

Office of
City Auditor

"The Friendly City"
City of Granville

OFFICERS
Mayor and
City Council

INCORPORATED 1907
GRANVILLE, NORTH DAKOTA 58741

RECEIVED

JUL 16 2012

PUBLIC SERVICE COMMISSION

ND Public Service Commission
% Patrick Fahn
600 E Boulevard Ave Dept. 408
Bismarck ND 58505-0480

July 12, 2012

Dear Mr. Fahn:

Enclosed are the invoices for training and expenditures from January 1, 2012 to the present. The invoice for Mr. Stassens's flight to Seattle is included. He will be leaving on July 16, 2012 to attend the Algas-SDI 2012 Vaporization & SNG Workshop in Seattle. At the present he is signed up to attend the following classes from August 20 to August 24, 2012 in Dickinson ND:


1. Plant Operations-August 20 & 21, 2012
2. Placing Vapor Distribution Systems & Appliances into Operation-August 22-24, 2012.

We will submit any further expenditures and training schedules in September.

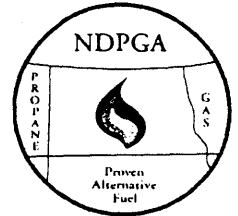
As my job takes me out of the area during the day please feel free to call Nancy Mueller, City Auditor at 701-728-6369 or on her cell at 701-263-5011.

Thank you.

Sincerely,


Calvin Medler
Propane Commissioner
granville@srt.com

North Dakota Propane Gas Association
PO Box 1956 - Bismarck ND 58502
701-223-3370



Certified Employee Training Program (CETP) Registration Form

Placing Vapor Distribution Systems & Appliances into Operation

See back side for course description Book 4.2

Names Taylor Stassens
Company City of Granville
Co. Address PO Box 39 Phone# 701-263-1591
City, St., Zip Granville, ND 58741 Fax# _____

Location: **August 22 - 23 - 24, 2012 8:00 am - 5:00 pm each day**
Ramada Grand Dakota Lodge
532 15th Street W
Dickinson, ND 701-483-5600

Distribution Systems Registration Fee:

- Members \$600 x 1 = \$ 600.00
- Non-members \$700 x _____ = \$ _____
Total Registration \$ _____

PERC Rebate - **Fee Reduction** - ND Marketers Only 1 x **-\$475.00** = (\$ 475)

Total Registration Fee less PERC Rebate \$ 125.00

If you plan to attend, please **book your hotel room now**. You are responsible for reserving and paying for your hotel room.

Ramada Grand Dakota Lodge 701-483-5600
Comfort Inn - 493 Elks Drive 701-264-7300
Best Western - 475 15th St W 701-456-8400
Super 8 - 1114 15th Ave 701-227-1215

Please return registration form with your check made payable to NDPGA by **August 3** to insure the availability of materials.

Classes begin at 8:00 a.m. with **registration at 7:30 a.m.**

Signed Taylor Stassens

Date 6/18/2012

North Dakota Propane Gas Association

PO Box 1956 - Bismarck ND 58502

701-223-3370



Certified Employee Training Program (CETP) Registration Form

Placing Vapor Distribution Systems & Appliances into Operation

See back side for course description Book 4.2

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- Non-members	\$700 x _____	= \$ _____
Total Registration		\$ _____

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Please return registration form with your check made payable to NDPGA by **August 3** to insure the availability of materials.

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Signed Taylor Stassens

Date 6/18/2012

11223

CITY OF GRANVILLE

BOX 39
GRANVILLE, ND 58741-0039

DATE 7/3/12

77-714-913

PAY TO THE ORDER OF

ND Propane Gas Association

\$ 250⁰⁰

Two hundred fifty ^{no}/₁₀₀

DOLLARS

Nancy Mueller
Ralph Larsen

THIS CHECK IS DELIVERED FOR PAYMENT ON THE ACCOUNTS LISTED

Western Bank • Invest • Insure
P.O. Box 178 • Grand Forks, ND 58708

Security Features Included. Details on Back.



FAX this form to:
 206.789.5414
 Or e-mail to:
 tporter@algas-sdi.com

2012 Vaporization and SNG Workshop Registration Form
Seattle, Washington, USA
July 17-20, 2012

Registration Deadline: Registration Forms must be received no later than **June 14, 2012**; space is limited. Forms received after this date will be processed on a space availability basis and registration after this date will not be guaranteed.

Registration Fee: the workshop is offered as a courtesy service to distributors and customers. We ask that you submit these forms after you have confirmed your airfare and hotel and your passport and visa are in order.

Accommodations: Algas-SDI has booked a block of rooms (see hotel information sheet) at a special rate for the workshop attendees. Daily transportation will be provided from this hotel ONLY. If you wish to stay at a different hotel, please make arrangements for your own transportation each day.

ATTENDEE INFORMATION		CONTACT INFORMATION	
1)			
NAME	Taylor Stassens	TELEPHONE NUMBER	1-701-263-1591
TITLE	City maintenance	FAX NUMBER	
COMPANY	City of Granville	E-MAIL ADDRESS	Granville@SRT.com
CITY & STATE	Granville, ND	STREET ADDRESS	P.O. Box 39
COUNTRY	USA	POSTAL CODE	58741
WORKSHOP SELECTION (check one)			
<input checked="" type="checkbox"/> 4- Day Course – July 17, 18, 19, & 20			
<input type="checkbox"/> 3- Day Course – July 17, 18, & 19			
<input type="checkbox"/> 1- Day SNG Workshop – July 20 (requires previous vaporizer experience)			
ATTENDEE INFORMATION			
Do you need a letter of invitation to obtain a Visa? (check one please) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Date/Time of Arrival: 7/15/12			
Name of Hotel Booked: Hampton Inn & Suites			
Please note any dietary or special food requests: None			



Algas-SDI's 2012 Workshop Hotel Information

Algas-SDI has booked a block of rooms for the 2012 workshop attendees at Hampton Inn & Suites in downtown Seattle. The block of rooms is reserved from Sunday, July 15th through Saturday, July 21st. The hotel is willing to extend the rates to allow for early arrival (Sat. 7-14) or a later departure (Sun. 7-22) if you choose to extend your stay.

Please note: You are required to make your own hotel reservations. The hotel will honor the group rate and hold the block of rooms until June 14, 2012. After June 14th, reservations and the group rate cannot be guaranteed.

Daily transportation from the hotel to the workshop and evening events will be provided only for those staying at Hampton Inn & Suites. If you elect to stay at a different hotel, please arrange for your daily transportation. No exceptions please.

The Hotel has offered two room types with special rates for our group. Room types are available on a first come first serve basis.

Standard Room – 1 King Bed	\$139.00 /night*
Standard Room – 2 Queens Beds	\$149.00 /night*

*Rates shown above do not include taxes – currently 15.6%

Please contact our hotel representative directly (see below) to book your room and reference group code Algas-SDI 2012 Workshop. A credit card is required to confirm and hold your reservation.

Please note: you MUST reference group code Algas-SDI 2012 Workshop to receive the special rate.

Hotel Representative:

Jackielyn Casabar - Sales Coordinator
Ph: 206.282.7700 ext. 124; Fx: 206.282.3325
E-mail:

Hotel Information:

Hampton Inn & Suites
700 Fifth Avenue North, Seattle WA 98109

151 South Michigan Street, Seattle WA 98108, ph: 206.789.5410, fx: 206.789.5414
e-mail: , web-site:



Algas-SDI Vaporization & SNG Workshop Itinerary

Algas-SDI's Vaporization & SNG workshop is a 4 day workshop that concentrates on our LP Gas Distributed Products on Days 1-3 and our Engineered Systems on Day 4. Below is a general schedule for the 4 days while you are in Seattle. Please note; this itinerary is subject to change slightly.

Day 1 - Tuesday, July 17

Workshop hours: 8am - 5pm

Topics:

Welcome & Introductions

Basic Vaporization Theory

Vaporizer Sizing, Applications & Installation practices

Direct Fired Vaporizers – operation, features & benefits and maintenance.

New Product Introduction – Second Sun Tank Heater

Includes; classroom, hands on and live fire demonstrations.

Day 2 - Wednesday, July 18

Workshop hours: 8am - 5pm

Topics:

Second Sun Tank Heater - Application, features & demonstration

TORREXX Electric Vaporizers – operation, features & benefits & maintenance.

“Legacy” products review (XP & P) maintenance

New Product Introduction - HYDREXX / HXB

Includes; classroom, hands on and live fire demonstrations.

Day 3 - Thursday, July 19

Workshop hours: 8am - 5pm

Topic: ZIMMER Electric Vaporizers - operation, features, test criteria and maintenance

Topic: High Capacity Industrial Vaporizers - AQUAVAIRE, AZEOVAIRE - Design & Product Info

Includes; classroom, hands on and live fire demonstrations.

Day 4 - Friday, July 20

Workshop hours: 8am - 5pm

Topic:

High Capacity Industrial Vaporizers continued; operation & troubleshooting

Propane-Air Mixing Systems - Theory, Product Application & Accessories Info

Includes; classroom, hands on and live fire demonstrations.

151 South Michigan Street, Seattle, WA 98108 ph: 206.789.5410 fx: 206.789.5414

Website: www.algas-sdi.com; e-mail: sales@algas-sdi.com



Vaporization & SNG Workshop Information Seattle, Washington, U.S.A. July 17-20, 2012

Thank you for your interest in our annual Vaporization & SNG workshop. The workshop provides a great opportunity for you and your customers to learn more about our products. From design to installation, we provide a comprehensive 4-day training course that includes class time for theory and shop time to cover maintenance, repair and testing of the Algas-SDI products. It is a certificate-earning course that qualifies attendees to perform installation and maintenance of our LP Gas products.

Workshop attendees will gain experience and knowledge in the following areas:

- Overall product information for all Algas-SDI products
- Product selection and features
- Product application
- Proper vaporizer installation techniques
- Diagnosis and resolution of problems on site
- Maintenance / troubleshooting

During the workshop, Algas-SDI will provide light breakfast with tea and coffee, lunch and a planned dinner event (excluding Friday night dinner - July 20). Daily transportation from the designated hotel to the classroom and evening events is arranged by Algas-SDI (see *Hotel Information* form). **Note: Transportation is provided from the Algas-SDI designated hotel only. If you prefer to stay at a different hotel, please arrange for your daily transportation.**

Work and fun are combined into one at the Algas-SDI workshop! Each evening we have a dinner event planned for the workshop attendees. If you want to do tourist activities while in Seattle, please plan them outside the scheduled workshop days. We keep you very busy while visiting our beautiful city!

Please review the *workshop itinerary* and **fill out the registration form to confirm your registration for the workshop**. Once Algas-SDI receives your completed registration form, your spot will be reserved!

Please let us know by June 14, 2012 if you plan to attend. Registrations received **after** June 14, 2012 will be processed on a space availability basis and cannot be guaranteed. Registration is limited and available on a first come first serve basis.



Thank You for Choosing United Airlines

Thank you for choosing United Airlines.



Relax in our exclusive airport clubs by purchasing a day pass or an annual membership.

Seattle Hotels

From **\$64** Book Today

[Search Hotels >](#)

Seattle Car Rentals

Book with our preferred car partners to save up to 35% and earn 75 reward miles per day.

AVIS

Hertz

Confirmation e-mail sent to taylorstassens@yahoo.com | [Printer Friendly](#) | [Save as PDF](#)

United Confirmation Number **CTFMSX**

For Seattle Class - Algas Vaporized Workshop
July 16-20, 2012

Purchase Summary	
1 Adults (age 18 to 64)	\$685.00
Additional Taxes/Fees	\$
Total Price	\$685.00
Payment Information	
Name of Cardholder:	Nancy A Mueller
Card Type:	Discover Network
MileagePlus Members:	Upon completion of this itinerary, you will earn up to 3,256 Mileage award miles.*

Flight Details	United Confirmation Number
-----------------------	-----------------------------------

LPG & NH₃ Supply, Inc.

Serving The Propane Industry Since 1976

1200 1st St. NE
Buffalo, MN 55313
Toll Free- (800) 328-0314
Local- (763) 746-0540
Fax- (763) 746-0548

2012 Training Registration Form

Company Name: City of Granville

City: Granville

State: ND

Phone: 701-728-6369 Cell 701-263-1591

Contact Person: Taylor Stassens Nancy A. Mueller

Email: granville@srt.com
(required for communication with any changes to the schedule)

Please check the line next to the date and enter the number attending for each location

Vaporizer Installation & Service

Buffalo, MN- Tuesday May 1, 2012 at 9AM _____ Number Attending _____

Buffalo, MN- Wednesday May 2, 2012 at 9AM _____ Number Attending _____

Buffalo, MN- Thursday May 3, 2012 at 9AM _____ Number Attending _____

Regulators & Vaporizers

Mandan, ND- Tuesday May 15, 2012 at 9AM _____ Number Attending _____

Minot, ND- Thursday May 17, 2012 at 9AM _____ Number Attending 2

Wausau, WI- June 5, 2012 at 9AM _____ Number Attending _____

Madison, WI- June 7, 2012 at 9AM _____ Number Attending _____

Mitchell, SD- June 12, 2012 at 9AM _____ Number Attending _____

Rapid City, SD- June 14, 2012 at 9AM _____ Number Attending _____

Fax to: 763-746-0548

Email to: cpendill@lpgandnh3.com



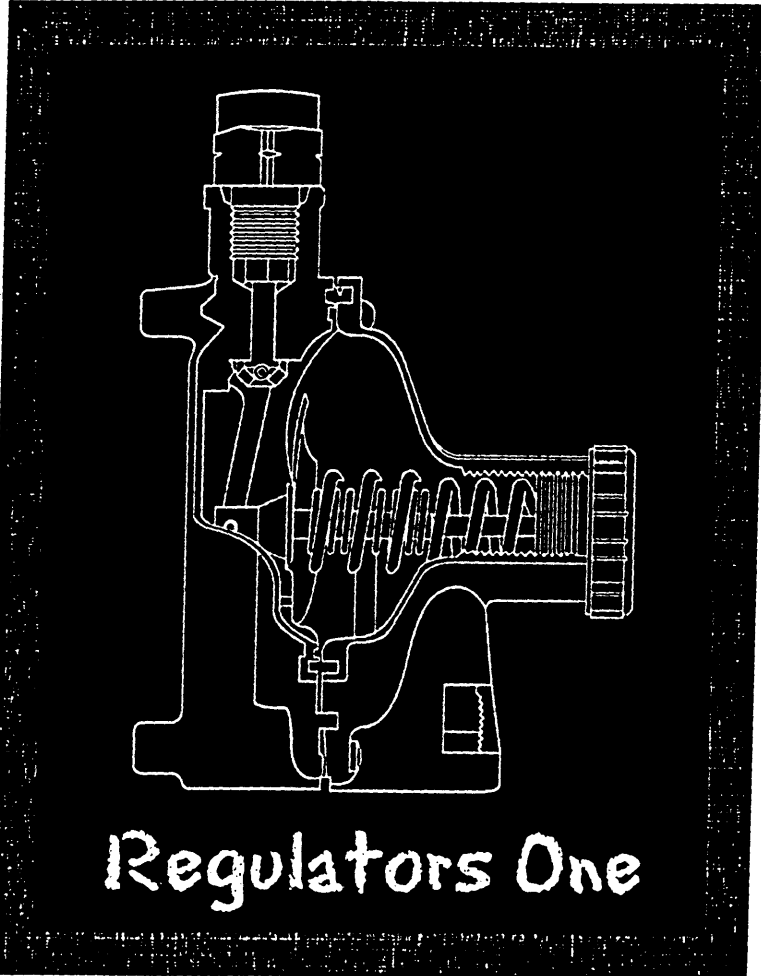
REGO
TRAINING SERIES

Certificate of Training

Presented To

Taylor Stassens

For the successful
completion of the
Regulators One
RegO Training Course



Regulators One

Gary L. Boone

Gary Boone, President



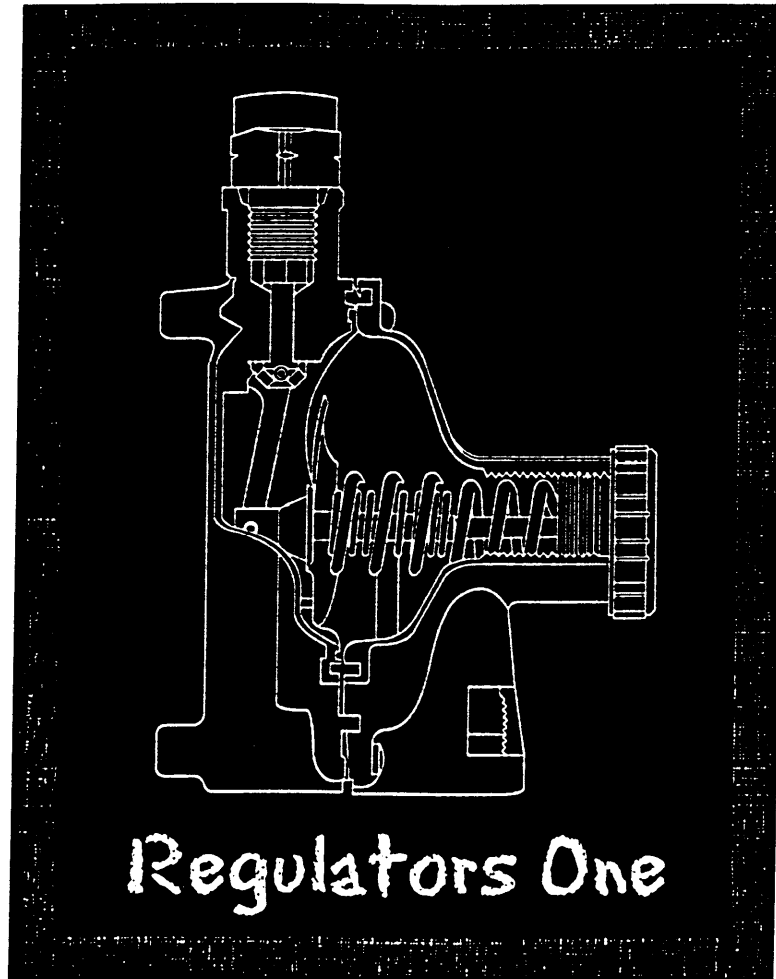
REGO
TRAINING SERIES

Certificate of Training

Presented To

Karlain Drader

For the successful
completion of the
Regulators One
RegO Training Course



Regulators One

A handwritten signature in cursive script, appearing to read "Gary L. Boone".

Gary Boone, President

CITY OF GRANVILLE
REQUEST FOR REIMBURSEMENT

Effective August 3, 2009

Employee: Karlain Drader

Reason/Event: Regg / Algas. SDT ^{minat} Regulator + Vaporizer Training

Mileage: # 46 x \$0.50/mile = \$ 23

Reimbursement will be for actual expenses when receipts are provided.
Otherwise, per diem rates will apply as follows:

Breakfasts: # _____ x \$ 5.00/meal = \$ _____

Lunches: # _____ x \$ 7.50/meal = \$ _____

Suppers: # _____ x \$12.50/meal = \$ _____

Lodging: # _____ x \$55.00/night = \$ _____

Other: _____ \$ _____

TOTAL REQUESTED: \$ 23⁰⁰

I do hereby certify that the within bill, claim, or demand is just and true: that the money therein charged was actually paid for the purpose therein stated; that the services therein charged were actually rendered and that no part of such bill, claim, account or demand has been paid: that the goods therein charged were actually delivered and were of the value charged.

Signature: Karlain Drader Date: 5-17-12

Reimbursed Check #: 11197 Date: 6-7-12

North Dakota Propane Gas Association
PO Box 1956 - Bismarck ND 58502
701-223-3370 fax 701-223-5004

Office Personnel Training

Names Taylor Stassens
Company City of Granville
Co. Address PO Box 39 Phone# 701-728-6369
City, St., Zip Granville Fax# 701-728-6333

Location: **May 9, 2012 8:00 am - 4:00 pm**
Seven Seas
2611 Old Red Trail
Mandan, ND 1-800-597-7327

Paid check

#11139
#125

Office Personnel Training Registration Fee:

- Members 300.00 300.00
- Non-members 400.00 _____

PERC Rebate - Fee Reduction - ND Marketers Only - \$175.00

Total Registration Fee less PERC rebate \$ 125.00 pd

Registration includes manual, lunch and instructor fee.

Please return registration form with your check, made payable to NDPGA by April 25 to insure the availability of materials.

Class begins at 8:00 a.m. with registration at 7:30 a.m.

Signed Nancy A Mueller

Date 04/23/2012

City of Granville

From: "Mary Nagel" <mary.ndrpma@midconetwork.com>
Date: Wednesday, April 11, 2012 10:43 AM
To: "Mary Nagel" <mary.ndrpma@midconetwork.com>
Attach: May 2012 Registration Mandan.pdf
Subject: Propane Training

May 8 Propane Cylinder Filling 1:00 – 5:00 pm

Cylinder Filling is a class for basic inspecting and filling portable cylinders.

May 9 Office Personnel 8:00 am – 4:00 pm

Office Personnel will familiarize office personnel with propane industry basics.

Seven Seas – 2611 Old Red Trail - Mandan, ND

Registration sheets attached

Mary Lisa Nagel

ND Petroleum Marketers Association
ND Retail Association
ND Propane Gas Association
1025 N 3rd Street
Bismarck, ND 58501
701-223-3370

CITY OF GRANVILLE
REQUEST FOR REIMBURSEMENT

Effective August 3, 2009

Employee: Nancy A Mueller

Reason/Event: ND Propane Gas Assoc Office Personnel Training
room for Taylor Stassens

Mileage: # _____ x \$0.50/mile = \$ _____

Reimbursement will be for actual expenses when receipts are provided.
Otherwis. per diem rates will apply as follows:

Breakfasts: # _____ x \$ 5.00/meal = \$ _____

Lunches: # _____ x \$ 7.50/meal = \$ _____

Suppers: # _____ x \$12.50/meal = \$ _____

Lodging: # _____ x \$55.00/night = \$ 92.65

Other: _____ = \$ _____

TOTAL REQUESTED: \$ 92.65

I do hereby certify that the within bill, claim, or demand is just and true: that the money therein charged was actually paid for the purpose therein stated; that the services therein charged were actually rendered and that no part of such bill, claim, account or demand has been paid: that the goods therein charged were actually delivered and were of the value charged.

Signature: Nancy A Mueller Date: 6-20-12

Reimbursed Check #: 11215 Date: 6/21/12

CITY OF GRANVILLE REQUEST FOR REIMBURSEMENT

Effective August 3, 2009

Employee: Taylor Stassens
 Reason/Event: Propane training
 Mileage: # 334 x \$0.50/mile = \$ 167.00

Reimbursement will be for actual expenses when receipts are provided.
 Otherwis, per diem rates will apply as follows:

Breakfasts: # _____ x \$ 5.00/meal = \$ _____
 Lunches: # _____ x \$ 7.50/meal = \$ _____
 Suppers: # 1 x \$12.50/meal = \$ 12.50
 Lodging: # _____ x \$55.00/night = \$ _____
 Other: _____ \$ _____
 TOTAL REQUESTED: \$ _____

I do hereby certify that the within bill, claim, or demand is just and true: that the money therein charged was actually paid for the purpose therein stated; that the services therein charged were actually rendered and that no part of such bill, claim, account or demand has been paid: that the goods therein charged were actually delivered and were of the value charged.

Signature: Taylor Stassens Date: 5/10/12

11165

CITY OF GRANVILLE
 BOX 39
 GRANVILLE, ND 58741-0039

DATE 5/10/12 77-714-913

PAY TO THE ORDER OF

Taylor Stassens

\$ 179⁵⁰

One hundred seventy-nine and 50/100

DOLLARS

Nancy Mueller
Ralph Larson

THIS CHECK IS DELIVERED FOR PAYMENT ON THE ACCOUNTS LISTED

Western
 Bank • Invest • Insure
PO Box 178 • Towhee, ND 58768



NORTH DAKOTA
LEAGUE of CITIES

410 East Front Avenue * Bismarck, ND 58504-5641

Phone: 701-223-3518 * Toll Free (in state): 1-800-472-2692

Fax: 701-223-5174 * Web: www.ndlc.org

Propane Training 4/3 + 4/12

Karlain 12 hrs

Nate 30.50 hrs includes travel

Jerry 30.50 hrs includes travel

**CITY OF GRANVILLE
REQUEST FOR REIMBURSEMENT**

Effective August 3, 2009

Employee: Nathan Martin

Reason/Event: Pipeline safety operator Training

Mileage: # 240 x \$0.50/mile = \$ 120.00

Reimbursement will be for actual expenses when receipts are provided.
Otherwise, per diem rates will apply as follows:

Breakfasts: # _____ x \$ 5.00/meal = \$ _____

Lunches: # 2 x \$ 7.50/meal = \$ 15.00

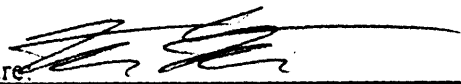
Suppers: # 2 x \$12.50/meal = \$ 25.00

Lodging: # _____ x \$55.00/night = \$ _____

Other: _____ \$ _____

TOTAL REQUESTED: \$ 160.00

I do hereby certify that the within bill, claim, or demand is just and true: that the money therein charged was actually paid for the purpose therein stated; that the services therein charged were actually rendered and that no part of such bill, claim, account or demand has been paid: that the goods therein charged were actually delivered and were of the value charged.

Signature:  Date: 4-5-12

Reimbursed Check #: 11127 Date: 4-12-12

CITY OF GRANVILLE
REQUEST FOR REIMBURSEMENT

Effective August 3, 2009

Employee: Karlain Drader
Reason/Event: PHMSA Pipeline Safety - Bismarck ^{April 3-4, 2012}
Operator Trainings
Mileage: # 240 x \$0.50/mile = \$ 120⁰⁰

Reimbursement will be for actual expenses when receipts are provided.
Otherwise, per diem rates will apply as follows:

Breakfasts: # _____ x \$ 5.00/meal = \$ _____
Lunches: # 1 x \$ 7.50/meal = \$ 7.50
Suppers: # 1 x \$12.50/meal = \$ 12.50
Lodging: # _____ x \$55.00/night = \$ 119.27
Other: _____ \$ _____
TOTAL REQUESTED: \$ 259.27

I do hereby certify that the within bill, claim, or demand is just and true: that the money therein charged was actually paid for the purpose therein stated: that the services therein charged were actually rendered and that no part of such bill, claim, account or demand has been paid: that the goods therein charged were actually delivered and were of the value charged.

Signature: Karlain Drader Date: 4-5-12
Reimbursed Check #: 11135 Date: 4-16-12

CITY OF GRANVILLE REQUEST FOR REIMBURSEMENT

Effective August 3, 2009

Employee: Jerry Anderson

Reason/Event: _____

Mileage: # 264 ^{AGA} x \$0.50/mile = \$ 132.00
264 Propane - PHMSA Pipeline School 132.00

Reimbursement will be for actual expenses when receipts are provided.
 Otherwise, per diem rates will apply as follows:

Breakfasts: # _____ x \$ 5.00/meal = \$ _____

Lunches: # _____ x \$ 7.50/meal = \$ _____

Suppers: # 1 x \$12.50/meal = \$ 12.50

PHMSA Lodging: # 2 x \$55.00/night = \$ 196.12

Other: _____ \$ _____

TOTAL REQUESTED: \$ ~~144.50~~
472.62

I do hereby certify that the within bill, claim, or demand is just and true: that the money therein charged was actually paid for the purpose therein stated; that the services therein charged were actually rendered and that no part of such bill, claim, account or demand has been paid: that the goods therein charged were actually delivered and were of the value charged.

Signature: Jerry L Anderson Date: 4/2/12

Reimbursed Check #: 11136 Date: 4/16/12


4-5-12
11123

MITCH HIGGINS,
MITCH HIGGINS CONSULTING, LLC
9430 TRENTON WAY
STOCKTON, CA 95212
(209) 481-7200 ph (209) 931-4321 fax

Invoice

DATE	INVOICE #
3/12/2012	285

BILL TO
City of Granville P.O. Box 39 103 3rd St. SW Granville, ND 58741-0039


ATTN: KARLAIN DRADER

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
DIMP	Distribution Integrity Management Plan for the City Of Granville, ND	1		500.00
Please remit to above address.		DUE DATE		Total 500.00
		3/19/2012		

3-8-12
#11095

NORTH DAKOTA PROPANE GAS ASSOCIATION
PO BOX 1956
BISMARCK, ND 58502-1956
Telephone (701) 223-3370
Fax (701) 223-5004
www.ndpropane.org

March 5, 2012

City of Granville
103 3rd Street SW
Granville ND 58741

Item #	DESCRIPTION OF CHARGES	CHARGES
003121	Important Propane Safety Information for you and Your Family Brochure (4) x \$10.80	\$43.20
000017	Important Propane Safety Information for users of Small Cylinders Brochure () x \$10.80	\$
005606	Propane Safety Booklet () x \$9.80	\$
009015	OSHA & DOT Employee Hazmat Training x \$21.95	\$
000019	Unsafe Appliance Tag \$9.80	\$
000500	Warning Call Tag \$9.80	\$
003710	Cathodic Manual and DVD	\$
003510	Dispensing Propane Safely CD/DVD \$9.00 x	\$
	Shipping & Handling	\$16.27
	Rush Order Fee	\$
	ND Sales Tax	
	BALANCE DUE (net 15 days)	\$59.47