of their requirements is to be no less than 2nd position.

Board Member Olstad inquired about the loan breakdown; EDD Gorte replied that the three loans were less than the property appraisal amount. Board Member Pokrzywinski asked if they were required to have life insurance to cover the loan; EDD Gorte replied that it was not required when they originally obtained the loan. The Board agreed that life insurance would be a necessity on this request.

A Motion was made by Board Member Pokrzywinski, seconded by Board Member Black, to approve the request with the condition that they have a life insurance policy that would cover repayment of the loan. M/S/P- Pokrzywinski, Black; 6-0, mc.

EDD Gorte informed the Board that at the next meeting the Industrial Park reverter clause would be on the agenda for undeveloped properties.

7. **Adjournment:**

Motion to adjourn the meeting was made at 1:05 by Board Member Pokrzywinski, was seconded by Board Member Black. M/S/P- Pokrzywinski, Black; 5-0, mc.

The next regular meeting is **November 22, 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

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held November 3, 2016 at 5:00 P.M.
Present: Loven, Quirk, Grinde, Tweten

It was moved by Commissioner Tweten seconded by Commissioner Grinde that the minutes of the previous meeting of October 20, 2016 be approved as read.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$451,392.42.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde to authorize WSN to prepare the plans and specs for the 2017 Miscellaneous Electrical Distribution Construction Projects.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Tweten to authorize WSN to prepare plans and specs for the 2017 Equipment & Material bids.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: none

It was moved by Commissioner Tweten seconded by Commissioner Quirk to approve the bid from PKG Contracting in the amount of \$126,653.00 for the Carbon Feed System Replacement at the WTP.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve hiring Terry Vonasek to fill the current WTP operator vacancy at a starting wage of \$25.80/hour which is the 12 month step for the Class D WTP operator on the 2016 wage schedule/labor agreement.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde at 6:05 pm to adjourn to the next regular meeting on November 17, 2016 at 5:00 P.M.
Voting Aye: Loven, Quirk, Grinde, Tweten
Voting Nay: none

Lori Maloney

Resurrection Cemetery Commission Meeting
 Monday, July 18, 2016
 12:00 p.m.
 City Hall – Conference Room

MINUTES

The East Grand Forks Resurrection Cemetery Commission met Monday, July 18, 2016 at City Hall at 12:00 pm. Chairman Dave Tucker called the meeting to order at 12:00 p.m.

Present were: Chairman Tucker, Commissioner Julie Marek, Commissioner George Wogaman, and Executive Secretary Dave Aker. Guests included Mark Amundson. Absent: Alderman Grassel.

Commissioner Marek made a motion to accept the minutes for April 28, 2016, motion was seconded by Commissioner Wogaman, motion passed.

Executive Secretary Aker reviewed the financial minutes for April, May and June of 2016. Commissioner Wogaman motioned that we accept the financial minutes; Commissioner Marek seconded the motion and motion passed.

OLD BUSINESS:

Chairman Tucker talked about the location for the new columbarium and how we were going to put it in. Secretary Aker said they had planned on putting it in diagonal unless the commission decided they wanted it in a semi circle. The commission said they would like it set in diagonal. Secretary Aker said they would not get the columbarium until the middle of September. Chairman Tucker said he would like to see spotlights on the columbarium, Secretary Aker said he would look in to it and see if we can.

Chairman Tucker said we had talked about the prices for buying an individual niche on the columbarium would be \$850 for the lower niches, \$950 for the middle niches and \$1,000 for the eye level niches. The companion side would be \$1,700 \$1,900 for the middle and \$2,000 for the eye level niches. There was no disagreement for raising the prices to this.

Secretary Aker said the garage has been put on hold right now the City Council is looking at putting a garage that can be used by the cemetery and Valley Golf. He said that Alderman Grassel would have more on the project when he gets back.

Chairman Tucker said the prices for the winter are set, Secretary Aker said this is the opportunity to ask for prices to be raised. Stennes Granite had talked about emailing some new prices but they did not. Chairman Tucker said the prices then are set for the winter.

NEW BUSINESS:

Secretary Aker told the commission he would get the gazebo out of the cemetery, he tried to see if Heritage Days wanted it but they said no. They have to get the electrical disconnected and then have public works take away the gazebo.

Secretary Aker also stated Brian Larson had done a lot of work to get the cemetery ready for Memorial Day. Secretary Aker told the commission that he drove Larson around the cemetery and he put the flag holders in.

Commissioner Marek adjourn the meeting until the week of November 16, 2016; Commissioner Wogaman second the adjournment; motion passed.



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 _____

RESOLUTION NO. 16 – 12 - 121

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, Minnesota, chooses to “Waive” the monetary limits on tort liability without purchasing excess liability coverage for 2017.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: December 6, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

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

Mayor

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



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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
	39.25 in / 1,000 mm

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.

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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



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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

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BETCO® STEALTH™ MICRORIDER™ 16X



E29960-00 STEALTH™ DRS21BT MICRORIDER™

Cleaning Path: 21"
Squeegee Width: 28"
Brush/Pad Size: 21"
Brush Motor: 0.60 HP
Brush Pressure: 35 lbs
Brush Speed: 140 RPM

Vacuum Motor: 0.42 HP
Traction Motor: 0.40 HP
Solution Tank: 17-gallon
Recovery Tank: 20 gallon
Operating Voltage: 24 VDC
Battery/Hour Meter: Yes

Length: 52"
Width: 26"
Height: 47"
Productivity: Up to 31,000 sq.ft./hr.
Sound Level: 54 dBA



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1001 Brown Avenue
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Item #92162-92





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

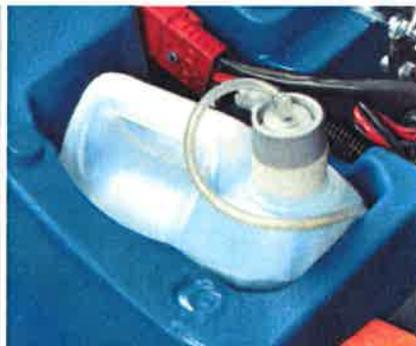
High traction, non-marking urethane tires

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	



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



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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



RESOLUTION NO. 16 – 12 - 122

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 25499 for a total of \$1,868.46.

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 \$1,868.46 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 December 6, 2016.

Voting Aye:
Voting Nay:
Abstain:

The President declared the resolution passed.

Passed: December 6, 2016

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 6th day of December, 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 25499 for a total of \$1,868.46.
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 December 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: 12/2/2016 - 3:09 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
25446	12/06/2016	ACM001	Acme Electric Companies	259.99	0
25447	12/06/2016	ADV001	Advanced Business Methods Inc	709.73	0
25448	12/06/2016	ALB001	Albrecht Manufacturing	1,570.62	0
25449	12/06/2016	ALT001	Altru Health System	389.00	0
25450	12/06/2016	AMA001	Amazon.com	14.99	0
25451	12/06/2016	AME002	American Tire Service	3,684.00	0
25452	12/06/2016	AME005	Ameripride Linen & Apparel Services	431.62	0
25453	12/06/2016	AHC001	Anderson Heating & Cooling, Inc	439.33	0
25454	12/06/2016	ASC001	ASC Construction Equipment USA, Ir	2,588.80	0
25455	12/06/2016	BAK001	Baker & Taylor Co	568.11	0
25456	12/06/2016	BAL001	Balco Uniforms Co Inc	159.04	0
25457	12/06/2016	BAT001	Batteries + Bulbs	432.60	0
25458	12/06/2016	BOR001	Border States Electric Supply	55.04	0
25459	12/06/2016	BRI004	Brians Flooring	2,038.59	0
25460	12/06/2016	BRO002	Brodart Co	333.18	0
25461	12/06/2016	BSN001	BSN Sports Inc.	331.55	0
25462	12/06/2016	BUR009	Greg Burlage	595.00	0
25463	12/06/2016	BUT001	Butler Machinery Co	7.52	0
25464	12/06/2016	C&R001	C&R Cleaners & Laundry	858.33	0
25465	12/06/2016	CAR002	Carquest Auto Parts	202.62	0
25466	12/06/2016	CEN006	Century Link	866.76	0
25467	12/06/2016	CHE001	Chemsearch	2,648.62	0
25468	12/06/2016	GFC002	City of Grand Forks	4,246.25	0
25469	12/06/2016	COL002	Cole Papers Inc	172.32	0
25470	12/06/2016	COM003	Complete Pest Control Inc	75.00	0
25471	12/06/2016	AIR003	Corval Constructors	320.23	0
25472	12/06/2016	COU008	Countrywide Sanitation Company	40,315.00	0
25473	12/06/2016	CUM001	Cummins NPower LLC	88.37	0
25474	12/06/2016	CUS002	Custom Stripes Inc	245.00	0
25475	12/06/2016	DAK004	Dakota Supply Group	88.12	0
25476	12/06/2016	DAY002	Daydreams Specialties, LLC	45.00	0
25477	12/06/2016	DEM001	Demco Educational Corp	357.91	0
25478	12/06/2016	DIS001	Display Sales Co	106.00	0
25479	12/06/2016	DOC001	Docu Shred Inc	37.61	0
25480	12/06/2016	EAG001	Eagle Electric	850.32	0
25481	12/06/2016	EAS004	East Side Auto Center	70.00	0
25482	12/06/2016	ECO002	Ecolab	79.98	0
25483	12/06/2016	EME001	Emergency Apparatus Maintenance In	36.04	0
25484	12/06/2016	EQU001	Equinox Software	11,500.00	0
25485	12/06/2016	EXP002	Exponent	780.30	0
25486	12/06/2016	FIL001	Filter Care	61.93	0
25487	12/06/2016	FOR005	Forum Communications Company	258.00	0
25488	12/06/2016	G&K001	G&K Services	191.84	0
25489	12/06/2016	GAR001	Garden Hut Inc	45.53	0
25490	12/06/2016	GGF001	GGF Convention & Visitors Bureau	3,180.19	0
25491	12/06/2016	GOP002	Gopher State Lawn Sprinklers	115.00	0
25492	12/06/2016	GFF001	Grand Forks Fire Equipment	160.50	0
25493	12/06/2016	GFH002	Grand Forks Herald	227.00	0
25494	12/06/2016	EXP003	Grand Forks Police Department	50.00	0
25495	12/06/2016	GFW001	Grand Forks Welding & Machine	15.31	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
25496	12/06/2016	GRE013	Greater MN Parks and Trails	150.00	0
25497	12/06/2016	GRE002	Greg's Lawn Care	476.25	0
25498	12/06/2016	HWW001	Grey House Publishing	307.50	0
25499	12/06/2016	HAR001	Hardware Hank	1,868.46	0
25500	12/06/2016	HIG002	Higher Ground	1,860.00	0
25501	12/06/2016	HOL002	Holiday Companies	228.13	0
25502	12/06/2016	HUG001	Hugo's	34.68	0
25503	12/06/2016	ICS002	Industrial Contract Services Inc. ICS	28,649.00	0
25504	12/06/2016	INT003	Integra Telecom	94.56	0
25505	12/06/2016	KEE002	Keepers Inc	203.00	0
25506	12/06/2016	KEN002	Kennedy & Graven, Chartered	297.50	0
25507	12/06/2016	LEA007	Leads Online	1,758.00	0
25508	12/06/2016	LEA002	League of MN Cities	1,000.00	0
25509	12/06/2016	LIB001	Liberty Business Systems	49.70	0
25510	12/06/2016	LUN007	Cody W. Lund	20.00	0
25511	12/06/2016	LYN003	Gregory Lynas	100.00	0
25512	12/06/2016	MAR001	Marco Inc	419.04	0
25513	12/06/2016	MEA003	Gregory & Tracy Meagher	5,000.00	0
25514	12/06/2016	MPO001	Metropolitan Planning Organization	4,776.38	0
25515	12/06/2016	MID003	Midcontinent Communications	1,758.80	0
25516	12/06/2016	MID016	Midwest Pest Control Inc	125.00	0
25517	12/06/2016	MIK001	Mike's Pizza	128.38	0
25518	12/06/2016	MIL004	Miller Motivations, LLC	33,600.00	0
25519	12/06/2016	BAR005	MSC Industrial Supply Co.	702.21	0
25520	12/06/2016	NOR004	Northern Plumbing Supply	26.26	0
25521	12/06/2016	OCL001	OCLC	147.36	0
25522	12/06/2016	OVE002	OverDrive, Inc	1,600.00	0
25523	12/06/2016	PAY002	PAY.GOV ***VOID VOID***	3,915.00	0
25524	12/06/2016	PDQ001	PDQ Sanitary Services	103.00	0
25525	12/06/2016	PET001	Peterson Veterinarian Clinic P.C.	665.00	0
25526	12/06/2016	POL008	Polk County Sheriff's Office	4,043.29	0
25527	12/06/2016	QUI001	Quill Corp	728.43	0
25528	12/06/2016	ZAV001	RJ Zavoral & Sons	732,359.28	0
25529	12/06/2016	ROO002	Roos & Associates, Inc	2,000.00	0
25530	12/06/2016	SCH035	Rhonda Schaefer	70.00	0
25531	12/06/2016	SEN001	Sentimental Reflections	150.00	0
25532	12/06/2016	STA012	Stanley Access Tech, LLC	573.83	0
25533	12/06/2016	STO001	Stone's Mobile Radio Inc	49.00	0
25534	12/06/2016	STA005	Strata Corp	79,795.45	0
25535	12/06/2016	STU001	Stuart's Towing	100.00	0
25536	12/06/2016	CHA001	The Chamber of EGF/GF	249.00	0
25537	12/06/2016	THU002	Thur-O-Clean	15,735.78	0
25538	12/06/2016	UNI005	Uniforms Unlimited Inc.	10.99	0
25539	12/06/2016	USB005	US Bank Corporate Payment System	17,630.47	0
25540	12/06/2016	VAL002	Valley Truck	1,155.18	0
25541	12/06/2016	WAG004	Jack C. Wagner	20.00	0
25542	12/06/2016	WAT001	Water & Light Department	25,685.82	0
25543	12/06/2016	WAT003	Waterous Company	298.25	0
25544	12/06/2016	WID001	Widseth Smith Nolting & Associates	42,086.35	0
25545	12/06/2016	WIL002	Wilbur-Ellis	17.09	0
25546	12/06/2016	XCE001	Xcel Energy	4,000.45	0
				<hr/> <hr/>	
				Check Total:	1,099,725.66
				<hr/> <hr/>	

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: SETH BAUNE Account Number: **3182 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/02/2016	11/04/2016	240491	9399	GOVERNMENT SERVICES-OTHER	DEPARTMENT OF LABOR AND I	MN	416007162	\$ 50.00	Memo	248110302360010	Not Reviewed	No
11/07/2016	11/08/2016	240507	5046	WHOLESALE COMMERCIAL	AIR DELIGHTS INC	OR	202216687	169.49	Memo	3182	Not Reviewed	No
11/17/2016	11/21/2016	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS ND	ND	390989248	39.88	Memo	city hall xmas	Not Reviewed	No
11/17/2016	11/21/2016	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS ND	ND	390989248	119.64	Memo	city hall xmas	Not Reviewed	No
Name: RONALD BUBENDORF Account Number: **5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/04/2016	11/07/2016	240506	5533	AUTOMOTIVE PARTS,ACCESSO	PAYPAL *ZHANGZHIYE	CA	770510487	14.85	Memo	68185018	Not Reviewed	No
Name: MARK DRAGICH Account Number: **3427 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/17/2016	11/21/2016	240500	5941	SPORTING GOODS STORES	GERRELLS SPORTS CENTER	ND	450314907	241.75	Memo	5	Not Reviewed	No
Name: PAUL GORTE Account Number: **1823 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
10/26/2016	10/28/2016	240492	5812	EATING PLACES AND RESTAURANTS	BLUE MOOSE BAR & GRILL	MN	411766541	17.16	Memo		Not Reviewed	No
11/21/2016	11/22/2016	240491	8299	SCHOOLS/EDUCATIONA L SCHL	AMERICAN PLANNING ASSOCI	IL	521134021	561.00	Memo	AP0EDD09D0D0	Not Reviewed	No
11/21/2016	11/22/2016	240491	8299	SCHOOLS/EDUCATIONA L SCHL	AMERICAN PLANNING ASSOCI	IL	521134021	160.00	Memo	AX0EF01B0909	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: NICK GUNDERSON Account Number: **3450 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/02/2016	11/03/2016	240498	7399	BUSINESS SERVICES -OTHER	IA PUBLIC DEF TRAINING	IA	426004501	\$ 124.00	Memo		Not Reviewed	No
11/02/2016	11/04/2016	240506	5542	AUTOMATED FUEL DISPENSERS	LOVES COUNTRY 00003376	MN	731220756	31.00	Memo	0000000000000000	Not Reviewed	No
11/04/2016	11/07/2016	240506	5542	AUTOMATED FUEL DISPENSERS	HOLIDAY STNSTORE 0373	MN	410771276	32.85	Memo	0000000000000000	Not Reviewed	No
11/18/2016	11/21/2016	240507	5085	WHOLESALE INDUST SUPP	IN *CREATIVE PRODUCT SOUR	CA	760816515	1,175.04	Memo	A0EUKPRX	Not Reviewed	No
Name: KEVIN HANSON Account Number: **1957 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
10/24/2016	10/26/2016	240501	4121	TAXICABS AND LIMOUSINES	AMERICAN CHAUFFEURS WW	IL	770707623	90.00	Memo	0000000000000000	Not Reviewed	No
10/28/2016	10/31/2016	240493	3690	COURTYARD BY MARRIOTT	COURTYARD CHICAGO ST C	IL		333.00	Memo	302033	Not Reviewed	No
10/28/2016	10/31/2016	240501	4121	TAXICABS AND LIMOUSINES	AMERICAN CHAUFFEURS WW	IL	770707623	72.00	Memo	0000000000000000	Not Reviewed	No
10/28/2016	10/31/2016	240506	7523	PARKING LOTS AND GARAGES	RPS GRAND FORKS	ND	591162686	32.00	Memo		Not Reviewed	No
Name: MICHAEL HEDLUND Account Number: **8024 Optional 1: Optional 2: Lost/Stolen Account: **1856 Replacement Account:												
10/31/2016	11/02/2016	240506	5541	SERVICE STATIONS	SIMONSON GAT10050029	ND	450280064	125.00	Memo		Not Reviewed	No
11/17/2016	11/21/2016	240493	7011	OTHER HOTELS	CANAL PARK LODGE	MN	204751678	202.70	Memo	1	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: CHARLOTTE HELGESON Account Number: **1631 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
10/20/2016	10/24/2016	240498	2741	PUBLISHING/PRINTING	DAYDREAMS SPECIALTIES	ND	464456733	\$ 21.35	Memo	0005	Not Reviewed	No
10/29/2016	11/01/2016	240493	3501	HOLIDAY INNS	HOLIDAY INN-FARGO	ND	810742884	328.20	Memo	15136092	Not Reviewed	No
10/29/2016	11/01/2016	240493	3501	HOLIDAY INNS	HOLIDAY INN-FARGO	ND	810742884	218.80	Memo	15145517	Not Reviewed	No
11/01/2016	11/02/2016	240499	9402	POSTAGE STAMPS	USPS PO 2626700798	MN		8.82	Memo		Not Reviewed	No
11/09/2016	11/10/2016	240499	9402	POSTAGE STAMPS	USPS PO 2626700798	MN		7.90	Memo		Not Reviewed	No
11/15/2016	11/16/2016	240499	9402	POSTAGE STAMPS	USPS PO 2626700798	MN		8.82	Memo		Not Reviewed	No
Name: REID HUTTUNEN Account Number: **6785 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/04/2016	11/07/2016	240491	9399	GOVERNMENT SERVICES-OTHER	DEPARTMENT OF LABOR AND I	MN	416007162	50.00	Memo	250110502380046	Not Reviewed	No
11/04/2016	11/07/2016	240491	9399	GOVERNMENT SERVICES-OTHER	DEPARTMENT OF LABOR AND I	MN	416007162	50.00	Memo	999110502440047	Not Reviewed	No
11/08/2016	11/10/2016	240491	9399	GOVERNMENT SERVICES-OTHER	DEPARTMENT OF LABOR AND I	MN	416007162	50.00	Memo	254110902320081	Not Reviewed	No
Name: JEREMY KING Account Number: **1148 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/18/2016	11/21/2016	240506	5541	SERVICE STATIONS	EASTSIDE EXPRESS	MN	412004359	38.45	Memo	00239813	Not Reviewed	No
Name: TERRY KNUDSON Account Number: **1162 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/01/2016	11/02/2016	240491	8299	SCHOOLS/EDUCATIONA L SCHL	SOCIETY FOR HUMAN RESOURC	VA	340948453	190.00	Memo	P3691733842	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: KRIS KOVAR Account Number: **5156 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:

10/26/2016	10/27/2016	240497	5969	OTHER DIRECT MARKETER	B&H PHOTO, 800-606-6969	NY	132768071	\$ 683.98	Memo	75818244	Not Reviewed	No
10/26/2016	10/27/2016	240497	5969	OTHER DIRECT MARKETER	B&H PHOTO, 800-606-6969	NY	132768071	1,999.00	Memo	75818244	Not Reviewed	No
10/26/2016	10/27/2016	240497	5969	OTHER DIRECT MARKETER	B&H PHOTO, 800-606-6969	NY	132768071	1,999.00	Memo	75818244	Not Reviewed	No
10/28/2016	10/31/2016	240498	7399	BUSINESS SERVICES -OTHER	AMZ*WIFI-TEXAS COM I	WA	830417755	39.20	Memo	P01-4434322-34265	Not Reviewed	No
11/03/2016	11/04/2016	240497	5969	OTHER DIRECT MARKETER	B&H PHOTO, 800-606-6969	NY	132768071	649.99	Memo	75818244	Not Reviewed	No
11/21/2016	11/22/2016	240498	7399	BUSINESS SERVICES -OTHER	AMZ*WIFI-TEXAS COM I	WA	202936165	63.46	Memo	P01-3569701-36162	Not Reviewed	No
11/21/2016	11/22/2016	240497	5969	OTHER DIRECT MARKETER	B&H PHOTO, 800-606-6969	NY	132768071	2,777.00	Memo	75818244	Not Reviewed	No
11/21/2016	11/22/2016	240497	5969	OTHER DIRECT MARKETER	B&H PHOTO, 800-606-6969	NY	132768071	2,500.00	Memo	75818244	Not Reviewed	No

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

10/27/2016	10/28/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	83.20	Memo	823781	Not Reviewed	No
11/01/2016	11/02/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	78.97	Memo	825005	Not Reviewed	No
11/07/2016	11/08/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	17.11	Memo	826341	Not Reviewed	No
11/10/2016	11/11/2016	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	176.76	Memo	827227	Not Reviewed	No

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

10/27/2016	10/28/2016	240498	7392	MANAGEMENT,CONSULTING	PP*MISSIONLLC	SC	770510487	50.00	Memo	48320814	Not Reviewed	No
10/29/2016	10/31/2016	240493	3829	COUNTRY INN BY CARLSON	COUNTRY INN & SUITES SC	MN	201365574	400.08	Memo	17664394	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
11/05/2016	11/07/2016	240494	5964	CATALOG MERCHANT	GALLS	KY	203545989	\$ 252.60	Memo	GARY LARSON	Not Reviewed	No

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

10/26/2016	10/28/2016	240492	5812	EATING PLACES AND RESTAURANTS	BLUE MOOSE BAR & GRILL	MN	411766541	15.59	Memo		Not Reviewed	No
11/11/2016	11/14/2016	240507	5399	MISCELLANEOUS GENERAL MER	GRAND FORKS HERALD	ND	450129560	17.25	Memo	E33G2RF3	Not Reviewed	No
11/15/2016	11/17/2016	240491	8699	MEMBERSHIP ORGANIZATIONS	SHRM*SHRMSTORE1001 2218	VA	340948453	54.99	Memo	100122180	Not Reviewed	No

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

11/15/2016	11/16/2016	240499	9402	POSTAGE STAMPS	USPS PO 2626700798	MN		6.70	Memo		Not Reviewed	No
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Name: JARED QUANRUD **Account Number:** **2376 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

11/03/2016	11/07/2016	240493	3829	COUNTRY INN BY CARLSON	COUNTRY INN & SUITES S	MN	472346412	267.00	Memo	163719	Not Reviewed	No
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Name: ANDREA SCHERER **Account Number:** **1888 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

10/31/2016	11/01/2016	240498	7311	ADVERTISING SERVICES	FACEBK PK964BA8K2	CA	201665019	30.91	Memo	P1114186048695787	Not Reviewed	No
10/31/2016	11/01/2016	240498	7311	ADVERTISING SERVICES	FACEBK QK964BA8K2	CA	201665019	2.72	Memo	P1114186052029120	Not Reviewed	No
11/16/2016	11/17/2016	240500	5970	ARTIST'S SUPPLY AND CRAFT SHOP	MICHAELS STORES 1583	ND	751943604	83.72	Memo	1583000239541611161 400	Not Reviewed	No

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: AEISSO SCHRAGE Account Number: **6738 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
10/22/2016	10/24/2016	240500	5941	SPORTING GOODS STORES	ALIEN GEAR HOLSTERS	ID		\$ 8.00	Memo	1437715	Not Reviewed	No
10/28/2016	10/31/2016	240500	5941	SPORTING GOODS STORES	CABELA'S PROMOTIONS	NE	470826306	150.00	Memo	613951019	Not Reviewed	No
11/18/2016	11/21/2016	240507	5137	WHOLESALE UNIFORMS	HERO 247	IA	421407732	662.76	Memo	1121357122	Not Reviewed	No
11/21/2016	11/22/2016	240498	7399	BUSINESS SERVICES -OTHER	WALTER CURTIS CO LLC	MI	382904154	598.00	Memo	0000000003	Not Reviewed	No
Name: MAREN SWINGEN Account Number: **9812 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/16/2016	11/18/2016	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS ND	ND	390989248	199.07	Memo		Not Reviewed	No
Name: COREY THOMPSON Account Number: **9747 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account:												
11/15/2016	11/16/2016	240500	5732	ELECTRONICS STORES	CABLESANDKITS	GA	043610349	700.00	Memo	95264850	Not Reviewed	No
11/15/2016	11/16/2016	240499	5942	BOOK STORES	AMAZON MKTPLACE PMTS	WA	202936165	23.99	Memo	102-3399660-32754	Not Reviewed	No
Total Number of Records:								60				
Total								\$19,154.75				

End of Report