

AGENDA
CITY COUNCIL
CITY OF EAST GRAND FORKS
OCTOBER 5, 2010
5:00 P.M.

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 September 21, 2010.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 28, 2010.

SCHEDULED BID LETTINGS:

3. Consider rejecting the bids for “2010 Assessment Job No. 2 – Storm Sewer Improvements” and rebid the project in the Spring of 2011.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA:

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

4. Consider approving the lease with Butler Equipment for for snow removal for \$2025 per month plus \$51 per hour and freight.
5. Consider approving the Taxi-Cab License to S&S Towing and Repair, Mike Swehla, 300 2nd Ave. NE, East Grand Forks, MN 56721.
6. Consider approving the successful completion of the six month probationary period of Kevin Hanson, Mechanic, in the East Grand Forks Public Works Department.

7. Consider approving the successful completion of the six month probationary period of Jason Stordahl, Truck Driver, in the East Grand Forks Public Works Department.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

8. Regular meeting minutes of the Planning Commission for August 12, 2010.
9. Regular meeting minutes of the Water, Light, Power and Building Commission for September 2, 2010.
10. Regular meeting minutes of the Resurrection Cemetery Commission for September 29, 2010.

COMMUNICATIONS: NONE.

OLD BUSINESS: NONE.

NEW BUSINESS:

11. Consider approving the request to rezone the Stokes Property and City of East Grand Forks property called the "Coulee View Addition" from UER to R-1.
12. Consider approving the Preliminary Plat for Coulee View Addition.
13. Consider approving the Request for Proposal (RFP) for Paratransit (Dial-A-Ride) and Senior Rider Services Proposal for the Cities of Grand Forks, ND and East Grand Forks, MN.
14. Consider approving the request to hire a new full-time Fire-Fighter to fill the current vacancy.
15. Consider adopting Resolution No. 10-10-100 a Resolution to support LaFave multi-use trail for the City of East Grand Forks; Project: #C023-10-1C.

CLAIMS:

16. Consider adopting Resolution No. 10-10-101 a Resolution authorizing the City of East Grand Forks to approve purchases from Bert's Truck Equipment the goods referenced in check number 7569 for a total of \$26.60 whereas Council Member Gregoire is personally interested financially in the contract.
17. Consider adopting Resolution No. 10-10-102 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 7601 for a total of \$468.95 whereas Council Member Buckalew is personally interested financially in the contract.
18. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

ADJOURN:

Upcoming Meetings:

Regular Meeting – October 5, 2010 – 5:00 PM – Council Chambers

Budget Meeting – October 6, 2010 – 5:00 PM – Training Room

Work Session – October 12, 2010 – 5:00 PM – Training Room

UNAPPROVED
MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL
TUESDAY, SEPTEMBER 21, 2010 – 5:00 PM

CALL TO ORDER:

The Regular Meeting of the East Grand Forks City Council for September 21, 2010 was called to order by Council President Dick Grassel 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 Dick Grassel, Council Vice President Henry Tweten, Council Member Marc Demers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Randy Gust, Fire Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; and John Wachter, Public Works Superintendent.

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.” If you would like to address the City Council, please come up to the podium to do so.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of September 7, 2010.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of September 14, 2010.

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO APPROVE ITEMS ONE (1) AND TWO (2) AS SUBMITTED.

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.

Voting Nay: None.

SCHEDULED BID LETTINGS: NONE.

SCHEDULED PUBLIC HEARINGS: NONE.

CONSENT AGENDA:

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

Council Member Pokrzywinski pulled item number three.

3. Consider approving the following "'On Sale" Wine and "On Sale" Non-Intoxicating" Liquor License Applicant Renewals:
 - a. LBDMEGF, LLC, Little Bangkok located at 302 DeMers Avenue, East Grand Forks, MN 56721.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE CONSENT MOTIONS NUMBER FOUR (4) THROUGH SIX (6) AS SUBMITTED.

Council Member Pokrzywinski asked if the owner had to be a US Citizen. Mr. Galstad stated that he would need to look into it. Ms French announced that if this license is approved, it will get sent to the State for approval.

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.

Voting Nay: None.

4. Consider approving the application for a Block Party for 18th Ave. SE on September 25, 2010 from 2:00 pm to 12:00 am.
5. Consider approving the request to declare the attached items surplus for the upcoming City Auction.
6. Consider approving the City Administrator Employment Agreement.

A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER LEIGH, TO APPROVE CONSENT MOTIONS NUMBER FOUR (4) THROUGH SIX (6) AS SUBMITTED.

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 7. Regular Meeting minutes of the Water, Light, Power and Building Commission for August 19, 2010.

COMMUNICATIONS: NONE.

OLD BUSINESS: NONE.

NEW BUSINESS:

- 8. Consider adopting Resolution No. 10-09-98, a Resolution to support Legislation that bans in the most expeditious manner possible the sale and distribution of synthetic cannabinoids and related substances.

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER LEIGH, TO ADOPT RESOLUTION NO. 10-09-98, A RESOLUTION TO SUPPORT LEGISLATION THAT BANS IN THE MOST EXPEDITIOUS MANNER POSSIBLE THE SALE AND DISTRIBUTION OF SYNTHETIC CANNABINOIDS AND RELATED SUBSTANCES.

Council President Grassel stated that residents have contacted him regarding this drug. Council Member DeMers questioned the wording of the first statement but agrees with the rest of the resolution.

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.

Voting Nay: None.

- 9. Consider adopting Ordinance No. 312 3rd Series, an Ordinance of the City of East Grand Forks, Minnesota, amending City Code Title XV entitled “Land Usage” by amending Chapter 152 entitled “Zoning Code” “General Performance Standards” by adding Section 152.293 (G) “Building Performance Standards”; and by adopting by reference City Code Title 1, Chapter 10 and Section 10.99 which, among other things, contain penalty provisions. (2nd Reading)

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT ORDINANCE NO. 312 3RD SERIES, AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE TITLE XV ENTITLED “LAND USAGE” BY AMENDING CHAPTER 152 ENTITLED “ZONING CODE” “GENERAL PERFORMANCE STANDARDS” BY ADDING SECTION 152.293 (G) “BUILDING PERFORMANCE STANDARDS”; AND BY ADOPTING BY REFERENCE CITY CODE TITLE 1, CHAPTER 10 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS. (2ND READING)

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, and Grassel.

Voting Nay: DeMers.

- 10. Consider adopting Ordinance No. 313 3rd Series, an Ordinance of the City of East Grand Forks, Minnesota, amending City Code Title XV entitled “Land Usage” by amending Chapter 151 “Subdivision Regulation” Section 151.106 (B) Street Width and Grade, (12), Sidewalks; and by adopting by reference City Code Title 1, Chapter 10 and Section 10.99 which, among other things, contain penalty provisions. (2ND Reading)

A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER BUCKALEW, TO ADOPT ORDINANCE NO. 313 3RD SERIES, AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE TITLE XV ENTITLED “LAND USAGE” BY AMENDING CHAPTER 151 “SUBDIVISION REGULATION” SECTION 151.106 (B) STREET WIDTH AND GRADE, (12), SIDEWALKS; AND BY ADOPTING BY REFERENCE CITY CODE TITLE 1, CHAPTER 10 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS. (2ND READING)

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.
 Voting Nay: None.

CLAIMS:

- 11. Consider adopting Resolution No. 10-09-99 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 7465 for a total of \$343.84 whereas Council Member Buckalew is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 10-09-99 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 7465 FOR A TOTAL OF \$343.84 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

Voting Aye: Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.
 Voting Nay: None.
 Abstain: Buckalew.

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

3D Specialties	Telespar & Rivets For Signs	\$1,884.63
Aker Dave	Reimb Meal/Mileage Bemidji	\$142.00
American Tire Service	Flat Repair #147 & 614/New Tire #144	\$570.01
Ameripride Linen & Apparel Services	Cleaning Supplies	\$765.76
Anderson Bros Body Shop	08 Chec Impala09 Crown Vic/07 Suizuki Hail Repair	\$5,943.35
Aqua Water Solutions	5 Gallon Water & Deposit	\$67.60
Bauer Joanne	Security Deposit Refund	\$358.21
Bobcat of Grand Forks	Tire For Right Rear #144	\$199.58
Boushee Jeff	Reimb Meals/Roseville MN	\$46.00
Brite-Way Window Cleaning	Window Cleaning RW Mall	\$50.00
Bruce Jay	Clean Demers Building	\$75.00
C&R Laundry & Cleaners	Dry Cleaning/PD & FD	\$401.64
Canon Financial Services	Copier Contract	\$167.10
Cariveau Concrete Construction	Slab For Columbarium	\$2,670.00

Carquest Auto Parts	A/C Hose Fitting #320/Fittings For Hydro Test #137	\$73.16
Cash Donald Scott	Dial-A-Ride Aug 2010	\$1,772.88
Cedar Rapids Tire	Toro Mower Tires	\$1,341.88
Clear Channel Communications	Advertising	\$550.00
Coalition of Greater MN Cities	2011 CGMC Dues	\$11,006.00
Complete Pest Control Inc	Pest Control	\$710.76
Craguns	Lodging/Bert Roberts & J. Grenier	\$634.86
D&M Auto Body	Repairs Unit 400	\$1,000.00
D&M Distributing	Starter #412	\$288.21
Dakota TV & Appliance	Service Air Conditioner/Washer/Dryer	\$276.59
Danielson Paul & Kristine	Deferred Loan	\$5,000.00
Deitz Business Promotions	Patches w/ Seal	\$372.74
Drummer's Diesel Inc	DOT #155	\$153.51
Eagle Electric	Prof Services	\$3,193.49
Explorer Post #38	Squad Car Cleaning	\$40.00
Exponent	Public Hrg/Coulee View Addition/Winter Ad/2010 AJ 2	\$464.70
Federal Signal Corp Emergency Products	4 Lightbars/4 Bracket Kits/4 Signal Master Control	\$6,498.00
Fettig Lud	Sidewalk Reimb	\$375.00
Filter Care	Washed Air Filters	\$260.09
Forx Radiator	Crimp Hose Fitting For A/C	\$15.63
G&K Services	Rugs	\$348.21
Gaffaneys	Ink/Markers/Folders	\$101.29
Galstad Jensen & McCann PA	Prof Services	\$7,140.75
Garden Hut Inc	Indicator Lights/Air Filters	\$115.71
George's Quick Printing	Notary Stamp S.Huizenga/Business Cards C.Olson	\$162.73
GF City Utility Billing	August 2010 Landfill Charges	\$14,685.35
GF Fire Equipment	Shelves/Racks/holders (AFG Grant)/3 Helmets/Fronts	\$10,107.11
GF Herald	Sr.Center Dace Ad	\$68.04
GF Welding & Machine	Repair Cylinder Block/Drive Shaft for Front Mount	\$561.59
GGF Convention & Visitors Bureau	July 2010 Lodging Tax/Plaza Motel/Rec #110319	\$615.21
Godfathers Exterminating Inc	Worms In The Bathhouse	\$69.47
Grand Cities Towing	Towing/GMC Yukon	\$53.44
Gulbranson Dale	Reimb Meal/Crookston	\$11.00
H&S Construction	Pavers / Street Construction	\$34,520.83
Hadden Garry	Reimb Meal & Mileage/Grand Rapids	\$210.00
Hajicek Rick	Cleaning 8/30 - 9/3	\$142.50
Hardware Hank	Maint Supplies	\$343.84
Heartland Paper	Paper/Cleanser/Towels/Soaps/Supplies	\$1,817.42
Herrick Enterprises	Boat Equip	\$245.65
Holiday Credit Office	Fuel	\$455.59
Hugo's	Misc Supplies	\$207.37
Huizenga Scott	Reimb Meal/Intergovernmental Mtg/Lions Membership	\$132.67
Indian Springs Manufacturing Co	Training DVDS	\$252.28

Innovative Office Solutions LLC	Computer Paper	\$125.58
Interstate Power Systems	A/C Condenser Fans #320	\$194.35
Jolanda Streifel	Plaque/Name Tags	\$32.00
K&K Trucking Inc	Gravel	\$1,960.00
Keepers Inc	17 Glock Pistols	\$2,529.77
Keith's Security World	PWD Keys	\$26.69
Kellermeyer Building Service	Cleaning Service City Hall/Riverwalk Ctr	\$2,671.88
Kelly Services	Temp Services	\$857.50
Lab Safety Supply	PH DO2 Meter & Sampling	\$1,552.65
Larson Lois	Reimb Meal/Roseville MN	\$30.00
League of MN Cities	2010 Regional Meeting	\$240.00
League of MN Cities	3rd Qtr Municipality Insurance	\$52,778.70
Little Falls Machine Inc	12' Snow Plow Wing/# 118	\$13,754.81
Loffler Companies Inc	Mirraiv Service Cont	\$1,815.00
Lumber Mart	Treated Lumber/Screws/Split Arm Operator	\$91.79
M&K Porta Potties	Porta Potty Rental	\$105.00
M&W Services	Application/Weed Control	\$160.31
Maintainer Custom Bodies Inc	Golight On Rescue Truck/Repair Rescue Truck	\$5,720.57
Marco	Copier Contract	\$84.14
Menards	Maint Supplies	\$23.44
Meritcare	DOT Recert J.Stordahl	\$55.00
Metro Fire	Valve kit	\$95.33
Michael & Julie Barksdale & American Federal	Deferred Loan	\$5,000.00
Midcontinent Communications	Cable Sr Center/Sunshine Terrace	\$797.47
Midwest Playscapes	Campground Playground Equip	\$40,000.00
Mike's Pizza	Meals	\$67.72
MN Pollution Control Agency	WW Seminar/J.Grenier & B.Roberts	\$600.00
MN State Fire Chief Association	Fire Chiefs Confrence: Rochester	\$175.00
MTI Distributing Company	Inventory Parts/Toro	\$198.00
Newman Signs	Sign Rental	\$1,580.00
NFPA	Banners	\$106.15
Northern Plumbing Supply	Hose Connection Vacum Breaker	\$103.76
O'Reilly Auto Parts	Maint Supplies	\$261.35
Opp Construction	Striping	\$4,292.50
Orchard Richard	7000 Gallons Diesel Fuel/7999 Gal Unleaded Fuel	\$36,464.70
Pamida	EDHA/Coffee & Water	\$16.75
Paul Grzadzieleski	Stump Removal	\$50.00
Peterson Veterinarian Clinic P.C.	Pound Fees Aug 2010	\$888.93
Polk County Recorder	Fax File/File Fee	\$54.00
Praxair Distribution	Work Gloves	\$171.21
Premium Waters Inc	Water Service	\$67.12
Quill Corp	Office Supplies	\$194.97
Qwest	Phone Service	\$2,298.83

Railroad Mgmt Co III LLC	6 Sewer Pipeline Crossing 12/10 - 12/11	\$598.98
Ringuette Jeannette	Refund Impound Fees	\$25.00
Riverport Inn & Suites	Lodging/D.Grassel/L.Stauss	\$306.00
RJ Zavoral & Sons	Regrade Field/Dig Up & Repair Valve Box 8th St NW	\$5,428.65
Roto Rooter	Cleaning Sanitary Sewers	\$14,875.00
Rydell Chevrolet	Parking Brake Lever Assy	\$160.27
Sam's Club	Office Supplies	\$19.73
Schmidt Sharon	Landscaping Reimb	\$500.00
Simonson Station Stores	Book Of Car Washes	\$29.75
Stone's Mobile Radio Inc	Camera Recording Equip/Antenna End	\$4,442.43
Stordahl Kenley	Lot Mowing & Maint	\$6,350.00
Summit Fire Protection	Annual Fire Sprinkler Inspection	\$190.00
Sun Dot Communications	ADSL Internet	\$138.49
T.R. Construction	1104 Yds Clay	\$2,760.00
The Chamber of EGF/GF	Sen.Dorgan Recognition Lunch	\$120.00
Tiger Direct.com	Computer Repair/Monitor For Conf Room/Printer	\$1,668.25
Titan Access Account	Bolts For #171	\$3.08
True Temp	Maint RTU's	\$218.14
Try-County Refrigeration	AC Unit Repair	\$1,808.00
Univar USA Inc	Mosquito Chemicals	\$2,865.40
Victory Corps	Flags	\$185.61
Waste Mgmt	Disposal Services	\$35,248.76
Water & Light Department	Monthly Service	\$5,473.55
WCS	Dog Catcher Poles	\$228.42
WDAZ TV	Campground Promo	\$1,275.00
Weber James	Reimb Station Supllies	\$37.67
Xerox Corporation	Base Charge For August	\$21.79
	Total	<u>\$383,007.37</u>

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

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Stauss stated that he is opposed to sidewalks but he will not veto. He feels the yards look more beautiful without them.

Council Member DeMers asked when the grand opening is for the new restaurant. He announced that he is working on a meeting with residents on 14th. He also reminded everyone of the Curbside Chat on Monday, September 27, 2010 at 6:30 pm.

Council Vice-President Tweten discussed the article found in the Minneapolis Tribune about the surplus of water in the Fall.

Mr. Huizenga announced that he will be attending a League of Minnesota Cities Regional Meeting in Crookston at 1:00 pm on September 22, 2010. He also stated that he will be in Chicago all of Thursday.

Mr. Boppre stated that he is working on the Corp of Engineers on loose ends and looking at James Avenue. He gave an update on 23rd.

Mr. Wachter announced that Fall Cleanup will be October 4-8 on your regular scheduled pickup day with hazardous waste and electronic drop off on October 9th from 9:00 am to 3:00 pm at the Public Works Department.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE SEPTEMBER 21, 2010 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:27 P.M.

Voting Aye: Buckalew, Tweten, Gregoire, Leigh, Pokrzywinski, DeMers, and Grassel.

Voting Nay: None.

Scott Huizenga, City Administrator/Clerk-Treasurer

UNAPPROVED MINUTES
OF THE
EAST GRAND FORKS
CITY COUNCIL
TUESDAY, September 28, 2010 – 5:00 PM

CALL TO ORDER

The Work Session of the East Grand Forks City Council for September 28, 2010 was called to order by Council President Dick Grassel 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 Dick Grassel, Council Vice President Henry Tweten, Council Members Marc DeMers, Craig Buckalew, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.

STAFF PRESENT:

Dave Aker, Parks & Recreation Superintendent; Brad Bail, City Engineer; Greg Boppre, City Engineer; Michelle French, Executive Assistant; Ron Galstad, City Attorney; Randy Gust, Fire Chief; Mike Hedlund, Police Chief; Charlotte Helgeson, Library Director; Scott Huizenga, City Administrator; Jerry Lucke, Finance Director; Jim Richter, EDHA Director; and John Wachter, Public Works Superintendent.

DETERMINATION OF A QUORUM

1. Bid Results – 2010 Assessment Job No. 2 – Storm Sewer Improvements – Greg Boppre

Mr. Boppre announced that he received three bids and would recommend rejecting all bids. He stated that the bid price is approximately \$25,000 over FS Engineering's estimate.

2. Adventure Race Wrap Up – Andy Magness

Mr. Magness gave an overview of the Adventure Race. He thanked the City Council and staff for all the support.

3. State Aid Construction & Assessment Policy - State Aid Task Force

Council Member Buckalew announced that a Task Force was appointed last fall to study State Aid construction. He announced that discussion led right into the entire assessment policy. Council Member Buckalew stated that the Task Force came up with three different scenarios. Mr. Bail stated that if all 53 miles of roads would need to be replaced today it would cost approximately \$68,907,500. The recommendation of the Task Force would be to add a monthly fee to all City parcels, a typical resident would pay \$18.75 per month which would be added to the utility bill. The zoning classification would determine the fee. Each non-state-aid parcel would be assessed 30% of the total project cost for street reconstructions. Parcels on state aid routes would not be assessed for street reconstructions. An

exemption from the fee would apply to parcels that currently have special assessments for reconstructions, not new construction, for the duration of the special assessments. This would only affect two parcels.

Mr. Galstad stated that adding the fee is debatable, however, you can do a property tax levy for infrastructure/reconstruction maintenance fund. He announced that he would need to look into this further. Council Member Leigh stated that East Grand Forks is struggling to get people to move here so he is not in favor of another monthly fee. Council Member Buckalew announced that everyone has paid for their initial street. Council Vice President Tweten stated that many people are on a fixed income and the new homeowner populations would be affected, more study is needed. Council President Grassel informed Council that his ward is full of retirees who are on a fixed income and many young families on a fixed budget. Council Member Gregoire thanked the Task Force for all of the work that has been done. Discussion occurred regarding street and maintenance bonds and the possibility of a street fund.

4. Winter Equipment Lease – John Wachter

Mr. Wachter announced that in 2009 the City went with Ziegler and had some maintenance issues.. He recommended going with Butler this year and pay by the hour. Council Member Gregoire asked Mr. Wachter if he has considered contracting snow removal out. Mr. Wachter stated that it would cost the City significantly more, however, the City does send out RFP's for snow removal in an emergency situation. This item will be referred to City Council for action.

5. Hiring New Full-Time Fire Fighter – Randy Gust

Mr. Gust announced that Mr. Voigt retired in July and would like to replace a Fireman. Mr. Gust stated that he currently has someone serving as acting Assistant Fire Chief. This item will be referred to City Council for action.

6. LaFave Multi-Use Trail – Dave Aker

Mr. Aker stated that the City of East Grand Forks has received a grant for \$95,000 to move the trail up with a 50/50 match. The current trail is normally under water. Mr. Huizenga stated that the City would have approximately \$90,000 available next year in the Greenway fund. Discussion occurred regarding the current trail. Council Member Pokrzywinski stated that we cannot maintain the old trail and build a new one. Council Member DeMers suggested adding a reclaim to the old trail. This item will be referred to City Council for action.

7. Pedestrian Signs – Wayne Gregoire

Council Member Gregoire suggested putting up pedestrian signs in the middle of the road at certain crosswalk areas. He stated that he talked to Crookston and Fosston and they go up in the Spring and down in the Fall. He would like to see a sign between Cabela's and the Riverwalk Center Mall and one on River Road. The cost is approximately \$390 each. City Council decided to try two locations next Spring.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER TWETEN, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADJOURN THE SEPTEMBER 28, 2010 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:44 P.M.

Voting Aye: Tweten, Gregoire, Pokrzywinski, DeMers, Grassel, and Buckalew.

Voting Nay: None.

Absent: Leigh.

Scott Huizenga, City Administrator/Clerk-Treasurer

Request for Council Action

Date: September 22, 2010

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Greg Boppre, P.E.

RE: Bid Results – 2010 Assessment Job No. 2 – Storm Sewer Improvements

Background:

Please see the attached bid results for the above referenced project. The low bidder is Spruce Valley at a bid price of \$218,574.65. The bid price is approximately \$25,000.00 over our estimate and I believe it is due to the time of year and the completion of this project was to be this year as well.

Therefore, I would recommend rejecting all of the bids and rebid this project early next year.

Recommendation:

Reject all bids.

Enclosures:

Bid Tabulation

2010 ASSESSMENT JOB NO. 2
 STORM SEWER IMPROVEMENTS
 NORTHSTAR TERRACE
 EAST GRAND FORKS

DESCRIPTION	QUANTITY	SPRUCE VALLEY CORP			FLORIAN AND SONS			SELLIN BROS		
		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL			
Grubbing	28 TREE	\$95.00	\$2,660.00	\$50.00	\$1,400.00	\$230.00	\$6,440.00			
Remove Curb & Gutter	44 LF	\$6.00	\$264.00	\$4.00	\$176.00	\$6.00	\$264.00			
Remove Concrete Sidewalk	14 SY	\$7.00	\$98.00	\$4.00	\$56.00	\$12.00	\$168.00			
Remove Pavement	1283 SY	\$5.75	\$7,377.25	\$4.50	\$5,773.50	\$14.00	\$17,962.00			
Remove Concrete Valley Gutter	32 SY	\$7.50	\$240.00	\$4.00	\$128.00	\$12.00	\$384.00			
Remove Drainage Structure	2 EA	\$200.00	\$400.00	\$500.00	\$1,000.00	\$295.00	\$590.00			
Salvage Bollards	16 EA	\$35.00	\$560.00	\$20.00	\$320.00	\$134.00	\$2,144.00			
Salvage Casting Assembly	2 EA	\$200.00	\$400.00	\$50.00	\$100.00	\$110.00	\$220.00			
Topsoil Borrow (LV)	100 CY	\$14.00	\$1,400.00	\$15.00	\$1,500.00	\$33.00	\$3,300.00			
Subgrade Preparation	1,297 SY	\$1.50	\$1,945.50	\$2.75	\$3,566.75	\$6.00	\$7,782.00			
Aggregate Base, Crushed Concrete (CV)	72 CY	\$32.00	\$2,304.00	\$22.00	\$1,584.00	\$58.00	\$4,176.00			
Concrete Base	1,280 SY	\$39.55	\$50,624.00	\$39.00	\$49,920.00	\$41.00	\$52,480.00			
Type SP 12.5 Non Wearing Course Mixture (3,B) 1 1/2" Thi	1280 SY	\$12.00	\$15,360.00	\$11.65	\$14,912.00	\$12.00	\$15,360.00			
Type SP 12.5 Wearing Course Mixture (3,B) 1 1/2" Thick	1,297 SY	\$12.70	\$16,471.90	\$12.40	\$16,082.80	\$13.00	\$16,861.00			
12" RC Pipe Sewer, Class III	436 LF	\$51.00	\$22,236.00	\$54.50	\$23,762.00	\$49.00	\$21,364.00			
15" RC Pipe Sewer, Class III	948 LF	\$53.00	\$50,244.00	\$60.50	\$57,354.00	\$50.00	\$47,400.00			
18" RC Pipe Sewer, Class III	118 LF	\$56.00	\$6,608.00	\$70.50	\$8,319.00	\$55.00	\$6,490.00			
Construct Drainage Structure	2.0 EA	\$900.00	\$1,800.00	\$1,500.00	\$3,000.00	\$1,575.00	\$3,150.00			
Construct Storm Manhole	50.8 LF	\$320.00	\$16,256.00	\$415.00	\$21,082.00	\$400.00	\$20,320.00			
Casting Assembly, Type 1	7 EA	\$845.00	\$5,915.00	\$625.00	\$4,375.00	\$580.00	\$4,060.00			
Casting Assembly, Type 2	2 EA	\$855.00	\$1,710.00	\$700.00	\$1,400.00	\$890.00	\$1,780.00			
Install Casting Assembly	1 EA	\$300.00	\$300.00	\$600.00	\$600.00	\$370.00	\$370.00			
Concrete Curb & Gutter, Design B624	44 LF	\$39.00	\$1,716.00	\$40.30	\$1,773.20	\$42.00	\$1,848.00			
8" Concrete Valley Gutter	33.0 SY	\$80.00	\$2,640.00	\$84.00	\$2,772.00	\$88.00	\$2,904.00			
Traffic Control	1.0 LS	\$4,500.00	\$4,500.00	\$4,600.00	\$4,600.00	\$4,775.00	\$4,775.00			
Storm Drain Inlet Protection	8.0 EA	\$40.00	\$320.00	\$200.00	\$1,600.00	\$120.00	\$960.00			
Turf Establishment	1,690 SY	\$2.50	\$4,225.00	\$2.60	\$4,394.00	\$2.50	\$4,225.00			
TOTAL			\$218,574.65		\$231,550.25		\$247,777.00			

Request for Council Action

Date: 9/22/10

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: John Wachter

RE: Winter Equipment Lease

Background and supporting documentation of request: The Public Works Department leases a motor grader for snow removal each year.

I received quotes from both Butler Equipment and Ziegler Cat for one 143H AWD motor grader with snow wing.

Butler (Grand Forks) - \$2025 monthly plus \$51 per hour and freight.

Ziegler (Crookston) - \$4465 (includes 100 hours) plus \$50 overtime and freight (bid 143h Model)

Recommendation: Approve lease with Butler Equipment.

John

Rent for Motor Grader for this season for snow rates would be as follows

143 AWD \$1,220 with no hours + \$51@hour for use
Snow wing add \$ 805 per month

163AWD \$1,505 with no hours + \$56@ hour for use

Thanks

Clay Smaaladen
C.A.T.
Butler Machinery Company
701-780-7771 tel
701-780-7777 fax
701-739-0888 cell
clay_smaaladen@butler-machinery.com



Date: 09-14-10

720 3rd Ave SW
Crookston, MN 56716

To:
City of East Grand Forks
PO Box 373
East Grand Forks, MN 56721

Equipment:
1 Cat 143H Winter Rental

=====

WE PROPOSE TO FURNISH IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS, TERMS AND CONDITIONS:

SPECIFICATIONS

1 Caterpillar 143H motor grader with snow wing for winter rental.

Terms and Conditions

6 month rental rate: \$4,465.00 per month for 100 hours.
\$50.00 per hour OT.
City to provide proof of insurance and responsible for all delivery and return freight expense.

TERMS AND CONDITIONS

The prices quoted are current and are subject to change to those in effect at the time of shipment. Caterpillar products are sold subject to the terms of the applicable Caterpillar warranty. Copies of the warranties applicable to this purchase are attached hereto, and the purchaser by signing this order acknowledges receipt of the Caterpillar warranties. The Purchaser agrees to pay any and all taxes, assessments, licenses, and government charges of every kind and nature whatsoever upon said equipment which may be imposed or assessed against or resulting to the Seller on account of the possession or use of said equipment by Purchaser. All provisions hereof are contingent upon government restrictions, strikes, accidents, delays of carrier and other delays unavoidable and beyond Seller's control.

It is intended and understood that title and ownership of said equipment is and shall remain vested in the Seller, notwithstanding delivery or possession, until the entire price is paid by cash in full.

THIS PROPOSAL SUBJECT TO ALL PROVISIONS OF THE CONTRACT AND WARRANTY AS SPECIFIED HEREIN:

ACCEPTED:

By _____

Its _____

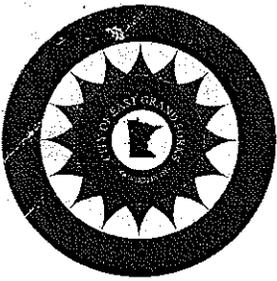
Respectfully submitted, Marlo Davis
Ziegler Inc.

By 

Subject to approval by:
Ziegler Inc.

Approved:

By _____



City of East Grand Forks

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

APPLICATION FOR TAXI CAB LICENSE

License Fee: 01

Operating Year: 2010

Applicant Information

MIKE S SWEHLA
Applicant Name

218-773-1167
Applicant Phone Number

300 2ND AVE NE.
Applicant Address

E.G.F. MN 56721
City State Zip

1.3 YEARS
Length of time at current address

[Redacted]
Social Security #

[Redacted] yes
Age Citizenship

OWNER
Occupation

Length of time at stated occupation

Addresses and occupations for the three years preceding the date of application:

S+S TOWING AND REPAIR
AMERICAN CRYSTAL SUGAR

Names and addresses of applicant's employers, if any, for the 3 years next preceding the date of application:

MIKE SWEHLA
2141 CLEMASON ST. NE GRAND FORKS N.DAK

State whether or not applicant has ever been convicted of a felony, gross misdemeanor or misdemeanor, including violation of a municipal ordinance but excluding traffic violations and if so, the date and place of conviction and nature of the offense.

Date:	Place of Conviction	Nature of Offense
_____	_____	_____
_____	_____	_____
_____	_____	_____

At least 4 character references if applicant has not resided in the city for 2 years next preceding the date of application:

City of East Grand Forks
 Application for Taxi Cab License

Business Information	
<u>S-S TAXI</u> Business Name	<u>218-773-1167</u> Business Phone Number
<u>300 2nd AVE N-E.</u> Business Address	<u>E.G.F. MN 56721</u> City State Zip
_____ Federal Tax ID #	_____ MN Tax ID #

Corporate Information (if applicable)	
_____ Corporate Name	_____ Phone Number
_____ Corporate Address	_____ City State Zip

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

<u>[Signature]</u> Signature of Applicant	<u>8-30-10</u> Date
<u>Mike SWELLA</u> Print Name	<u>OWNER</u> Title

Mechanical Condition
<p>Before issuing a taxicab license, the applicant shall present to the Council a certificate signed by a competent and experienced mechanic showing that the taxicab conveyance is in good mechanical condition, that it is thoroughly safe for transportation of passengers and that it is in neat and clean condition. A similar certificate may be required from time to time during the licensed period. In lieu of the certificate the Council may accept the report of the Chief of Police relative thereto.</p>
<p>*Provide proper a certificate or report of the Chief of Police: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no <u>Jay Goulet</u></p>

Rates & Hours of Operation
<p>Each applicant shall file with the City Administrator, before a taxicab license is issued or renewed, a schedule of proposed maximum rates to be charged by him or her during the license period for which the application is made. The schedule of proposed maximum rates, hours of operation, or a compromise schedule of rates and hours shall be approved by the Council before granting the license. The schedule, at least 4 inches by 6 inches in size, shall be posted in a conspicuous place in the taxicab in full view of passengers riding therein. Nothing herein shall prevent a taxicab licensee from petitioning the Council for review of the rates during the license period, and the Council may likewise consider the petition and make new rates effective at any time. No taxicab licensee shall charge rates in excess of maximum rates approved by the Council.</p>
<p>*Provide rates & hours of operation: <input type="checkbox"/> yes <input type="checkbox"/> no <u>3.00 PER PICK UP 24/7</u> <u>2.40 PER MILE HOURS</u> <u>.30 EACH 1/8 MILE</u> <u>1.00 PER PASSENGER</u></p>

City of East Grand Forks
Application for Taxi Cab License

Insurance Requirement

Before a taxicab license is issued by the Council, and at all times effective during the licensed period, the licensee shall have and maintain public liability and bodily injury insurance in the amount of \$50,000 for any 1 person and \$100,000 for 2 or more persons injured in any 1 accident, as well as \$25,000 property damage insurance. The insurance shall cover all passengers carried by the insured licensee and shall be for public taxicab purposes.

*Provide proper insurance requirement: yes no

Internal Use Only

The following items need to be completed and/or attached in order for the application to be processed:

* Provide proper a certificate or report of the Chief of Police: yes no

*Provide rates & hours of operation: yes no

*Provide proper insurance requirement: yes no

*Application fee paid in full: yes no Payment Type: cash check # _____ Receipt # _____

*Application completed in full and signed: yes no

*Approved yes no License Number _____

City of East Grand Forks
Application for Taxi Cab License

Proof of Workers' Compensation Insurance Coverage

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181, Subd. 2. The information required is: The name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Sec. 176.181, Subd. 2.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely reported, it may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry payable to the Special Compensation Fund.

Provide the information specified above in the spaces provided, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation.

Insurance Company Name: MN Work Comp Assigned Risk Plan
(Not the insurance agent)

Policy Number or Self-Insurance Permit Number: to be issued by co.

Dates of Coverage: 9/25/10

(Or)

I am not required to have workers' compensation liability coverage because:

() I have no employees covered by the law.

() Other (specify)

I HAVE READ AND UNDERSTAND MY RIGHTS AND OBLIGATIONS WITH REGARDS TO BUSINESS LICENSES, PERMITS AND WORKERS' COMPENSATION COVERAGE, AND I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.



Signature

X

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
09/24/2010

PRODUCER
George Wogaman Insurance Agency
2612 Gateway Drive
Grand Forks, ND 58203
701-772-7108

INSURED
Mike Swehla
dba/S & S Taxi
300 2nd Ave NE
East Grand Forks, MN 56721

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A: National Indemnity
INSURER B: MWCIA
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS												
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$												
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> 96 Dodge #684	75 APR 254232	09/14/10	09/14/11	COMBINED SINGLE LIMIT (Ea accident) \$ 300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$												
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$												
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$												
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	to be issued by Co	09/25/10	09/25/11	<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> <td></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td>\$ 100,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td>\$ 100,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td>\$ 500,000</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER		E.L. EACH ACCIDENT		\$ 100,000	E.L. DISEASE - EA EMPLOYEE		\$ 100,000	E.L. DISEASE - POLICY LIMIT		\$ 500,000
WC STATU-TORY LIMITS	OTH-ER																
E.L. EACH ACCIDENT		\$ 100,000															
E.L. DISEASE - EA EMPLOYEE		\$ 100,000															
E.L. DISEASE - POLICY LIMIT		\$ 500,000															
	OTHER																

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVE.

AUTHORIZED REPRESENTATIVE

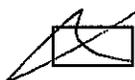
George Wogaman

Civil Service Probationary Completion Form

Probationary Name: Kevin Hanson
Title: mechanic
Department: Public Works
Hire Date: 3/22/10

Has completed his/her probationary period:

(please check one)



The new Civil Service employee has successfully completed his/her probationary period.



The new Civil Service employee has not successfully completed his/her probationary period.



Department Head

9/21/10

Date

Civil Service Probationary Completion Form

Probationary Name: Jason Stordahl
Title: Truck Driver
Department: Public Works
Hire Date: 3/17/10

Has completed his/her probationary period:

(please check one)

The new Civil Service employee has successfully completed his/her probationary period.

The new Civil Service employee has not successfully completed his/her probationary period.



Department Head

9/21/2010

Date

EAST GRAND FORKS
PLANNING COMMISSION MINUTES
Thursday, August 12th, 2010, – 12:00 Noon
East Grand Forks City Hall Training Conference Room

CALL TO ORDER

Vice Chairman Niel McWalter, in Chairman Gary Christianson’s absence, called the August 12th, 2010, meeting of the East Grand Forks Planning Commission to order at 12:10 p.m.

CALL OF ROLL

On a Call of Roll, the following members were present: Vice Chairman McWalter, Commissioners Nelson, Bail, Erickson, and DeMers.

Staff present were: Nancy Ellis, GF/EGF MPO Planner, Senior; Matt Leal, GF/EGF MPO Intern; and Peggy McNelis, GF/EGF MPO Office Manager.

Guests present were: Scott Huizenga, City Administrator.

DETERMINATION OF A QUORUM

Vice Chairman McWalter declared a quorum was present.

COMMUNICATION

None.

APPROVAL OF MINUTES

Matter Of Approval Of The June 25th, 2010, Minutes Of The East Grand Forks Planning Commission.

A MOTION WAS MADE BY COMMISSIONER BAIL, SECONDED BY COMMISSIONER ERICKSON, TO APPROVE THE JUNE 24TH, 2010, MEETING MINUTES OF THE EAST GRAND FORKS PLANNING COMMISSION, AS SUBMITTED.

Voting Aye: McWalter, Nelson, Bail, and Erickson.

Voting Nay: None.

OLD BUSINESS

None.

NEW BUSINESS

1. Matter Of The Presentation Of The Update To The 2040 Land Use Plan – First Three Chapters

Mr. Leal referred to copies of the rough draft of the first three chapters of the 2040 Land Use Plan Update that were included in the packets, and stated that he would like to go over the information briefly, using a power point presentation.

Presentation ensued. (A copy of the presentation is included in the file and available upon request).

EAST GRAND FORKS
PLANNING COMMISSION MEETING
THURSDAY, AUGUST 12TH, 2010

Commissioner Erickson asked what the timeline is for getting the census information. Ms. Ellis responded that the President is supposed to sign-off on the census information in December of this year, so, hopefully we get some information shortly after that. She added that we also hope to get some updated data from the Minnesota State Demographer's Office as well, as we do feel that they are lagging somewhat on our population figures, and even sometimes our age distribution figures, which affects how much state-aid we receive.

Ms. Ellis referred to an aerial photo, and commented that one trend today is to move back to more of a neighborhood feel, using what they call "smart growth, and following the livability/sustainability process. She stated that if we were to incorporate this same type of process the map wouldn't have just solid yellow sections, we would see other colors popping up within those areas, and we would be seeing more livable neighborhoods where you can walk to a grocery store, a coffee shop, etc.

Mr. Leal commented that there haven't been any annexations into the city since the last update was done in 2006. Ms. Ellis added that one thing you look at with annexations is the fact that when you annex something into the city you have to provide city services, so when you already have 200 plus existing lots that already have city services, utilities, and streets, unless it is a fairly large project it isn't something we encourage, which is why they aren't done very often. She stated that we do continue to infill the existing empty lots before we go further out into our planning area for more development.

Commissioner Erickson asked if there were a certain percentage of lots the city tries to keep available. Ms. Ellis responded that they like to have at least a two-year supply of lots available, and we currently have a four- to five-year supply of lots available. She added, however, that this is most likely due more to the recession than to "national trends", as Minnesota and North Dakota are unique in that they really don't fall into the big trends that occur in other parts of the country.

Commissioner DeMers reported present.

Ms. Ellis stated that as we address our growth, goals, and objectives for the City, we will want to make sure our public facilities can accommodate that growth. She added that in terms of transportation, we do address it to some degree in the plan, but for the most part transportation issues are covered in the MPO's Long Range Transportation Plan. She reported that for Parks and Recreation we have more than enough parks and/or open space for residents, so we are definitely meeting those needs adequately.

Ms. Ellis stated that natural resources and our water system are areas that we may need to revisit simply because of the possibility that we may draw water from Grand Forks, or we may do some kind of co-op because of a concern with the water supply down the road. She explained that Dan Boyce, Water and Light Supervisor, is on the Lake Agassiz Water Resource Commission, and they are looking at where we will be with our water resources twenty-five years from now, and we may want to address that in the plan.

Ms. Ellis reported that since the packets were mailed out they have already made some corrections and additions to the update, including fixing some typos that were discovered. She stated that they will continue to keep everyone updated.

Commissioner DeMers commented that the City of East Grand Forks has invited a gentleman, Charles Marohn, to come and give a presentation on Monday, September 27th, at 5:00 p.m. He explained that Mr. Marohn is a strong opponent of LGA, and part of the basis for his stance is because he feels that cities have built inefficiently since the 1950s, and they are now having to spend a lot of money on "back-planning" to try to fix their mistakes.

Commissioner Erickson asked for examples of some of the things Mr. Marohn feels cities have done wrong in their planning efforts. Commissioner DeMers responded that some of the things involve the costs involved in bringing water to developments that maybe shouldn't have been approved, and the costs involved in building the larger roadways we have been building when smaller streets would be sufficient, to bring back the old neighborhood concept.

EAST GRAND FORKS
PLANNING COMMISSION MEETING
THURSDAY, AUGUST 12TH, 2010

Commissioner DeMers stated, again, that Mr. Marohn will be here on Monday, September 27th, at 5:00 p.m., and he would encourage everyone to try to attend. He added that once everything is nailed-down, he would like to invite everyone, including the MPO and the general public.

Discussion ensued.

Information only.

OTHER BUSINESS

1. Discussion On Court Decision For Issuing Variances In Cities (See Enclosed Article).

Ms. Ellis referred to a the copy of the State Supreme Courts ruling on variances in cities, and pointed out that it has really placed some very strict regulations on the cities. She explained that, basically, in order for us to issue a variance, the property owner cannot have reasonable use of their property without it. So going from a one stall to a three stall will no longer qualify, nor will the excuse that it has already been built but it is too close to the property line so a variance is needed to allow it to remain. This article/court decision indicates that we either need to: A) consider reasonable use or undue hardship within the city; or B) look at the possibility of being a little more lenient with our regulations and do ordinance changes if there seems to be a large number of requests for variances due to the regulations within that ordinance.

Ms. Ellis stated that she would encourage people to have their property surveyed, and/or find their property pins.

Discussion ensued.

Information only.

ADJOURNMENT

MOVED BY COMMISSIONER DEMERS TO ADJOURN THE AUGUST 12TH, 2010, MEETING OF THE EAST GRAND FORKS PLANNING COMMISSION AT 1:00 P.M.

Respectfully submitted by,

Peggy McNelis,
Office Manager

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held September 2, 2010 at 5:00 P.M.

Present: Brickson, Quirk, Tweten

Absent: Ogden

It was moved by Commissioner Tweten second by Commissioner Quirk that the minutes of the previous meeting of August 19, 2010 be approved as read.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Tweten to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$830,982.99.

Voting Aye: Brickson, Quirk, Tweten

Voting Nay: None

Commissioner Ogden now entered the meeting.

It was moved by Commissioner Ogden second by Commissioner Quirk to approve a quarterly mailing of the APPA energy efficiency newsletter to all residential electric customers excluding those who reside in apartments.

Voting Aye: Brickson, Quirk, Ogden, Tweten

Voting Nay: None

It was moved by Commissioner Quirk second by Commissioner Ogden that the meeting be adjourned to September 16, 2010 at 5:00 P.M.

Voting Aye: Brickson, Quirk, Ogden, Tweten

Voting Nay: None

Lori Maloney
Sec'y

Resurrection Cemetery Commission Meeting
 Wednesday, September 29, 2010
 12:00 Noon
 City Hall – Conference Room

MINUTES

The East Grand Forks Resurrection Cemetery Commission met Wednesday, September 29, 2010 at City Hall at 12:00 pm. Chairman Tucker called the meeting to order at 12:25 p.m.

Present were: Chairman Dave Tucker, Commissioner George Wogaman, Commissioner Julie Marek, Alderman Wayne Gregoire and Executive Secretary Dave Aker.

Alderman Gregoire made a motion to accept the minutes from June 2, 2010. The motion was second by Commissioner Wogaman; motion passed.

Executive Secretary Aker reviewed the financial minutes for April, May, June, July and August 2010. Alderman Gregoire moved to approve the financial minutes. Commissioner Marek seconded the motion and motion passed.

OLD BUSINESS:

Secretary Aker talked about the certified letter they sent to Jan and Lenny Yanish saying if they didn't receive a payment or full payment by June 18, 2010 that they were going to take the lots (49-19-C & D) back with no refund. Commissioner Wogaman made the motion to take back the lot because of lack of payment, Alderman Gregoire seconded the motion; Motion carried.

Chairman Tucker acknowledged the columbarium is in and has been set in the spot the Commission had come to an agreement. Secretary Aker talked about the cost to put the columbarium in was \$2,485.00 for Cariveau's Concrete Construction to build the base, \$310.00 for the crane to set it in and about \$250.00 for Hearn's to grout around the columbarium. Aker said that putting a sidewalk would probably be on next year's budget. Everyone agreed that the columbarium looks good.

NEW BUSINESS:

Chairman Tucker talked about the types of plaques we should use and if they should all be the same. Secretary Aker said he liked the NS-55 and NS-56 for the individuals, NS-59 and NS-60 for the companions. They are basically the same for both except for the design on them. He said that if a person wanted to buy the vase or emblem that it would cost them extra. Commissioner Marek made the motion that we accept the plaques NS-55, NS-56, NS-59 and NS-60. If they what to buy extra such as a vase and emblem they should go by the Cold Springs pricing. Alderman Gregoire seconded the motion; Motion carried.

Chairman Tucker talked about the ditch and how good it looked, everyone agreed.

He also brought up the dirt in the cemetery and what they are going to do with it. Secretary Aker said that Dick Grassel had talked to Greg Boppre and that they were basically done with the dirt and they would level it out.

Commissioner Gregoire and Chairman Tucker are both interested in going another term, they told Secretary Aker to let the Mayor know they are interested.

Meeting was adjourned!

Request for Council Action

Date: October 5, 2010

To: East Grand Forks City Council and Mayor Lynn Stauss

From: Nancy Ellis, Senior Planner

RE: Rezone of Stokes Property and City of East Grand Forks property called the "Coulee View Addition"

BACKGROUND AND SUPPORTING DOCUMENTATION OF REQUEST:

We have received an application from the City of East Grand Forks for a development east of Bygland Road, north of 13th Street SE and west of 17th Ave SE (see map) called "Coulee View Addition". This plan will be to sell 14 lots for single-family development and keep two large lots west of the coulee for another owner to develop. This property must be rezoned from UER to R-1 to allow for urban development of single family lots. If the owners of the two large lots on the west side of the coulee want to develop the property for uses other than single family homes; they will need to apply to rezone the property.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommends approval of the rezoning of the property called "Coulee View Addition" from UER to R-1.

GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: City of East Grand Forks and the Stokes Family

REQUESTED ACTION: Applicant is requesting approval of rezoning from UER to R-1.

SITE ZONING/LAND USE: UER is the current zoning, vacant land.

SURROUNDING ZONING/LAND USE:

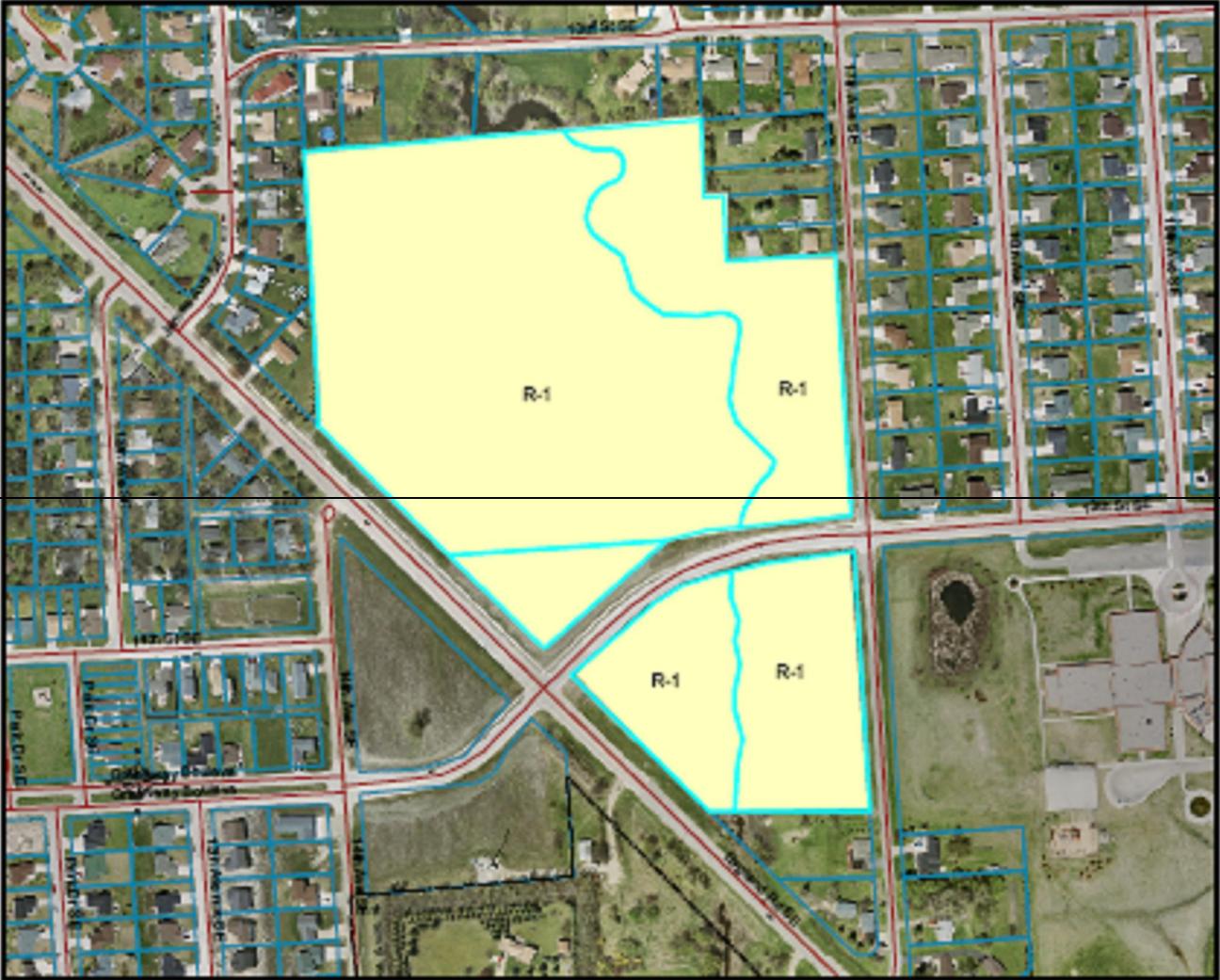
North: R-1 zoning - Riverview 3rd Addition, single family homes

West: C-2 and R-1 zoning - Pesch property

South: R-1 zoning - Single Family Homes and property outside of city limits

East: R-1 zoning - Hartsville 1st Addition, single family homes

LOCATION: East of Bygland Road, on both sides of 13th Street SE and on both sides of the Coulee.



Request for Council Action

Date: October 5, 2010
 To: East Grand Forks City Council and Mayor Lynn Stauss
 From: Nancy Ellis, Senior Planner
 RE: Approval of Preliminary plat for Coulee View Addition

BACKGROUND AND SUPPORTING DOCUMENTATION OF REQUEST:

This is a preliminary plat for the Coulee View Addition. The property will be platted for single family homes (Block 1 Lots 2-7 and Block 2 Lots 2-6) and one large coulee maintenance lot (Block 1 Lot 8) for the City of East Grand Forks. The two large unplatted lots (Block 1 Lot 1 and Block 2 Lot 1) will continue to be owned by the Stokes Family and zoned for future platting and sale of lots. The proposal requires two steps. First, the property must be rezoned from UER to R-1 - single-family residential district; and second, the property must be platted into individual lots. The two remaining lots owned by the Stokes family are for sale and will be developed at a later date. The two lots (Block 1 Lot 1 and Block 2 Lot 1) do not have direct access to Bygland Road due to the Access Control regulations and will require new street with their access to be located off of 13th St. SE.

PLANNING COMMISSION RECOMMENDATION

Planning Commission recommends preliminary approval of Coulee View Addition with the following changes:

- 1) **Submit a digital file to planning office.**
- 2) **Add 10' utility easement to the north property line and west property line of Block 1 Lot 1 and to the north property line of Block 1 Lot 8.**
- 3) **Change Note (C) to read "Sidewalks are required in new developments per City Code 151: Subdivision Ordinance: Sidewalks.**
- 4) **Review and add to notes: a) what the floodway elevation is as set by the Corps of Engineers; and b) what minimum elevation the footings of the home foundations must be built at to meet floodplain elevation building requirements if the basement is not floodproofed.**
- 5) **Note stating that the contour elevations were drawn on the plat before fill was bought onto the property.**

GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: City of East Grand Forks and the Stokes Family

REQUESTED ACTION: Applicant is requesting preliminary approval of the Coulee View Addition to the City of East Grand Forks.

SITE ZONING/LAND USE: UER is the current zoning, vacant land. Rezoning to R-1.

SURROUNDING ZONING/LAND USE:

North: R-1 zoning - Riverview 3rd Addition, single family homes

West: C-2 and R-1 zoning - Pesch property

South: R-1 zoning - Single Family Homes and property outside of city limits

East: R-1 zoning - Hartsville 1st Addition, single family homes

LOCATION: East of Bygland Road, on both sides of 13th Street SE and on both sides of the Coulee.

COULEE VIEW ADDITION to the City of East Grand Forks, Minnesota

NOTES:

(A) Iron rebar monuments 5/8" o.d. x 18" long with orange plastic cap stamped "LS 47922" will be set at (1) All angle points on the outside boundary lines, (2) At all block corners and at all intermediate points on the block lines indicating changes in direction of the lines and, (3) At all lot corners.

(B) The City of East Grand Forks, MN, its successors and / or assigns, shall have the right to keep all utility easements shown hereon free from hazards, structures, and other improvements which might hinder the cities ability to serve and maintain such utilities.

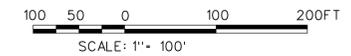
(C) Sidewalks and bikepaths are required as per the East Grand Forks 2025 Land Use Plan.

(D) All bearings and distances are grid based on the North Dakota State Plane coordinate system - North Zone of 1983 (NAD83).

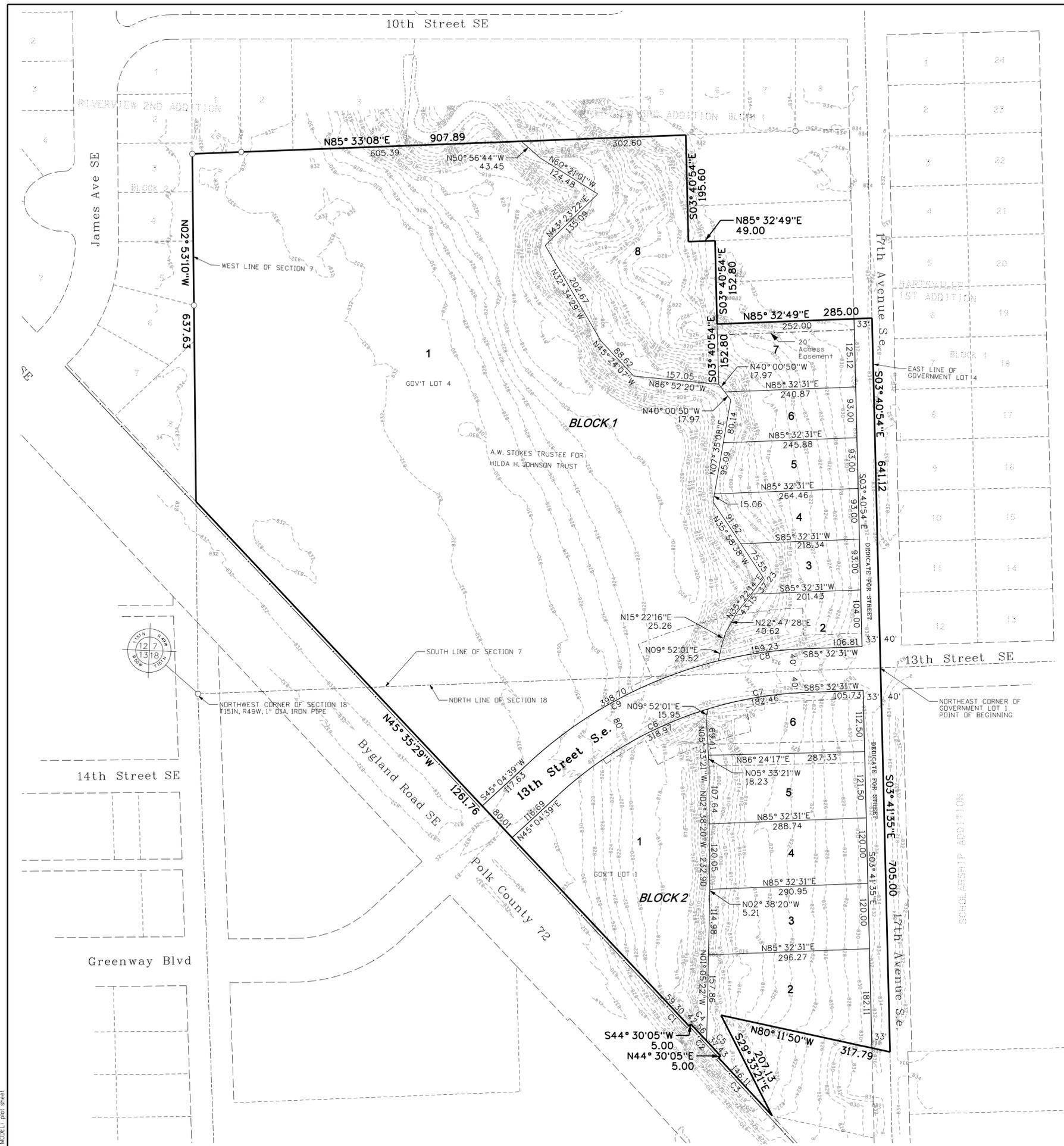
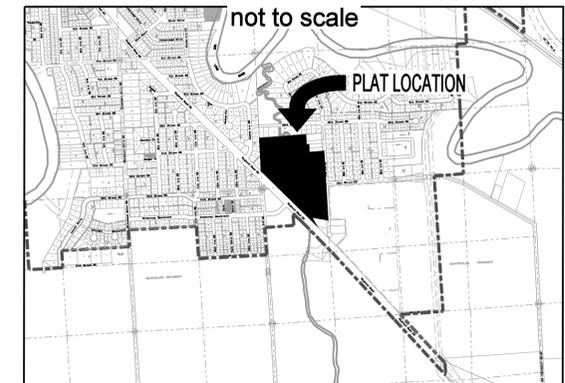
LEGEND

EASEMENT LINE	---
SECTION LINE	---
NEW LOT LINE	---
EXISTING MONUMENT	•
MONUMENT SET (THIS SURVEY)	SEE NOTE (A)
PLAT BOUNDARY	---
EXISTING PROPERTY LINES	---
CITY LIMITS	---
COULEE	---
ACCESS CONTROL	---
CONTOUR LINE (2' INTERVAL)	---

CURVE #	LENGTH	RADIUS	DELTA	TANGENT	BEARING
C1	59.30	28725.37	00°07'06"	59.30	N45°27'47"W
C2	80.00	28730.37	00°09'34"	80.00	N45°19'27"W
C3	146.11	28725.37	00°17'29"	146.11	N45°05'56"W
C4	42.56	28730.37	00°05'06"	42.56	N45°21'42"W
C5	37.43	28730.37	00°04'29"	37.43	N45°16'55"W
C6	318.97	710.00	25°44'26"	316.30	N57°56'52"W
C7	182.46	710.00	14°43'26"	181.95	N78°10'48"W
C8	159.23	790.00	11°32'54"	158.96	N79°46'03"W
C9	398.70	790.00	28°54'57"	394.48	N59°32'08"W



VICINITY MAP
not to scale



MODEL: plat sheet

Request for Council Action

Date: Oct 5, 2010
 To: East Grand Forks City Council and Mayor Lynn Stauss
 Cc: File
 From: Earl Haugen, Executive Director
 RE: Dial-A-Ride (DAR)/Senior Rider Request for Proposal (RFP)

A full copy of the RFP will be available in the Administration Office.

Recommended Motion: As part of DAR/Senior Rider RFP approve the following proposed changes from the current service level:

- Change the age of senior rider eligibility from age 55 to 62 years old for both the Senior Rider program and City Bus; and
- Change times to call in for next day reservations for DAR/Senior Rider program to include start times from 6:00 AM to 6:30 AM Monday through Friday and from 6:00 AM to 8:00 AM on Saturdays, and end times from 10:00 PM to 5:00 PM Monday through Saturday.

BACKGROUND:

The City of East Grand Forks and Cities Areas Transit (CAT) currently has a five-year contract for DAR/Senior Rider services with Grand Forks Taxi, which ends on December 31, 2010 and serves the metropolitan area of Grand Forks and East Grand Forks to include the University of North Dakota. The Cities of Grand Forks and East Grand Forks staffs have been developing and working on a new DAR/Senior Rider RFP with the intent of contracting with a service provider for the next three year period with two years of extentions.

An excerpt of the Draft DAR/Senior Rider RFP Project Description and Contractor Responsibilities are as follows in italics.

Section 2. Project Description

The Cities of Grand Forks and East Grand Forks are seeking one qualified vendor to provide Paratransit and Senior Rider services for the Cities Areas Transit (C.A.T.) system. Services to be provided should be broke down into options A, B and C.

Option A

The Contractor provided services will include:

§ Drivers

- § Reservationists/ dispatching
- § Maintenance, storage, and fuel for vehicles
- § Record keeping functions as required by the Cities of Grand Forks and East Grand Forks, States of North Dakota and Minnesota, and the Federal Transit Administration
- § Vehicles to supplement service needs. Please provide a listing of vehicles.

C.A.T will provide:

- § Vehicles as needs determine.

Option B

The Contractor provided services will include:

- § Drivers
- § Maintenance, storage, and fuel for vehicles
- § Record keeping functions as required by the Cities of Grand Forks and East Grand Forks, States of North Dakota and Minnesota, and the Federal Transit Administration
- § Vehicles to supplement service needs. Please provide a listing of vehicles.

C.A.T will provide:

- § Vehicles as needs determine.
- § Reservationists/dispatching.

Option C

The Contractor provided services will include:

- § Drivers
- § record keeping functions as required by the Cities of Grand Forks and East Grand Forks, States of North Dakota and Minnesota, and the Federal Transit Administration
- § Vehicles to supplement service needs. Please provide a listing of vehicles.

C.A.T will provide:

- § Reservationists/ dispatching
- § Vehicles as needs determine.
- § Maintenance, storage and fuel for the vehicles

Bidders will provide a bid for Paratransit and Senior Rider Services, but each City will be co-signers of the contract. The resulting contract will require all drivers be cross trained and utilized in both Cities

Section 3. Contractor Responsibilities – Operating Requirements

3.1. C.A.T. Paratransit and Senior Rider

C.A.T. Paratransit and Senior Rider service is a demand–response origin to destination service for persons with disabilities who are ADA Paratransit eligible and for persons who are 62 or older. Service is provided within the city limits of Grand Forks (excluding the Airport) and East Grand Forks. Utilizing vehicles provided by the Cities of Grand Forks and East Grand Forks. The minimum number of vehicles and ridership from previous years, established to meet demand is provided in Appendix 8 and 11. The

number of vehicles may be adjusted to meet daily needs, if more vehicles are needed than the cities have provided, the contractor will supplement with their vehicles.

A Paratransit/Senior Rider Service Hours

Monday through Friday 6:00 AM to 10:00 PM.

Saturday 8:00 AM to 10:00 PM.

No service on Sunday.

The Cities will not pay for service which has been cancelled due to inclement weather- this includes driver's wages.

B Dispatcher/Reservationist Service Hours

i Take Reservations for next day service in person:

✓ Monday through Friday 6:30 AM to 5:00 PM.

✓ Saturday 8:00 AM to 5:00 PM

✓ Sunday/Holidays 4:00 PM to 5:00 PM, an answering service/machine will take reservations before 4:00 PM.

ii Be on premises:

✓ Monday through Friday 6:00 AM to 5:30 PM

✓ Saturday 7:30 AM to 5:30 PM

✓ Sunday/Holidays from 3:30 PM to 5:30 PM.

iii Answering Service/Machine

✓ All calls will be answered by an answering service/machine when not answered by a reservationist/dispatcher.

✓ All calls received after 5:00 PM for the next day will be considered same day service and subject to same day service rules.

✓ Dispatcher/Reservationist will call back to confirm the reservation requested over the answering service/machine.

C Service Hours: Holidays

There is no service on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

D On-time Performance

The Contractor shall provide safe, timely, professional and reliable Paratransit and Senior Rider services. Trips will be considered "on time" as long as they are served within a 15-minute window (± 5 minutes deviation from the schedules pick-up and drop-off times). The contractor is required to meet acceptable performance standards, in conjunction with in-vehicle time requirements.

E In-Vehicle/Shared Ride Service

Passengers shall not spend more than sixty (60) minutes in a vehicle. Records kept by the Cities and the Contractor will record late arrivals, lengthy trips, missed rides and other pertinent information. These records are utilized to determine that sufficient service is available to meet demand. In addition, drivers will radio dispatch for breaks, and at all other times will remain available for scheduling and contact by radio.

F Fares

Passengers are required to pay fares in one of the following manners: cash (exact change), coupon/ticket, or combination of coupon/ticket plus cash. The Contractor will collect and keep the fare. The fare will be put toward the per ride cost. Base fare is currently \$2.75, which can be change by the Cities. In the future the Cities will be looking into a different passenger fare collection system. The Contractor and its employees are prohibited from soliciting or accepting any tips or gifts of any kind.

G Uniforms

The Contractor will provide uniforms for the driver with a visible name tag, as approved by C.A.T. The uniform should be clean, neat and appropriate to the seasonal requirements. Please describe in Appendix 1, Question 2.6.

FINDINGS AND ANALYSIS:

- The City of Grand Forks conducted a public input meeting on Tuesday, September 21, 2010 from 4:00 PM to 7:00 PM at the Grand Forks City Hall Council Chambers regarding DAR/Senior Rider RFP and specifically on the following proposed service changes: (1) Change the age of senior rider eligibility from age 55 to 62 years old for both the Senior Rider program and City Bus; and (2) Change times to call in for next day reservations for the DAR/Senior Rider program to include start times from 6:00 AM to 6:30 AM Monday through Friday and from 6:00 AM to 8:00 AM on Saturdays, and end times from 10:00 PM to 5:00 PM Monday through Saturday.

Approximately 10 citizens attended the public input meeting. Generally the citizens believe the DAR/Senior Rider service is important and needed service, and want to continue to have a good service at an affordable fee for disable and senior riders. Generally, the noted changes related to changing the age of senior rider eligibility from age 55 to 62 and changing the next day reservations time changes were deemed acceptable.

- Most public transportation systems provide a senior rider eligibility standard between ages of 60 to 65 years old.
- Starting January 1, 2011, a senior rider will have to be 62 years old to qualify for senior rider eligibility for both the senior rider and city bus systems.
- Senior riders currently using the services who are between the ages of 55 and 61 can continue to use the service but will need to fill out a form and have an ID issued via CAT before the date change.
- The next day reservation changes do not affect current service times and hours and is considered to better contain costs and scheduling of rides.
- DAR service is a federally required complementary ADA service to the fixed route transit service. Grand Forks Taxi is the current DAR/Senior Rider service provider.
- The 2010 total cost per ride is \$8.64 per ride, which includes a \$2.75 rider fare requirement. DAR fare can be up to twice the City Bus adult cash fare, which is \$1.50 per ride thus the DAR fare can be up to \$3.00 per ride. City staff has provided that the FY 2011 budget does not include a fare increase but that it will be looked at for the FY 2012 budget.
- The historical and current DAR/Senior Rider ridership is as follows:

	2006	2007	2008	2009	2010 (projection)	
Senior Rider	13,369	14,838	20,328	23,128	24,084	24,084
DAR	39,983	41,215	39,725	38,502	39,588	39,588
Total	53,352	56,053	60,053	61,630	63,672	63,672
- City of Grand Forks staff is planning to begin advertising the DAR/Senior Rider RFP on October 6, 2010 with a DAR Senior Rider RFP opening on October 28, 2010. East Grand Forks City Council award is scheduled on November 16, 2010 with a commencement of service on January 1, 2011.

SUPPORT MATERIALS:

- N/A

Request for Council Action

Date: 9/22/2010

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Randy Gust, Fire Chief

RE: Hiring new fulltime fire fighter

Background: Jeff Voigt retired in July of this year creating a manpower shortage on one of the shifts within the fire department. I would like to replace the vacancy created by this retirement. This will cut down the overtime and problems filling the shift for extended periods of time.

Recommendation: Allow fire chief and civil service to start hiring process for fulltime firefighter.

Enclosures:

Request for Council Action

Date: September 22, 2010

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Dave Aker

RE: La Fave Multi-use trail

Background:

I have applied for a grant that would move the trail in La Fave Park up to higher grounds. The grants I applied for were the Parks and Trails Legacy Grant and the Local Trail Connections Program or Regional Trail Program. The Parks and Trails Legacy Grant is 80/20 split and we were NOT accepted for that grant. The Local Trail Connections Program is 50/50 split and we were awarded that grant.

I have to turn paperwork in so we don't actually have the contract until all of the paperwork has been sent in. A resolution is the first part of the paperwork.

Recommendation: The grant has to have a resolution passed to continue the process.

Enclosures: Information included.

Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40



September 17, 2010

Dave Aker, Parks & Rec Superintendent
City of East Grand Forks
600 DeMers Avenue
East Grand Forks, MN

Dear Dave Aker:

RE: City of East Grand Forks, Project #C023-10-1C
LaFave Multi-Use Trail

I am pleased to inform you that your application to the 2010 Local Trail Connections Program or Regional Trail Program has been selected for funding. A reimbursement grant in the amount of \$95,000 will be established contingent upon final processing of your application.

Over \$3.1 million in grant requests were received for these programs with \$655,000 available for funding.

Enclosed is a letter from department program staff with more information on how to proceed with your project. If you have questions, please contact Andrew Korsberg (651-259-5642) or Traci Vibo (651-259-5619).

Trails add to the quality of life in Minnesota. Thank you for advancing outdoor recreation opportunities in your area.

Sincerely,

A handwritten signature in blue ink that reads "Forrest L. Boe".

Forrest L. Boe, Deputy Director
Parks and Trails Division

CC: Kim Greendahl, Greenway Specialist, Greenway & Trails Users Advisory Group
File #C023-10-1C



RESOLUTION NO. 10-10-100

RESOLUTION TO SUPPORT LAFAVE MULTI-USE TRAIL FOR THE CITY OF EAST GRAND FORKS; PROJECT: #C023-10-1C

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

WHEREAS, the City of East Grand Forks supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program or Regional Trail Program. The City of East Grand Forks will act as the legal sponsor for the application made to the Department of Natural Resources for the reimbursement grant. The project is to construct .75 miles of a 10 foot wide bituminous trail for pedestrian use to replace the deteriorating lower section of the trail along the Red Lake River.

WHEREAS, the City of East Grand Forks recognizes the fifty (50) percent match requirement for the Federal Recreational Trail grant program is the 2010 Local Trail Connections Program or Regional Trail Program.

NOW, THEREFORE, BE IT RESOLVED, the City of East Grand Forks agrees to accept the grant award from the aforementioned funding grant program, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of East Grand Forks will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of East Grand Forks names the fiscal agent for the City of East Grand Forks for the project as:

Jerry Lucke
Director of Finance
City of East Grand Forks
600 DeMers Avenue
East Grand Forks, MN 56721

BE IT FURTHER RESOLVED, the City of East Grand Forks hereby assures the LaFave Multi-Use Trail will be maintained for a period of no less than 20 years by the East Grand Forks Parks and Recreation Department.

Voting Aye:
Voting Nay: None.
Absent: None.

Passed: October 5, 2010

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 5th day of October, 2010.

Mayor

RESOLUTION NO. 10 – 10 - 101

Council Member ____, reported by Council Member ____, introduced the following resolution and moved its adoption:

RESOLUTION RATIFYING CONTRACTS

WHEREAS, the City of East Grand Forks purchased the following goods from Bert’s Truck Equipment:

<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Total Amount</u>
9-13-10	44424	Mirror #320	\$26.60

WHEREAS, Wayne Gregoire, 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 \$26.60 on check number 7569 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 October 5, 2010.

Voting Aye: .
Voting Nay: None.
Abstain: Gregoire.

The President declared the resolution passed.

Passed: October 5, 2010

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 5th of October, 2010.

Mayor

AFFIDAVIT OF OFFICIAL INTEREST CLAIM

STATE OF MINNESOTA)
COUNTY OF POLK) ss
CITY OF EAST GRAND FORKS)

I, Wayne Gregoire, being duly sworn states the following:

- 1. I am 5th Ward Council Member of the City of East Grand Forks.
- 2. The following goods were furnished to the City of East Grand Forks by Bert’s Truck Equipment:

<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Total Amount</u>
9-13-10	44424	Mirror #320	\$26.60

- 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 October 5, 2010.

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)

RESOLUTION NO. 10 – 10 – 102

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 7601 for a total of \$468.95.

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 \$468.95 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 October 5, 2010.

Voting Aye:
 Voting Nay: None.
 Abstain: Buckalew.

The President declared the resolution passed.

Passed: October 5, 2010

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 5th of October, 2010.

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 7601 for a total of \$468.95.
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 October 5, 2010.

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: ejohnson
 Printed: 9/30/2010 - 11:35 AM



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
7561	10/05/2010	AIR001	Airgas	87.03	0
7562	10/05/2010	AKE001	Dave Aker	1,334.00	0
7563	10/05/2010	AME012	American Business Solutions	499.99	0
7564	10/05/2010	AME013	American Media Solution	579.99	0
7565	10/05/2010	AME005	Ameripride Linen & Apparel Services	519.16	0
7566	10/05/2010	ANI001	Animal Care Equipment & Services	172.48	0
7567	10/05/2010	ATH001	Athletica Inc	1,592.11	0
7568	10/05/2010	BER004	Berg-Johnson Associates Inc	955.58	0
7569	10/05/2010	BER001	Bert's Truck Equipment	26.60	0
7570	10/05/2010	BLU001	Blue Cross Blue Shield of ND	5,764.50	0
7571	10/05/2010	BOR001	Border States Electric Supply	247.02	0
7572	10/05/2010	BRA001	Brady Martz & Associates	1,200.00	0
7573	10/05/2010	BRO002	Brodart Co	205.61	0
7574	10/05/2010	BUR004	Lisa Burlage	575.00	0
7575	10/05/2010	CHE001	Chemsearch	2,612.12	0
7576	10/05/2010	CLL001	CL Linfoot Co.	662.50	0
7577	10/05/2010	COL004	Cold Spring Granite Company	6,232.50	0
7578	10/05/2010	D&S001	D&S Hydraulics	657.98	0
7579	10/05/2010	DAK003	Dakota Student	16.00	0
7580	10/05/2010	DAK004	Dakota Supply Group	85.19	0
7581	10/05/2010	DRA001	Mark Dragich	33.05	0
7582	10/05/2010	EAG001	Eagle Electric	2,399.81	0
7583	10/05/2010	EAS005	East Side Express	47.93	0
7584	10/05/2010	EGF004	EGF Postmaster	200.00	0
7585	10/05/2010	ELE001	Electric Pump	14,743.66	0
7586	10/05/2010	EXP003	Explorer Post #38	90.00	0
7587	10/05/2010	FOL001	Follett Software Company	600.00	0
7588	10/05/2010	FLO001	FS Engineering	64,633.20	0
7589	10/05/2010	G&K001	G&K Services	173.02	0
7590	10/05/2010	GAH001	Gregory Gahlon	141.11	0
7591	10/05/2010	GAL001	Gale	313.73	0
7592	10/05/2010	GAR003	Gardner Publishing	132.93	0
7593	10/05/2010	GFF001	GF Fire Equipment	438.00	0
7594	10/05/2010	GFP001	GF Park District	5,000.00	0
7595	10/05/2010	GFW001	GF Welding & Machine	4.71	0
7596	10/05/2010	GGF001	GGF Convention & Visitors Bureau	473.70	0
7597	10/05/2010	H&H001	H&H Masonry	250.00	0
7598	10/05/2010	H&S001	H&S Construction	25,028.60	0
7599	10/05/2010	HAJ002	Rick Hajicek	427.50	0
7600	10/05/2010	HAJ001	Rod Hajicek	8.25	0
7601	10/05/2010	HAR001	Hardware Hank	468.95	0
7602	10/05/2010	HEA001	Heartland Paper	104.54	0
7603	10/05/2010	HIR001	Hirshfield's Decorating Centers	772.54	0
7604	10/05/2010	HUI001	Scott Huizenga	120.25	0
7605	10/05/2010	HUS001	Hussey Plumbing	865.60	0
7606	10/05/2010	INV001	Inventory Trading Company	205.75	0
7607	10/05/2010	KEL003	Kelly Services	290.50	0
7608	10/05/2010	KNU001	Knutson Printing Company	106.00	0
7609	10/05/2010	LAR002	Brian Larson	22.00	0
7610	10/05/2010	LEA001	League of MN Cities	6,611.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
7611	10/05/2010	LEA002	League of MN Cities	33,772.60	0
7612	10/05/2010	LIB001	Liberty Business Systems	73.59	0
7613	10/05/2010	LUC001	Gerald Lucke	637.58	0
7614	10/05/2010	LYN002	Gladwin Lynne	13.61	0
7615	10/05/2010	M&W001	M&W Services	160.32	0
7616	10/05/2010	MAR004	Marco	285.83	0
7617	10/05/2010	MAR005	Mark Cowger Construction	14,806.77	0
7618	10/05/2010	MCD001	McDonald's of EGF	33.91	0
7619	10/05/2010	MEN001	Menards	59.09	0
7620	10/05/2010	MIC001	Micro-Marketing LLC	172.81	0
7621	10/05/2010	MIK001	Mike's Pizza	53.64	0
7622	10/05/2010	MND002	MN Dept of Human Services	20.70	0
7623	10/05/2010	MND006	VOID****VOID****VOID*** MN I	1,546.00	0
7624	10/05/2010	MND009	MN Drivers & Vehicle Services	6.25	0
7625	10/05/2010	MMA001	MN Mayors Association	20.00	0
7626	10/05/2010	MOS002	Mosca Design Inc.	5,550.00	0
7627	10/05/2010	NEW001	Newman Signs	1,000.00	0
7628	10/05/2010	NOR005	Northern Safety Tech	472.11	0
7629	10/05/2010	NOY001	Brian & Laurie Noyes	5,000.00	0
7630	10/05/2010	NWT001	NW Tire Inc	15.78	0
7631	10/05/2010	ORE001	O'Reilly Auto Parts	918.74	0
7632	10/05/2010	OPP001	Opp Construction	2,100.00	0
7633	10/05/2010	PAR005	Paras Contracting	32,897.55	0
7634	10/05/2010	PEM001	Pembina Trail	225.00	0
7635	10/05/2010	POL004	Polk County Recorder	138.00	0
7636	10/05/2010	PRA001	Praxair Distribution	19.54	0
7637	10/05/2010	QUI001	Quill Corp	625.72	0
7638	10/05/2010	QUI003	Michelle Quirk	500.00	0
7639	10/05/2010	R&R001	R&R Specialties of Wisconsin Inc	281.10	0
7640	10/05/2010	RDJ001	RDJ Specialties Inc	211.75	0
7641	10/05/2010	RDO001	RDO Powerplan OIB	690.41	0
7642	10/05/2010	RIC001	James Richter	53.42	0
7643	10/05/2010	RIG001	Right Choice Electric Inc	55.00	0
7644	10/05/2010	RMB001	RMB Environmental Lab Inc	43.00	0
7645	10/05/2010	ROT001	Roto Rooter	6,418.50	0
7646	10/05/2010	RYD001	Rydell Chevrolet	260.55	0
7647	10/05/2010	SST001	S&S Towing & Repair	40.00	0
7648	10/05/2010	SEL003	Sellin Brothers Inc	33,048.00	0
7649	10/05/2010	SPI001	Paul Spielman	50.25	0
7650	10/05/2010	SPR003	Spruce Valley Corporation	83,651.50	0
7651	10/05/2010	STO005	Kay Stone	935.00	0
7652	10/05/2010	STO001	Stone's Mobile Radio Inc	172.37	0
7653	10/05/2010	STA005	Strata Corp	268,696.20	0
7654	10/05/2010	STU001	Stuart's Towing	106.88	0
7655	10/05/2010	CHI001	The Child's World Inc	46.85	0
7656	10/05/2010	THO001	Thomas Bouregy & Co	139.50	0
7657	10/05/2010	TRY001	Try-County Refrigeration	579.00	0
7658	10/05/2010	VAL002	Valley Truck	599.57	0
7659	10/05/2010	VIL001	Vilandre Heating & A/C	2,352.59	0
7660	10/05/2010	WAT001	Water & Light Department	18,431.59	0
7661	10/05/2010	WIL002	Wilbur-Ellis	350.00	0
7662	10/05/2010	WIZ001	Wizard's Enterprises Inc.	490.00	0
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				Check Total:	667,559.86
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