

**AGENDA  
CITY COUNCIL  
CITY OF EAST GRAND FORKS  
MARCH 1, 2011  
5:00 P.M.**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**NEW BUSINESS:**

1. Consider adopting Resolution No. 11-03-25 a Resolution dedicatng the Richard L. Grassel Park.

**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:**

2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of February 15, 2011.
3. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of February 22, 2011.

**SCHEDULED BID LETTINGS: NONE.**

**SCHEDULED PUBLIC HEARINGS: NONE.**

**CONSENT AGENDA:**

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

4. Consider approving the 2011 Airborne Custom Spraying Agreement for mosquito control.
5. Consider approving the request to award the bid for the Zamboni 545 Ice Resurfacer for the Civic Center to Frank J. Zamboni & Co., Inc. for a total amount of \$89,000.00.

6. Consider approving the request to award the bid for the HVAC System for the Police Department to McFarlane for a total amount of \$77,900.00.
7. Consider approving the following “Off Sale” Weekday Liquor License to Valley Liquors, Inc dba Hugos Wine & Spirits located at 306 14<sup>th</sup> St. NE, East Grand Forks, MN 56721.

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:**

8. Regular meeting minutes of the Water, Light, Power and Building Commission for February 3, 2011.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE.**

**NEW BUSINESS: NONE.**

**CLAIMS:**

9. Consider adopting Resolution No. 11-03-26 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 8900 for a total of \$316.62 whereas Council Member Buckalew is personally interested financially in the contract.
10. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment of recommended bills and payroll.

**ADJOURN:**

**Upcoming Meetings**

Work Session – March 8, 2011 – 5:00 PM – Training Room

Regular Meeting – March 15, 2011 – 5:00 PM – Council Chambers

Work Session – March 22, 2011 – 5:00 PM – Training Room

Work Session – March 29, 2011 – 5:00 PM – Training Room (If Needed)

**RESOLUTION NO. 11 – 03 – 25**

**A RESOLUTION DEDICATING THE RICHARD L. GRASSEL PARK**

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

WHEREAS, Richard Grassel has been a life long resident of the City of East Grand Forks; and

WHEREAS, the City Council of East Grand Forks hereby recognizes the leadership of Richard Grassel for his years of service as a Council Member from March 16, 1989 through December 31, 2005; and

WHEREAS, the City of East Grand Forks nominated Richard Grassel as Council President January 3, 2006 through present; and

WHEREAS, Richard Grassel has been a leading advocate for the Red River State Recreation Area; and

WHEREAS, Richard Grassel has been active on many boards and commissions as an elected official, including, but not limited to:

- Economic Development and Housing Authority
- Planning & Zoning Commission
- Metropolitan Planning Organization Executive Board
- Parks & Recreation Committee
- Coalition of Greater Minnesota Cities

NOW, THEREFORE, IT IS RESOLVED that for the years of his dedicated service to the City of East Grand Forks and its citizens the City Council of East Grand Forks hereby dedicates the “Richard L. Grassel Park” on March 1, 2011.

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

The President declared the resolution passed.

Passed: March 1, 2011

Attest:

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

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

I hereby approve the foregoing resolution this 1<sup>st</sup> day of March, 2011.

\_\_\_\_\_  
Mayor

CITY COUNCIL MEETING

FEBRUARY 15, 2011

**UNAPPROVED  
MINUTES OF THE  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
TUESDAY, FEBRUARY 15, 2011 – 5:00 PM**

**CALL TO ORDER**

*The Regular Meeting of the East Grand Forks City Council for February 15, 2011 was called to order by Council President 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 Craig Buckalew, Council Members Marc DeMers, Henry Tweten, Wayne Gregoire, Mike Pokrzywinski, and Greg Leigh.*

**STAFF PRESENT**

*Dave Aker, Parks & Recreation Superintendent; Greg Boppre, City Engineer; Dan Boyce, Water & Light Manager; 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:**

*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 February 1, 2011.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE “REGULAR MEETING” FOR THE EAST**

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

*Voting Nay: None.*

**SCHEDULED BID LETTINGS:**

2. Consider adopting Resolution No. 11-02-22 a Resolution accepting and awarding the bid for improvements for 2010 Assessment Job No. 2 – Storm Sewer Improvements – Northstar Terrace for a bid price of \$193,139.90.

**A MOTION WAS MADE BY COUNCIL MEMBER GREGOIRE, SECONDED BY COUNCIL MEMBER TWETEN, TO ADOPT RESOLUTION NO. 11-02-22 A RESOLUTION ACCEPTING AND AWARDING THE BID FOR IMPROVEMENTS FOR 2010 ASSESSMENT JOB NO. 2 – STORM SEWER IMPROVEMENTS – NORTHSTAR TERRACE FOR A BID PRICE OF \$193,139.90.**

Mr. Boppre announced that this item went out for bid last year and came back high. This is a rebid and came in \$25,000 less than last year.

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

*Voting Nay: None.*

**SCHEDULED PUBLIC HEARINGS: NONE.**

**CONSENT AGENDA:**

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

3. Consider approving the application for an Exempt Gambling Permit for a raffle and paddlewheel for the East Grand Forks Heritage Foundation to be held April 15, 2011 at the VFW, 312 DeMers Ave., East Grand Forks, MN 56721 and waive the 30-day waiting period.
4. Consider approving the application for an Exempt Gambling Permit for a raffle for the East Grand Forks Fire Department Relief Association to be held June 11, 2011 at the Eagles Club, 227 10<sup>th</sup> St. NW, East Grand Forks, MN 56721 and waive the 30-day waiting period.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER BUCKALEW, TO APPROVE CONSENT MOTIONS NUMBER THREE (3) THROUGH FOUR (4) AS SUBMITTED.**

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

*Voting Nay: None.*

**ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:**

5. Regular meeting minutes of the Water, Light, Power and Building Commission for January 20, 2011.

**COMMUNICATIONS: NONE.**

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

- 6. Consider adopting Resolution No. 11-02-23 a Resolution authorizing or reauthorizing membership in the 4M Fund.

**A MOTION WAS MADE BY COUNCIL MEMBER DEMERS, SECONDED BY COUNCIL MEMBER GREGOIRE, TO ADOPT RESOLUTION NO. 11-02-23 A RESOLUTION AUTHORIZING OR REAUTHORIZING MEMBERSHIP IN THE 4M FUND.**

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

*Voting Nay: None.*

**CLAIMS:**

- 7. Consider adopting Resolution No. 11-02-24 a Resolution authorizing the City of East Grand Forks to approve purchases from Hardware Hank the goods referenced in check number 8790 for a total of \$209.79 whereas Council Member Buckalew is personally interested financially in the contract.

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADOPT RESOLUTION NO. 11-02-24 A RESOLUTION AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM HARDWARE HANK THE GOODS REFERENCED IN CHECK NUMBER 8790 FOR A TOTAL OF \$209.79 WHEREAS COUNCIL MEMBER BUCKALEW IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.**

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

*Voting Nay: None.*

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

3D Specialties	Safety Glasses	\$57.63
Acme Electric Companies	Shop Tools And Flashlights	\$319.38
Advanced Business Methods Inc	Copier Contract	\$166.08
American Tire Service	Four Tires Mounted #375	\$68.11
American Tire Service Inc	2 Tires/#545	\$212.41
Ameripride Linen & Apparel Services	Cleaning Supplies/Service	\$538.93
Anderson Mike	Reimb Meals/St.Paul	\$102.50
Anderson Acoustics	Dispatch Remodel	\$1,368.57
Aqua Water Solutions	Water Service	\$111.70
Barksdale Michel & Julie	Housing Incentive Tax Rebate	\$915.58
Batteries Plus	UPS Batteries For Lift	\$53.35

## CITY COUNCIL MEETING

FEBRUARY 15, 2011

Beaton Scott	Housing Incentive Program Tax Rebate	\$1,109.53
Bobcat of Grand Forks	Breather Cap & Hyd Filter #375	\$50.88
Brewitz Billy	Reimb Gas/Moorehead	\$36.00
Bruce Jay	Reimb/MN Engineer Boiler Test	\$65.00
Butler Machinery Co	Work Light #118	\$26.52
C&R Laundry & Cleaners	Dry Cleaning	\$251.03
Canon Financial Services	Copier Contract	\$180.80
Cole Papers Inc	Tissue	\$73.95
Country Inn St.Paul East	Lodging/Anderson/Manias	\$257.06
D&D Heating & Sheet Metal	Repair Air Handlers	\$71.50
DeMers Steve	Travel Reimb/St.Paul	\$102.50
Diamond Cleaning Supply Richard Papenfuss	Shop Supplies & WW Insect Spray	\$516.25
Digi Key Corp 590699	Dispatch Remodel	\$141.01
Dorsey & Whitney LLP	Legal Fees/Redemption of GO Bond	\$400.00
Eagle Electric	Replacement Cord Cap For Generator	\$750.00
East Side Sharpening	Blade Sharpening	\$135.00
EGF Police Petty Cash	Postage	\$10.34
Emergency Automotive Technologies	Whelen SSTube & Strobe Power Supply	\$100.00
Exponent	Budget Summary/2010 AJ2 Bid Ad	\$449.50
Ferrellgas	Propane/BLA	\$189.60
Filter Care	Washed Filters For Inventory	\$236.19
Flat Plains Services Inc	Snow Removal/Riverwalk/Boardwalk	\$3,971.73
Forx Radiator	A/C Condenser/Trans Cooler	\$189.00
G&K Services	Mats	\$76.34
Gaffaneys	Supplies	\$17.33
Galstad Randy	Reimb Mileage	\$62.00
Galstad Jensen & McCann PA	Prof Services	\$10,764.28
Garden Hut Inc	Carburetor/#348	\$54.72
George's Quick Printing	Business Cards/D.Szczepanski/Terry V	\$138.95
GF City Utility Billing	Landfill January 2011	\$12,620.10
GGF Convention & Visitors Bureau	Lodging Tax Jan 2011	\$510.73
GLSports Inc	Softball Equipment	\$1,796.48
Gust Randy	Reimb Meals/St.Cloud	\$164.26
Gyolai Erik	Reimb Mileage/Hibbing/Virginia/Grand Rapids	\$151.00
Hajicek Rick	Cleaning 1/17/11 - 2/5/11	\$427.50
Hardware Hank	Maint Supplies	\$209.79
Heartland Paper	Towels/Tissue	\$155.25
Home of Economy	Cable/Anchor/Nuts Lift Station #1	\$100.63
Hugo's	Acct EndXXX2483/ Food Supplies	\$115.22
Integra Telecom	LD Phone	\$148.87
Integrated Process Solutions Inc	Level Transmitter & Cable for WW Lift/SCADA Repairs	\$2,079.98
International Association of Chiefs of Police	Membership /M.Hedlund	\$120.00
K&K Trucking Inc	200 Yards Of Sand	\$2,486.00

## CITY COUNCIL MEETING

FEBRUARY 15, 2011

Kellermeyer Building Service	Custodial Service	\$665.01
Kelly Services	Temp Services	\$306.68
Knutson Philip and Alissa	Refund For Basic 1 Skating	\$60.00
Kossow Linda	Reimb Shipping Fees/Maint Exp	\$118.82
League of MN Cities	Safety Workshop/M.Hedlund	\$20.00
League of MN Cities	Volunteer Accident Plan	\$858.00
Lithia Payment Processing	Alternator/Shocks/Power Seat Switch/Tires & Rims	\$1,564.90
Lumber Mart	Maint Supplies/Lumber/Painting Supplies	\$1,211.93
M&W Services	Standard Road Salt	\$1,085.25
Manias Michelle	Reimb Meals/St.Paul	\$102.50
Marco	Copies/Copier Contract	\$102.99
Mike's Pizza	Board Meeting	\$62.38
MN Chief of Police Association	ETI Registration/M.Hedlund & R.Hajicek	\$710.00
MN Dept of Labor & Industry	MN Building Permit Surcharge Report	\$1,162.08
MN Drivers & Vehicle Services	Registration/02 Chev 43092	\$6.25
Newman Signs	Sign Rental	\$1,580.00
NW Regional Small Business Development Center	2011 SBDC Funding Commitment	\$250.00
O'Reilly Auto Parts	Parts/Shop Tool/Ign Switch/Shocks/Starter/Scan Tool	\$2,961.54
Orchard Richard	7603 Gallons Of 50/50 Diesel/Oil	\$28,649.45
Otis Elevator Company	City Hall/2011 Elevator Contract/Sunshine Terrace Contract	\$4,071.36
Peterson Veterinarian Clinic P.C.	Pound Report Jan 2011	\$387.99
Praxair Distribution	Oxygen & Acetylene/Cylinder Rental	\$129.51
PS Door Services	Garage Door Repair	\$87.43
Quill Corp	Office Supplies	\$130.85
RDO Powerplan OIB	Quick Coupler Caps/Wheel Lock/Hyd Hose/Tilt Frame/Bearings	\$5,349.08
RDO Truck Centers	Heater Switch #105	\$21.35
Rydell Chevrolet	Transmission Synchronizer/Case Gasket/Blower Motor/Oil Cooler Lines/Transfer Case Parts	\$1,242.78
SGC Horizon LLC	Bid Advertisement/10 AJ 2 Northstar Terrace	\$437.50
Stennes Granite	3 O/C	\$1,875.00
Stone's Mobile Radio Inc	Replace Antenna Connector	\$11.74
Stuart's Towing	Towing	\$106.50
Sun Dot Communications	DSL	\$138.49
Supply Distribution Center	Toner Carton For Xerox	\$489.80
Szczepanski Darren	Reimb Meals/White Bear Lake	\$244.50
The Chamber of EGF/GF	Annual Dinner	\$495.00
Tiger Direct.com	Dispatch Remodel	\$137.63
True Temp	Furnace Repair	\$60.00
Valley Truck	Hyd Filter/Fuel Treatments/Power Steering Cooler Hose/Starter	\$818.16
Vizenor Shane	Reimb Ref Fees	\$90.00

CITY COUNCIL MEETING

FEBRUARY 15, 2011

Waste Mgmt	Prof Services	\$27,583.45
Water & Light Department	Prof Services	\$45,847.64
Xerox Corporation	Copier Contract	\$61.47
	Total	\$176,722.07

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

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

*Voting Nay: None.*

**COUNCIL/STAFF REPORTS:**

Mayor Stauss announced that they met with Legislatures when they went down to the Coalition meeting and everything went well.

Council Vice President Buckalew stated that they had great meetings with the Legislatures and they are will to work with the City.

Council Member Tweten announced that Mr. Huizenga, Mayor Stauss, and himself attended a flood meeting in Crookston and met with Dayton and discussed the possibility of being "Capital for a Day."

Mr. Boppre announced that the City will hold a public hearing on the wastewater interconnect project on March 1<sup>st</sup>. Discussion occurred regarding this project.

**ADJOURN:**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO ADJOURN THE FEBRUARY 15, 2011 REGULAR MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:31 P.M.**

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

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer

**UNAPPROVED  
MINUTES OF THE  
OF THE  
EAST GRAND FORKS  
CITY COUNCIL  
TUESDAY, FEBRUARY 22, 2011 – 5:00 PM**

**CALL TO ORDER**

*The Work Session of the East Grand Forks City Council for February 22, 2011 was called to order by Council Vice-President Craig Buckalew 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 (5:04 p.m.), Council Vice President Craig Buckalew, Council Members Marc DeMers, Henry Tweten, 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; Tom Spoor, Building Official; and John Wachter, Public Works Superintendent.*

**DETERMINATION OF A QUORUM**

**1. Wastewater Interconnect Study – Greg Boppre**

Mr. Boppre announced that some Council Members were able to tour the Grand Forks Wastewater Treatment Plant. He stated that if the City Council decides to upgrade the ponds, it would cost East Grand Forks residents \$13.00 additional per month and to send waterwater to Grand Forks the cost would be \$11.00 additional per month. Mr. Boppre briefly discussed the Facility Plan for Sanitary Sewer System Interconnect. Council Member Tweten stated that we need to look at all aspects instead of rushing into a decision. Council Member Leigh expressed his concern on future rates. City Council agreed to have core testing for approximately \$8500. Mr. Boppre announced that the public hearing is postponed until May.

**2. Additional Parking Downtown – Jim Richter**

This item was tabled.

**3. 2010 Building Inspections Report – Tom Spoor**

Mr. Spoor gave a brief summary of permits in 2010. He announced that 2010 total revenue was decreased by \$1,446 from 2009. Council Member Tweten stated that Building Inspections is working with Ms Abel on energy savings.

**4. Airborne Custom Spraying – John Wachter**

Mr. Wachter suggested approving the agreement for Airborne custom Spraying to provide aerial spraying for \$2.80 per acre. This is a budgeted item.

**5. Zamboni for Civic Center – Dave Aker**

Mr. Aker stated that he received bids from Zamboni and Olympia for a new resurfacers. Zamboni has a bid price of \$89,000 and Olympia for \$104,000. Mr. Aker suggested awarding the bid to Frank J. Zamboni & Co., Inc. This Zamboni will be placed at the Civic Center.

**6. HVAC System for Police Department – Chief Hedlund**

Mr. Hedlund announced that he suggests awarding the bid to McFarland for a bid price of \$77,900.00. This HVAC system matches the EAPC recommendation.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER LEIGH, SECONDED BY COUNCIL MEMBER TWETEN, TO ADJOURN THE FEBRUARY 22, 2011 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 6:23 P.M.**

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

*Voting Nay: None.*

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Scott Huizenga, City Administrator/Clerk-Treasurer

# Request for Council Action

Date: 2/15/11

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: Airborne Mosquito Spraying 2011

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Background and supporting documentation of request:

Airborne Custom Spaying will provide aerial mosquito spraying for 855 acres of city property along the rivers. The cost will be 2.80/acre. This equates to \$2,394 per event. This is a \$.15/acre increase over 2010.

This service was not used during the 2010 mosquito spraying season.

Recommendation:

Approve agreement for Airborne Custom Spraying to provide aerial spraying.



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MOSQUITO CONTROL • CROP SPRAYING • CANCKER WORM CONTROL

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February 3, 2011

Stuart Kovar  
City of East Grand Forks  
1001 2nd St NE  
East Grand Forks, MN 56721

RE: Mosquito Control for 2011

Dear Valued Client:

Airborne Custom Spraying of Halstad, Minnesota, continues its tradition of providing aerial mosquito control service. Our procedure is safe, cost-effective and specifically designed for precise application in populated areas where people are concerned about controlling the nuisance and diseases (West Nile Virus) associated with mosquitoes.

The aircraft, equipment and techniques used by Airborne Custom Spraying are the most current and sophisticated available, meeting all Federal Aviation Administration (FAA) and Minnesota Department of Agriculture requirements. All aspects of operational assignments are fully insured and dedicated solely to aerial mosquito control.

This year, Airborne Custom Spraying will provide its service at a fee of \$2.80 per acre, which includes all program development, chemical, and application costs. There is one additional charge for ferry time to and from targeted sites, which averages approximately \$100.00 per application, depending upon the distance to your location.

The environmentally friendly adulticide used for aerial mosquito control contains the active ingredient Permethrin. Airborne Custom Spraying applies this mosquitocide in full accordance with all federal and state regulations. When used in this manner, Permethrin will not adversely affect pets, people, gardens or the paint finish on vehicles. Permethrin is the safest, most effective and cost-efficient mosquitocide available today.

Development of a spray program for your area may depend upon the intensity of mosquito populations or budget limitations. Examples of established programs include:

- Applications starting in May and continuing at two-week intervals thereafter.
- Three applications throughout the summer months.
- Spraying only for special outdoor events.
- Spraying for West Nile Virus when found in host.

City of East Grand Forks, MN  
February 3, 2011  
Page 2

Our clients find that we offer a low-cost program resulting in optimum mosquito control through the responsible and conscientious manner in which we work.

In addition to mosquito control Airborne Custom Spraying also provides aerial application for Forest Tent Caterpillars. The most effective time to make an application for the caterpillars is May 20th – 30th when leaves are approximately 50% developed. You will need to watch closely for these worms and advise us immediately if you wish to use aerial control methods.

In preparation for the 2011 summer season, enclosed is the necessary paperwork to comply with the FAA and Minnesota Department of Agriculture requirements for aerial mosquito and Forest Tent Caterpillar control. The following paperwork must be approved and **signed by the Mayor of your city.**

1. Authorization Application.
2. Provide aerial mosquito control contacts and phone numbers.
3. Map indicating proposed spray area and vertical obstructions over 150 feet high.
4. Please indicate on the map if there are any DNR-managed properties within the spray zone.

PLEASE NOTE: Applications must be returned by April 20, 2011 to avoid a \$100.00 processing fee. This paperwork normally requires 2 - 3 weeks for approval in season; therefore, to avoid delays in spray application, it is necessary to obtain approval as soon as possible.

Completed applications **DO NOT** commit you to spraying.

Thank you for your cooperation and we look forward to serving you in 2011.

Sincerely,



Dean Solum  
Owner / Operator

Enclosures

## AUTHORIZATION APPLICATION

I understand that Airborne Custom Spraying is required to obtain the approval for aerial spraying over the city of East Grand Forks, MN by an authorized representative.

By the powers granted to me, I hereby give my approval for the low flying aircraft waivers required by the Federal Aviation Administration to Airborne Custom Spraying.  
(This application must be signed by the Mayor of this city.)

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Authorized Signature

Mayor of City

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Date

Please complete application as soon as possible and send to Airborne Custom Spraying for processing and filing.

Expiration Date: *October 31, 2011*

AERIAL MOSQUITO CONTROL CONTACT SHEET  
FOR  
*East Grand Forks, MN*

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

County: \_\_\_\_\_

Acres: \_\_\_\_\_

Contact Person 1: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_

(H) \_\_\_\_\_

(C) \_\_\_\_\_

Contact Person 2: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_

(H) \_\_\_\_\_

(C) \_\_\_\_\_

Mayor of the City: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_

(H) \_\_\_\_\_

(C) \_\_\_\_\_

**EAST GRAND FORKS,  
MN**

Proposed Spray Area

Summer 2011

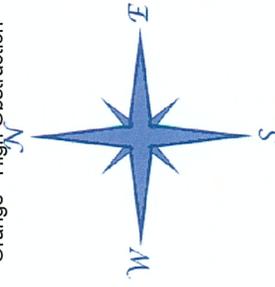
Please use a green highlighter to draw proposed spray area. Include the amount of acreage to be sprayed.

Mark any vertical obstructions with an asterisk \* and highlight with orange. Enter the height of the obstruction next to the \*.

Draw and label with a blue highlighter any agricultural fields which may be used for emergency landings and/or dump sites.

**Color Key**

- Green - Spray Area
- Blue - Emergency Landing
- Orange - High Obstruction



# Request for Council Action

Date: January 25, 2011

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: Zamboni

## Background:

I have received a bid from Zamboni and Olympia for a new ice resurfacer. Zamboni has a bid of \$89,000 and Olympia has a bid of \$104,000. The MDH has loosen the rules on air quality for zambonis so I believe we can get the zamboni that runs on gas and we haven't had any air quality problems with it. The electric zambonis are quite a bit more in price, about \$140,000. We currently have five zambonis:

73 Zamboni – Blue Line Arena  
 74 Zamboni – Blue Line Arena  
 74 Zamboni – Park Shop (outdoor ice)  
 08 Zamboni – VFW Arena  
 2001 Olympia – Civic Center

We currently have five resurfacers, three of them we cannot get parts anymore. The recommended life for a resurfacer is about seven years from when you buy it. Our need is for a resurfacer at the Blue Line rink, the new resurfacer would go to the Civic Center. Another major problem is the air quality with the old resurfacers, they use propane and it is very dangerous.

The plan is to move the Olympia to the Blue Line and the new resurfacer to the Civic Center. We would then try to sell one of the older models and use the other one for a backup. The plan would be to get a resurfacer every 7 – 10 years and trade off the resurfacer that is next in line.

Recommendation: I would recommend getting the zamboni for \$89,000.

Enclosures: The bids from Zamboni and Olympia.

**FRANK J. ZAMBONI & CO., INC.**

15714 Colorado Avenue  
Paramount, CA 90723-0770  
Phone (562) 633-0751  
Fax (562) 633-9365  
www.zamboni.com

January 18, 2011

Dave Aker  
City of East Grand Forks  
P.O. Box 373  
East Grand Forks, MN 56721

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**PROPOSAL**

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**MODEL:** Zamboni 545

**QUANTITY:** One (1)

**CAPACITY:** Full Size

- Snow Tank  
100 cubic feet (actual volume)  
120 cubic feet (compacted)
- Ice Making Water Tank  
Constructed of High Density Polyethylene  
200 U.S. gallons  
Wash Water System (optional)  
Constructed of High Density Polyethylene  
82 U.S. gallons  
Total Water Capacity  
282 U.S. gallons

**ENGINE:** Hyundai 2.0 Litre

- Four cylinder, 66 HP, 16 valve double overhead cam, 129.5 ft. lbs of torque, hydraulic valve lifters, liquid cooled
- Timing belt with automatic belt tensioners, 5 main bearings, full-flow oil filter system for long life and ease of maintenance
- Advanced electronic ignition system
- Meets or exceeds CARB/EPA 2007 standards
- Available in LPG or Gasoline powered
- Load sensing electronic governor enables true "hands-free" engine operation by driver
- On-board engine diagnostic system with fault code readout via dash lamp or diagnostic computer

- ENGINE:**
- Automatic safety shutdowns
  - Engine is approved for propane use by Hyundai

**TRANSMISSION: Sundstrand Hydrostatic Pump and Motor**

- Continuously variable pump and motor and axial piston-type and offer volumetric efficiencies as high as 95%.
- Maximum drawbar pull even at low speeds and full hydrodynamic braking.
- Allows the use of a smaller and more efficient engine while still providing superior on-ice power.
- Hydrostat enables the conveyor augers to operate at full speed, regardless of vehicle speed, even when slowing for corners.

**DRIVETRAIN: Dana/Spicer Axles**

Model 44 Front-rated 4,300 lb.

Model 60 Rear-rated 6,400 lb.

- Rear axle is a rigid full-float design
- Because the 545 uses Spicer/Dana axles that are optimized for our chassis, we offer the industry's highest manufacturer approved axle capacities.
- Our chassis/axle combination is the key to the Zamboni 545 having a turning radius of 16 feet. This is a full 3 feet tighter of most other machines.

**Hub City Transfer Case**

- Rugged cast iron housing for rigid gear and bearing support. Heat-treated alloy steel gears are helical cut for greater strength and lower noise.
- Hydrostatic motor is wet-mounted to housing for long shaft life.

**Chassis**

- 2" X 5" structural steel tubing for high strength and long service.

**HYDRAULICS: Sauer Pump and Cassapa Motors**

- High efficiency gear type double pump has separate pump sections for vertical and horizontal augers for the best conveyor performance in the industry. Priority flow divider provides steering circuit.
- Pump is directly mounted to the engine for trouble free service. No belts or pulleys.
- Motors are high efficiency gear type, aluminium bodies with anti-cavitation check valves eliminating the need for case drain line while still providing this feature.

*Proposal Page 2*

- HYDRAULICS:**
- Hydrostatic transmission features loop flushing which provides fresh fluid from tank to hydrostat for enhanced performance and cooler operating temperature.

**Filtration and Tank**

- Two Donaldson hydraulic filters, (1) 20 micron return line and (1) 10 micron hydrostatic charge loop, ensure a clean environment for all hydraulic components.
- Large 21-gallon tank enhances hydraulic fluid travel to rid the oil of entrapped air and increase heat dissipation.

**SNOW TANK  
AND AUGERS**

- Large snow capacity and a tank design that provides all areas of the tank to be completely filled, even the top rear corners.
- The 545's snow tank incorporates a smooth bottom and sides, allowing for the snow to slide out with the least amount of residue and at a much lower height.
- Both 10-inch large diameter augers are double-flighted to ensure good performance even during heavy shaving and the augers are teflon coated for durability.

- CONDITIONER:**
- Zamboni Ice Resurfacers have a well-deserved reputation for producing the finest sheet of ice, even after many years of being in use.
  - A unique and patented design of spring and hydraulic down pressure is used for superior shaving results.
  - Performance will continue for the life of the machine by using replaceable bushings and springs.

**HUMAN**

- ENGINEERING:**
- The operation of the 545 is very simple. The operator sets the engine speed with the "hands-free" governor and drives the machine with a foot control. However, unlike an automotive transmission, the 545 will provide full power and speed to the augers at all times, even while slowing for corners. And the 545 will ensure the snow tank is compacted and completely filled.
  - Speed is controlled by the single foot pedal equipped with a "dead-man" safety feature to dynamically brake the vehicle to a stop if the operator's foot leaves the pedal.
  - Operator compartment ergonomically designed including steering wheel with a spinner knob.

**HUMAN**

- ENGINEERING:**
- Engine and hydraulic compartment is easily accessed through both side doors for daily maintenance checks, even with the snow tank down.
  - Wiring and looms are well routed and protected. Wires are individually labelled for easier service and trouble-shooting.

**FACILITY**

- ENGINEERING:**
- Zamboni Ice Resurfacers offer unparalleled shaving and snow conveyor performance. A quality sheet of ice is among an arena's primary selling features.
  - Zamboni has the tightest turning radius in the industry, enabling operators to resurface deeper into their corners.
  - The snow tank on the 545 is designed in an enlarged package with a flat bottom and sides. This gives the 545 a low front-dumping height. This is important for both dumping indoors as well as outdoors in adverse conditions.
  - Our unique engine and hydrostatic transmission enables the 545 to use a smaller, more efficient engine and can provide significant fuel savings.
  - Industry Reports have recommended that arena ventilation be determined by horsepower of the ice resurfacers, which is over half of larger engines used in the competitor's machine. This can translate to considerable energy and facility savings.

**MANUFACTURES  
STATEMENT:**

The 545 is proudly designed and manufactured by Frank J. Zamboni & Co., Inc., in the United States of America.

**WARRANTY:**

Twenty four (24) months or 2,000 hours, parts replacement only.

**SAFETY  
STANDARDS:**

The 545 is engineered to meet or exceed O.S.H.A. and A.N.S.I. safety labelling requirements.

**BUDGETARY  
PRICING:**

<b>Zamboni 545 Gas Carburetion</b> .....	\$ 75,500.00
• LPG Carburetion (No Tanks).....	\$ 1,095.00
• Board Brush .....	\$ 4,865.00
• Back Up Alarm .....	\$ 415.00
• 3 Way Catalytic Converter.....	\$ Standard
• Lambda Fuel Mgmt. System .....	\$ Standard
• Chrome Wheels .....	\$ Standard
• Electronic Water Level Sight Gauge .....	\$ 410.00
• Wash Water System w/ Poly Tank.....	\$ 4,075.00
• Black Powder Coated Conditioner.....	\$ Standard
• Conditioner Poly Side Plate.....	\$ Standard
• Parking Brake .....	\$ Standard
• Advanced Water System.....	\$ 4,375.00
• Tire Wash System .....	\$ 1,175.00
• LPG Low Fuel Light (LPG Machines) .....	\$ Standard
• Snow Tank Light.....	\$ 300.00
• Auto Snow Breaker .....	\$ 1,485.00
• Stainless Steel Water Distribution Pipe..	\$ 335.00

**F.O.B.:** Paramount, CA

**TERMS:** Net 30 days on approved credit.  
Shipment 250 days or sooner from receipt of order.  
Pricing firm for 30 days.  
Pricing does not include any applicable sales tax.

**THANK YOU:**

\_\_\_\_\_  
Doug Peters  
Regional Sales Manager

1/18/11  
Date

Frank J. Zamboni & Co., Inc.  
15714 Colorado Avenue  
Paramount, CA 90723  
Phone: (562) 633-0751  
Fax: (562) 633-9365

# Request for Council Action

Date: February 16, 2011

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: Michael S. Hedlund – Chief of Police

RE: Police Department Building HVAC System Replacement – Final Recommendation

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Background: As presented to the EGF City Council on January 11, 2011 the EGFPD is in need of a HVAC system replacement. The City of East Grand Forks had an energy evaluation completed by EAPC in May of 2010. The EGFPD subsequently put out a request for proposals for the replacement of the HVAC system and received bids from Grand Forks Heating, McFarlane and Custom Aire. McFarlane was the only company to submit a proposal which matched the recommendations made in the EAPC energy evaluation (replace the existing units with high efficiency gas furnaces and air source heat pumps). Council members requested additional information reference this proposal. Of primary concern was whether the EGF Water & Light Department would be able to provide any funding toward this project due to potential cost savings. I was subsequently in contact with Bonnie Abel of the Water & Light Department who informed me that the McFarlane proposal would qualify for \$2,200 in rebates for the new air conditioning systems and the new furnaces would qualify for a rebate of \$1,000 from Xcel Energy. Bonnie was also able to estimate that the new furnaces would save us approximately \$2,300 per year on our natural gas bill. Any additional contribution from Water & Light would come from the energy conservation budget that they have established. The furnaces would be installed inside the building and the AC units would be mounted outside on the walls of the PD building. The existing rooftop equipment would be removed and this would allow for a potential future roof renovation which has been discussed on a number of occasions.

It is my understanding that there were concerns about possible noise issues from the furnaces but we have been assured that there will not be a noise problem as these furnaces are similar to a home furnace and make very little noise.

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Recommendation: It is my recommendation that we accept the McFarlane bid that matches the EAPC recommendation. While there is a greater initial cost there is ongoing savings and this proposal also

does create the option for future renovation of the building roof. This would not be possible if we just replaced the existing rooftop units.

Enclosures:

1. Bid from Grand Forks Heating.
2. Bid for roof top units from McFarlane
3. Bid from Custom Aire
4. Bid for interior furnaces from McFarlane
4. Xcel Energy Evaluation
5. EAPC Report

A#achment#2

# MCFARLANE

Endless. Expert. Energy.

P.O. Box 12095  
Grand Forks, ND 58201  
Ph: (701) 772-9511  
Fax: (701) 772-7528

PROPOSAL SUBMITTED TO		PROPOSAL NUMBER	DATE
EGF Police Dept.		2011-0104	11/19/2010
STREET		JOB NAME	
		EGF PD HVAC System	
CITY, STATE, AND ZIP CODE		JOB LOCATION	
		East Grand Forks	
ARCHITECT	DATE OF PLANS	CONTACT PERSON	JOB PHONE
		Michael S. Hedlund	218-773-1104

**WE PROPOSE TO PERFORM THE FOLLOWING:**

- Provide and Install the following.
- One CARRIER 48TCDB 5 TON Rooftop Unit
- One CARRIER 48TCDB 6 TON Rooftop Unit
- One CARRIER 48 TCDE 7 1/2 TON Rooftop Unit

**Includes:** Removal of existing RTU's, curb modification adapters, revised gas piping, revised control wiring.

**Electrical Disconnect and Reconnect by Eagle Electric.**

**Repair of Generator Intake/Exhaust dampers with the addition of Birdscreens.**

**Excludes:** Test and Balance of New RTU's.

**We Propose** hereby to furnish material and labor – complete in accordance with above specifications, for the sum of Thirty Four Thousand Five Hundred Dollars.....(\$34,500)

Monthly progress payments will be submitted on all projects over \$5,000. Monthly progress payments are due by the 20<sup>th</sup> of the following month. A late payment charge of 1 1/2% per month will be assessed on all accounts 30 days past due. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above scope of work involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Bill Sturs

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal** –The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

# MCFARLANE

Endless. Expert. Energy.

P.O. Box 12095  
 Grand Forks, ND 58201  
 Ph: (701) 772-9511  
 Fax: (701) 772-7528

PROPOSAL SUBMITTED TO		PROPOSAL NUMBER	DATE
EGF Police Dept.		2011-0104 Revised	1/5/2010
STREET		JOB NAME	
		EGF PD HVAC System	
CITY, STATE, AND ZIP CODE		JOB LOCATION	
		East Grand Forks	
ARCHITECT	DATE OF PLANS	CONTACT PERSON	JOB PHONE
		Michael S. Hedlund	218-773-1104

**WE PROPOSE TO PERFORM THE FOLLOWING:**

- Provide and Install the following.**
- Four Carrier High Efficiency Furnaces**
- Four Carrier 2 Stage Heat Pumps**
- Four Renewaire Energy Recovery Ventilators**

**Includes: Removal of existing RTU's, curb caps, revised gas piping, revised control wiring, furnace venting, revised supply and return air ductwork to allow installation of the furnaces above the ceiling, removal and replacement of ceiling as necessary.**  
**Electrical Disconnect and Reconnect by Eagle Electric.**  
**Repair of Generator Intake/Exhaust dampers with the addition of Birdscreens.**

**To include Test and Balance of new systems ADD \$4,300**

**We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of Seventy Three Thousand Six Hundred Dollars-----(\$73,600)**

Monthly progress payments will be submitted on all projects over \$5,000. Monthly progress payments are due by the 20<sup>th</sup> of the following month. A late payment charge of 1 ½% per month will be assessed on all accounts 30 days past due. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above scope of work involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature



Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal** --The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



PO Box 637  
East Grand Forks, MN 56721  
PH: 701-746-0449 FAX: 218-773-2203

**TO: McFarlane, Inc.**  
3473 North Washington St  
PO Box 12095  
Grand Forks, ND 58208-2095

**Attention: Bill Stauss**  
**Phone: 701-740-0435**  
**Email: bstauss@mcfarlane-e3.com**

**EGF Police Dept.**  
520 Demers Avenue  
East Grand Forks, MN 56721

**Estimate for the electrical construction replacement of 3-heat/cool roof top units as per specifications and as listed below:**

1. Remove and replace 4-existing fluorescent lights in west hallway and report room for the installation of new furnace equipment to be installed
2. Disconnect 3-existing heat/cool roof top units (2-7.5 ton units and 1-15 ton unit)
3. Connect 4-new air conditioner roof top units with disconnects (1-50 amp unit and 3-40 amp units)
4. Install 4-20 amp 120 volt dedicated circuits for new gas furnace units and connect gas furnace units mounted above drop ceiling in building, controlled from unit disconnect switch
5. Install 4-20 amp 120 volt outlets for condensate pump units at each gas furnace
6. Provide 4-18/8 low voltage control conductors from the new gas furnace units to the thermostat control location inside building
7. Install 4-20 amp 120 volt outlets for 4-air to air units located adjacent to the new gas furnaces
8. Install 1-20 amp 120 volt weatherproof GFCI protected duplex outlet on roof top in order to meet 2011 NEC code regulations
9. Disconnect 1-existing steam humidifier unit mounted in duct work in the report room
10. Install 1-100 amp 1PH 208 volt 8-circuit subpanel and 3-60 amp 1PH 208 volt 4-circuit subpanels located adjacent to the new interior HVAC equipment in order to supply them with individual branch circuits

**NOTES**

- Any additions or subtractions to the scope of work as listed above will be completed on a time and material basis
- Any roof repairs or penetration needed for completion of electrical construction will be completed by other
- All branch circuits required to supply new roof top units will be provided by existing conductors, conduits and fused disconnects
- All low voltage control wiring connections at air conditioner roof top units, gas furnaces, air to air units and thermostats will be completed by others
- MN Wiring Certificate and all inspections required by the MN State Electrical Board included in bid price

**GENERAL INFORMATION SHEET**  
**REQUIRED TO ACCOMPANY ANNUAL BEER AND LIQUOR APPLICATIONS**

1. Name of applicant: Valley Liquors, Inc dba Hughes Wine & Spirit

2. Is applicant an **individual**, **partnership** or **corporation?** (Circle one)  
 If individual, go to question 7 and continue. If partnership, go to question 6 and continue.  
 If corporation, start at question 3 and continue.

3. Name of Officers

<u>Kristi Magnuson Nelson</u>	President
<u>Diane Magnuson</u>	Vice-Pres
<u>David Magnuson</u>	Treasurer
	Secretary

4. Names of Directors

Kristi Magnuson Nelson  
Diane Magnuson  
David Magnuson

5. Names of stockholders and number of shares held by each:

Name	Number of Shares
<u>Kristi Magnuson Nelson</u>	<u>54</u>
<u>Diane Magnuson</u>	<u>23</u>
<u>David Magnuson</u>	<u>23</u>

6. Names of Partners: \_\_\_\_\_

7. Name and address of manager/agent: (must be a resident of city)  
Jeff Westrom

8. Seating capacity for serving meals at tables related to the Sunday On Sale liquor license:  
 \_\_\_\_\_

9. Are there any delinquent taxes or charges owed to the City on the premises where licenses are to be issued: Yes \_\_\_\_\_ No X

10. Are there any individuals who are involved with the licenses requested under the age of 21 or not citizens of the United States? Yes \_\_\_\_\_ No X

Kristi Magnuson Nelson 2/10/11  
 Signatures of authorized individual Date

FED ID# 2638275 60 MN ID# 998-4020

# 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: Waaler Insurance  
(Not the insurance agent)

Policy Number or Self-Insurance Permit Number: \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_

(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.



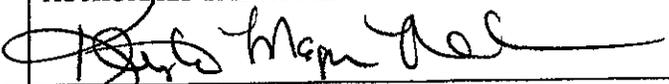
Department of Public Safety  
 Alcohol & Gambling Enforcement Division  
 444 Cedar Street, Suite 133  
 St. Paul, MN 55101

Phone: 651-296-6159 TDD: 651-282-6555

CARD NUMBER

(Office Use Only)

**APPLICATION FOR RETAILER'S (BUYER) CARD FOR LIQUOR OR WINE  
 FEE \$20.00**

ISSUING AUTHORITY	TYPE CODE	BUYER'S CARD EXPIRES	INDEN. NO.
PRINT NAME OF LICENSEE (AS SHOWN ON LICENSE) Valley Liquors, Inc dba Hugo's Wine & Spirits		BUSINESS NAME (DBA) Hugo's Wine & Spirits	
BUSINESS ADDRESS 306 14th St NE		COUNTY Polk	BUSINESS PHONE 773-2418
CITY, STATE, ZIP CODE East Grand Forks, MN 56721		AUTHORIZED SIGNATURE 	





Minnesota Department of Public Safety  
**ALCOHOL AND GAMBLING ENFORCEMENT DIVISION**  
 444 Cedar St., Suite 222, St. Paul, MN 55101-5133  
 (651) 201-7507 FAX (651)297-5259 TTY(651)282-6555  
 WWW.DPS.STATE.MN.US



**APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE**

**No license will be approved or released until the \$20 Retailer ID Card fee is received**

Workers compensation insurance company, Name \_\_\_\_\_ Policy # \_\_\_\_\_  
 Licensee's MN Sales and Use Tax ID # 998-4020 To apply for a MN sales and use tax ID #, call (651) 296-6181  
 Licensee's Federal Tax ID # 263827560

**If a corporation, an officer shall execute this application If a partnership, a partner shall execute this application.**

Licensee Name (Individual, Corporation, Partnership, LLC) <u>Valley Liquors, Inc dba Hugo's Wine &amp; Spirits</u>		Social Security #	Trade Name or DBA <u>Hugo's Wine &amp; Spirits</u>	
License Location (Street Address & Block No.) <u>306 14th St NE</u>		License Period From _____ To _____		Applicant's Home Phone #
City <u>East Grand Forks</u>	County <u>Polk</u>	State <u>MN</u>	Zip Code <u>56721</u>	
Name of Store Manager <u>Jeff Westrom</u>		Business Phone Number <u>218-773-2418</u>		DOB (Individual Applicant)

**If a corporation or LLC state name, date of birth, Social Security # address, title, and shares held by each officer. If a partnership, state names, address and date of birth of each partner.**

Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code
<u>Kristi Sue Magnuson Nelson</u>	<u>8/8/67</u>	[REDACTED]	<u>Pres</u>	<u>54</u>	<u>915 S AM St GF, ND 58201</u>
<u>Dane Gayle Magnuson</u>	<u>1/4/68</u>	[REDACTED]	<u>39 V.P</u>	<u>23</u>	<u>2805 Olson Drive GF, ND 58201</u>
<u>David Magnuson</u>	<u>10/12/69</u>	[REDACTED]	<u>42 Spt/Asst</u>	<u>23</u>	<u>117 N Washington GF, ND 58201</u>
Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code

- If a corporation, date of incorporation 11/13/2007, state incorporated in North Dakota, amount paid in capital 900,000. If a subsidiary of any other corporation, so state NONE and give purpose of corporation to sell off sale alcoholic beverages. If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?  Yes  No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state.  
1st floor of Hugo's Family Market place
- Is establishment located near any state university, state hospital, training school, reformatory or prison?  Yes  No If yes state approximate distance. \_\_\_\_\_
- Name and address of building owner: Valley Markets, Inc.  
1950 3rd Ave S Suite C Grand Forks, ND 58201  
Has owner of building any connection, directly or indirectly, with applicant?  Yes  No
- Is applicant or any of the associates in this application, a member of the governing body of the municipality in which this license is to be issued?  Yes  No If yes, in what capacity? \_\_\_\_\_
- State whether any person other than applicants has any right, title or interest in the furniture, fixtures or equipment for which license is applied and if so, give name and details. NONE
- Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota?  
 Yes  No If yes, give name and address of establishment. \_\_\_\_\_

6. Are the premises now occupied or to be occupied by the applicant directly separate and distinct from any other establishment?  Yes  No
9. State whether applicant has or will be granted, an On sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises.  Yes  No  Will be granted
10. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License.  Yes  No  Will be granted
11. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality. \_\_\_\_\_
12. State Number of Employees 1 until facility is built
13. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? \_\_\_\_\_
14. If this license is being issued by a County Board, is it located in an organized township? If so, attach township approval.

1. State whether applicant or any of the associates in this application, have ever had an application for a liquor license rejected by any municipality or state authority; if so, give dates and details. NO
2. Has the applicant or any of the associates in this application, during the five years immediately preceding this application ever had a license under the Minnesota Liquor Control Act revoked for any violation of such laws or local ordinances; if so, give dates and details. NO
3. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere, including State Liquor Control penalties?  Yes  No If yes, give dates, charges and final outcome.
4. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802.  Yes  No If yes, attach a copy of the summons.

This licensee must have one of the following: **(ATTACH CERTIFICATE OF INSURANCE TO THIS FORM.)**

- Check one
- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.
- or
- B. A surety bond from a surety company with minimum coverage as specified in A.
- or
- C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

**I certify that I have read the above questions and that the answers are true and correct of my own knowledge.**

Print name of applicant & title <u>Valley Liquors, Inc</u>	Signature of Applicant <u>[Signature]</u>	Date <u>2/10/11</u>
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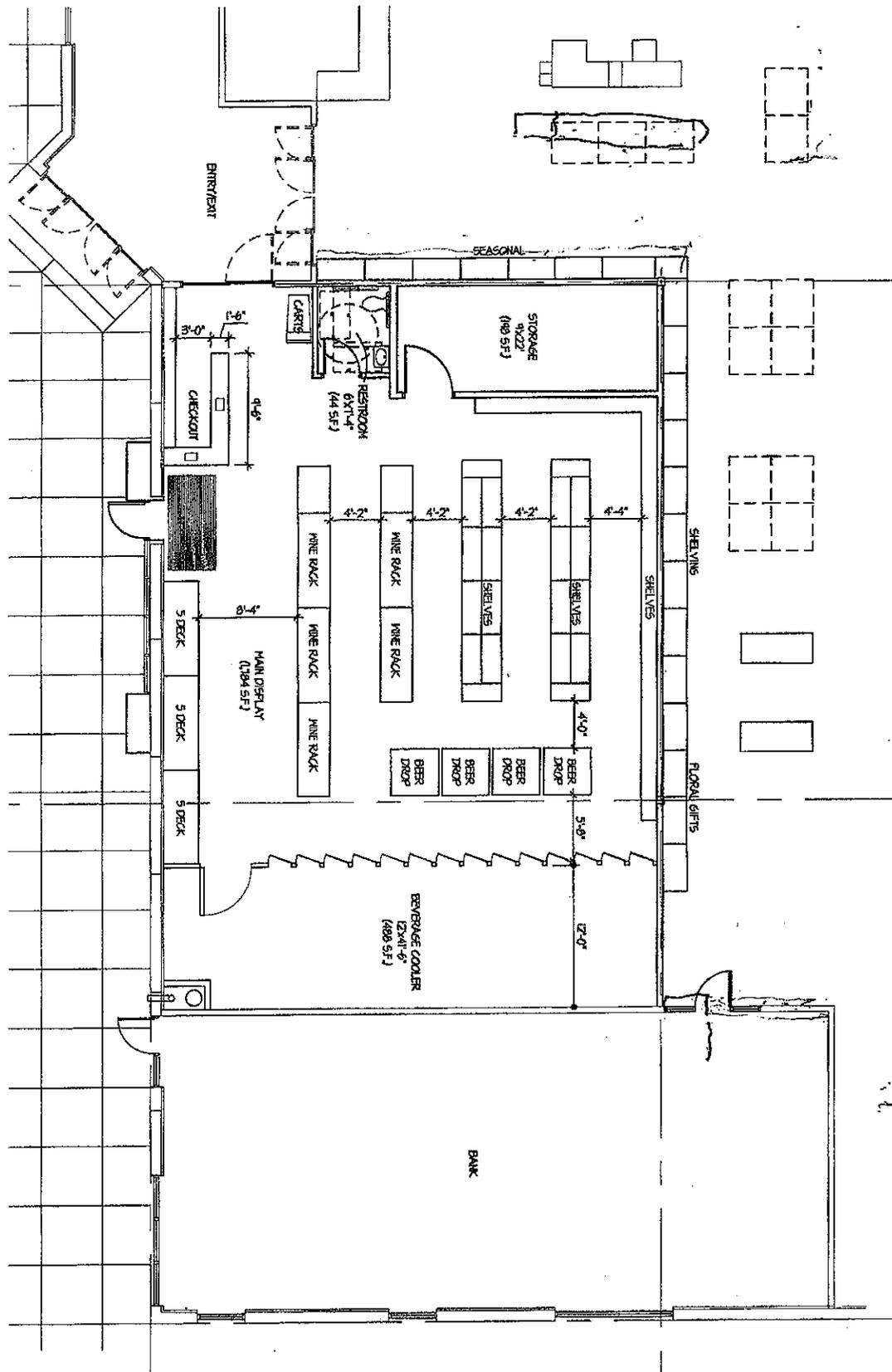
**REPORT BY POLICE/SHERIFF'S DEPARTMENT**

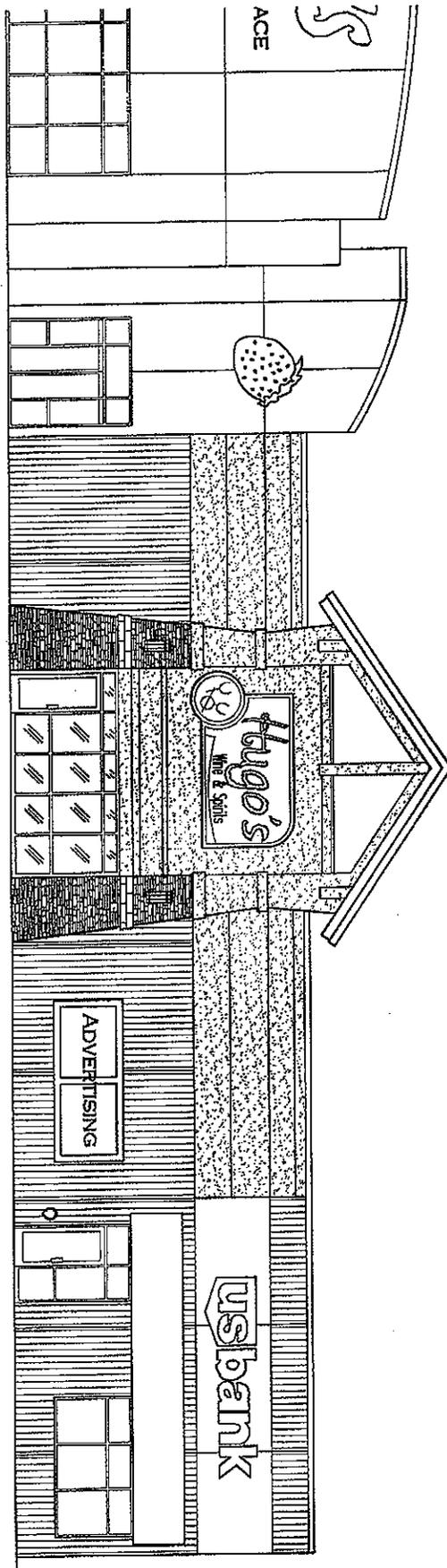
This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota or municipal ordinances relating to intoxicating liquor except as follows:

Police/Sheriff's Department	Title	Signature
County Attorney's Signature	PS 9136-(2009)	

**IMPORTANT NOTICE**

All retail liquor licensees must register with the Alcohol, Tobacco Tax and Trade Bureau.  
For information call (513) 684-2979 or 1-800-937-8864





Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held February 3, 2011 at 5:00 P.M.

Present: Quirk, Brickson, Tweten

Absent: Ogden

It was moved by Commissioner Brickson second by Commissioner Tweten that the minutes of the previous meeting of January 20, 2011 be approved as read.

Voting Aye: Quirk, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Tweten second by Commissioner Brickson to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$423,612.46.

Voting Aye: Quirk, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to approve the plans and specs for the 2011 Miscellaneous electric project; advertise for bids, and set the bid opening for 2 P.M. on Tuesday, March 15.

Voting Aye: Quirk, Brickson, Tweten

Voting Nay: None

It was moved by Commissioner Brickson second by Commissioner Tweten to approve the purchase of a backhoe impactor tool from RDO in the amount of \$13,008.05.

Voting Aye: Quirk, Brickson, Tweten

Voting Nay: None

Commissioner Ogden now entered the meeting.

Wage and benefit discussions were tabled.

It was moved by Commissioner Ogden second by Commissioner Brickson that the meeting be adjourned to February 17, 2011 at 5:00 P.M.

Voting Aye: Quirk, Ogden, Brickson, Tweten

Voting Nay: None

Lori Maloney  
Sec'y

**RESOLUTION NO. 11 – 03 - 26**

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 8900 for a total of \$316.62.

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 \$316.62 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 March 1, 2011.

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

The President declared the resolution passed.

Passed: March 1, 2011

Attest:

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

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

I hereby approve the foregoing resolution this 1<sup>st</sup> of March, 2011.

\_\_\_\_\_  
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 8900 for a total of \$316.62.
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 March 1, 2011.

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: 2/24/2011 - 3:45 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
8849	03/01/2011	ADV001	Advanced Business Methods Inc	159.80	0
8850	03/01/2011	ALL001	Alltel	401.27	0
8851	03/01/2011	ALT004	Altru Health Systems	5.00	0
8852	03/01/2011	AMA001	Amazon.com	139.00	0
8853	03/01/2011	AME005	Ameripride Linen & Apparel Services	440.81	0
8854	03/01/2011	AUT001	Auto Glass & Aftermarket Inc	444.00	0
8855	03/01/2011	BAK001	Baker & Taylor Co	261.76	0
8856	03/01/2011	BAR005	Barnes Distribution	740.54	0
8857	03/01/2011	BAR011	Sharon Bartlette	100.00	0
8858	03/01/2011	BAT001	Batteries Plus	82.70	0
8859	03/01/2011	BES002	Best Western Kelly Inn St Paul	854.48	0
8860	03/01/2011	BLA003	Chris Black	100.00	0
8861	03/01/2011	BLU001	Blue Cross Blue Shield of ND	5,764.50	0
8862	03/01/2011	BOR001	Border States Electric Supply	80.52	0
8863	03/01/2011	CHR002	Brad & Jamie Christianson & Wells F	5,000.00	0
8864	03/01/2011	BRI003	Brite-Way Window Cleaning	60.00	0
8865	03/01/2011	BRO002	Brodart Co	173.37	0
8866	03/01/2011	BUC002	Craig Buckalew	411.54	0
8867	03/01/2011	BUD001	Bud & Ralph's Appliance Service Inc	104.25	0
8868	03/01/2011	C&R001	C&R Laundry & Cleaners	67.79	0
8869	03/01/2011	CAR002	Carquest Auto Parts	17.61	0
8870	03/01/2011	CAR005	Carson Industries Inc	199.90	0
8871	03/01/2011	GFT003	Donald Scott Cash	3,270.15	0
8872	03/01/2011	CBC001	CBCS	16.00	0
8873	03/01/2011	CEN002	CENGAGE Learning	119.92	0
8874	03/01/2011	COL002	Cole Papers Inc	1,707.90	0
8875	03/01/2011	COM014	Comfort Inn	88.30	0
8876	03/01/2011	DEM001	Demco Educational Corp	344.81	0
8877	03/01/2011	DEM002	Marc DeMers	78.00	0
8878	03/01/2011	DIA001	Richard Papenfuss Diamond Cleaning	448.46	0
8879	03/01/2011	DIG002	Digital-Ally Inc	337.50	0
8880	03/01/2011	DIS001	Display Sales Co	3,687.19	0
8881	03/01/2011	EAG001	Eagle Electric	2,080.75	0
8882	03/01/2011	EAS009	EGF Police Petty Cash	11.03	0
8883	03/01/2011	EXP003	Explorer Post #38	40.00	0
8884	03/01/2011	EXP002	Exponent	344.79	0
8885	03/01/2011	FIR003	Fire Safety USA	200.00	0
8886	03/01/2011	FOR009	Forx Builders Association	330.00	0
8887	03/01/2011	FLO001	FS Engineering	33,203.26	0
8888	03/01/2011	G&K001	G&K Services	280.60	0
8889	03/01/2011	GAF001	Gaffanays	132.44	0
8890	03/01/2011	GAL001	Gale	116.97	0
8891	03/01/2011	GFH002	GF Herald	420.16	0
8892	03/01/2011	GGF001	GGF Convention & Visitors Bureau	285.60	0
8893	03/01/2011	GLO001	Glock Pffessional Inc	150.00	0
8894	03/01/2011	GOD001	Godfathers Exterminating Inc	133.59	0
8895	03/01/2011	GRA004	Grand Cities Towing	49.99	0
8896	03/01/2011	GRA008	Grand Forks City	16,866.00	0
8897	03/01/2011	GRO002	Ruby Grove	100.00	0
8898	03/01/2011	GWS001	GW & Sons Construction Inc	25,345.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
8899	03/01/2011	HAJ002	Rick Hajicek	142.50	0
8900	03/01/2011	HAR001	Hardware Hank	316.62	0
8901	03/01/2011	HEA003	Jason Hearn	52.00	0
8902	03/01/2011	HEA001	Heartland Paper	1,436.03	0
8903	03/01/2011	HED001	Mike Hedlund	3.25	0
8904	03/01/2011	HOL002	Holiday Credit Office	226.48	0
8905	03/01/2011	HUG001	Hugo's	53.50	0
8906	03/01/2011	HUI001	Scott Huizenga	118.50	0
8907	03/01/2011	INT004	International Code Council	100.00	0
8908	03/01/2011	J&G001	J&G Landscaping Inc	300.00	0
8909	03/01/2011	KEI001	Keith's Security World	70.68	0
8910	03/01/2011	KEL001	Kellermeyer Building Service	1,923.75	0
8911	03/01/2011	KEL003	Kelly Services	543.19	0
8912	03/01/2011	KNU001	Knutson Printing Company	354.20	0
8913	03/01/2011	KOS001	Linda Kossow	41.57	0
8914	03/01/2011	KUS001	Kustom Signals Inc	98.57	0
8915	03/01/2011	LEA002	League of MN Cities	1,000.00	0
8916	03/01/2011	LEE001	Kendra Lee	50.00	0
8917	03/01/2011	LIB001	Liberty Business Systems	73.59	0
8918	03/01/2011	LIT001	Lithia Payment Processing	1,010.23	0
8919	03/01/2011	LOW001	Lowes	51.75	0
8920	03/01/2011	LUN001	Luneth Plumbing & Heating	2,114.23	0
8921	03/01/2011	M&W001	M&W Services	180.00	0
8922	03/01/2011	MAR004	Marco	65.00	0
8923	03/01/2011	MAR001	Marco Inc	294.31	0
8924	03/01/2011	MEM001	Memphis Net & Twine Co Inc	37.82	0
8925	03/01/2011	MEN001	Menards	59.96	0
8926	03/01/2011	MIC001	Micro-Marketing LLC	44.88	0
8927	03/01/2011	MID003	Midcontinent Communications	744.85	0
8928	03/01/2011	MIT001	Mitch Yoney Snow Removal	1,347.50	0
8929	03/01/2011	MND006	VOID****VOID****VOID*** MN I	932.00	0
8930	03/01/2011	NOR005	Northern Safety Tech	1,785.45	0
8931	03/01/2011	NOR018	Northland Custom Exteriors Inc	800.00	0
8932	03/01/2011	ORE001	O'Reilly Auto Parts	104.25	0
8933	03/01/2011	ORC002	Richard Orchard	23,555.36	0
8934	03/01/2011	OVE001	Overhead Door Co	65.00	0
8935	03/01/2011	PAG001	Diane Pagnac	100.00	0
8936	03/01/2011	PET006	Ashley Peterson	155.00	0
8937	03/01/2011	POL004	Polk County Recorder	66.00	0
8938	03/01/2011	POL005	Polk Directories	335.00	0
8939	03/01/2011	PRA001	Praxair Distribution	557.50	0
8940	03/01/2011	PRE001	Premium Waters Inc	85.12	0
8941	03/01/2011	QUI001	Quill Corp	707.88	0
8942	03/01/2011	QWE001	Qwest	2,028.86	0
8943	03/01/2011	RYD001	Rydell Chevrolet	456.76	0
8944	03/01/2011	SAF002	Safety Kleen Corp	714.71	0
8945	03/01/2011	SCH006	Aeisso Schrage	106.71	0
8946	03/01/2011	SEA002	Jojo Seames	200.00	0
8947	03/01/2011	SEI001	Fred Seidl	500.00	0
8948	03/01/2011	SHO001	Show Me Books	187.00	0
8949	03/01/2011	SIM002	SimplexGrinnell	395.44	0
8950	03/01/2011	STA004	Lynn Stauss	437.04	0
8951	03/01/2011	STA005	Strata Corp	79,567.30	0
8952	03/01/2011	SWA003	Ryan Swang	145.57	0
8953	03/01/2011	CHI001	The Child's World Inc	159.50	0
8954	03/01/2011	PIN003	The Pin Center	500.00	0
8955	03/01/2011	THO001	Thomas Bouregy & Co	139.50	0
8956	03/01/2011	TIG001	Tiger Direct.com	584.63	0
8957	03/01/2011	UNI005	Uniforms Unlimited Inc.	1,084.96	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
8958	03/01/2011	VAL002	Valley Truck	399.50	0
8959	03/01/2011	VIC001	Victory Corps	88.75	0
8960	03/01/2011	VIL001	Vilandre Heating & A/C	811.83	0
8961	03/01/2011	WAC001	John Wachter	1,033.86	0
8962	03/01/2011	WAI001	Terry Waite	100.00	0
8963	03/01/2011	WAS001	Waste Mgmt	1,438.51	0
8964	03/01/2011	WAT001	Water & Light Department	40,680.49	0
8965	03/01/2011	WHI003	White Banner	107.00	0
8966	03/01/2011	WIZ001	Wizard's Enterprises Inc.	490.00	0
8967	03/01/2011	XCE001	Xcel Energy	23,959.32	0
8968	03/01/2011	XER001	Xerox Corporation	21.79	0
8969	03/01/2011	ZEE001	Zee Medical Service	64.18	0
				304,303.98	
Check Total:				304,303.98	