

12/7/2016-07-086-City of East Grand Forks\070660049-2017\_AJ No1 - Street Improvements\CADD\Civil\Feasibility Report\2017\_Feasibility Report\_Sheet 7.dgn

**LEGEND**

- SEAL COAT AREA
- FRONT BENEFIT
- END BENEFIT



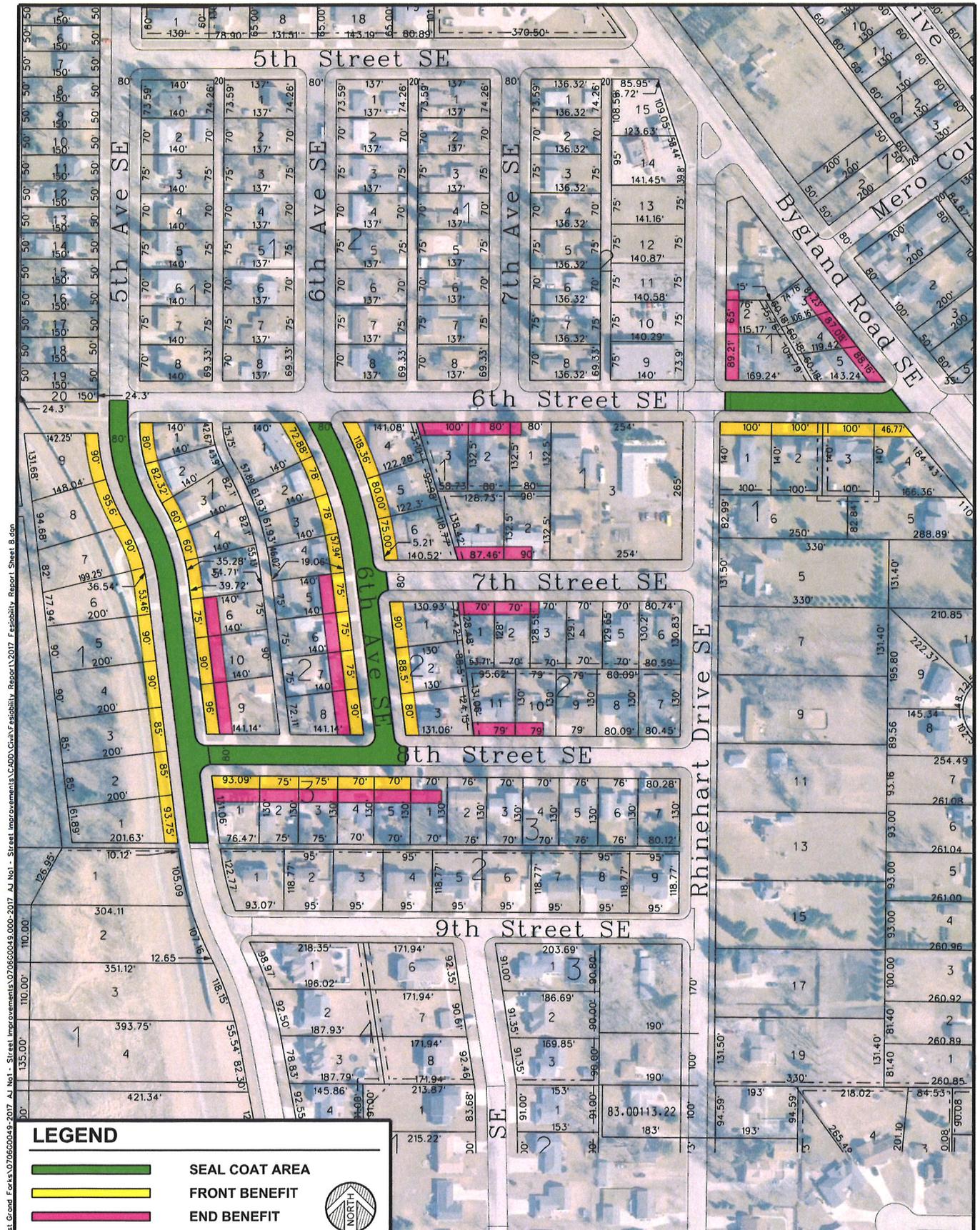
**WIDSETH SMITH NOLTING**

Engineering | Architecture | Surveying | Environmental

DATE: Dec. 2016  
 SCALE: None  
 DRAWN BY: DDA  
 CHECKED BY: SRE  
 JOB NUMBER:

City of East Grand Forks  
 Minnesota  
 Report of Feasibility  
**2017 Seal Coat Areas**

SHEET NO.  
**7**  
 SHEET  
 7 OF 10



12/7/2016 02:06:56 - City of East Grand Forks - Street Improvements\07060049-2017 - Al Nol - Street Improvements\07060049-000-2017 - Al Nol - Street Improvements\07060049-000-2017 - Feasibility Report - Sheet B.dgn

**LEGEND**

- SEAL COAT AREA
- FRONT BENEFIT
- END BENEFIT

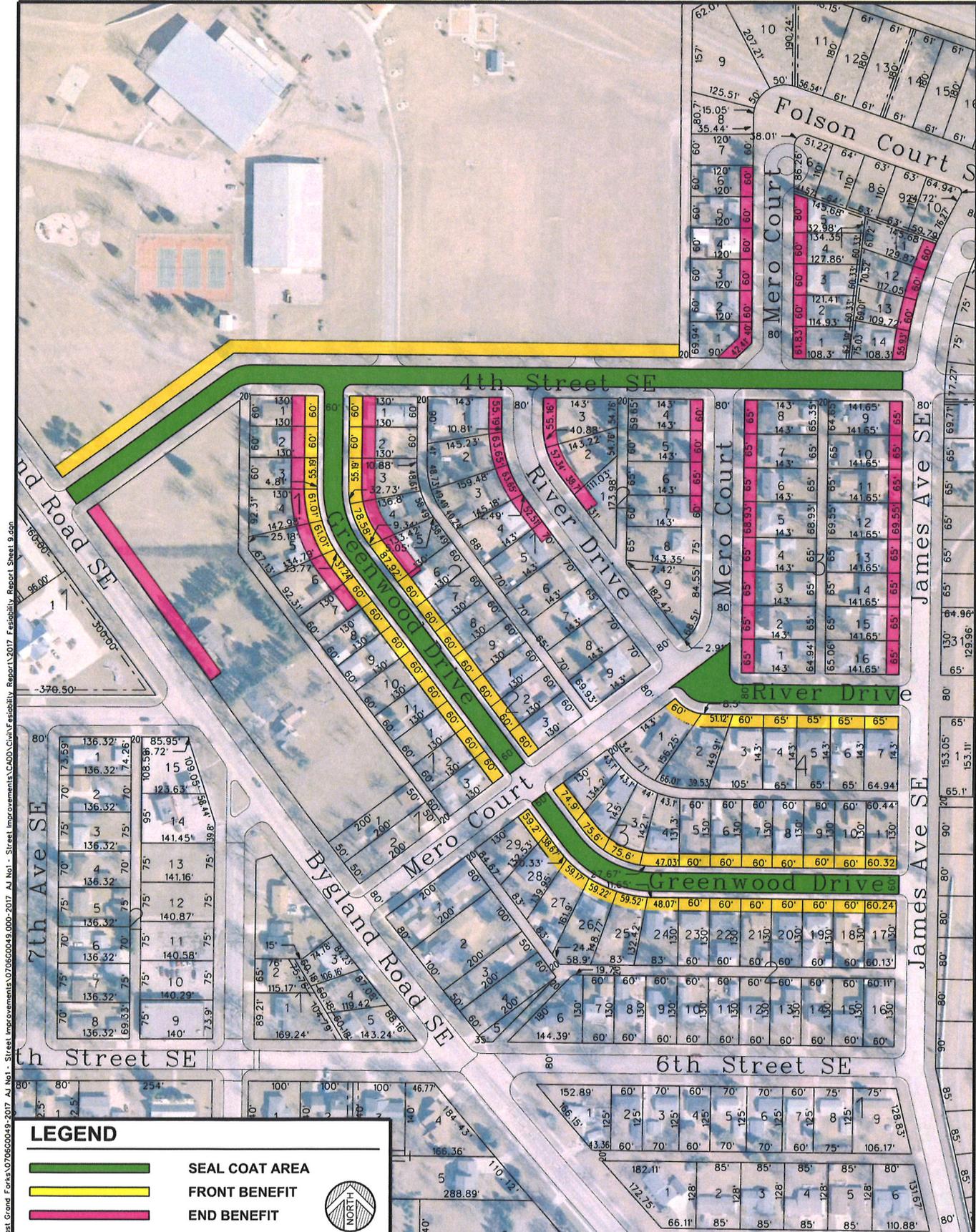


**WIDSETH SMITH NOLTING**  
 Engineering | Architecture | Surveying | Environmental

DATE: Dec. 2016  
 SCALE: None  
 DRAWN BY: DDA  
 CHECKED BY: SRE  
 JOB NUMBER:

City of East Grand Forks  
 Minnesota  
 Report of Feasibility  
**2017 - Seal Coat Areas**

SHEET NO.  
**8**  
 SHEET  
 8 OF 10



12.71.2016.07.066-City of East Grand Forks\070660049-2017 AJ No.1 - Street Improvements\CD\070660049-2017 Feasibility Report Sheet 9.dgn

**LEGEND**

- SEAL COAT AREA
- FRONT BENEFIT
- END BENEFIT

**WIDETH SMITH NOLTING**  
Engineering | Architecture | Surveying | Environmental

DATE: Dec. 2016  
SCALE: None  
DRAWN BY: DDA  
CHECKED BY: SRE  
JOB NUMBER:

**City of East Grand Forks  
Minnesota  
Report of Feasibility**

**2017 - Seal Coat Areas**

SHEET NO.  
**9**

SHEET  
**9** OF 10



**2017 Assessment Job No.1  
Street and Bikepath Improvements  
East Grand Forks, Minnesota**

12/12/2016

<b>Mill &amp; Overlay (Assessable Project Costs)</b>	
Construction:	\$ 919,457.50
Plans /Specs (8%)	\$ 73,556.60
Staking / Inspection (6%)	\$ 55,167.45
Assessment Roll (1%)	\$ 9,194.58
Contingencies (7%)	\$ 64,362.03
Admin / Legal (3%)	\$ 27,583.73
<b>Total Project Cost Proposal 1</b>	<b>\$ 1,149,321.88</b>

**Note: City Portion of Assessments: \$3,658.60**

12/12/2016

<b>Mill &amp; Overlay (Non-Assessable Project Costs)</b>	
Construction:	\$ 161,917.00
Plans /Specs (8%)	\$ 12,953.36
Staking / Inspection (6%)	\$ 9,715.02
Assessment Roll (1%)	\$ 1,619.17
Contingencies (7%)	\$ 11,334.19
Admin / Legal (3%)	\$ 4,857.51
<b>Total Project Cost Proposal 1</b>	<b>\$ 202,396.25</b>

12/12/2016

<b>Seal Coat (Assessable Project Costs)</b>	
Construction:	\$ 218,260.00
Plans /Specs (8%)	\$ 17,460.80
Staking / Inspection (6%)	\$ 13,095.60
Assessment Roll (1%)	\$ 2,182.60
Contingencies (7%)	\$ 15,278.20
Admin / Legal (3%)	\$ 6,547.80
<b>Total Project Cost Proposal 2</b>	<b>\$ 272,825.00</b>

**Note: City Portion of Assessments: \$51,606.40**

12/12/2016

<b>Seal Coat (Non-Assessable Project Costs)</b>	
Construction:	\$ 82,128.50
Plans /Specs (8%)	\$ 6,570.28
Staking / Inspection (6%)	\$ 4,927.71
Assessment Roll (1%)	\$ 821.29
Contingencies (7%)	\$ 5,749.00
Admin / Legal (3%)	\$ 2,463.86
<b>Total Project Cost Proposal 2</b>	<b>\$ 102,660.63</b>

12/12/2016

<b>Proposal Number 3 - Bygland Rd Conc Panel Repl.</b>	
Construction:	\$ 69,414.00
Plans /Specs (8%)	\$ 5,553.12
Staking / Inspection (6%)	\$ 4,164.84
Contingencies (10%)	\$ 6,941.40
Admin / Legal (3%)	\$ 2,082.42
<b>Total Project Cost Proposal 3</b>	<b>\$ 88,155.78</b>

12/12/2016

<b>Proposal Number 4 - South Fire Station</b>	
Construction:	\$ 21,379.00
Plans /Specs (8%)	\$ 1,710.32
Staking / Inspection (6%)	\$ 1,282.74
Contingencies (10%)	\$ 2,137.90
Admin / Legal (3%)	\$ 641.37
<b>Total Project Cost Proposal 4</b>	<b>\$ 27,151.33</b>

12/12/2016

<b>Proposal Number 5 - 20 St &amp; 3rd Ave NW Reconstruction</b>	
Construction:	\$ 184,550.00
Plans /Specs (8%)	\$ 14,764.00
Staking / Inspection (6%)	\$ 11,073.00
Contingencies (10%)	\$ 18,455.00
Admin / Legal (3%)	\$ 5,536.50
<b>Total Project Cost Proposal 5</b>	<b>\$ 234,378.50</b>

12/12/2016

<b>Proposal Number 6 - Bikepath Improvements</b>	
Construction:	\$ 99,500.00
Plans /Specs (8%)	\$ 7,960.00
Staking / Inspection (6%)	\$ 5,970.00
Contingencies (10%)	\$ 9,950.00
Admin / Legal (3%)	\$ 2,985.00
<b>Total Project Cost Proposal 5</b>	<b>\$ 126,365.00</b>

12/12/2016

<b>Proposal Number 7 - Stauss Park Parking Lot</b>	
Construction:	\$ 20,000.00
Plans /Specs (8%)	\$ 1,600.00
Staking / Inspection (6%)	\$ 1,200.00
Contingencies (10%)	\$ 2,000.00
Admin / Legal (3%)	\$ 600.00
<b>Total Project Cost Proposal 5</b>	<b>\$ 25,400.00</b>

**EAST GRAND FORKS  
REGULAR  
PLANNING COMMISSION MINUTES  
Thursday, November 10, 2016 – 12:00 Noon  
East Grand Forks City Council Chambers**

**CALL TO ORDER**

Chairman Mike Powers called the November 10, 2016, meeting of the East Grand Forks Planning Commission to order at 12:05 p.m.

**CALL OF ROLL**

On a Call of Roll the following members were present: Chairman Mike Powers Commissioners Gary Christianson, Randy Boushey, Marc DeMers, Chad Erickson and Kevin Marcott

Absent: Commissioner Niel McWalter

Guest(s) present: Dan Boyce and Keith Mykleseth, Water & Light; Paul Gorte, Economic Development Director; Roger Scheving and Beau Scheving.

Staff present: Nancy Ellis, East Grand Forks City Planner; Brenda Ault, Executive Assistant, David Murphy, City Administrator and Ron Galstad, City Attorney.

**DETERMINATION OF A QUORUM**

A quorum was present.

**COMMUNICATION**

CP Ellis reminded the Commission that Niel McWalter had moved and resigned his position with the Planning & Zoning Board. She is searching for someone qualified to be appointed in January to replace him. She also stated that someone who had recently moved into the area from Granite Falls had stopped by the office. He served on the Planning Commission there and is interested in serving on the Commission here. She will be in contact with him.

**APPROVAL OF THE MINUTES OF THE October 13, 2016, REGULAR MEETING:**

A Motion was made by Commissioner Boushey, Seconded by Commissioner Marcott approve the minutes from the October 13, 2016 Regular Meeting. M/S/P- Boushey, Marcott; 6-0, mc.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **PUBLIC HEARING: Matter of Consideration to Approve a Variance for Beau and Kristen Scheving for Lot 14, Block 2 Garden Valley Addition to reduce the front yard setback to less than 30 feet for a porch on the front of their duplex.**

A Motion was made by Commissioner Christianson, was seconded by Commissioner Erickson to open to a Public Hearing. M/S/P- Christianson, Erickson; 6-0, mc.

CP Ellis informed the Commissioners that this was old business; but because of a discrepancy in mailing the City Council had sent the issue back to the Commission to rehear the matter.

President Powers invited the applicants to speak to the group. Roger Scheving addressed the Commissioners. He stated that he had went to get a building permit to take an old porch off the front and replace it on a duplex that needs a lot of work. He also had added a 2<sup>nd</sup> door to the front, replaced windows and was doing some shingling. When he went in for the permit, he was denied. He asked for a variance and she would not give him a variance. So he went to talk to Ron Galstad, the City Attorney who told him CP Ellis would be contacting him. When she didn't contact him, he started the project. A few days later a couple guys came to the site and informed him that he needed a permit. He has talked to his neighbors and none of them have a problem with it. He also stated that if Ron Galstad hadn't called him and told him the issue was going to the City Council that evening he wouldn't have known about it. He did not receive any notice of the hearing.

Commissioner Boushey stated that to be fair to CP Ellis; she does not have the authority to issue a variance; it would need to come from the Planning Commission and then be approved by the City Council.

Commissioner Christianson stated that he should have known he couldn't move forward without a permit.

CP Ellis stated that the notice was sent to Beau and Kristen Scheving because the City policy is to send it to whomever Polk County has listed as the tax payers on the property. She also clarified that Roger Scheving had come in for another permit in April

and that was granted with no issues. The problem arose when he had a porch listed on the permit application. A porch is something with a roof and he does not have enough setback room to accommodate a porch. The other items on the application; windows, doors, shingles would have been granted a permit. And to address the issue he has that he wasn't given a variance or the application; it is on the city website and available at any time.

A Motion was made by Commissioner Christianson, was seconded by Commissioner Boushey to close the Public Hearing. M/S/P- Christianson, Boushey; 6-0, mc.

Commissioner Boushey stated that Mr. Scheving should have gone through the proper channels. The permit for the windows, doors and other projects would have been issued without the porch on the application. The roof on the porch should not have been done without the permit.

CA Galstad informed the Commissioners that the statute outlines the process for a variance. This is based on City Code Section 152.079 (D) (1) which requires a 30-foot front yard building setback. Based upon case law; the variances must satisfy all three of the analysis required by the state. When Mr. Scheving came to see him, he referred him to CP Ellis and then drove out to look at the property. He then wrote him a letter to outline the process and notified him when the issue was to go to the City Council.

Commissioner Boushey stated that CP Ellis had done the steps correctly, the application was not approved; so what are the steps to be taken now? He doesn't want people to not want to move to East Grand Forks and would like to be reasonable with variance applications.

CA Galstad stated that the Commissioner's could impose a fine, deny the variance application and then if the City Council did not override the issue; Mr. Scheving could take the issue to district court. And as far as the neighbor's approving that does usually not sway the State's position if the points aren't met.

City Administrator Murphy informed the Commissioner's that this type of situation had come up in the city he had worked for before he came to East Grand Forks, so he has had experience with this issue. He would like some things taken down for the record.

1. Mr. Scheving did not take the proper steps. A letter was sent to Beau & Kristin Scheving because they are the registered property owners with Polk County.
2. The City did not receive the notice back, so it was delivered.
3. CP Ellis had listed the requirements for a variance and in his experience if those requirements are not met, the State does not grant the variance.

CP Ellis stated that for the record; small roofs over the doorway would be allowed. But once that full roof was attached to the house it made in non-conforming. A deck for a walkway would be allowed without the roof.

Commissioner Christianson stated that he has a real problem with people not following the proper steps and then asking for forgiveness, rather than permission. He would recommend denying this application.

Commissioner Demers stated that it is important to accommodate the citizens and to be reasonable when possible, but neighborhood ascetics shouldn't apply. The purpose of ordinances is to allow for fairness with its entirety. There could be ramifications to future decisions if they approve this one. The reason for variances in the past is highly subjective; so the benefit of this group is to walk through the steps in an open hearing. He would like CP Ellis to go through the analysis for the group.

CP Ellis stated that the Planning Commission should make its recommendation based on the following three factors test for the "practical difficulties" legal standpoint.

The first factor is that the property owner proposed to use the property in a reasonable manner. Staff Comment; the use is reasonable for the zoning of the property and the size and shape of the property. The request to vary from the front setback is not reasonable in that if they were told that they could have a small landing and stairs to each driveway but no roof when they came in and applied for the permit. They continued to build without a permit.

The second factor is that the landowner's problem is due to circumstances unique to the property not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property. Staff Comment; there are no conditions unique to the property for which the variance is sought. Their unfamiliarity with code requirements is not unique to the land.

The third factor is that the variance, if granted, will not alter the essential character of the locality. Under this factor, consider whether the resulting structure will be out of scale, out of place or otherwise inconsistent with the surrounding area. Staff Comment; This building and request will not alter the character of the area and the structure will fit in with surrounding uses. It will not be out of scale or out of place.

Other items to consider are;

1. Is the variance in harmony with the purposes and intent of the ordinance? No, the intent of the Ordinance is to keep all structures setback a minimum distance from the front lot lines so as to maintain a consistent look and feel. With other options available to the applicants that would not require a variance. The request does not meet the criteria.
2. Is the variance consistent with the comprehensive plan? Yes, the variance does not change the current use of the property, and as such, is consistent with the Comp Plan.

3. Does the proposal put the property to use in a reasonable manner? Yes, the use is reasonable.
4. Are there unique circumstances to the property not created by the landowner? No.
5. Will the variance, if granted, meet the practical difficulties test as opposed to a mere inconvenience? No, neither the physical surroundings, nor shape of topographical conditions of the parcel present a practical difficulty to following city code. Removing the roof on this project is an inconvenience and not a practical difficulty.

Staff recommendation is to deny this variance to reduce the 30-foot rear yard setback for a roofed landing/stairway. A building permit can be issued without the porch/roof.

A Motion was made by Commissioner Christianson, was seconded by Commissioner Demers to deny the variance request. M/S/P- Christianson, Demers; Roll Call Vote; Erickson N, Christianson Y, Boushey N, Demers Y, Marcott Y, Powers Y; 4-2; mc.

This item will be on the Agenda for the City Council Meeting, November 15<sup>th</sup> at 5:00pm.

**PUBLIC HEARING: Matter of Consideration to Approve a Variance for the City of East Grand Forks to allow for residential access for 5 properties located on the north side of 23<sup>rd</sup> St NW on a Medium Priority Roadway**

A Motion was made by Commissioner Christianson, was seconded by Commissioner Erickson to open to a Public Hearing. M/S/P- Christianson, Erickson; 6-0, mc.

Commissioner Christianson inquired who had instituted the variance request; because he has a real problem with the City making those changes to get State funds to fix the road and then to come back and request a variance.

A Motion was made by Commissioner Demers, was seconded by Commissioner Christianson to close the Public Hearing. M/S/P- Demers, Christianson; 6-0, mc.

CP Ellis informed the Commissioners that the property was platted in 2004 with the easements shown on the plat in the packet. The reason for the variance is due to the reconstruction of one mile of 23<sup>rd</sup> St NW, from River Road to Trunk Highway 220. The existing roadway was a rural section, with a ditch on the north and south sides of the road. The past construction made the roadway an urban section with concrete curb and gutter.

In October of 2007, the classification of this street section changed from a low priority street which allows street intersections be at least 660' apart with no residential accesses to a medium priority street. This results in a 660 foot requirement for spacing of intersections and driveways. The City is requesting a variance of access spacing for

driveways that were platted on the original Waters Edge 1<sup>st</sup> Addition Plat. However, the lots have not been developed and the driveways were not installed when the street was reconstructed into an urban road.

EDD Gorte stated that that without access to those lots, there would be no sale. He would have to discuss with the City Council at that point how to replenish those funds to other EDA programs; such as the \$5000 incentive grant, the two year tax abatements, etc. The assessments on those lots would have to be paid as well.

Commissioner Christianson inquired who actually was asking and who owns the lots. If it was the City they should have been aware that no access to those 5 lots may cause a problem. EDD Gorte stated the property is owned by the City and managed by the Economic Development Authority.

President Powers invited Dan Boyce, Water & Light Superintendent, to speak to the group. Boyce stated that they would have a high cost to install water and sewer to those homes because they would have to cross the gas lines. This would be at a cost to the Light and Water Department which they would pass on to those property owners.

CP Ellis stated that she is recommending approval of this variance.

Commissioner Demers stated that things change. The lots were platted with one set of rules and they now conform to the 2<sup>nd</sup> set of rules. We have an access management plan in place for a reason.

Commissioner Erickson stated that they were already platted and questioned whether they would be grandfathered in; he would like to follow the process followed with other properties like this situation.

CP Ellis stated that state funds were used and the road can't change back to a low access road, so they would also need a variance to access the lots.

Keith Mykleseth, Water & Light stated that he wanted to be clear so he understands the process. What obligation would you have for people who purchase those lots and expenses encountered when the construction begins?

EDD Gorte stated that they would have something recorded about the extra ordinary costs involved in developing those lots.

A Motion was made by Commissioner Boushey, was seconded by Commissioner Erickson to approve the recommendations by CP Ellis as stated above. M/S/P- Boushey, Erickson; Roll Call Vote; Erickson Y, Christianson N, Boushey Y, Demers N, Marcott Y, Powers Y; 4-2; mc.

EAST GRAND FORKS  
PLANNING COMMISSION MEETING  
THURSDAY, November 10, 2016

**ADJOURNMENT**

A Motion was made by Commissioner Marcott to adjourn the meeting, was seconded by Commissioner Erickson; meeting adjourned at 1:20pm.

Respectfully submitted by,

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 17, 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 November 3, 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 \$1,237,189.65.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve Change Order #3 from North-Holt Electric for the 2015 Miscellaneous Distribution Construction project in the amount of \$1500.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the estimate from North-Holt Electric in the amount of \$13,176.25 for distribution system upgrades to serve BNSF switch heater #4.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the estimate from North-Holt Electric in the amount of \$4,990.70 for distribution upgrades to serve Todd's Trailer Sales and Service.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the plans & specs for the WTP & Water Distribution system SCADA upgrades; advertise for bids; set bid date for 12-13-16 at 10:00 am.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the 2017-2019 Memorandum of Understanding for the Non-Union group as presented.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

Agenda item #9 was tabled until our next meeting. (Department Head MOU)

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the 2017-2019 Memorandum of Understanding for the General Managers as presented.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Grinde seconded by Commissioner Quirk to approve vacation carry-over to 2017 for the WTP employees due to being short staffed.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve the water rates for 2017 as presented.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Quirk seconded by Commissioner Tweten to approve the electric rates for 2017 as presented.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

It was moved by Commissioner Tweten seconded by Commissioner Quirk at 6:30 pm to adjourn to the next regular meeting on December 1, 2016 at 5:00 P.M.

Voting Aye: Loven, Quirk, Grinde, Tweten

Voting Nay: none

Lori Maloney  
Secretary

**RESOLUTION NO. 16 – 12 – 128**

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

WHEREAS, the Water and Light Commission in previous years has authorized a sprinkle rate on the water and sewage rate during the summer months;

WHEREAS, the East Grand Forks City Council wishes to establish a policy to allow residents to create skating rinks on personal property without incurring unnecessary sewer charges; and

WHEREAS, the Water and Light Commission would like the City Council to make the decisions regarding the skating rink rate because they are in control of the sewage rate; and

NOW THEREFORE, BE IT RESOLVED, the City Council of East Grand Forks will authorize the following:

1. The Council will allow citizens to flood rinks on personal property without paying sewer charges on water utilized in the rinks.
2. Citizens wishing to utilize the skating rink rate are to notify the City of East Grand Forks prior to flooding the rink.
3. The affective dates of the rink rate on the North end will begin with the October 20<sup>th</sup> and end with the April 20<sup>th</sup> Reading.
4. The affective dates of the sprinkle rate on the South end will begin with the November 5<sup>th</sup> and end with the May 5<sup>th</sup> Reading.

*Voting Aye:*

*Voting Nay:*

The President declared the resolution passed.

Passed: December 20, 2016

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this 20<sup>th</sup> of December, 2016.

\_\_\_\_\_  
Mayor

## RESOLUTION NO. 16 - 12 – 125

### A RESOLUTION APPROVING 2016 TAX LEVY, COLLECTABLE IN 2017

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

WHEREAS, the state of Minnesota may impose tax levy limitations on cities; and

WHEREAS, the state legislature allows for special levies, including levies for natural disasters, unallotted LGA payments, bonded indebtedness, and increases in employer contributions to PERA; and

WHEREAS, the **total levy** will increase by approximately 18% from the 2016 level of \$3,837,287 and

WHEREAS, The 2016 Local Government Aid expected is \$2,486,974; and

BE IT RESOLVED, By the City Council of the City of East Grand Forks, Minnesota, that the proposed property tax levy collectible in year 2016 is hereby approved:

General Operations	\$ 4,194,401
Certificates of Indebtedness	147,420
Improvement Bonds of 2004/2012	133,291
PERA-Employer Share Increase	<u>52,886</u>
TOTAL LEVY	\$ 4,527,998

BE IT FURTHER RESOLVED, that the Administrator/Clerk-Treasurer can certify the tax levy as one levy without provisions for special levies to the County Auditor of Polk County.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: December 20, 2016

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this 20<sup>th</sup>, day of December, 2016.

\_\_\_\_\_  
Mayor

# Request for Council Action

Date: December 20, 2016

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

Cc: File

From: City Administrator David Murphy

RE: 2017 Final Budget & Levy.

---

## Background

The Final Budget and Levy has been calculated with the removal of \$30,000 earmarked for the Golf Course. Council Member Vetter has requested that a Revenue and Expenditure Summary be prepared with the removal of the Library position which is included in your packet.

**Direction Needed.** A MOTION to approve the 2017 Budget & Levy.

## Staff Recommendation

Recommendation for approval of the budget and levy to be submitted to Polk County.

12/16/2016

Changes from December 13 to December 16

	13th	16th	Difference
Property Tax Levy	18% 4,527,998	16.50% 4,470,439	57,559
Library Circulation FT staff	649,780	remove FT 597,038	52,742

**CITY OF EAST GRAND FORKS, MINNESOTA  
GENERAL FUND  
REVENUE AND EXPENDITURE SUMMARY  
December 13, 2016**

	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	CHANGE OVER 2016 BUDGET AMOUNT	%
<b>REVENUES/SOURCES</b>							
Property Tax Levy*	\$2,486,461	\$ 3,062,285	\$ 3,206,426	\$ 3,837,287	\$ 4,527,998	\$ 690,711	18.0%
Franchise & Other Taxes	1,439,009	1,492,122	1,478,356	1,414,174	1,649,256	\$ 235,082	16.6%
Licenses & Permits	131,611	119,602	128,765	104,925	116,625	\$ 11,700	11.2%
Intergovernmental	3,345,081	2,909,200	2,871,531	2,806,686	2,843,035	\$ 36,349	1.3%
Charges for Services	1,087,379	962,309	1,106,210	1,067,340	1,097,977	\$ 30,637	2.9%
Fines & Forfeits	107,303	110,953	96,018	110,200	105,600	\$ (4,600)	-4.2%
Other Revenues	116,617	182,959	176,316	75,875	67,375	\$ (8,500)	-11.2%
Other Financing Sources	172,726	303,266	1,150,868	247,639	346,217	\$ 98,578	39.8%
Total Revenues/Other Sources	\$ 8,886,186	\$ 9,142,696	\$ 10,214,491	\$ 9,664,126	\$ 10,754,083	\$ 1,089,957	11.3%
Reserved Used/Excess		28,272					
Total Available Resources	\$ 8,886,186	\$ 9,170,968	\$ 10,214,491	\$ 9,664,126	\$ 10,754,083	\$ 1,089,957	11.3%
<b>EXPENDITURES/USES</b>							
Current:							
General Government	\$ 986,198	\$ 960,900	\$ 996,027	\$ 1,065,001	\$ 1,111,802	\$ 46,800	4.4%
Public Safety	3,589,109	3,639,083	3,948,363	3,910,458	4,027,159	\$ 116,701	3.0%
Public Works	1,397,433	1,548,048	1,274,200	1,450,191	1,480,668	\$ 30,477	2.1%
Recreation & Culture	1,484,020	1,532,316	1,422,736	1,483,970	1,564,459	\$ 80,489	5.4%
Community Development	(10,610)	11,864	20,932	60,000	45,000	\$ (15,000)	-25.0%
Library	444,271	492,077	501,270	536,127	649,780	\$ 113,653	21.2%
Senior Center	113,872	108,330	117,957	119,403	123,622	\$ 4,220	3.5%
Other Expenditures	233,171	242,130	264,162	294,500	328,675	\$ 34,175	11.6%
<b>Capital Outlay</b>						\$ -	
General Government	-	-	-	-	-	\$ -	
Public Safety	78,175	62,189	-	61,000	184,239	\$ 123,239	202.0%
Public Works	364,064	58,901	119,797	250,000	250,000	\$ -	0.0%
Recreation & Culture	24,313	89,789	3,098	35,234	53,463	\$ 18,229	51.7%
Other Expenditures	90,639	490,402	1,348,746	69,639	109,000	\$ 39,361	56.5%
Debt Service						\$ -	
Other Financing Uses	105,162	136,752	391,837	325,950	334,918	\$ 8,968	2.8%
Total Expenditures/Other Uses	\$ 8,899,817	\$ 9,372,781	\$ 10,409,125	\$ 9,661,473	\$ 10,262,786	\$ 601,313	6.2%
Fund Balance Increase 32%					\$ 477,179		
Revenues/Sources Over (Under)							
Expenditures and chg Fund Balance	\$ (13,630)	\$ (201,814)	\$ (194,634)	\$ 2,653	\$ 14,118	\$ 488,645	

**CITY OF EAST GRAND FORKS, MINNESOTA  
GENERAL FUND  
REVENUE AND EXPENDITURE SUMMARY  
December 16, 2016**

	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	CHANGE OVER 2016 BUDGET	
						AMOUNT	%
<b>REVENUES/SOURCES</b>							
Property Tax Levy*	\$2,486,461	\$ 3,062,285	\$ 3,206,426	\$ 3,837,287	\$4,470,439	\$ 633,152	16.5%
Franchise & Other Taxes	1,439,009	1,492,122	1,478,356	1,414,174	1,649,256	\$ 235,082	16.6%
Licenses & Permits	131,611	119,602	128,765	104,925	116,625	\$ 11,700	11.2%
Intergovernmental	3,345,081	2,909,200	2,871,531	2,806,686	2,843,035	\$ 36,349	1.3%
Charges for Services	1,087,379	962,309	1,106,210	1,067,340	1,097,977	\$ 30,637	2.9%
Fines & Forfeits	107,303	110,953	96,018	110,200	105,600	\$ (4,600)	-4.2%
Other Revenues	116,617	182,959	176,316	75,875	67,375	\$ (8,500)	-11.2%
Other Financing Sources	172,726	303,266	1,150,868	247,639	346,217	\$ 98,578	39.8%
Total Revenues/Other Sources	\$ 8,886,186	\$ 9,142,696	\$ 10,214,491	\$ 9,664,126	\$ 10,696,524	\$ 1,032,398	10.7%
Reserved Used/Excess		28,272					
Total Available Resources	\$ 8,886,186	\$ 9,170,968	\$ 10,214,491	\$ 9,664,126	\$ 10,696,524	\$ 1,032,398	10.7%
<b>EXPENDITURES/USES</b>							
Current:							
General Government	\$ 986,198	\$ 960,900	\$ 996,027	\$ 1,065,001	\$ 1,111,802	\$ 46,800	4.4%
Public Safety	3,589,109	3,639,083	3,948,363	3,910,458	4,027,159	\$ 116,701	3.0%
Public Works	1,397,433	1,548,048	1,274,200	1,450,191	1,480,668	\$ 30,477	2.1%
Recreation & Culture	1,484,020	1,532,316	1,422,736	1,483,970	1,564,459	\$ 80,489	5.4%
Community Development	(10,610)	11,864	20,932	60,000	45,000	\$ (15,000)	-25.0%
Library	444,271	492,077	501,270	536,127	597,038	\$ 60,911	11.4%
Senior Center	113,872	108,330	117,957	119,403	123,622	\$ 4,220	3.5%
Other Expenditures	233,171	242,130	264,162	294,500	328,675	\$ 34,175	11.6%
<b>Capital Outlay</b>						\$ -	
General Government	-	-	-	-	-	\$ -	
Public Safety	78,175	62,189	-	61,000	184,239	\$ 123,239	202.0%
Public Works	364,064	58,901	119,797	250,000	250,000	\$ -	0.0%
Recreation & Culture	24,313	89,789	3,098	35,234	53,463	\$ 18,229	51.7%
Other Expenditures	90,639	490,402	1,348,746	69,639	109,000	\$ 39,361	56.5%
Debt Service						\$ -	
Other Financing Uses	105,162	136,752	391,837	325,950	334,918	\$ 8,968	2.8%
Total Expenditures/Other Uses	\$ 8,899,817	\$ 9,372,781	\$ 10,409,125	\$ 9,661,473	\$ 10,210,043	\$ 548,570	5.7%
Fund Balance Increase 32%					\$ 477,179		
Revenues/Sources Over (Under)							
Expenditures and chg Fund Balance	\$ (13,630)	\$ (201,814)	\$ (194,634)	\$ 2,653	\$ 9,302	\$ 483,828	

**RESOLUTION NO. 16 - 12 – 126**

**A RESOLUTION TO ADOPT 2017 BUDGET AND TO AUTHORIZE SPECIFIC FINANCIAL RELATED ACTIVITIES**

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

WHEREAS, The 2017 Budget has been completed and determined; and

WHEREAS, The budget is the fiscal blue print for the entire year where the City Council has considered and incorporated all foreseeable spending plans for 2017; and

WHEREAS, The city through sound fiscal policy establishes that current revenues will be used to finance current expenditures and regularly occurring capital expenditures; and

WHEREAS, The City Council shall by resolution set forth the total for each budgeted fund as per Section 6.06 of the City Charter, with the exception of bond, construction and special assessment funds; now therefore

BE IT RESOLVED, By the East Grand Forks City Council that the budgeted expenditures, excluding depreciation, for each fund during the 2017 calendar fiscal year shall be as follows:

**SECTION 1. Appropriation Authorization**

General Fund:

Current

General Government	\$ 1,111,802
Public Safety	4,027,159
Public Works - Streets	1,480,668
Parks and Recreation	1,564,459
Community Development	45,000
EDA	181,275
Library	649,780
Senior Center	123,622
Other Expenditures	328,675

Capital Outlay

General Government	0
Public Safety	184,239
Public Works - Streets	250,000
Parks and Recreation	53,463
Other Expenditures	109,000
Other Financing Uses (Transfers)	153,643
Fund Balance Increase	477,179

Total General Fund \$10,262,786

SECTION 2. Transfers

- A) To Transit from General Fund - \$13,643
- B) To Debt Service and Capital Projects Funds from General Fund - \$133,291
- C) To Cemetery from General Fund - \$6,710
- D) To Capital Projects for City Share - \$34,000

BE IT FURTHER RESOLVED, that budgetary guidance and fiscal management provisions set forth in prior annual budget setting resolutions continue to be in effect.

*Voting Aye:*

*Voting Nay:*

*Absent:*

The President declared the resolution passed.

Passed: December 20, 2016

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of the Council

I hereby approve the foregoing resolution this 20<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Mayor

## RESOLUTION NO. 16 – 12 - 127

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 25582 for a total of \$212.07.

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 \$212.07 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 20, 2016.

*Voting Aye:*

*Voting Nay:*

*Abstain:*

The President declared the resolution passed.

Passed: December 20, 2016

Attest:

\_\_\_\_\_  
City Administrator/Clerk-Treasurer

\_\_\_\_\_  
President of Council

I hereby approve the foregoing resolution this 20<sup>th</sup> 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 3<sup>rd</sup> Ward Council Member of the City of East Grand Forks.
2. The City of East Grand Forks check number 25582 for a total of \$212.07.
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 20, 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: 12/16/2016 - 12:51 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
25554	12/20/2016	ADV001	Advanced Business Methods Inc	300.76	0
25555	12/20/2016	ALL002	All Pro Embroidery LLC	30.00	0
25556	12/20/2016	AME005	Ameripride Linen & Apparel Services	76.17	0
25557	12/20/2016	BAL001	Balco Uniforms Co Inc	294.60	0
25558	12/20/2016	BEC001	Becker Arena Products Inc	210.64	0
25559	12/20/2016	BIG001	Big Jim's East Side Tire	20.50	0
25560	12/20/2016	BOR001	Border States Electric Supply	286.11	0
25561	12/20/2016	C&R001	C&R Cleaners & Laundry	36.16	0
25562	12/20/2016	CAN001	Canon Financial Services	128.00	0
25563	12/20/2016	CEN006	Century Link	866.83	0
25564	12/20/2016	GFC002	City of Grand Forks	4,149.50	0
25565	12/20/2016	STP001	City of Saint Paul	675.00	0
25566	12/20/2016	COL002	Cole Papers Inc	335.08	0
25567	12/20/2016	DAK011	Dakota Fire Protection Inc	512.63	0
25568	12/20/2016	DAK006	Dakota TV & Appliance	136.14	0
25569	12/20/2016	EAG001	Eagle Electric	1,956.64	0
25570	12/20/2016	EGF006	EGF City Petty Cash Ckng	10,893.19	0
25571	12/20/2016	EXP002	Exponent	179.00	0
25572	12/20/2016	FER001	Ferrellgas	175.68	0
25573	12/20/2016	G&K001	G&K Services	146.02	0
25574	12/20/2016	GAL002	Galls LLC	656.35	0
25575	12/20/2016	GAL003	Galstad Jensen & McCann PA	12,140.05	0
25576	12/20/2016	GEO001	George's Quick Printing	463.00	0
25577	12/20/2016	EXP003	Grand Forks Police Department	50.00	0
25578	12/20/2016	GFC001	Grand Forks Utility Billing	18,328.56	0
25579	12/20/2016	GRE002	Greg's Lawn Care	476.25	0
25580	12/20/2016	EAS006	Dale Gulbranson	250.00	0
25581	12/20/2016	GWS001	GW & Sons Construction Inc	26,045.00	0
25582	12/20/2016	HAR001	Hardware Hank	212.07	0
25583	12/20/2016	HEA001	Heartland Paper	895.17	0
25584	12/20/2016	HOG001	Hoglund Bus Co Inc	139,105.25	0
25585	12/20/2016	HUG001	Hugo's	8.97	0
25586	12/20/2016	JOH026	Johnson Controls	249.20	0
25587	12/20/2016	JET002	Johnson Jet-Line	1,000.00	0
25588	12/20/2016	KEE002	Keeps Inc	1,985.49	0
25589	12/20/2016	KEI001	Keith's Security World	99.00	0
25590	12/20/2016	KEN002	Kennedy & Graven, Chartered	699.25	0
25591	12/20/2016	LEA002	League of MN Cities	1,000.00	0
25592	12/20/2016	LEA001	League of MN Cities, Finance Dept	325.00	0
25593	12/20/2016	LEI001	Leighton Broadcasting	300.00	0
25594	12/20/2016	LIT001	Lithia Payment Processing	1,646.35	0
25595	12/20/2016	LUM001	Lumber Mart	97.07	0
25596	12/20/2016	MAR004	Marco	280.92	0
25597	12/20/2016	MAR001	Marco Inc	439.60	0
25598	12/20/2016	MCD001	McDonald's of EGF	48.20	0
25599	12/20/2016	MAM002	Kyle McMahon	1,500.00	0
25600	12/20/2016	MID006	Midwest Specialty Sales Inc	109.94	0
25601	12/20/2016	MIK001	Mike's Pizza	64.19	0
25602	12/20/2016	MIL004	Miller Motivations, LLC	8,100.00	0
25603	12/20/2016	MIN003	Minnesota City/County Management /	128.77	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
25604	12/20/2016	MND006	VOID****VOID****VOID*** MN I	370.00	0
25605	12/20/2016	MND013	MN Dept of Transportation	193.47	0
25606	12/20/2016	MTI001	MTI Distributing Company	691.27	0
25607	12/20/2016	NEW001	Newman Outdoor Advertising	2,260.00	0
25608	12/20/2016	NOR003	Northern Lights Figure Skating	1,000.00	0
25609	12/20/2016	NOR004	Northern Plumbing Supply	68.03	0
25610	12/20/2016	NOR024	Northland Yard Service	105.00	0
25611	12/20/2016	NSC001	NSC Minerals	10,129.34	0
25612	12/20/2016	ORE001	O'Reilly Automotive, Inc.	101.99	0
25613	12/20/2016	OFF002	Office Depot	290.64	0
25614	12/20/2016	ORC002	Roger Orchard	13,585.20	0
25615	12/20/2016	OVE002	OverDrive, Inc	8,000.00	0
25616	12/20/2016	PET001	Peterson Veterinarian Clinic P.C.	34.00	0
25617	12/20/2016	PRA001	Praxair Distribution	32.83	0
25618	12/20/2016	PRE001	Premium Waters Inc	62.91	0
25619	12/20/2016	QUI001	Quill Corp	120.53	0
25620	12/20/2016	ROT001	Roto Rooter	209.00	0
25621	12/20/2016	STU001	Stuart's Towing	510.00	0
25622	12/20/2016	TAB001	Tab Products Co	2,967.57	0
25623	12/20/2016	THU002	Thur-O-Clean	1,950.00	0
25624	12/20/2016	TRU001	True Temp	75.50	0
25625	12/20/2016	TRY001	Try-County Refrigeration	992.10	0
25626	12/20/2016	UNI005	Uniforms Unlimited Inc.	6,476.83	0
25627	12/20/2016	USB002	US Bank	450.00	0
25628	12/20/2016	USB004	US Bank Equipment Finance	139.86	0
25629	12/20/2016	VAL005	Valley Door	977.00	0
25630	12/20/2016	VER001	Verizon Wireless	866.75	0
25631	12/20/2016	VIL001	Vilandre Heating & A/C	866.76	0
25632	12/20/2016	WAT001	Water & Light Department	208,404.79	0
25633	12/20/2016	WPR001	WP & RS Mars Co.	115.12	0
				500,158.79	
Check Total:					