

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 20, 2026 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

MAYORS' PROCLAMATION: RECOGNIZING ED ROBERTS DAY ON JANUARY 23rd

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 “Work Session” for the East Grand Forks, Minnesota City Council of December 9, 2025
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 16, 2025
3. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of January 6, 2026

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 Exempt Gambling Permit application for MinDak Youth Outdoors to hold a raffle drawing on April 18, 2026 at the Eagles Club located at 227 10th St NW, East Grand Forks, MN 56721.
5. Consider approving the Special Event Application for the East Grand Forks Vintage Snowmobile Show to be held on Saturday, February 7, 2026 from 7:30 am to 4:00 pm on the Restaurant Row/River

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

Street parking lot.

6. Consider adopting Resolution No. 26-01-13 setting prices for the newly installed 160 Niche Columbarium at Resurrection Cemetery.
7. Consider approving the updates and revisions to the bylaws of the East Grand Forks Fire Relief Association.
8. Consider adopting Resolution No. 26-01-14 approving the following Boards & Commission appointments as presented by the appropriate elected officials.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

9. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 17, 2025.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

10. Consider approving the rezoning of Lot 1 Block 1 Scholarship Addition from R-1 to PUD to allow for the construction of a ground mounted solar energy system on the property.
11. Consider approving the Special Use Permit application from Independent School District 595 to allow for the construction of a ground mounted solar energy system on the Central Middle School property.
12. Consider adopting Resolution No. 26-01-15 providing for the issuance and sale of approximately \$12,540,000 in General Obligation Sales Tax Revenue Bonds, Series 2026A.
13. Consider adopting Resolution No. 26-01-16 accepting and awarding 2026 City Project No. 3 – Trail Improvement project to R.J. Zavoral & Sons, Inc. for a total of \$261.320.00.
14. Consider authorizing the purchase of a 2026 Ford Police Interceptor SUV from Tenvoorde Ford and related vehicle equipment from Guardian Fleet Safety for a total cost of \$66,519.40 for the Police Department.
15. Consider authorizing the purchase of a 2026 Toro Groundskeeper 4110-D and Erskine Snowthrower from MTI Distributing for a total cost of \$132,545.26 for the Parks & Recreation Department.
16. Consider approving the request to start a hiring process for the Library Director position at Campbell Library.

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

CLAIMS:

17. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment for accounts payable invoices totaling \$857,476.33 and the January 9, 2026 payroll.

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meetings:

Work Session – Tuesday, January 27, 2026 – Training Room – 5:00 PM
Council Meeting – Tuesday, February 3, 2026 – Council Chambers – 5:00 PM
Work Session – Tuesday, February 10, 2026 – Training Room – 5:00 PM
Council Meeting – Tuesday, February 17, 2026 – Council Chamber – 5:00 PM

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

Proclamation of Ed Roberts Day on January 23, 2026

Ed Roberts Day

WHEREAS, the City of East Grand Forks honors Ed Roberts, a pioneering leader whose advocacy and vision transformed the disability rights movement and advanced equality, accessibility, and independent living across the nation; and

WHEREAS, Ed Roberts' leadership led to the creation of the first Center for Independent Living, establishing a model that continues to empower individuals with disabilities to live with autonomy, dignity, and full participation in their communities; and

WHEREAS, his lifelong commitment to civil rights, self-determination, and community inclusion has strengthened public policy and expanded opportunities for people with disabilities; and

WHEREAS, the City of East Grand Forks recognizes the lasting impact of Ed Roberts' work and reaffirms its commitment to fostering an inclusive community where all residents are valued and supported;

NOW, THEREFORE BE IT RESOLVED that I, Mayor Mark Olstad, of the City of East Grand Forks do hereby proclaim and recognize January 23, 2026 as "Ed Roberts Day" in the **City of East Grand Forks** and encourage all residents to honor his legacy and support ongoing efforts to advance independence, inclusion, and equal opportunity for individuals with disabilities.

Dated this January 20, 2026

Mark Olstad
Mayor of East Grand Forks

**MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, DECEMBER 9, 2025 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, December 9, 2025 was called to order by Council President Larson 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 Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Staff Present:

Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Maggie Brockling, Economic Development Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Keith Mykleseth, Water and Light General Manager; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

AGENDA

1. Request to file Plans & Specifications & Advertise for Bids – 2026 City Project No. 3 Trail Improvements – Steve Emery, City Engineer

City Engineer Steve Emery informed the City Council that the Plans and Specifications for the Trail Improvement project are complete and ready for filing with City Council on Tuesday, December 16th. He detailed that the project map was included in the Council packet and that the project will be bid in four (4) separate proposals. The project will be funded using Greenway Maintenance funds.

Council President Larson asked Mr. Emery what projects on the map would be the top priority. Mr. Emery stated that on the map, trail area in Purple would be the top priority, with Blue being second, red third and green fourth. Council member Helms asked if the project is still identified as about 1.5 mile overlay. Parks & Recreation Superintendent Jeremy King answered that yes, the project scope hasn't changed and is still approximately 1.5 miles.

Mr. Emery then further detailed the bid process and highlighted that the hope is that pricing comes back good and all sections of the project scope are awarded. Council Member Pokrzywinski asked if the trail would be widened at all, and Mr. Emery answered the trail is 10' wide already and would remain 10' wide.

The item will be brought to next weeks meeting for consideration with a scheduled bid opening at 10:00 am on Thursday, January 8th.

2. Request to Approve Promotion of Officer Cole Hodny to position of Police Corporal – Michael Hedlund, Chief of Police

Chief Hedlund detailed to the City Council had completed its internal interview process for the open Corporal position and that Office Cole Hodny had been selected for the position. Seeing no questions, the promotion will be on the December 16th City Council meeting for consideration.

3. Request to approve restated Pine to Prairie Drug Task Force Joint Powers agreement – Michael Hedlund, Chief of Police

Chief Hedlund stated the Drug Task Force has been in place since 2008, and this is now the 5th Restated Joint Powers Agreement. The change to this agreement is the membership of the Task Force. DTF has added Red Lake County Sheriff's Office. Pennington County Sheriffs Office and Thief River Falls PD have previously taken turns having one full time member on the DTF. Each Agency will now provide one member to the DTF on a half time basis.

He further stated that the changes to the JPA has no impact on East Grand Forks participation on the Drug Task Force.

4. Request to Advertise for Equipment Operator position within Public Works Department – Jason Stordahl, Public Works Director

Public Works Director Stordahl stated that Mr. George Weber had submitted his retirement notice and that retirement has created an opening for an equipment operator. The position will be posted internally, and Mr. Stordahl expects there will be multiple candidates for the position. Assuming a Truck Driver is promoted to Equipment Operator, the promotion will create a Truck Driver opening, at which time Mr. Stordahl would come back to City Council requesting advertisement for a Truck Driver.

Mr. Helms asked if we have a training procedure in place for an employee to move from a Truck Driver to an Equipment Operator, understanding it is different equipment and skills. Mr. Stordahl answered that we currently cross train all our employees and that truck drivers do have experience operating large equipment like payloaders and motor graders. If there is something they need additional training on, the Public Works Department does provide that.

5. MN Paid Family & Medical Leave Policy – Reid Huttunen, City Administrator

City Administrator Huttunen informed the City Council that the MN Paid Family & Medical Leave Program takes effect on January 1, 2026 and he is looking for approval of the drafted Paid Family & Medical Leave Policy. He detailed that the policy declares that the City of East Grand Forks will be participating in the State of MN sponsored paid leave program in 2026 and that it's been communicated to employees that the Paid Leave contributions will be shared 50/50 between the Employer and each employee. He detailed to the City Council that the drafted policy details how employees would apply for the program and that the State of MN determines eligibility and

benefits to be received. The program as proposed does allow an employee to “top off” their leave by using other accrued leave through the city, for example Sick Leave or Vacation to top off their time away from work.

Council President Larson asked for part-time paid positions, how this program benefits them or how they are eligible. Mr. Huttunen answered that the states leave program eligibility is there for an employee earning more than \$3900 a year from any MN employers. He also added that job protection is required for employees that have remained in the position for longer than 90 days.

6. 2026 Budget Discussion – Reid Huttunen, City Administrator and Karla Anderson, Finance Director

City Administrator Huttunen summarized the outcomes of the December 2nd Truth in Taxation hearing and reiterated that Polk County is responsible for setting Taxable value of homes/properties and if residents desire to contest the value of their property there is a process through Polk County that allows them to do so.

Mr. Huttunen then updated the City Council on the status of Union negotiations and stated that one of the unions had agreed to a contract for 2026-2028 and he’s hopeful the other unions will settle soon. The proposed levy increase as its shown in the Council agenda has been reduced to 9%, from 12% and summarized that at a 9% levy, the City’s expenditures are projected at \$391,945 higher than revenues, and that the projected 2026 year end fund balance is at 41% of expenditures.

Ms. Anderson then updated the City Council on projected year end for 2025, stating that there are a lot of payroll items that are dealt with at year end, and she is estimating 2025-year end to be roughly \$371,000 expenditures over revenues, and we budgeted for \$471,000 to come out of the fund balance. It’s estimated as of today that we will have \$100,000 in savings to our fund balance for year end 2025.

Council member Pokrzywinski asked if that \$100,000 is savings on the 2025 budget, and Ms. Anderson answered that it is.

Mayor Olstad asked if we can look at a scenario for an 8% levy. At an 8% levy, the budgeted expenditures over revenues would be approximately \$460,000 and the general fund reserves at year end 2026 would be approximately 40%.

Mayor Olstad stated he’d like to see us at an 8% levy this year. President Larson added its interesting to look back at 2025 and the 3% levy, and now an 8% this year and he wonders where we should be from year to year to find a more consistent approach to budgeting. Ms. Anderson answered that somewhere between 5-6% each year seems to be the average.

Council member Pokrzywinski asked what percentage our overall budget increased from 2025 to 2026 and Ms. Anderson answered the budget increased 4.7% and this is consistent. Mr. Pokrzywinski finished his comments by stating he’d like to see our budget be finalized earlier in the year next year than it was this year.

A resolution and budget proposing an 8% levy will be brought to the City Council meeting next week for consideration.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADJOURN THE DECEMBER 9, 2025 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:26 P.M.

Voting Aye: Larson, Peterson, Schumacher, Pokrzywinski, Riopelle, Helms, and Casmey

Voting Nay: None.

Respectfully Submitted,

Reid Huttunen, City Administrator

**MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, DECEMBER 16, 2025 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, December 16, 2025 was called to order by Council President Larson 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 Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Maggie Brockling, Economic Development Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President declared a Quorum as being 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.”

No items addressed under open forum.

APPROVAL OF MINUTES:

For the November 25th Work Session and the December 2nd Regular Meeting.

1. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of November 25, 2025.
2. Consider approving the minutes of the “Regular Meeting” for the East Grand Forks, Minnesota City Council of December 2, 2025

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

No questions or discussion.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson
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.

- 3. Consider adopting Resolution No. 25-12-91 approving the following Boards & Commissions appointments and reappointments as presented by the appropriate elected officials.
- 4. Consider adopting Resolution No. 25-12-92 approving the plans and specifications and ordering advertisement for bids for the 2026 City Project No. 3, Trail Improvements and setting a bid date of January 8, 2026, at 10:00 a.m.
- 5. Consider adopting Resolution No. 25-12-93 authorizing the City Administrator to certify the listed account for delinquent utilities to the County Auditor for collection with the 2026 real estate taxes.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER CASMEY, TO APPROVE ITEMS THREE (3) THROUGH FIVE (5).

No questions or discussion on the consent agenda items.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson
Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

- 6. Regular meeting minutes of the Water, Light, Power, and Building Commission for November 19, 2025.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 7. Consider adopting Resolution No. 25-12-94 approving an 8% increase to the 2025 tax levy, collectable in 2026.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER SCHUMACHER, TO ADOPT RESOLUTION NO. 25-12-94 APPROVING AN 8% INCREASE TO THE 2025 TAX LEVY, COLLECTABLE IN 2026.

Council Member Helms stated he will be voting no and was hoping we'd get down to the Mayors initial suggestion of 4-5%, adding that we know the County and School District will also be going up and that this rate is just too high.

Mayor Olstad reminded the City Council that we have not voted on the union contracts yet, and that if they are voting no on the levy approval, he'd assume you'll also be voting no on the union contracts. The budget increase is tied to the union contracts.

Council Member Helms asked for an update on the union contracts and stated he is struggling with approving the budget when we haven't approved the union contracts. City Administrator Huttunen then updated the City Council on the status of union negotiations and added that the proposed budget includes the rate of pay agreed by two the two unions that have agreed and makes assumptions for where we expect negotiations will settle for the remaining two unions.

Council Member Casmey stated he has concern for the 8% levy and that he doesn't agree that we can maintain this level over multiple years. He stated he received is pension increase from the state and it is set at 1.75% for 2026, and we are looking at increasing our unions by almost 5 times that amount. He finished by saying that we've got to do better than that.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Peterson, and Larson

Voting Nay: Helms, Casmey

8. Consider adopting Resolution No. 25-12-95 approving the 2026 budget and authorizing specific financial related activities.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 25-12-95 APPROVING THE 2026 BUDGET AND AUTHORIZING SPECIFIC FINANCIAL RELATED ACTIVITIES.

No questions or discussion.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Peterson, and Larson

Voting Nay: Helms, Casmey

9. Consider adopting Resolution No. 25-12-96 approving the promotion of Cole Hodny to the position of Corporal in the Police Department.

A MOTION WAS MADE BY COUNCIL MEMBER CASMEY, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 25-12-96 APPROVING THE PROMOTION OF COLE HODNY TO THE POSITION OF CORPORAL IN THE POLICE DEPARTMENT.

No questions or discussion.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson

Voting Nay: None.

10. Consider approving the Fifth Amended and Restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force and authorizing the Mayor and City Administrator to sign the

agreement.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER POKRZYWINSKI, TO APPROVE THE FIFTH AMENDED AND RESTATED JOINT POWERS AGREEMENT FOR THE PINE TO PRAIRIE DRUG AND VIOLENT CRIME TASK FORCE AND AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE AGREEMENT.

No questions or discussion.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson

Voting Nay: None.

11. Consider approving the request to start a hiring process for an Equipment Operator in the Public Works Department.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER CASMEY, TO APPROVE THE REQUEST TO START A HIRING PROCESS FOR AN EQUIPMENT OPERATOR IN THE PUBLIC WORKS DEPARTMENT.

No questions or discussion.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson

Voting Nay: None.

12. Consider approving the Minnesota Paid Family & Medical Leave Policy to be added to the City's Personnel Policy.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER SCHUMACHER, TO APPROVE THE MINNESOTA PAID FAMILY AND MEDICAL LEAVE POLICY.

No questions or discussion.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson

Voting Nay: None.

CLAIMS:

13. Consider adopting Resolution No. 25-12-97 authorizing the City of East Grand Forks to approve purchases from Border States Trophy the goods referenced in check number 45525 for a total of \$160.00 whereas Council member Riopelle is personally interested financially in the contract.

A MOTION WAS MADE BY COUNCIL MEMBER POKRYZWINSKI, SECONDED BY COUNCIL MEMBER CASMEY, TO ADOPT RESOLUTION NO. 25-11-97 AUTHORIZING THE CITY OF EAST GRAND FORKS TO APPROVE PURCHASES FROM BORDER STATES TROPHY THE GOODS REFERENCED IN CHECK NUMBER 45525 FOR A TOTAL OF \$160.00 WHEREAS COUNCIL MEMBER RIOPELLE IS PERSONALLY INTERESTED FINANCIALLY IN THE CONTRACT.

No questions or discussion.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson

Voting Nay: None.

Abstain: Riopelle

14. Consider authorizing the City Administrator to issue payment for accounts payable invoices totaling \$595,091.17 and the December 12, 2025 payroll.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER PETERSON, TO AUTHORIZE THE CITY ADMINISTRATOR TO DISTRIBUTE PAYMENT FOR ACCOUNTS PAYABLE INVOICES TOTALING \$595,091.17 AND THE DECEMBER 12, 2025 PAYROLL.

No questions or discussion.

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Olstad:

Stated he isn't asking or telling anyone to vote against Union contracts, he just wanted to ensure people understand the union contracts and budget are tied together.

He also wished everyone a Merry Christmas and wished residents a happy and safe holiday season.

Council Member Schumacher:

Asked drivers to please be aware of surroundings and please slow down, now that we are in snow and ice season; especially around the HAWK System on Bygland Rd and where kids are on their way to schools. She'd like to see more education around the use of the system and asked people to trust the light systems. She also wished everyone a Merry Christmas and Happy New Year.

Council Member Pokrzywinski:

Council Vice-President Riopelle:

Council Member Helms:

Thanked Jason's (Public Works) crew for cleaning out a corner well but asked them to take a little more pride in what they are doing. He stated they cleaned the corner but then plugged the sidewalk up, and asked Jason to mention to his staff to take their time and ensure they are taking pride in their work.

Council Member Casmey: Wished everyone a Happy Holidays

Council Member Peterson: Wished everyone a Happy Holidays

Council President Larson:

Mr. Huttunen:

Reminded City Council there will not be a Work Session on December 23rd and we'll next meet on January 6, 2026.

Mr. Galstad:

Mr. Emery:

Chief Hedlund, Chief of Police:

Detailed to City Council that the Code 3 for Christmas gift give away went very well and they handed out a large amount of free gifts. He thanked everyone for their support on that event. He also highlighted the parking ticket program supporting the East Grand Forks Food Shelf and that with the recent snow events they had received about 85 pounds of food and monetary donations in the amount of \$600 to support the food shelf.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER CASMEY, SECONDED BY COUNCIL MEMBER PETERSON, TO ADJOURN THE DECEMBER 16, 2025 REGULAR COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:17 P.M.

All in Favor

Voting Aye: Schumacher, Pokrzywinski, Riopelle, Helms, Casmey, Peterson, and Larson

Voting Nay: None.

Respectfully Submitted,

Reid Huttunen, City Administrator

**MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, JANUARY 6, 2026 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, January 6, 2026 was called to order by Council President Larson 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 Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Maggie Brockling, Economic Development Director; Nancy Ellis, City Planner; Steve Emery, City Engineer; Ron Galstad, City Attorney; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, City Administrator; Jeremy King, Parks and Recreation Superintendent; Keith Mykleseth, Water and Light General Manager; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

The Council President declared a Quorum as being present.

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.”

No items addressed under open forum.

ANNUAL BUSINESS:

1. SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS

Consider adopting Resolution No. 26-01-01 a Resolution to set time and hour of regular City Council Meetings and Work Sessions.

A MOTION WAS MADE BY COUNCIL MEMBER SCHUMACHER, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 26-01-01 A RESOLUTION TO SET TIME AND HOUR OF REGULAR CITY COUNCIL MEETINGS AND WORK SESSIONS.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmeay, Peterson, Larson, and Schumacher

Voting Nay: None.

2. DESIGNATE OFFICIAL NEWSPAPER

Consider adopting Resolution No. 26-01-02 a Resolution to designate The Exponent as the official newspaper.

A MOTION WAS MADE BY COUNCIL MEMBER CASMEY, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 26-01-02 A RESOLUTION TO DESIGNATE THE EXPONENT AS THE OFFICIAL NEWSPAPER.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmeay, Peterson, Larson, and Schumacher

Voting Nay: None.

3. DESIGNATE FINANCIAL DEPOSITORIES

Consider adopting Resolution No. 26-01-03 a Resolution to designate the following financial depositories.

- (A) American Federal
- (B) Frandsen Bank & Trust
- (C) RBC Wealth Management
- (D) PMA - 4M Fund

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER CASMEY, TO ADOPT RESOLUTION NO. 26-01-03 A RESOLUTION TO DESIGNATE FINANCIAL DEPOSITORIES.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmeay, Peterson, Larson, and Schumacher

Voting Nay: None.

4. DESIGNATE ACH ORIGINATION & ONLINE BANKING

Consider adopting Resolution No. 26-01-04 a Resolution authorizing Persons listed below (subject to any expressed restrictions) is authorized for ACH origination and for online banking:

Name and Title

- (A) Mark Olstad, Mayor
- (B) Reid Huttunen, City Administrator/Clerk-Treasurer
- (C) Terry Knudson, HR Generalist
- (D) Karla Anderson, Finance Director
- (E) Renee Kringlen, Accounting Technician

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 26-01-04 A RESOLUTION AUTHORIZING PERSONS LISTED (SUBJECT TO ANY EXPRESSED RESTRICTIONS) IS AUTHORIZED FOR ACH ORIGINATION AND FOR ONLINE BANKING:

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmeay, Peterson, Larson, and Schumacher

Voting Nay: None.

APPROVAL OF MINUTES: 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.

- 5. Consider adopting Resolution No. 26-01-05 designating “C&H Insurance” as the insurance agency to handle the city policy for 2025.
- 6. Consider adopting Resolution No. 26-01-06 approving the 2026 Administrative Services Agreement with Wex Benefits.
- 7. Consider adopting Resolution No. 26-01-07 enabling elected and/or appointed officials of the City of East Grand Forks to be covered by the Minnesota Workers Compensation Law.
- 8. Consider adopting Resolution No. 26-01-08 approving the following City Council Boards & Commission appointments as presented by the appropriate elected officials.
- 9. Consider approving the Special Event Permit Application for the KC Pro West Youth Snowmobile to be held on Saturday, January 31 and Sunday, February 1 from 8:00 am to 6:00 pm each day on City property near 8th Ave NW and 30th St NW.
- 10. Consider approving the Special Event Permit Application for the Frozen Feat 5K/10K Run to be held on Saturday, February 14th from 9:00 to 11:00 am on the Greenway Trail near downtown and the River Street parking lot.

A MOTION WAS MADE BY COUNCIL MEMBER CASMEY, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE ITEMS FIVE (5) THROUGH TEN (10).

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmeay, Peterson, Larson, and Schumacher

Voting Nay: None.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS AND COMMISSIONS:

11. Regular meeting minutes of the Water, Light, Power, and Building Commission for December 3, 2025.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

12. Consider approving the Labor Agreement for 2026, 2027, & 2028 between the City of East Grand Forks and the Law Enforcement Labor Services Local No. 152 and authorize the Mayor and City Administrator to sign the agreement.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER RIOPELLE, TO APPROVE THE LABOR AGREEMENT FOR 2026, 2027, & 2028 BETWEEN THE CITY OF EAST GRAND FORKS AND THE LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 152 AND AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE AGREEMENT.

Council Member Helms stated that he is summarizing his thoughts for items 12, 13, and 14, so that he only has to state his feelings once. Mr. Helms stated that he was told he needed to vote against the union labor agreements if he voted against the levy. He stated he voted against the levy, but it passed and so he is going to vote in favor of these items and help the city spend the money.

Council President Larson thanked Council Member Helms and asked if there is any further questions or discussion. Seeing none, he asked for a roll call vote.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmey, Peterson, Larson, and Schumacher

Voting Nay: None.

13. Consider approving the Labor Agreement for 2026, 2027, & 2028 between the City of East Grand Forks and the International Firefighters Association Local No. 3423 and authorize the Mayor and City Administrator to sign the agreement.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER CASMEY, TO APPROVE THE LABOR AGREEMENT FOR 2026, 2027, & 2028 BETWEEN THE CITY OF EAST GRAND FORKS AND THE INTERNATIONAL FIRE FIGHTERS ASSOCIATION LOCAL NO. 3423 AND AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE AGREEMENT.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmey, Peterson, Larson, and Schumacher

Voting Nay: None.

14. Consider approving the Labor Agreement for 2026, 2027, & 2028 between the City of East Grand

Forks and the AFSCME Council 65, Local No. 3452 and authorize the Mayor and City Administrator to sign the agreement.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER CASMEY, TO APPROVE THE LABOR AGREEMENT FOR 2026, 2027, & 2028 BETWEEN THE CITY OF EAST GRAND FORKS AND THE AFSCME COUNCIL 65, LOCAL NO. 3452 AND AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE AGREEMENT.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmeay, Peterson, Larson, and Schumacher

Voting Nay: None.

15. Consider approving the Memorandum of Understanding (MOU) between the City of East Grand Forks and AFSCME Council 65, Local No. 3452 for Post Employment Health Care Savings Plan and authorize the Mayor and City Administrator to sign the MOU.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST GRAND FORKS AND THE AFSCME COUNCIL 65, LOCAL NO. 3452 FOR POST EMPLOYMENT HEALTH CARE SAVING PLAN and AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE MOU.

Council President Larson asked City Administrator Huttunen to clarify the MOU and whether there is a change in the financial impact of this MOU. Mr. Huttunen described that the MOU doesn't have an effective change to the financial cost at an employee's separation from employment. The MOU directs the employees within the AFSCME Bargaining Unit severance paid out at the time of resignation or retirement, either as direct payment to the employee or be paid into their Post Employment Health Care Savings Plan. In this case, the MOU directs 100% of eligible sick and vacation time to the Post Employment Health Care Savings Plan. The total obligation of the City at separation is the same no matter which way the MOU directs the payments to be made.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmeay, Peterson, Larson, and Schumacher

Voting Nay: None.

16. Consider adopting Resolution No. 26-01-09 authorizing the compensation plan and cost of living adjustments for all non-union employees for calendar year 2026.

A MOTION WAS MADE BY COUNCIL MEMBER POKRZYWINSKI, SECONDED BY COUNCIL MEMBER PETERSON, TO ADOPT RESOLUTION NO. 26-01-09 APPROVING THE COMPENSATION PLAN AND COST OF LIVING ADJUSTMENTS FOR ALL NON-UNION EMPLOYEES FOR 2026.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmeay, Peterson, Larson, and Schumacher

Voting Nay: None.

17. Consider adopting Resolution No. 26-01-10 authorizing the City of East Grand Forks non-union employee Insurance Contribution schedule for 2026.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 26-01-10 AUTHORIZING THE CITY OF EAST GRAND FORKS NON-UNION EMPLOYEE INSURANCE CONTRIBUTION SCHEDULE FOR 2026.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmey, Peterson, Larson, and Schumacher

Voting Nay: None.

18. Consider adopting Resolution No. 26-01-11 authorizing the promotion of Jack Croaker to the position of Equipment Operator in the Public Works Department at a Grade 11/Step 7.

A MOTION WAS MADE BY COUNCIL MEMBER CASMEY, SECONDED BY COUNCIL MEMBER HELMS, TO ADOPT RESOLUTION NO. 26-01-11 AUTHORIZING THE PROMOTION OF JACK CROAKER TO THE POSITION OF EQUIPMENT OPERATOR IN THE PUBLIC WORKS DEPARTMENT AT A GRADE 11/STEP 7.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmey, Peterson, Larson, and Schumacher

Voting Nay: None.

19. Consider adopting Resolution No. 26-01-12 authorizing the hiring of Renee Olson to the position of City Clerk in the Administration Department at Grade 14/Step 3 at a rate of \$31.22 per hour.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 26-01-12 AUTHORIZING THE HIRE OF RENEE OLSON TO THE POSITION OF CITY CLERK IN THE ADMINISTRATION DEPARTMENT AT GRADE 14/STEP 3 AT A RATE OF \$31.22 PER HOUR.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmey, Peterson, Larson, and Schumacher

Voting Nay: None.

CLAIMS:

16. Consider authorizing the City Administrator/Clerk-Treasurer to issue payment for accounts payable invoices totaling \$444,764.40 and the December 26, 2025 payroll.

A MOTION WAS MADE BY COUNCIL MEMBER HELMS, SECONDED BY COUNCIL MEMBER PETERSON, TO AUTHORIZE THE CITY ADMINISTRATOR TO ISSUE PAYMENT OF ACCOUNTS PAYABLE INVOICES TOTALING \$444,764.40 AND THE

DECEMBER 26, 2025 PAYROLL.

No questions or discussion.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmey, Peterson, Larson, and Schumacher

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Olstad:

Congratulations to Mr. Jack Croaker on the promotion and Ms. Renee Olson on her hire, stating he looked forward to working with them.

Council Member Schumacher:

Congratulations to Mr. Croaker and Ms. Olson and wishing everyone a Happy New Year.

Council Member Pokrzywinski:

Congratulated Mr. Croaker and Ms. Olson and thanked the Public Works crew for their work plowing the roads in his Ward, stating they were starting to get a little rough with the warm weather the last few days. With the plows coming through, they all look good again.

Council Vice-President Riopelle:

Congratulations Mr. Croaker on the promotion and jokingly stated that he hopes Mr. Croaker knows his address and requests that he doesn't pile snow in the end of his driveway.

Council Member Helms:

Congratulated the new employees on their promotion and hire and wished everyone a Happy New Year, stating that we have a lot of work to do this year.

Council Member Casmey:

Echoed the congratulations to Mr. Croaker and Ms. Olson.

Council Member Peterson:

Echoed the congratulations that others have shared.

Council President Larson:

Congratulated the employees and thanked the Unions for their good faith negotiations on settling the Labor Agreements for the next three years.

Mr. Huttunen:

Congratulated Mr. Croaker on the promotion and Ms. Olson on the hire. He updated the City Council that Ms. Olsons planned first day in the office is Tuesday, January 20th. He stated that the work would be busy right away with a Special Election in February.

Mr. Huttunen then thanked the Personnel Committee (Council Members Pokrzywinski, Riopelle, and Larson) as well as the unions for their additional time and commitment to negotiations.

Finally, he asked Mr. Stordahl to remind the City Council of the snow removal/Street Maintenance calendar for each neighborhood.

Mr. Galstad:

Stated he looks forward to working with Mr. Croaker and Ms. Olson.

Mr. Emery:

Mr. Emery updated the City Council on progress of the Point Bridge Rehabilitation design and plan review. The plans will soon be reviewed by MNDOT at the St. Paul office and once those plans are approved we'll be bringing a request for advertisement for bids to the City Council. He stated the project design and review is on schedule for a summer 2026 project.

Council President Larson asked Mr. Emery for a timeline of when the Bridge will be closed for the project, and Mr. Emery stated they tentatively are planning for the Point Bridge to be closed for the summer, targeting the project to start after school ends for the Summer and be completed before school resumes in fall of 2026.

Mr. Stordahl (Public Works Director)

Updated the City Council on the snow removal process. Stating that if a Snow Emergency is declared, the plows hit all streets and clear them curb to curb before the snow emergency expires. Outside of snow emergency plowing, the crews hit neighborhoods based on the Street Maintenance Schedule. The City is separated into five (5) districts and each district has a designated day of the week for Street Maintenance/snow plowing.

Mr. Stordahl also asked residents to use caution around snow piles that are near the street and encourage kids to be careful playing on these snow piles. As City Crews can, they will remove and haul away these piles and they want to be as certain as possible that the areas are safe for all residents.

Mr. Helms asked a question about snow piles being placed on City property/right-of-way and asked if we have an ordinance against this. He stated that he'd like to see us post a notice reminding businesses and residents not to do this. The issue is especially common along Hwy 220 N/Central Ave. Mr. Stordahl answered that we do have an ordinance that prohibits this and that we often send notices directly to businesses or residents that we see are in violation of it. We will ensure these notices are sent.

ADJOURN:

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

MEMBER RIOPELLE, TO ADJOURN THE JANUARY 6, 2026 REGULAR COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:20 P.M.

Voting Aye: Pokrzywinski, Riopelle, Helms, Casmey, Peterson, Larson, and Schumacher

Voting Nay: None.

MEETING ADJOURNED:

Respectfully Submitted:

Reid Huttunen, City Administrator

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
 Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Min DAK youth outdoors Previous Gambling Permit Number: X- 95897-25-001
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 42366 130th ST SW
 City: East Grand Forks State: MN Zip: 56721 County: Polk
 Name of Chief Executive Officer (CEO): Brian Nelson
 CEO Daytime Phone: 218 230 4364 CEO Email: briannelson at outlook.com
 Email permit to (if other than the CEO): MEDYO bnelson. MDYO at g mail
(permit will be emailed to this email address unless otherwise indicated below)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Eagles club
 Physical Address (do not use P.O. box): 227 10th ST NW
 Check one:
 City: East Grand Forks MN Zip: 56721 County: Polk
 Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): 4-18-26

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of East Grand Forks</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
---	---

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Briny Nelson* Date: 1-13-26

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

Print Name: Briny Nelson

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
--	--

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
---	--	--

This form will be made available in alternative format (i.e. large print, braille) upon request.

<p style="text-align: center;">How You May Spend Gambling Funds</p>	<p style="text-align: center;">How You May Not Spend Gambling Funds</p>
<p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public or active military personnel in need); • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). 	<ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

Print

Special Event Application - Submission #595

Date Submitted: 1/9/2026

Please Submit 60 Days Prior to Event

This application and supporting information must be turned in 60 days prior to the event.

Organization Name	Phone Number*
East Grand Forks Vintage Snowmobile Show	2187798101

Address1	Email Address*
1010 17th Ave SE	kyle_kozel@yahoo.com

City	State	Zip
EAST GRAND FORKS	MN	56721

Applicant Name/Contact Person*

Kyle Kozel

Email Address*	Phone Number*
Kyle_Kozel@yahoo.com	2187798101

Second Contact Person*

Al Seydel

Email Address*	Phone Number*
al.seydel@icsgf.us	7017407552

Special Event Information

All applications will be reviewed by staff. Depending on the type of event, **staff may come back with additional requirements and cost estimates** for the event such as a security plan, medical plan, traffic plan, etc and will be based on what is required for the event to take place.

A clean up deposit may also be required and if the City does not need to take care of any of the clean up, the deposit will be returned once everything has been completed.

Event Title	Type of Event*
East Grand Forks Vintage Snowmobile Show	Fundraiser

Date(s) and Time of Event*

2/7/2026	07:30 AM	—	2/7/2026	04:00 PM
----------	----------	---	----------	----------

Description/Narrative of the Event*

East Grand Forks Vintage Snowmobile Show at The Blue Moose. The event will have snowmobiles showcased on the west side of the restaurant. We do plan to have a portion of the parking lot closed off, just in front of The Blue Moose on the river deck side. We plan on having roughly 200 people coming and going during this event time. We will provide our own clean up if needed.

Information **must** include the location, expected number in attendance, if there will be street closures, blocked parking lots, barricades, cleanup, etc. Send an email to admin@egf.mn if more space is needed.

If you marked *Other* or *City Facility* include what type of event or what facility the application is for.

Event Site Plan/Map*

Vintage Snowmobile Show Map of Area (3).pdf

A site plan or map needs to be included with the application and should include the outline of the entire event area, location of fencing, barriers, stages, tents, vendor area, dumpsters, and any thing else related to the event.

****If the plans include closure of a road that is under the jurisdiction of the Minnesota Department of Transportation, another form will need to be completed and submitted to MNDOT for approval.****

Power & Water Requests

All power and water requests must go through and be approved by the Water and Light Commission. **The Water and Light Commission may charge for labor and materials for event related activities.** Contact the Distribution Superintendent by calling (218) 773-0515 between 8am and 4:30pm or email alldsc@egf.mn for further instructions.

River Access*

- Yes
- No

Does this event require river access either going over the ice or on the water?

If yes, complete the form

The Polk County Boat & Water Event Permit Application

The Polk County Sheriff's Department boat and water permit application must be turned into the Sheriff's Office at least 14 days prior to the event and can be mailed to Polk County Sheriff's Office PO Box 416 or 600 Bruce Street Crookston, MN 56716.

This will need to be approved concurrently with the City's special event application.

Use of DNR Property*

- Yes
- No

Will this event utilize the DNR property (State Recreation Area and River Heights Park)?

If yes, complete the form

The MN DNR Special Use Permit Application

If yes, there is an additional application that will need to be submitted to the DNR for approval.

The application would be required to be approved concurrently with the City's special event application.

The application will need to be returned to the Red River State Recreation Area 515 2nd St NW East Grand Forks, MN 56721 or emailed it to Catherine.dnr.johnson@state.mn.us.

Request Use of Mobile Stage*

- Yes
- No

Requesting the mobile stage does not guarantee that it is available. It may already be reserved. The daily rental rate is \$250 per day.

Merchandise Vendors*

No
 Will there be merchandise vendors at the event?

Additional Steps May Be Required

City Code requires background checks and transient merchant licenses. A request can be made to City Council to have these requirements waived and that will need to be approved prior to the event.

Alcohol *

No
 Is there a plan to serve alcohol at this event?

If yes, additional license required

If yes, a temporary liquor license will need to be applied for and approved or it will need to be catered in with food. The Administration Office will assist in this process.

Food*

No
 Will there be food served at this event?

Catering or Mobile Food Vendors

[Food Truck/Vending Wagon Information Page](#)

If yes, a caterer would need to have a catering license and mobile food vendors will have to be licensed by the City prior to the event. Vendors can visit the Food Truck or Vending Wagon page for more information or call the Administration Office at (218) 773-2483.

Insurance

The City, at its discretion, may require the Organization/Applicant to obtain liability insurance for any event. If liability insurance is required the following requirements apply:

- Minimum coverage of \$1,000,000 in general liability insurance.
- Organization/Applicant's insurance shall be primary.
- Insurance shall cover liability for injury, death, and property damage including coverage for alcohol related claims if alcohol is served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- If insurance is required, **a Certificate of Liability must be turned at a minimum of ten (10) days prior to the event.**

Notification of Neighborhood(s)

It will be the responsibility of the organization/applicant to notify the residents, businesses, places of worship, and schools that are affected by street closures and/or noise related to your event.

The notice must be given out at least two weeks prior to the event and must include contact information to the organization for concerns or issues.

Add Electronic Initials to Acknowledge Requirement

Release & Indemnification Agreement

Special Event Organizers/Applicant here by acknowledges and agrees to the following:

1. We save, defend, hold harmless, and indemnify the City of East Grand Forks and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the organization's/applicant's event.
2. We hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the special event activities, whether or not caused by the act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.
3. We further hereby exempt, release and discharge the City of East Grand Forks, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the special event.
4. We hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of East Grand Forks, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota.
5. The **Release and Indemnification Agreement** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged.

I hereby certify that the information contained in the application is true and accurate. I have read, understand, and agree to abide by the rules and regulations of the City of East Grand Forks. I certify on behalf of the host organization to agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event. I certify that I am authorized to execute contracts and other instruments and legally bind the Organization/Applicant.

Electronic Signature Consent

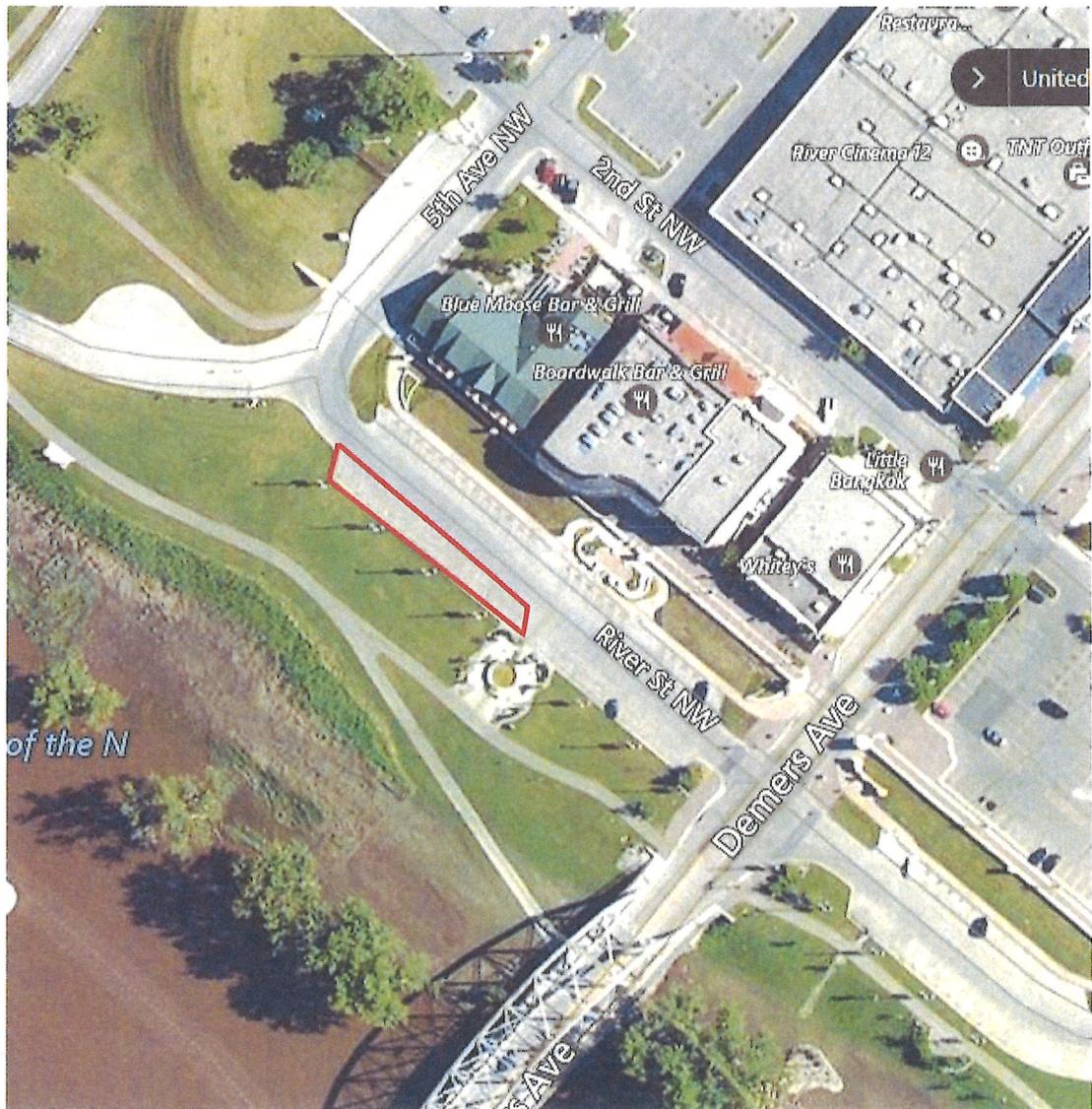
By electronically signing the special event application, the organization/applicant consents the e-signature legally binds them to the terms and conditions of the application and Release and Indemnification Agreement.

E-signature of Organization/Applicant*

Date*

Kyle Kozel

1/9/2026



RESOLUTION NO. 26 – 01 - 13

Council Member _____, supported by Council Member _____, introduced the following Resolution and moved its adoption:

WHEREAS, a new 160 Niche columbarium has been placed in Resurrection Cemetery; and

WHEREAS, these niches will soon be ready for sale; and

WHEREAS, the Cemetery Commission is recommending new pricing for these niches;

NOW THEREFORE BE IT RESOLVED the Council of the City of East Grand Forks adopts the fees, which will remain in effect until superseded.

160 Niche (Columbarium) Purchase Price (2026 Installed)

- *Companion Niche (accommodates two urns):*
 - 1st Row (Ground Level): \$3,000.00
 - 2nd Row: \$3,250.00
 - Middle Row: \$3,500.00
 - 4th Row (Eye Level): \$3,750.00
 - 5th Row (Eye Level): \$4,000.00
- The following are included in the purchase price:
 - Open/Close Fee
 - Marker/Plaque
- Flower vase attachment available for purchase at an additional cost

The President declared the resolution passed.

Passed: January 20, 2026

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 20th of January, 2026.

Mayor

Request for Council Action

Date: January 13, 2026

To: East Grand Forks City Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Jeremy King, Parks & Recreation

RE: Request to set pricing for new 160 Niche columbarium at Resurrection Cemetery

Background:

The new 160-niche columbarium has been installed at the cemetery and will soon be available for the sale of niches. At its most recent meeting, the Cemetery Commission approved the proposed pricing structure for the new columbarium niches, as outlined below.

Approved Pricing – 160-Niche Columbarium (Installed 2026):

Companion Niche (accommodates two urns)

- 1st Row (Ground Level): \$3,000.00
- 2nd Row: \$3,250.00
- Middle Row: \$3,500.00
- 4th Row (Eye Level): \$3,750.00
- 5th Row (Eye Level): \$4,000.00

The following are included in the purchase price:

- Open/Close Fee
- Marker/Plaque

Flower vase attachment available at additional cost.

No other cemetery pricing changes are being recommended at this time.

Budget Impact:

Revenue generated from the sale of niches will be deposited into the Perpetual Care Fund to support the purchase of future columbarium.

Recommendation:

Approve the sale prices as listed above.

Enclosure:

Cemetery pricing, including the updated 160-niche columbarium.

Section 14. BURIAL LOTS PRICES AND CEMETERY FEES

The following price charges are hereby established:

• Burial Lot Purchase:	Price:
• Upright Marker Burial lot:	\$1,000.00
• Ground Level Burial lot:	\$500.00
• Welfare lot:	\$450.00
• Cremate/Infant lot:	\$250.00
• Internment Fee's:	
• Interment Staking Fee:	\$125.00
• Cremate/Infant Interment:*	\$250.00
• Winter/Difficult Weather Interment:**	\$500.00
• Disinterment/Reinternment:	\$375.00
• Marker Installation:	
• Single:	\$75.00
• Double:	\$95.00
• Military:	\$75.00
• Resetting Fee's:	
• Single:	\$35.00
• Double:	\$40.00
• Military:	\$37.50
• Miscellaneous Fee's:	
• Ground level Vase Installation Charge:	\$30.00
• Winter Vault Storage:***	\$75.00
• Saturday Staff Burial Fee****	\$300.00

*For cremated interments ownership of either full burial or half burial lot is required.

****Winter/Difficult Weather Internment Fee** covers the cost of turf repair, marker resetting, and grounds maintenance from damage caused by internments held in Winter or Difficult weather situations. City of East Grand Forks reserves the right to charge for the repair or replacement of any and all damages caused by an internment held during what Resurrection Cemetery deems to be Winter or Difficult Weather situation, to return the Cemetery to an “as is” state prior to the held internment.

*****Winter Vault Storage** not charged if internment is at Resurrection Cemetery.

******Saturday Staff Burial fee:** For those burials which require a City of East Grand Forks employee to be present, (cremation burials, Columbarium niche opening/closing, etc.) an additional fee of \$300 will be charged.

Saturday burials must take place between the hours of 9:00 a.m. and 2:00 p.m., and must be scheduled with Cemetery staff at least 4 days in advance.

Resurrection Cemetery reserves the right to refuse the scheduling of any weekend/after hours cremation burials if it cannot accommodate the schedule with a staff member available to be present. No burials which require a Resurrection Cemetery employee will take place on Sunday.

Niche Columbarium

Resurrection Cemetery has placed Niche Columbarium for the sale of individual and companion urn niches. Pricing for the three row and five row niche columbarium are listed below:

• 48 Niche (three rows high) Purchase Price (2010 & 2016 Installed)

Single Niche (one cremation)	
Lower Level:	\$900.00
Middle Level:	\$1000.00
Eye Level:	\$1,100.00
Companion Niche (two cremations)	
Lower Level:	\$1,700.00
Middle Level:	\$1,900.00
Eye Level:	\$2,100.00
Open/Close Fee:	Included
Marker/Plaque:	Included

• 120 Niche (five rows high) Purchase Price (2020 Installed)

Single Niche (one cremation):	
1 st Row (Ground Level):	\$1,000.00
2 nd Row:	\$1,100.00
Middle Row:	\$1,250.00
4 th Row (Eye Level):	\$1,600.00
5 th Row (Eye Level):	\$1,600.00
Companion Niche (two cremation):	
1 st Row (Ground Level):	\$2,000.00
2 nd Row:	\$2,100.00
Middle Row:	\$2,250.00
4 th Row (Eye Level):	\$2,600.00
5 th Row (Eye Level):	\$2,600.00
Open/Close Fee:	Included
Marker/Plaque:	Included
Flower vase attachment available at additional cost	

• 160 Niche (five rows high) Purchase Price (2026 Installed)

Companion Niche (two cremation):	
1 st Row (Ground Level):	\$3,000.00
2 nd Row:	\$3,250.00
Middle Row:	\$3,500.00
4 th Row (Eye Level):	\$3,750.00
5 th Row (Eye Level):	\$4,000.00
Open/Close Fee:	Included
Marker/Plaque:	Included
Flower vase attachment available at additional cost	

Request for Council Action

Date: 1-8-2026

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmeay, and Karen Peterson.

Cc: File

From: EGF Fire Department Relief Association

RE: Request for Approval of Updated Bylaws

Background:

The East Grand Forks Fire Dept. Relief Association has made revision to its Bylaws. This revision was approved on Dec.1, 2025 effective Jan.1, 2026. Revisions to the bylaws require approval from the Council as stated in Minnesota Statute 424A.02 subd10.

The revision made is as follows:

Page 33 – Addendum B – a benefit level was added that includes \$5,400 per year with 2% deferred interest.

Page 34 – Addendum C – shows the proposed revision on the revision log.

Relief Association President Andrew Robertson will be present to discuss this item and answer any questions.

Budgetary Impact: No cost to the city.

Recommendation: Approve the revision.

Enclosure: Bylaw pages 33-34

**The East Grand Forks Fire
Department Relief Association**

Addendum B – Benefit level and year the increase went into effect

Table A – Contains a list of Benefit levels ratified by the Municipality(ies)

Benefit Level Effective Date	Benefit amount per year of Service	Deferred Interest	Ratification date by Municipality(ies)
2005	\$2,200	5%	
2007	\$2,300	5%	
2013	\$2,400	5%	
2014	\$2,800	5%	
2017	\$3,000	5%	
2018	\$3,175	5%	
2019	\$3,350	5%	
2021	\$3,800	5%	
1/2023	\$4,500	5%	
11/2023	\$4,500	2%	
01/01/2025	\$4,900	2%	
1/1/2026	\$5,400	2%	

RESOLUTION NO. 26-01-14

A RESOLUTION DESIGNATING THE MAYOR’S APPOINTMENT TO THE EAST GRAND FORKS BOARD AND COMMISSIONS FOR 2026

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

WHEREAS, the Mayor appoints citizens to fill vacancies on various Boards and Commissions of the City of East Grand Forks each year; and

WHEREAS, These Boards and Commissions are important to the operation of the City due to the value of citizen input on recommendations that are forwarded to the City Council on many important issues.

THEREFORE BE IT RESOLVED, that the City Council of the City of East Grand Forks ratifies the following appointments of Mayor Mark Olstad to the respective Board and/or Commission for the designated term:

PARK & RECREATION COMMISSION – Commissioners shall be appointed by the Mayor, by approval of the majority of the City Council. All commissioners will be appointed for a three-year term. Vacancies shall be filled in the same manner. Ordinance #23, 4th Series.

Members

Tony Lorentz
Holly Messelt (Replacing Kim Holien, mid-term)

Expires
12/31/2028
12/31/2026

Voting Aye:
Voting Nay:

The President declared the resolution passed.

Passed: January 20, 2026

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 20th day of January, 2026.

Mayor

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota, held on December 17, 2025, at 8:00 am in the City Council Chambers.

Present: Grinde, Quirk (Interactive Technology), Riopelle

Absent: None

Also present: Ron Galstad, Keith Mykleseth, Brian Johnson, Todd Grabanski, Steve Emery, Todd Forster, Brianna Feil, Jordan Midgarden, Corey Thompson, Tyler Tretter, Karla Anderson

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve the minutes of the previous regular meeting held on December 3, 2025.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to authorize the Secretary to issue payment of the recommended bills and payroll \$1,834,660.41.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

Item # 7 was pulled from agenda and tabled at this time.

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve Logan Schultz probation period and recommend his appointment as permanent.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to approve the Minnesota Paid Leave Policy as presented.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk supported by Commissioner Riopelle to adjourn at 8:20 am to the next regular meeting on January 7, 2026, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Grinde, Quirk, Riopelle

Voting Nay: None

Kristen Shipes
Commission Secretary

Request for Council Action

Date: January 20, 2026

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Nancy Ellis, Community Development Director

RE: Rezone school property from R-1 to PUD to construct solar energy system

PLANNING COMMISSION RECOMMENDATION

The East Grand Forks Planning Commission recommends approval of the rezoning of Lot 1 Block 1 Scholarship Addition from R-1 to PUD.

GENERAL INFORMATION

APPLICANTS/PROPERTY OWNERS: ISD 595 East Grand Forks School District

REQUESTED ACTION: Applicant is requesting approval to rezone from R-1 to PUD to allow for construction of a ground mounted solar energy system on school property.

SITE ZONING/LAND USE: R-1 is the current zoning; South Point Elementary and Central Middle School are located on the lot.

ISD 595/East Grand Forks School District has received grant funding to construct a ground mounted solar energy system on school property. They have chosen the area behind Central Middle School and southeast of the tennis courts to construct said system. This location is the best location for the system and rezoning to PUD to allow for the construction with a Special Use Permit would not alter the use of the property nor affect the neighboring properties.

The Planning Commission should make its recommendation based on the following:

- Is this an appropriate zoning for this property?
Staff Comment: It would be appropriate to zone the property from R-1 to PUD. This would be best location for this type of system, as ground mounted systems take up considerable space. This location behind the school and south of the tennis courts would be hidden and/or barely seen by surrounding homes and properties.

- How would this zoning fit with the current City Comprehensive Plan?
Staff Comment: The City's Comprehensive Plan is comprised of the following plan elements: 2040 Land Use Plan, 2012 Greenway Plan Update, 2035 Long Range Transportation Plan, and the 2009 River Forks Downtown Plan Update. The 2050 Land Use Plan Update was adopted in the fall of 2022. The Plan provided growth scenarios for the City out thirty years. The plan does show a need to consider other types of energy systems to operate large energy users in the area. This does fit with the City's current Comprehensive Plan.
- How does this zoning fit into the current zoning in the area?
Staff Comment: PUD uses is consistent with the current zoning map. If the property is rezoned to PUD, it would NOT greatly change the fit and feel of the area.

STAFF RECOMMENDATION

Staff recommend approving the rezone of Lot 1 Block 1 Scholarship Addition from R-1 to PUD to allow for the construction of a ground mounted solar energy system on site.

EAST GRAND FORKS PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #595
1420 4TH AVENUE NW
EAST GRAND FORKS, MN 56721
(218) 773-3494

To: EGF Planning and Zoning

From: Kevin Grover



Re: District property rezoning

Date: 12-17-25

East Grand Forks Public Schools is requesting that the district owned property that Central middle School and South Point Elementary schools sit on including all surrounding district owned properties be rezoned from residential to Planned Unit Development (PUD). The basis for this request is to allow a solar array to meet city criteria according to ordinance No. 42, 4th series. The ordinance has ground mounted solar energy systems prohibited in residential districts. The proposed project would put an array on the back side (northeast) of Central Middle School in essence between the two schools and towards the edge closest to the dike. This means there is little potential for any development other than school sponsored projects around this array. The school and Ziegler Energy (contractor) are meeting and working with the City of East Grand Forks to ensure that all facets of the project work to meet the needs of the city and are compatible with your infrastructure.

Request for Council Action

Date: January 20, 2026

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Nancy Ellis, Community Development Director

RE: Special Use Application from ISD 595 for a ground mounted solar energy system

PLANNING COMMISSION RECOMMENDATION:

The East Grand Forks Planning Commission recommends approval of a Special Use Permit for the construction of a ground mounted solar energy system on the ISD 595 Central Middle School property with no additional conditions.

GENERAL COMMENTS

ISD 595/East Grand Forks School District has received grant funding to construct a ground mounted solar energy system on school property. They have chosen the area behind Central Middle School and southeast of the tennis courts to construct said system. This location will meet the setback requirements and will not be seen by most property owners. To construct the system, the following must happen: the property must be rezoned from R-1 Single Family Zoning District to PUD Planned Unit Development to allow for a ground mounted system with a Special Use Permit (SUP); if rezoned, they need to have his SUP approved. I have listed the criteria for the special use permit process below and I am including the answers to the SUP from ISD 595. Since this is an existing property most of the criteria should already be met.

SPECIAL USE PERMIT PROCESS

Within City Code is a section that lists “Criteria For Granting Special Use Permits”. This section states that the applicant must show that standards and criteria in Section 152.022 of the City Code will be satisfied. These standards and criteria shall include both general requirements for all special uses and, insofar as practicable, requirements specific to each designated special use. In granting a special use permit, the city council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the planning commission and city council shall make the following findings where applicable:

1. The use will not create an excessive burden on public facilities and utilities, which serve or are proposed to serve the area.
2. The use will be sufficiently compatible with, or separated by sufficient distance from, or screened from adjacent land uses so that there will be no deterrence to the use or development of adjacent land and uses.
3. Each structure or improvement is so designed and constructed that it is not unsightly in appearance to the extent that it will hinder the orderly and harmonious development of the district wherein proposed.
4. The use is consistent with the purposes of Chapter 152, and the purposes of the zoning district in which the applicant intends to locate the proposed use.
5. The use is not in conflict with the East Grand Forks Land Use Plan.
6. Adequate measures have been taken to provide ingress and egress so designed as to minimize traffic congestion, provide adequate access to public roads, and provide sufficient on-site parking.
7. SPECIFIC TO GROUND MOUNTED SOLAR POWER SYSTEMS: They cannot exceed 20 feet in height; located in rear yard only; cannot exceed half the building footprint.

In permitting a new special use permit or alteration upon review of an existing special use permit, the planning commission may recommend, and the city council may impose, in addition to these standards and requirements expressly specified by this Chapter, additional conditions which the planning commission or city council considers necessary to protect the interests of the surrounding area or the City as a whole.

SITE PLAN COMMENTS

Since this site already exists and the use will not change significantly. The site plan for the property and project location must meet the requirements of the Special Use Conditions for ground mounted solar power energy system, including: 1) Not exceeding 20 feet in height; 2) located in the rear yard only; 3) cannot exceed half the building footprint; 4) must meet setback requirements for the underlying district; 5) will not impair sight distance for safe access to the property or other traffic; 6) shall minimize glare to nearby properties. As shown on the site plan, this project meets all the Special Use Permit Conditions listed in the Solar Energy Systems Ordinance 152.400.

STAFF RECOMMENDATION

Staff recommend approval of the Special Use Permit (SUP) to construct a ground mounted solar power energy system at Central Middle School.



APPLICATION INFORMATION:

I. Application Quantities and Submittal Formats:

- a. One (1) reproducible copy reduced to 11" x 17" of the request and all other supporting documents.
- b. One (1) reproducible copy reduced to 8.5" x 11" of the request and all other supporting documents.

II. Complete Application Submittal Requirements:

Complete applications shall consist of the following site plan and narrative information, unless waived by the Planning Department following a pre application meeting. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

A. Written explanation on how the proposed Special Use Permit will comply with each of the following standards:

- 1. The use will not create an excessive burden on public facilities and utilities, which serve or are proposed to serve the area.
The solar array will not create an excessive burden on public facilities or utilities. It will utilize the school's existing electrical service infrastructure. No additional water, sewer, or gas services are required.
- 2. The use will be sufficiently compatible with, or separated by sufficient distance from, or screened from adjacent land uses so that there will be no deterrence to the use or development of adjacent land and uses.
The array will be located on school property. It will be set back from property lines and fenced in to maintain compatibility with surrounding school amenities.
- 3. Each structure or improvement is so designed and constructed that it is not unsightly in appearance to the extent that it will hinder the orderly and harmonious development of the district wherein proposed.
The solar array will be professionally installed, with uniform panels and fixed tilt racking system designed to blend with the school's open space. It will not be unsightly or hinder the orderly development of the district.
- 4. The use is consistent with the purposes of City Code 152, and the purposes of the zoning district in which the applicant intends to locate the proposed use.
The proposed use aligns with City Code 152 and the zoning district's intent by supporting sustainable energy initiatives and reducing reliance on non-renewable resources. It is an accessory use to the school's educational and operational functions.
- 5. The use is not in conflict with the East Grand Forks Land Use Plan.
The East Grand Forks Land Use Plan emphasizes sustainability and renewable energy adoption as part of its long-term vision. It supports development that reduces environmental impact and

encourages energy efficiency. Recent zoning updates also allow solar installations, reflecting the city's commitment to renewable energy and compatibility with land use goals.

- ___ 6. Adequate measures have been taken to provide ingress and egress so designed as to minimize traffic congestion, provide adequate access to public roads, and provide sufficient onsite parking. **The solar array will not generate additional traffic. Existing school access points and parking facilities are sufficient. No new driveways or curb cuts are required.**

- ___ 7. All buildings/structures must meet the intent of the State Building Code and/or fire codes. **All equipment will meet State Building Code and fire code requirements. Electrical work will comply with the National Electrical Code and be inspected by licensed professionals.**

- ___ 8. Documentation that describes the proposed Special Use Permit's potential effects or impacts on public facilities, utilities, and services, including, but not limited to:
 - (1) Streets. **No impact; no new traffic generated.**
 - (2) Law enforcement. **No impact; no security concerns beyond standard school property measures.**
 - (3) Ambulance/emergency services. **No impact; installation does not affect emergency access.**
 - (4) Fire protection. **Minimal impact; array will include proper disconnects and labeling per fire code.**
 - (5) City administration. **No significant impact; routine permitting only.**
 - (6) Schools. **Positive impact; provides educational opportunities and reduces energy costs.**
 - (7) Utilities. **Reduces electrical demand on the grid; no additional utility services required.**

B. Specific submittal requirements related to the proposed Special Use Permit as identified by Planning Staff following a pre-application meeting:

C. Site boundaries, buildings, structures and other improvements shall be identified on-site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:

- ___ 1. Scale of plan (engineering scale only).

RESOLUTION NO. 26-01-15

**RESOLUTION PROVIDING FOR THE ISSUANCE
AND SALE OF APPROXIMATELY \$12,540,000 GENERAL OBLIGATION SALES TAX
REVENUE BONDS, SERIES 2026A**

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

BE IT RESOLVED By the City Council of the City of East Grand Forks, Polk County, Minnesota (the “City”) as follows:

1. Bonds Authorized. The City is authorized by Laws of Minnesota 2023, Chapter 64, Sec. 33 (the “Special Law”) and Minnesota Statutes, Chapter 475 (together with the Special Law, the “Act”) and pursuant to referendum questions duly approved by the electorate of the City on November 5, 2024 to finance (i) the costs of improvements to the Civic Center Sports Complex; (ii) the VFW Memorial Arena located within the City (the “Project”); and (iii) the costs associated with issuing the Bonds by the issuance of General Obligation Sales Tax Revenue Bonds (the “Bonds”) of the City payable from the imposition of a sales and use tax.

2. Sale of Bonds.

(a) It is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Sales Tax Revenue Bonds, Series 2026A (the “Bonds”), in the proposed aggregate principal amount of \$12,540,000, pursuant to the Act to provide financing for the Project and to pay capitalized interest and the costs of issuing the Bonds. The Bonds will be issued, sold, and delivered in accordance with the Terms of Proposal attached hereto as **EXHIBIT A** (the “Terms of Proposal”).

(b) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale.

3. Authority of Municipal Advisor. Baker Tilly Municipal Advisors, LLC (the “Municipal Advisor”) is authorized and directed to negotiate the Bonds on behalf of the City in accordance with the Terms of Proposal. The City Council will meet at 5:00 P.M. on Tuesday, February 17, 2026, or such other date as the City Administrator may determine, to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds. The actions of the City staff and the City’s Municipal Advisor in negotiating the sale of the Bonds are ratified and confirmed in all respects.

4. Authority of Bond Counsel. The law firm of Kutak Rock LLP, as bond counsel for the City (“Bond Counsel”), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the City are hereby authorized to assist Bond Counsel, in the preparation of such documents, certificates, and instruments.

5. Covenants. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Act.

6. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with its Municipal Advisor and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 20, 2026

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 20th day of January, 2026.

Mayor

EXHIBIT A

THE CITY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

\$12,540,000*

CITY OF EAST GRAND FORKS, MINNESOTA

GENERAL OBLIGATION SALES TAX REVENUE BONDS, SERIES 2026A

(BOOK ENTRY ONLY)

Proposals for the above-referenced obligations (the "Bonds") will be received by the City of East Grand Forks, Minnesota (the "City") on Tuesday, February 17, 2026 (the "Sale Date") until 11:00 A.M., Central Time (the "Sale Time") at the offices of Baker Tilly Municipal Advisors, LLC ("BTMA"), 30 East 7th Street, Suite 3025, Saint Paul, MN 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at its meeting commencing at 5:00 P.M., Central Time, of the same day.

SUBMISSION OF PROPOSALS

BTMA will assume no liability for the inability of a bidder or its proposal to reach BTMA prior to the Sale Time, and neither the City nor BTMA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) **Sealed Bidding.** Completed, signed proposals may be submitted to BTMA by email to bids@bakertilly.com, and must be received prior to the Sale Time.

OR

(b) **Electronic Bidding.** Proposals may also be received via PARITY[®]. For purposes of the electronic bidding process, the time as maintained by PARITY[®] shall constitute the official time with respect to all proposals submitted to PARITY[®]. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY[®] for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal.* Neither the City, its agents, nor PARITY[®] shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY[®] shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY[®]. The City is using the services of PARITY[®] solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY[®] is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY[®], this Terms of Proposal shall control. Further information about PARITY[®], including any fee charged, may be obtained from:

PARITY[®], 1359 Broadway, 2nd Floor, New York, New York 10018
Customer Support: (212) 849-5000

*Preliminary; subject to change.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2026 Baker Tilly Municipal Advisors, LLC

DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on June 1 and December 1 of each year, commencing December 1, 2026. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature December 1 in the years and amounts* as follows:

2026	\$545,000	2030	\$470,000	2034	\$570,000	2038	\$680,000	2042	\$795,000
2027	\$405,000	2031	\$490,000	2035	\$600,000	2039	\$705,000	2043	\$825,000
2028	\$425,000	2032	\$515,000	2036	\$625,000	2040	\$735,000	2044	\$860,000
2029	\$445,000	2033	\$540,000	2037	\$650,000	2041	\$765,000	2045	\$895,000

*The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity or maturities in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the City for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the "Purchaser"), as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR/PAYING AGENT

U.S. Bank National Association, Saint Paul, Minnesota will serve as Registrar/Paying Agent (the "Registrar") for the Bonds, and shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the Registrar.

OPTIONAL REDEMPTION

The City may elect on December 1, 2035, and on any day thereafter, to redeem Bonds due on or after December 1, 2036. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the Bonds will be secured by and are payable from a one percent (1.0%) sales and use imposed by an ordinance adopted by the City Council on January 21, 2025. The proceeds of the Bonds will be used to finance (i) the costs of improvements to the Civic Center Sports Complex; (ii) the VFW Memorial Arena located within the City (the "Project"); and (iii) the costs associated with issuing the Bonds.

NOT BANK QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will not designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BIDDING PARAMETERS

Proposals shall be for not less than \$12,540,000 (Par) plus accrued interest, if any, on the total principal amount of the Bonds. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater.

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth herein. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

ESTABLISHMENT OF ISSUE PRICE

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code"), the Purchaser will be required to assist the City in establishing the issue price of the Bonds and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the "Issue Price Certificate") containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the "public" (as said term is defined in Treasury Regulation Section 1.148-1(f) (the "Regulation")) or the sale price; and (iii) to the extent the hold-the-offering-price rule applies, pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by BTMA.

The City intends that the sale of the Bonds pursuant to this Terms of Proposal shall constitute a "competitive sale" as defined in the Regulation based on the following:

- (i) the City shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
- (ii) all bidders shall have an equal opportunity to submit a bid;
- (iii) the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Bonds; and
- (iv) the City anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See "AWARD" herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an "underwriter" as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all of the requirements of a "competitive sale" are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice

of award of the sale of the Bonds, the Purchaser shall advise the City and BTMA if 10% of any maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The City will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and BTMA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the City and BTMA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Bonds or until all of the Bonds of a maturity have been sold.

GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the City in the amount of \$125,400 (the "Deposit") no later than 2:00 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the City nor BTMA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from BTMA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

CUSIP NUMBERS

If the Bonds qualify for the assignment of CUSIP numbers such numbers will be printed on the Bonds; however, neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. BTMA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

SETTLEMENT

On or about March 19, 2026, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kutak Rock of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the City will undertake to provide annual reports and notices of certain events. A description of this undertaking, including the financial/operating information to be provided and the events to be noticed, is set forth in the form of Continuing Disclosure Certificate attached as an appendix to the Official Statement. The Purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement has been deemed final by the City as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email bids@bakertilly.com.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated January 20, 2026

BY ORDER OF THE CITY COUNCIL

/s/ Reid Huttunen
City Administrator

January 12, 2026



Pre-issuance report for

City of East Grand Forks, Minnesota

\$12,540,000 General Obligation Sales Tax Revenue Bonds, Series 2026A (the "Bonds")

PRE-ISSUANCE REPORT

PREPARED BY

Baker Tilly Municipal Advisors, LLC
30 East Seventh Street, Ste. 3025, St. Paul, MN
St. Paul, MN, 55101

ADVISOR

Chris Hogan | Director
651-223-3034
chris.hogan@bakertilly.com

Issue summary

PROPOSED ISSUE

The City Council (the “Council”) has under consideration the issuance of the Bonds to finance (i) the costs of reconstruction and remodeling to the City’s Civic Center Sports Complex in the amount of \$4,765,000; (ii) the costs of reconstruction and remodeling of the VFW Memorial Arena in the amount of \$8,000,000; and (iii) the costs associated with issuing the Bonds.

Authorized amount of sales tax for the Civic Center Sports Complex is \$6,745,000 (see below under “Authority”), however, this bond issue is financing \$4,745,000. The remaining authorized amount of \$2.0M is for baseball fields which has not yet been bid. The City will either do another bond issue at a later date to finance the baseball fields or use surplus sales tax or combination of the two.

AUTHORITY

The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475, as amended (the “Act”), and Minnesota Laws of 2023, Chapter 64, Article 10, Section 33 (the “Special Law”) and a referendum held on November 5, 2024.

The Special Law authorizes the City to impose by ordinance a sales and use tax of up to one percent (1.0%) to finance all or part of the following projects:

- 1) \$6,745,000 plus associated bonding costs for the reconstruction and remodeling of, and upgrades and additions to, the Civic Center Sports Complex; and
- 2) \$8,000,000 plus associated bonding costs for reconstruction and remodeling of, and upgrades and additions to, the VFW Memorial Arena

The tax imposed expires at the earlier of (1) 20 years after being first imposed, or (2) when the City council determines that the amount of sales tax received is sufficient to pay for the authorized project costs.

SECURITY/SOURCE OF PAYMENT

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the Bonds will be secured by and are payable from a one percent (1.0%) sales and use imposed by an ordinance adopted by the City Council on January 21, 2025.

The local sales and use tax was imposed on July 1, 2025. Based on monthly sales tax collections received through December 2025, reflecting three months of revenue, we have conservatively estimated annual monthly receipts of \$100,000 or approximately \$1,200,000 tax revenues annually.

Each year’s collection of sales and use taxes, if collected in full, will be sufficient to pay 105% of the debt service due in each year. The City does not expect to levy general ad valorem taxes for repayment of the Bonds. Sales tax estimates are showing an annual surplus of revenues to debt service.

FINANCING STRUCTURE

In consultation with City staff, the Bonds will have a repayment term of 20 years with semi-annual interest payments each June and December and principal payments due on December 1 to result in approximately level annual payments of debt service. This structure aligns with the maximum repayment term approved for the sales tax, and assumes annual sales tax collections of \$1.2M annually. The City does not expect to levy general ad valorem taxes for repayment of the Bonds.

Estimated interest rates applied in the structuring of the Bonds are based on current market conditions and assume a small reoffering premium. The underwriter will take their compensation from the reoffering premium and any remaining premium can be used to downsize the issue, applied to additional project needs or deposited to the debt service fund. Determination of the use of premium, if received, will be made by the City prior to or on the day of sale. For preliminary structuring, we've applied the estimated premium net of the underwriter's compensation to funding project needs.

Issue terms

BANK QUALIFICATION

The City will not designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

PREMIUM

The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

As indicated above under Structuring Summary, the Bonds have been structured to result in additional proceeds generated from a premium bid. There is not guaranty that the winning bidder will price this issue with a premium in the amount that we have estimated. If the Bonds price with a premium less than we have currently estimated the par amount of the Bonds would need to be increased.

OPTIONAL REDEMPTION

The City may elect on December 1, 2035, and on any day thereafter, to redeem Bonds due on or after December 1, 2036.

Rating

An application will be made to Moody's Investor's Service ("Moody's") for a rating on the Bonds. The City's general obligation debt is currently rated "Aa3" by Moody's.

Issuance timeline

Council considers resolution authorizing the Bonds	January 20 th , 2026
Rating conference is conducted	January 26 th , 2026
Competitive bids are received	February 17 th , 2026, 11:00 a.m.
Council considers award of the Bonds	February 17 th , 2026, 5:00 p.m.
Proceeds are received	March 19 th , 2026

Post issuance

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

ARBITRAGE/REBATE

Tax-exempt obligations, such as the Bonds are subject to federal arbitrage compliance responsibilities as These requirements include both rebate and yield restriction provisions of the IRS Code. The arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any “excess earnings” will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or, for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations, and expenditures, including any investment proceeds will have to meet the spending criteria to qualify for the exclusion. The Council expects to meet the 24-month spending exception for the Bonds, which will require the City to spend proceeds in accordance with the following schedule:

- 10% within 6 months
- 45% within 12 months
- 75% within 18 months
- 100% within 24 months

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

Baker Tilly Municipal Advisors will provide arbitrage compliance services to the City pursuant to an existing agreement.

CONTINUING DISCLOSURE

Pursuant to securities regulations, the City is required to comply with post issuance compliance related to continuing disclosure responsibilities for the Bonds. These responsibilities are a commitment to provide ongoing, transparent information to the market after the issuance of bonds. To meet these requirements, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly Municipal Advisors will provide continuing disclosure compliance services to the City pursuant to an existing agreement.

Finance team

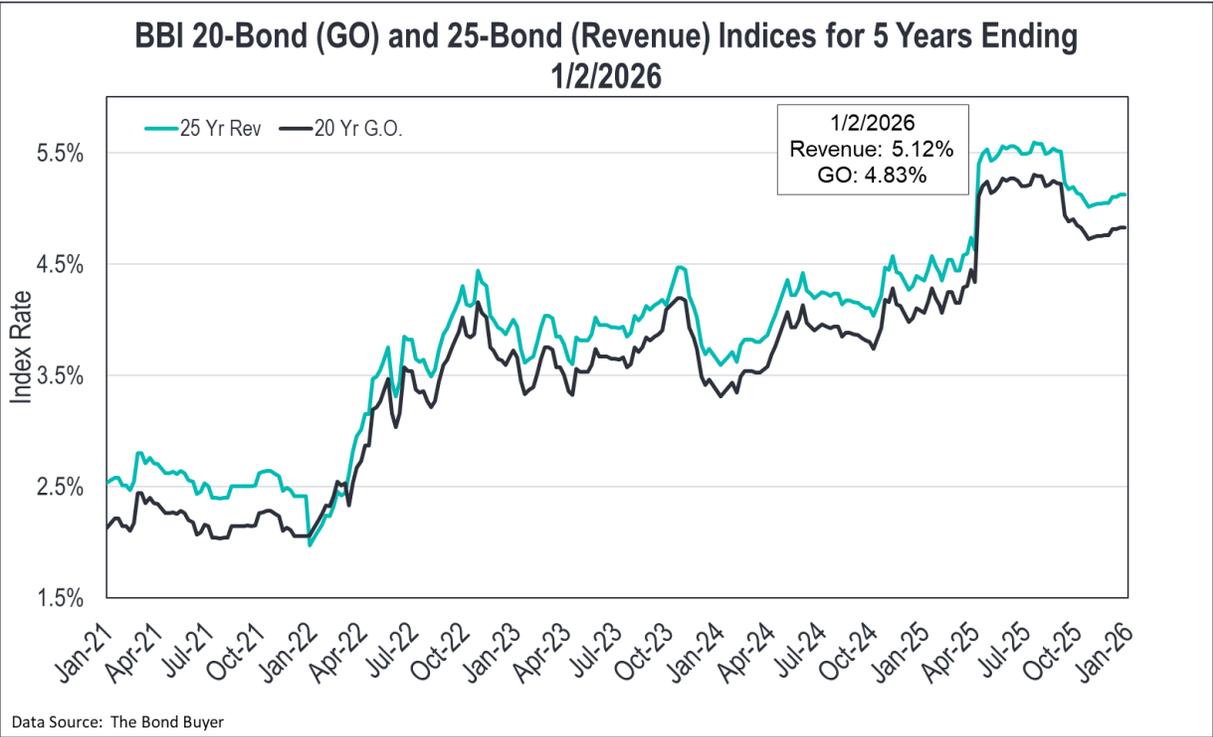
The issuance of the Bonds will require the work of various other public finance professionals. Fees for these professionals shall be paid by proceeds of this issuance unless directed otherwise by the City. The following professionals and their roles have been identified below:

- Bond Counsel:** Kutak Rock LLP
- Municipal Advisor:** Baker Tilly Municipal Advisors, LLC

Attachments

BOND BUYER INDEX

Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



Preliminary

\$12,540,000

City of East Grand Forks, Minnesota

General Obligation Sales Tax Revenue Bonds, Series 2026A

Sources & Uses

Dated 03/19/2026 | Delivered 03/19/2026

Sources Of Funds

Par Amount of Bonds	\$12,540,000.00
Reoffering Premium	492,275.65
Total Sources	\$13,032,275.65

Uses Of Funds

VFW Memorial Arena and Blue Line Arena	8,000,000.00
Civic Center Sports Complex	4,745,000.00
Total Underwriter's Discount (1.200%)	150,480.00
Costs of Issuance	132,350.00
Rounding Amount	4,445.65
Total Uses	\$13,032,275.65

Preliminary

\$12,540,000

City of East Grand Forks, Minnesota

General Obligation Sales Tax Revenue Bonds, Series 2026A

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
12/01/2026	Serial Coupon	5.000%	2.930%	545,000.00	101.419%	-	-	-	552,733.55
12/01/2027	Serial Coupon	5.000%	2.890%	405,000.00	103.471%	-	-	-	419,057.55
12/01/2028	Serial Coupon	5.000%	2.870%	425,000.00	105.491%	-	-	-	448,336.75
12/01/2029	Serial Coupon	5.000%	2.870%	445,000.00	107.422%	-	-	-	478,027.90
12/01/2030	Serial Coupon	5.000%	2.890%	470,000.00	109.206%	-	-	-	513,268.20
12/01/2031	Serial Coupon	5.000%	2.950%	490,000.00	110.678%	-	-	-	542,322.20
12/01/2032	Serial Coupon	5.000%	3.070%	515,000.00	111.603%	-	-	-	574,755.45
12/01/2033	Serial Coupon	5.000%	3.200%	540,000.00	112.193%	-	-	-	605,842.20
12/01/2034	Serial Coupon	5.000%	3.300%	570,000.00	112.760%	-	-	-	642,732.00
12/01/2035	Serial Coupon	5.000%	3.440%	600,000.00	112.768%	-	-	-	676,608.00
12/01/2036	Serial Coupon	4.000%	3.550%	625,000.00	103.661%	c 3.585%	12/01/2035	100.000%	647,881.25
12/01/2037	Serial Coupon	4.000%	3.640%	650,000.00	102.915%	c 3.690%	12/01/2035	100.000%	668,947.50
12/01/2038	Serial Coupon	4.000%	3.730%	680,000.00	102.176%	c 3.782%	12/01/2035	100.000%	694,796.80
12/01/2039	Serial Coupon	4.000%	3.820%	705,000.00	101.443%	c 3.863%	12/01/2035	100.000%	715,173.15
12/01/2040	Serial Coupon	4.000%	3.880%	735,000.00	100.957%	c 3.913%	12/01/2035	100.000%	742,033.95
12/01/2041	Serial Coupon	4.000%	3.950%	765,000.00	100.394%	c 3.966%	12/01/2035	100.000%	768,014.10
12/01/2042	Serial Coupon	4.000%	4.020%	795,000.00	99.753%	-	12/01/2035	100.000%	793,036.35
12/01/2043	Serial Coupon	4.000%	4.110%	825,000.00	98.621%	-	12/01/2035	100.000%	813,623.25
12/01/2044	Serial Coupon	4.125%	4.170%	860,000.00	99.414%	-	12/01/2035	100.000%	854,960.40
12/01/2045	Serial Coupon	4.125%	4.250%	895,000.00	98.338%	-	12/01/2035	100.000%	880,125.10
Total	-	-	-	\$12,540,000.00	-	-	-	-	\$13,032,275.65

Bid Information

Par Amount of Bonds	\$12,540,000.00
Reoffering Premium or (Discount)	492,275.65
Gross Production	\$13,032,275.65
Total Underwriter's Discount (1.200%)	\$(150,480.00)
Bid (102.725643%)	12,881,795.65
Total Purchase Price	\$12,881,795.65
Bond Year Dollars	\$144,248.00
Average Life	11.503 Years
Average Coupon	4.2181500%
Net Interest Cost (NIC)	3.9812000%
True Interest Cost (TIC)	3.9295445%

Preliminary

\$12,540,000

City of East Grand Forks, Minnesota
 General Obligation Sales Tax Revenue Bonds, Series 2026A

NET DEBT SERVICE vs. REVENUE

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	105% Overlevy	Revenue	Srpls(Shrtfall)
12/01/2026	545,000.00	5.000%	387,690.63	932,690.63	932,690.63	979,325.16	1,200,000.00	220,674.84
12/01/2027	405,000.00	5.000%	526,593.76	931,593.76	931,593.76	978,173.45	1,200,000.00	221,826.55
12/01/2028	425,000.00	5.000%	506,343.76	931,343.76	931,343.76	977,910.95	1,200,000.00	222,089.05
12/01/2029	445,000.00	5.000%	485,093.76	930,093.76	930,093.76	976,598.45	1,200,000.00	223,401.55
12/01/2030	470,000.00	5.000%	462,843.76	932,843.76	932,843.76	979,485.95	1,200,000.00	220,514.05
12/01/2031	490,000.00	5.000%	439,343.76	929,343.76	929,343.76	975,810.95	1,200,000.00	224,189.05
12/01/2032	515,000.00	5.000%	414,843.76	929,843.76	929,843.76	976,335.95	1,200,000.00	223,664.05
12/01/2033	540,000.00	5.000%	389,093.76	929,093.76	929,093.76	975,548.45	1,200,000.00	224,451.55
12/01/2034	570,000.00	5.000%	362,093.76	932,093.76	932,093.76	978,698.45	1,200,000.00	221,301.55
12/01/2035	600,000.00	5.000%	333,593.76	933,593.76	933,593.76	980,273.45	1,200,000.00	219,726.55
12/01/2036	625,000.00	4.000%	303,593.76	928,593.76	928,593.76	975,023.45	1,200,000.00	224,976.55
12/01/2037	650,000.00	4.000%	278,593.76	928,593.76	928,593.76	975,023.45	1,200,000.00	224,976.55
12/01/2038	680,000.00	4.000%	252,593.76	932,593.76	932,593.76	979,223.45	1,200,000.00	220,776.55
12/01/2039	705,000.00	4.000%	225,393.76	930,393.76	930,393.76	976,913.45	1,200,000.00	223,086.55
12/01/2040	735,000.00	4.000%	197,193.76	932,193.76	932,193.76	978,803.45	1,200,000.00	221,196.55
12/01/2041	765,000.00	4.000%	167,793.76	932,793.76	932,793.76	979,433.45	1,200,000.00	220,566.55
12/01/2042	795,000.00	4.000%	137,193.76	932,193.76	932,193.76	978,803.45	1,200,000.00	221,196.55
12/01/2043	825,000.00	4.000%	105,393.76	930,393.76	930,393.76	976,913.45	1,200,000.00	223,086.55
12/01/2044	860,000.00	4.125%	72,393.76	932,393.76	932,393.76	979,013.45	1,200,000.00	220,986.55
12/01/2045	895,000.00	4.125%	36,918.76	931,918.76	931,918.76	978,514.70	1,200,000.00	221,485.30
Total	\$12,540,000.00	-	\$6,084,597.07	\$18,624,597.07	\$18,624,597.07	\$19,555,826.92	\$24,000,000.00	\$4,444,173.08

Dated	3/19/2026
Delivery Date	3/19/2026
First Coupon Date	12/01/2026

Yield Statistics

Bond Year Dollars	\$144,248.00
Average Life	11.503 Years
Average Coupon	4.2181500%
Net Interest Cost (NIC)	3.9812000%
True Interest Cost (TIC)	3.9295445%
Bond Yield for Arbitrage Purposes	3.7934623%
All Inclusive Cost (AIC)	4.0490949%

RESOLUTION NO. 26-01-16

RESOLUTION ACCEPTING BID AND AWARDING PROJECT FOR 2026 CITY PROJECT NO. 3 – TRAIL IMPROVEMENTS

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

WHEREAS, the City Engineer advertised for bids for the 2026 City Project No. 3 for Greenway Trail Improvements; and

WHEREAS, bids were opened on January 8, 2026 and three (3) bids were received; and

WHEREAS, the lowest bid received was less 1% lower than the City Engineer’s estimate of cost; and

WHEREAS, it appears that R.J. Zavoral & Sons, Inc is the lowest responsible bidder with a price of \$261,320.00; and

NOW THEREFORE, BE IT RESOLVED, the City Council of East Grand Forks, Minnesota:

1. Accepts and awards the bid for the 2026 City Project No. 3 to R.J. Zavoral & Sons Inc.
2. The Mayor and City Administrator are hereby authorized to execute a contract with R.J. Zavoral & Sons, Inc in the name of the City of East Grand Forks for the 2026 City Project No. 3 – Trail Improvements according to the plans and specifications therefore approved by the City Council and on file in the administration office.

3. The estimated project costs are as follows:

Construction	\$261,320.00
Engineering Plans/Specifications	\$16,000.00
Staking/Inspection (Hourly)	\$16,000.00
Construction Contingency	\$26,132.00
Total Project Cost:	\$319,452.00

4. This project will be paid for with the Greenway Trail Maintenance Fund.

Voting Aye:

Voting Nay:

The President declared the resolution passed.

Passed: January 20, 2026

Attest:

City Administrator

President of Council

I hereby approve the foregoing resolution this 20th of January, 2026.

Mayor

Request for Council Action

Date: 1/08/26

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Steve Emery, PE

RE: Review of Bid Results / Consideration of Award
 2026 City Project No. 3
 Trail Improvements
 East Grand Forks, Mn

Background:

We opened bids for the Trail Improvement Project on Thursday, January 8, 2026 at 10:00 A.M. We received a total of three (3) bids with the low bid being received from R.J. Zavoral & Sons for all four (4) Proposals. As you will see project costs were pretty much exactly where we expected them for the low bid received.

Project Costs: (Assuming council would award Proposals 1 – 4)

Construction Cost:	\$261,320.00
Engineering (P/S)	\$ 16,000.00
Staking & Inspection (Hourly)	\$ 16,000.00
Construction Contingency (10%)	\$ 26,132.00
Total Project Cost:	\$319,452.00

Funding:

Greenway Maintenance Funds: Generates approx. \$9500.00 / Month
 Account Balance as of 1/08/26: \$292,000.00
 Anticipated Fund Balance Prior to Start of Construction: \$349,000.00

Recommendation:

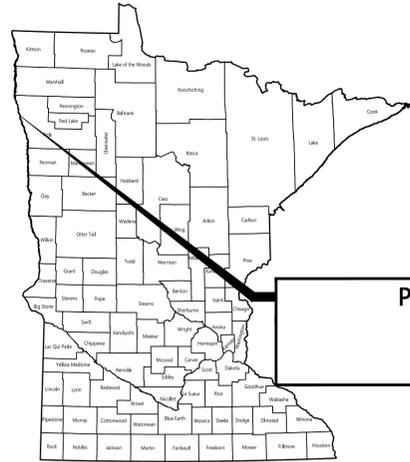
Since sufficient funding is available and we received good pricing I would recommend awarding Proposal 1, 2, 3 & 4 to R.J. Zavoral & Sons, Inc in the amount of \$261,320.00

Enclosures:

- Bid Tabulation
- Project Cover Sheet showing project locations

2026 CITY PROJECT NO. 3-TRAIL IMPROVEMENTS

EAST GRAND FORKS, MN



PROJECT LOCATION

EAST GRAND FORKS, MN
POLK COUNTY

GOVERNING SPECIFICATIONS
THE 2025 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION"

SHEET INDEX TABLE	
SHEET NUMBERS	SHEET TITLE
C1.01	TITLE SHEET
C1.02	PLAN LEGEND
C1.03	INDEX MAP
C1.04	SEQ - GENERAL NOTES
C2.01	DETAIL SHEET
C3.01 - C3.02	CONSTRUCTION PLAN - PROPOSAL 1
C3.03	CONSTRUCTION PLAN - PROPOSAL 2
C3.04 - C3.05	CONSTRUCTION PLAN - PROPOSAL 3
C3.06	CONSTRUCTION PLAN - PROPOSAL 4

THIS PLAN CONTAINS 12 SHEETS

UTILITIES
GOPHER STATE ONE CALL: 1-800-252-1166

SUBSURFACE UTILITY NOTE:
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES." CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.



MAP SOURCE & YEAR: 2025, MPO
MAP DESCRIPTION: PARTIAL MAP OF EAST GRAND FORKS, POLK COUNTY, MINNESOTA

THIS PLAN SET CONTAINS COLOR GRAPHICS. BLACK AND WHITE PRINTS ARE NOT OFFICIAL SIGNED DOCUMENTS.

	DRAWN BY: D.C.J. CHECKED BY: S.R.E.	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL PROFESSION UNDER THE LAWS OF THE STATE OF MINNESOTA. STEVEN R. EMERY LIC. NO.: 41394 DATE: 12/16/2025	<table border="1"> <thead> <tr> <th>DATE</th> <th>REV#</th> <th>REVISIONS DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	DATE	REV#	REVISIONS DESCRIPTION							2026 CITY PROJECT NO. 3-TRAIL IMPROVEMENTS TITLE SHEET	C1.01 PROJECT #: 2025-11894
	DATE	REV#	REVISIONS DESCRIPTION											

© 2025 WIDSETH. FILE: W:\PROJECTS\CITY OF EAST GRAND FORKS-23558\2025-11894\CADD\CURRENT PLAN SET\C1.TITLE SHEET.DWG. PLOTTED BY: DANIEL JANIZEN, December 16, 2025

BID TABULATION

**2026 CITY PROJECT NO. 3
TRAIL IMPROVEMENTS
EAST GRAND FORKS, MN**



Proposal 1				Engineers Estimate		R.J. Zavoral & Sons, Inc		Opp Construction, LLC		Strata Corporation	
1/8/2026				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
01 1000	Mobilization	LS	1	\$ 6,500.00	\$ 6,500.00	\$ 18,500.00	\$ 18,500.00	\$ 5,800.00	\$ 5,800.00	\$ 28,000.00	\$ 28,000.00
01 5526	Traffic Control	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,100.00	\$ 1,100.00	\$ 2,400.00	\$ 2,400.00
01 5713	Silt Fence	LF	368	\$ 6.00	\$ 2,208.00	\$ 6.00	\$ 2,208.00	\$ 4.50	\$ 1,656.00	\$ 5.75	\$ 2,116.00
02 4100	Remove Pavement	SY	384	\$ 12.00	\$ 4,608.00	\$ 23.00	\$ 8,832.00	\$ 8.00	\$ 3,072.00	\$ 8.50	\$ 3,264.00
02 4100	Remove Concrete Sidewalk	SF	65	\$ 10.00	\$ 650.00	\$ 5.00	\$ 325.00	\$ 2.30	\$ 149.50	\$ 6.50	\$ 422.50
32 1123	Aggregate Base Course (LV)	CY	28	\$ 80.00	\$ 2,240.00	\$ 170.00	\$ 4,760.00	\$ 70.00	\$ 1,960.00	\$ 116.00	\$ 3,248.00
32 1216	Mill Bituminous Pavement (1.5")	SY	183	\$ 30.00	\$ 5,490.00	\$ 18.00	\$ 3,294.00	\$ 19.00	\$ 3,477.00	\$ 15.00	\$ 2,745.00
32 1216	Mill Bituminous Pavement (Full Depth)	SY	33	\$ 32.00	\$ 1,056.00	\$ 22.00	\$ 726.00	\$ 24.00	\$ 792.00	\$ 75.00	\$ 2,475.00
32 1216	Bituminous Patching	SY	33	\$ 75.00	\$ 2,475.00	\$ 40.00	\$ 1,320.00	\$ 75.00	\$ 2,475.00	\$ 68.00	\$ 2,244.00
32 1216	Type SP 4.75 Leveling Course Mixture	TON	85	\$ 120.00	\$ 10,200.00	\$ 147.00	\$ 12,495.00	\$ 183.00	\$ 15,555.00	\$ 160.00	\$ 13,600.00
32 1216	Type SP 9.5 Base Course Mixture	TON	43	\$ 150.00	\$ 6,450.00	\$ 118.00	\$ 5,074.00	\$ 187.00	\$ 8,041.00	\$ 160.00	\$ 6,880.00
32 1216	Type SP 9.5 Wearing Course Mixture	TON	388	\$ 130.00	\$ 50,440.00	\$ 118.00	\$ 45,784.00	\$ 172.00	\$ 66,736.00	\$ 150.00	\$ 58,200.00
32 1600	6" Reinforced Concrete Sidewalk	SF	308	\$ 12.00	\$ 3,696.00	\$ 17.00	\$ 5,236.00	\$ 25.00	\$ 7,700.00	\$ 17.15	\$ 5,282.20
32 1600	Detectable Warning Panels	SF	19	\$ 100.00	\$ 1,900.00	\$ 91.00	\$ 1,729.00	\$ 70.00	\$ 1,330.00	\$ 71.00	\$ 1,349.00
32 9219	Topsoil Borrow (LV)	CY	70	\$ 65.00	\$ 4,550.00	\$ 36.00	\$ 2,520.00	\$ 40.00	\$ 2,800.00	\$ 98.00	\$ 6,860.00
32 9219	Turf Establishment	SY	1284	\$ 4.00	\$ 5,136.00	\$ 5.00	\$ 6,420.00	\$ 5.00	\$ 6,420.00	\$ 8.00	\$ 10,272.00
TOTAL BID PROPOSAL 1					\$ 109,599.00		\$ 121,223.00		\$ 129,063.50		\$ 149,357.70

Proposal 2				UNIT PRICE	AMOUNT						
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT						
01 1000	Mobilization	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,400.00	\$ 1,400.00	\$ 16,000.00	\$ 16,000.00
01 5526	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 230.00	\$ 230.00	\$ 500.00	\$ 500.00	\$ 1,825.00	\$ 1,825.00
02 4100	Remove Pavement	SY	45	\$ 15.00	\$ 675.00	\$ 22.00	\$ 990.00	\$ 15.00	\$ 675.00	\$ 19.00	\$ 855.00
32 1216	Mill Bituminous Pavement (1.5")	SY	79	\$ 30.00	\$ 2,370.00	\$ 18.00	\$ 1,422.00	\$ 23.00	\$ 1,817.00	\$ 16.00	\$ 1,264.00
32 1216	Mill Bituminous Pavement (Full Depth)	SY	3	\$ 100.00	\$ 300.00	\$ 23.00	\$ 69.00	\$ 65.00	\$ 195.00	\$ 85.00	\$ 255.00
32 1216	Bituminous Patching	SY	3	\$ 100.00	\$ 300.00	\$ 39.00	\$ 117.00	\$ 134.00	\$ 402.00	\$ 230.00	\$ 690.00
32 1216	Type SP 9.5 Wearing Course Mixture	TON	104	\$ 135.00	\$ 14,040.00	\$ 118.00	\$ 12,272.00	\$ 172.00	\$ 17,888.00	\$ 170.00	\$ 17,680.00
32 9219	Topsoil Borrow (LV)	CY	14	\$ 80.00	\$ 1,120.00	\$ 36.00	\$ 504.00	\$ 40.00	\$ 560.00	\$ 135.00	\$ 1,890.00
32 9219	Turf Establishment	SY	345	\$ 6.00	\$ 2,070.00	\$ 6.00	\$ 2,070.00	\$ 6.00	\$ 2,070.00	\$ 13.00	\$ 4,485.00
TOTAL BID PROPOSAL 2					\$ 23,375.00		\$ 19,674.00		\$ 25,507.00		\$ 44,944.00

Proposal 3				Engineers Estimate		R.J. Zavoral & Sons, Inc		Opp Construction, LLC		Strata Corporation	
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
01 1000	Mobilization	LS	1	\$ 6,000.00	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,800.00	\$ 2,800.00	\$ 28,000.00	\$ 28,000.00
01 5526	Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,400.00	\$ 2,400.00
02 4100	Remove Pavement	SY	65	\$ 15.00	\$ 975.00	\$ 25.00	\$ 1,625.00	\$ 15.00	\$ 975.00	\$ 20.50	\$ 1,332.50
32 1216	Mill Bituminous Pavement (1.5")	SY	33	\$ 30.00	\$ 990.00	\$ 18.00	\$ 594.00	\$ 26.00	\$ 858.00	\$ 15.00	\$ 495.00
32 1216	Mill Bituminous Pavement (Full Depth)	SY	18	\$ 50.00	\$ 900.00	\$ 22.00	\$ 396.00	\$ 44.00	\$ 792.00	\$ 105.00	\$ 1,890.00
32 1216	Bituminous Patching	SY	18	\$ 100.00	\$ 1,800.00	\$ 39.00	\$ 702.00	\$ 80.00	\$ 1,440.00	\$ 115.00	\$ 2,070.00
32 1216	Type SP 9.5 Wearing Course Mixture	TON	496	\$ 130.00	\$ 64,480.00	\$ 118.00	\$ 58,528.00	\$ 172.00	\$ 85,312.00	\$ 150.00	\$ 74,400.00
32 1600	6" Reinforced Concrete Sidewalk	SF	588	\$ 10.00	\$ 5,880.00	\$ 17.00	\$ 9,996.00	\$ 25.00	\$ 14,700.00	\$ 17.05	\$ 10,025.40
32 1600	Detectable Warning Panels	SF	95	\$ 100.00	\$ 9,500.00	\$ 90.00	\$ 8,550.00	\$ 70.00	\$ 6,650.00	\$ 71.00	\$ 6,745.00
32 9219	Topsoil Borrow (LV)	CY	69	\$ 65.00	\$ 4,485.00	\$ 36.00	\$ 2,484.00	\$ 40.00	\$ 2,760.00	\$ 115.00	\$ 7,935.00
32 9219	Turf Establishment	SY	1669	\$ 4.00	\$ 6,676.00	\$ 6.00	\$ 10,014.00	\$ 5.00	\$ 8,345.00	\$ 8.00	\$ 13,352.00
TOTAL BID PROPOSAL 3					\$ 103,186.00		\$ 95,389.00		\$ 125,132.00		\$ 148,644.90

Proposal 4											
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
01 1000	Mobilization	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 2,200.00	\$ 23,750.00	\$ 23,750.00
01 5526	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,900.00	\$ 1,900.00
02 4100	Remove Pavement	SY	11	\$ 15.00	\$ 165.00	\$ 50.00	\$ 550.00	\$ 15.00	\$ 165.00	\$ 21.00	\$ 231.00
02 4100	Remove Concrete Sidewalk	SF	273	\$ 10.00	\$ 2,730.00	\$ 4.00	\$ 1,092.00	\$ 2.30	\$ 627.90	\$ 7.00	\$ 1,911.00
32 1216	Mill Bituminous Pavement (1.5")	SY	10	\$ 30.00	\$ 300.00	\$ 18.00	\$ 180.00	\$ 26.00	\$ 260.00	\$ 16.00	\$ 160.00
32 1216	Type SP 9.5 Wearing Course Mixture	TON	95	\$ 135.00	\$ 12,825.00	\$ 118.00	\$ 11,210.00	\$ 172.00	\$ 16,340.00	\$ 150.00	\$ 14,250.00
32 1600	6" Reinforced Concrete Sidewalk	SF	320	\$ 10.00	\$ 3,200.00	\$ 17.00	\$ 5,440.00	\$ 25.00	\$ 8,000.00	\$ 17.15	\$ 5,488.00
32 1600	Detectable Warning Panels	SF	19	\$ 100.00	\$ 1,900.00	\$ 90.00	\$ 1,710.00	\$ 70.00	\$ 1,330.00	\$ 71.00	\$ 1,349.00
32 9219	Topsoil Borrow (LV)	CY	13	\$ 80.00	\$ 1,040.00	\$ 36.00	\$ 468.00	\$ 1.00	\$ 13.00	\$ 135.00	\$ 1,755.00
32 9219	Turf Establishment	SY	314	\$ 6.00	\$ 1,884.00	\$ 6.00	\$ 1,884.00	\$ 6.00	\$ 1,884.00	\$ 13.00	\$ 4,082.00
TOTAL BID PROPOSAL 4					\$ 26,044.00		\$ 25,034.00		\$ 31,319.90		\$ 54,876.00

TOTAL BID PROPOSAL NO. 1				\$ 109,599.00		\$ 121,223.00		\$ 129,063.50		\$ 149,357.70
TOTAL BID PROPOSAL NO. 1 + NO. 2				\$ 132,974.00		\$ 140,897.00		\$ 154,570.50		\$ 194,301.70
TOTAL BID PROPOSAL NO. 1 + NO. 2 + NO. 3				\$ 236,160.00		\$ 236,286.00		\$ 279,702.50		\$ 342,946.60
TOTAL BID PROPOSAL NO. 1 + NO. 2 + NO. 3 + NO. 4				\$ 262,204.00		\$ 261,320.00		\$ 311,022.40		\$ 397,822.60

Request for Council Action

Date: December 12, 2025 – Updated on January 14, 2026

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Request to Order a 2026 Ford Police Interceptor from the 2026 Budget

Background: The East Grand Forks Police Department is requesting approval to order a 2026 Ford Police Interceptor SUV for use as a marked squad car. This new vehicle would be replacing our 2019 Ford Police Interceptor Pick-Up Truck which we plan to convert to a vehicle for our School Resource Officer (SRO). The pick-up currently has approx. 84,000 miles on it and we anticipate using it in this role for at least a few years. We anticipate changing the striping to clearly identify the Pick-Up as the SRO vehicle. When we initially put the current SRO vehicle into service, we held a contest among the students to help design the striping. I would anticipate that we will do something similar to help design the new striping for the Pick-Up. Because the Pick-Up will continue to be used, and because it is a different style of vehicle, almost all the equipment for the new squad will have to be purchased new and thus the expense is higher than a typical squad car build. The quoted cost for the vehicle is \$43,156.44 and the cost for the additional equipment is \$23,362.96 for a total cost of \$66,519.40. There will also be a charge of under \$1,000.00 for the vehicle striping. The Department has funds allocated for this purchase in the 2026 budget. A vehicle ordered now will not be delivered until sometime in late winter/early spring 2026 and we would not pay until that time.

Our current fleet of squad cars consists of:

Squad 3 – 2025 Ford Police Interceptor SUV – (Purchased in 2025) – Mileage 15,941 Engine Hours 2,609

Squad 4 – 2025 Ford Police Interceptor SUV – (Purchased in 2024) – Mileage 33,852 Engine Hours 5,365

Squad 5 – 2025 Ford Police Interceptor SUV – (Purchased in 2025) – Mileage 18,057 Engine Hours 2,701

Squad 6 – 2023 Ford Police Interceptor SUV – (Ordered in 2023 – Received in 2024) - Mileage 48,957 Engine Hours 8,211

Squad 8 - 2019 Ford F-150 Police Interceptor – (Purchased in 2019) - Mileage 84,157 Engine Hours 10,897

Squad 15 - K-9 Vehicle – 2020 Ford Police Interceptor SUV – (Purchased in 2020) – Mileage 72,957 Engine Hours 10,212

Updated information – Based upon the discussion during the Work Session on January 13, 2026, I did some research on what engine hours represent when you are looking at squad cars. There are a number of websites that discuss engine hours versus miles, but the below AI Overview does a good job of explaining it.

AI Overview

In squad cars, **engine hours** often tell a truer story of wear than **mileage**, as police vehicles idle significantly, adding wear equivalent to driving many miles (often cited as 1 hour \approx 30-35 miles) without increasing the odometer reading, meaning high hours/low miles suggests heavy, constant use, affecting maintenance needs more critically than just distance covered. Fleet managers use engine hours for accurate maintenance, as idling strains systems like fuel, cooling, and oil, necessitating oil changes based on hours, not just miles.

Why Engine Hours Matter for Squad Cars

- **Heavy Idling:** Patrol cars spend a lot of time running in park or slow-speed situations (traffic stops, stakeouts), which builds up engine hours rapidly.
- **Wear & Tear:** Idling causes lower oil pressure and higher temperatures, stressing the engine and oil more than driving at consistent speeds, as per [this YouTube video from Fleet Management](#).
- **Maintenance:** Following mileage-based intervals can be insufficient; service should often be based on engine hours to prevent premature engine failure.

Conversion & Examples

- **The Rule of Thumb:** One engine hour often equates to 30-35 miles of wear, says [Super Kilometer Filter](#).
- **Example:** A car with 3,000 hours and 50,000 miles has about 105,000 implied miles (3,000 hrs * 35 mph) of wear, note [Super Kilometer Filter](#).
- **Calculation:** You can estimate equivalent mileage by multiplying hours by average speed, or convert mile-based intervals to hours (e.g., 5,000 miles / 25 mph = 200 hours).

What It Means for Used Squad Cars

- **Low Mileage, High Hours:** A retired squad car with low miles but thousands of hours (e.g., 9,000+ hours) is common and indicates significant engine work/wear, requiring careful inspection, say users on [Facebook group posts](#).

- **Hours vs. Miles:** Engine hours provide a more accurate picture of an engine's true operational life than mileage alone, especially for these high-idle-use vehicles.
-

Recommendation: That the East Grand Forks City Council authorize the East Grand Forks Police Department to place an order for a 2026 Ford Police Interceptor SUV and related equipment.

Financial Impact: Total cost of \$66,519.40 plus striping costs. These costs are figured into the 2026 EGFPD budget request.

Enclosures: Build Sheets/Quotes from Ten Voorde Ford and Guardian Fleet Safety.

Updated Information: Repair information histories for the SRO Vehicle – 2011 Dodge Charge and Squad #8 2019 Ford F-150 Police Interceptor.



QUOTE

<p>Quote To:</p> <p>East Grand Forks Police Department 520 Demers Avenue East Grand Forks MN 56721</p> <p>Phone: (218) 773-1104</p>	<p>Date: 11/4/2025</p> <p>Expires: 12/4/2025</p> <p>Reference:</p> <p>Sales Person: Dan Orth Dan@guardianfleetsafety.com</p>
--	---

Budget quote for a 2026 Ford PIU, reusing some equipment from a partial-strip vehicle, a 2020 Ford F-150

CUSTOMER SUPPLIED EQUIPMENT (from strip): M500 Camera system, 800MHz radio, Radar, Docking station and Movement arm

- Activate factory headlight flasher and flash brake/tail/reverse lights with bluePRINT
- Quote is written with the assumption that the vehicle comes with a factory spotlight

**Decals are procured and applied by the Agency*

***DISCLAIMER - Quote is written with the assumption that all agency-provided equipment is in operable condition and that each component has all of the peripheral pieces necessary for proper installation and function (i.e., cables, brackets, power supplies, antennas, etc)*

Line	Part Description	Rev Drawing	Expected Qty	Unit Price	Ext. Price
1	FULL BUILD CONFIG1 2026 Ford PIU Unit: TBD VIN: TBD	A1	1.00EA	23,362.96	23,362.96

Bill of Materials

ASM Qty	UM Part:	Unit Price	Ext Amount
0	1 FULL BUILD CONFIG1 / 2026 Ford PIU Unit: TBD VIN: TBD		
1	EA CUSTOMER VEHICLE / YEAR/MAKE/MODEL	1.00	1.00
1	1 FRONT CONFIG1 / FRONT CONFIGURATION1		
1	EA 100525 / Bumper - PIU-Westin	410.00	410.00
1	EA 100526 / PIU - PIT Wrap	420.40	420.40
1	EA 100541 / Short Light Channel 4 SoundOff	40.84	40.84
2	EA 100685 / nFORCE Replacement Module - Red/White Light Channel	105.86	211.72
2	EA 100686 / nFORCE Replacement Module - Blue/White Light Channel	105.86	211.72
1	EA 100833 / nFORCE - Surface Mount - Red/White PIT Wrap	134.62	134.62
1	EA 100834 / nFORCE - Surface Mount - Blue/White PIT Wrap	134.62	134.62
1	EA 100763 / Opticom Strobe Emitter with 15' Cable	269.13	269.13



QUOTE

Bill of Materials

ASM Qty	UM	Part:	Unit Price	Ext Amount
1	1	FRONT CONFIG1 / FRONT CONFIGURATION1		
1	EA	100767 / High Priority Opticom Power Supply	491.68	491.68
2	1	CABIN CONFIG1 / CABIN CONFIGURATION1		
1	EA	100782 / 10VS Cage - PIU	989.10	989.10
1	EA	100586 / Console - PIU	339.74	339.74
1	EA	100581 / Cup Holder - Gamber	61.77	61.77
1	EA	100573 / Printer Armrest	385.74	385.74
1	EA	100847 / 3 Hole Outlet - No USB	24.33	24.33
1	EA	100909 / bluePRINT Button Light & Siren Control Kit	2,075.54	2,075.54
		Kit includes: (2) Siren Speakers (1) Dual Tone Control Siren Amp (1) Button Control Head (1) Remote Node and Harness (1) Sync Module		
1	EA	100852 / 12VS w/Plastic Seat - PIU - Poly Window	1,495.16	1,495.16
1	EA	100438 / Window Bars - PIU - Troy	288.89	288.89
1	EA	100647 / Red/White Dome Light SoundOff	132.58	132.58
4	EA	100549 / Red/White Whelen 3" Dome	75.60	302.40
		Mount 1 in the prisoner seating area, 1 in the gargo headliner and 2 on the hatch		
2	EA	100768 / Magnetic Mic	41.99	83.98
		Mount 1 on the console for the radio mic and 1 in the driver's door for the PA mic		
1	EA	100569 / Pocket - Small - 3"	42.71	42.71
		Gamber Johnson Small Console Pocket		
1	EA	100744 / Gunlock-Dual Gun Rack-Setina	509.00	509.00
1	EA	100877 / Setina Triple Stack Drawer - PIU	1,870.20	1,870.20
1	EA	100886 / TPA Radio Tray	350.99	350.99
1	EA	100777 / PocketJet 822 Printer	478.57	478.57
1	EA	CUSTOMER SUPPLIED PART / CUSTOMER SUPPLIED PART	0.00	0.00
		M500 Camera system		
1	EA	CUSTOMER SUPPLIED PART / CUSTOMER SUPPLIED PART	0.00	0.00
		800MHz radio		
1	EA	CUSTOMER SUPPLIED PART / CUSTOMER SUPPLIED PART	0.00	0.00
		Radar		



QUOTE

Bill of Materials

ASM Qty	UM	Part:	Unit Price	Ext Amount
2	1	CABIN CONFIG1 / CABIN CONFIGURATION1		
1	EA	CUSTOMER SUPPLIED PART / CUSTOMER SUPPLIED PART Docking station	0.00	0.00
1	EA	CUSTOMER SUPPLIED PART / CUSTOMER SUPPLIED PART Movement arm	0.00	0.00
3	1	ROOF CONFIG1 / ROOF CONFIGURATION1		
1	EA	100617 / Low Profile Dual Band antenna 700/2500- PCTEL PCTEL Low Profile Dual Band Antenna 700/2500 Cell/PCS	43.64	43.64
1	EA	100771 / NMO Cable Kit UHF Male Laird Solid Copper Core NMO Cable Kit with UHF-Male Connector	35.10	35.10
1	EA	100651 / mPOWER Lightbar 54" Tinted 54" SoundOff Signal mPOWER Lightbar full Dual Color in front and side, with 3 Tri-Color Modules in rear for Rear Scene Lighting. Fully Tinted, black top. Better Resistance to dust. Thinnest lightbar on the market at only 1" tall.	2,707.14	2,707.14
1	EA	100827 / Strap - PIU SoundOff Strap Kit for 2020+ Ford PIU. Fits SoundOff Signal Lightbars.	81.43	81.43
4	1	SIDES CONFIG1 / SIDES CONFIGURATION1		
1	EA	100711 / Intersector Surface Mount Red/White	201.94	201.94
1	EA	100712 / Intersector Surface Mount Blue/White	201.94	201.94
2	EA	100830 / Bail Bracket - nFORCE - Dual Replacement Bail Bracket Kit for Dual nFORCE Deck	8.69	17.38
2	EA	100317 / nFORCE Replacement Module - Red Cargo Windows	105.86	211.72
2	EA	100316 / nFORCE Replacement Module - Blue Cargo Windows	105.86	211.72
4	EA	100663 / mPOWER 4" R/W Quick Mount Evenly spaced down sides on lower moulding	133.28	533.12
4	EA	100664 / mPOWER 4" B/W Quick Mount Evenly spaced down sides on lower moulding	133.28	533.12
1	EA	101763 / 2025+ PIU Driver side Surface Mount Under Mirror Bracket. Works with Blind Spot Sensor	28.01	28.01

Guardian Fleet Safety
 7020 State Highway 24
 PO Box 70
 Clear Lake MN 55319
 Phone: (320) 245-4000
 sales@guardianfleetsafety.com
 www.guardianfleetsafety.com



Quote: 103893
 Date Quoted: 11/4/2025
 Payment Terms: Net 30
 Service Writer: Dan Orth
 PO #:

QUOTE

Page: 4 of 4

Bill of Materials

ASM Qty	UM	Part:	Unit Price	Ext Amount
4	1	SIDES CONFIG1 / SIDES CONFIGURATION1		
1	EA	101764 / 2025+ PIU Pass Side Surface Mount Under Mirror Bracket. Works with Blind Spot Sensor	28.01	28.01
5	1	REAR CONFIG1 / REAR CONFIGURATION1		
2	EA	100673 / mPOWER 4X2 B/W Quick Mount 1 rear bumper + 1 plastic above rear plate	191.09	382.18
2	EA	100672 / mPOWER 4X2 R/W Quick Mount 1 rear bumper + 1 plastic above rear plate	191.09	382.18
7	1	BUILD LABOR CONFIG1 / BUILD LABOR CONFIGURATION1		
1	EA	BUILD LABOR / BUILD LABOR	4,640.00	4,640.00
1	EA	100910 / SHOP SUPPLIES FULL	195.00	195.00
1	EA	STRIP LABOR / STRIP LABOR Partial strip	450.00	450.00
1	EA	100912 / HARNESS - FULL	486.90	486.90
1	EA	100914 / SHIPPING - CAGES/CONSOLES	236.00	236.00

Lines Total	23,362.96
Total Taxes	0.00
Quote Total	23,362.96



CITY OF EAST GRAND FORKS

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs	
5/3/2019						
17522 [Pickup Box Cover & Floor Mats]	0.50	\$15.00	\$548.000000	\$0.00	\$563.00	
Service Code Service Description						
<input type="checkbox"/> #548/19					#548/19: 2019 Ford F150 Supercrew Cab 4 X 4	
<input type="checkbox"/> #548/19 001					Pickup Box Cover And Floor Mats Installed By Autoglass & Aftermarket	
Modified By Note Date Note						
Ron Bubendorf	5/3/2019				New Police Asset #548/19 2019 Ford F150 Pickup, Had Pickup Box Cover And Floor Mats Installed By Autoglass & Aftermarket	
	1	0.50	\$15.00	\$548.000000	\$0.00	\$563.00
5/3/2019 Totals : 1						
	0.50	\$15.00	\$548.000000	\$0.00	\$563.00	
8/9/2019						
17912 [Scheduled Oil Change]	0.50	\$15.00	\$57.208745	\$0.00	\$72.21	
Service Code Service Description						
<input type="checkbox"/> #548/19					#548/19: 2019 Ford F150 Supercrew Cab 4 X 4	
<input type="checkbox"/> 0001					Change Oil and Filters & Check All Fluid Levels	
Modified By Note Date Note						
Ron Bubendorf	8/9/2019				#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank 0005: Added Oil Additive And Reset Oil Life Monitor	
Ron Bubendorf	8/9/2019				Installed Battery Terminal Post Washers	
	1	0.50	\$15.00	\$57.208745	\$0.00	\$72.21
8/9/2019 Totals : 1						
	0.50	\$15.00	\$57.208745	\$0.00	\$72.21	
9/24/2019						
18050 [Scheduled Oil Change]	0.50	\$15.00	\$55.467545	\$0.00	\$70.47	
Service Code Service Description						
<input type="checkbox"/> #548/19					#548/19: 2019 Ford F150 Supercrew Cab 4 X 4	
<input type="checkbox"/> 0001					Change Oil and Filters & Check All Fluid Levels	
Modified By Note Date Note						
Ron Bubendorf	9/24/2019				#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank	
	1	0.50	\$15.00	\$55.467545	\$0.00	\$70.47
9/24/2019 Totals : 1						
	0.50	\$15.00	\$55.467545	\$0.00	\$70.47	
10/28/2019						
18143 [Error Message]	0.50	\$15.00	\$0.000000	\$0.00	\$15.00	
Service Code Service Description						
<input type="checkbox"/> #548/19					#548/19: 2019 Ford F150 Supercrew Cab 4 X 4	
Modified By Note Date Note						
Ron Bubendorf	10/28/2019				Watchguard Camera Systems Show Error And Doesn't Function	
Ron Bubendorf	10/28/2019				Check System Out And Could Not Get Error Message Show On The Monitor Screen, Will Monitor This Complaint	
	1	0.50	\$15.00	\$0.000000	\$0.00	\$15.00
10/28/2019 Totals : 1						
	0.50	\$15.00	\$0.000000	\$0.00	\$15.00	

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs	
3/30/2020						
18545 [Tire Repair Left Rear]	0.50	\$15.00	\$23.760000	\$0.00	\$38.76	
Service Code		Service Description				
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 6201		Flat Tire Repair				
<input type="checkbox"/> 6222		Left Rear				
<input type="checkbox"/> 6285		By Pomp's Tire/Royal Tire				
Modified By		Note Date		Note		
Ron Bubendorf		3/30/2020		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Low Tire Pressure Light Is On, Low Tire Pressure Left Rear Tire		
Ron Bubendorf		3/30/2020		Tire Repair Left Rear Tire By Royal Tire		
1		0.50	\$15.00	\$23.760000	\$0.00	\$38.76
3/30/2020 Totals : 1		0.50	\$15.00	\$23.760000	\$0.00	\$38.76
4/24/2020						
18613 [Scheduled Oil Change]	0.50	\$15.00	\$34.947545	\$0.00	\$49.95	
Service Code		Service Description				
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels				
Modified By		Note Date		Note		
Ron Bubendorf		4/24/2020		#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor		
1		0.50	\$15.00	\$34.947545	\$0.00	\$49.95
4/24/2020 Totals : 1		0.50	\$15.00	\$34.947545	\$0.00	\$49.95
6/10/2020						
18772 [Message Display Faults]	0.50	\$15.00	\$0.000000	\$0.00	\$15.00	
Service Code		Service Description				
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> WARRANTY		Warranty Work				
Modified By		Note Date		Note		
Ron Bubendorf		6/10/2020		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Officer Denny Roberts Relayed That The Pickup Is Getting Numerous Alerts, Message Display Park Brake Limited Function, Fail Fault Control Warning, Service Required		
Ron Bubendorf		6/10/2020		Took Vehicle To Lithia Ford To Get Check Out Vehicle Is Under Warranty Lithia Ford Could Not Confirm Customer Concern Of Brake System Fault Check For Codes And All Pass, Inspected Parking Brake Function And Found No Concerns Will Monitor This Complaint To See If It Comes Back, Note The Lithia Ford Service Righter Said That Day That Two More Vehicles Came In With The Same Complaint And Is Of Right Now Ford Has No Information On This Messages Being Displayed		
2		1.00	\$30.00	\$35.641989	\$0.00	\$65.64
6/10/2020 Totals : 2		1.00	\$30.00	\$35.641989	\$0.00	\$65.64
18773 [Scheduled Oil Change]						
Service Code		Service Description				
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels				
Modified By		Note Date		Note		
Ron Bubendorf		6/10/2020		#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor		
2		1.00	\$30.00	\$35.641989	\$0.00	\$65.64
6/10/2020 Totals : 2		1.00	\$30.00	\$35.641989	\$0.00	\$65.64

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
10/7/2020					
19187 [New Computer Docking Station]	1.50	\$45.00	\$0.000000	\$0.00	\$45.00
Service Code		Service Description			
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4			
<input type="checkbox"/> 0070		New Equipment Setup /			
Modified By		Note Date		Note	
Ron Bubendorf		10/7/2020		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Remover Old Lap Top Computer System And Worked With Kris Kovar And Installed New Getac Computer And Havis Docking Station System	
1	1.50	\$45.00	\$0.000000	\$0.00	\$45.00
10/7/2020 Totals : 1		1.50	\$45.00	\$0.000000	\$45.00
12/1/2020					
19342 [Scheduled Oil Change]	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
Service Code		Service Description			
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4			
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels			
Modified By		Note Date		Note	
Ron Bubendorf		12/1/2020		#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor	
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
12/1/2020 Totals : 1		0.50	\$15.00	\$35.038455	\$50.04
12/22/2020					
19391 [Scheduled Oil Change]	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
Service Code		Service Description			
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4			
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels			
Modified By		Note Date		Note	
Ron Bubendorf		12/22/2020		#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor	
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
12/22/2020 Totals : 1		0.50	\$15.00	\$35.038455	\$50.04
1/12/2021					
19439 [Scheduled Oil Change]	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
Service Code		Service Description			
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4			
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels			
Modified By		Note Date		Note	
Ron Bubendorf		1/12/2021		#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor	
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
1/12/2021 Totals : 1		0.50	\$15.00	\$35.038455	\$50.04

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
2/2/2021					
19487 [Two-Way Radio Microphone Works Intermittily]	0.50	\$15.00	\$75.016100	\$0.00	\$90.02
Service Code Service Description					
<input type="checkbox"/> #548/19					#548/19: 2019 Ford F150 Supercrew Cab 4 X 4
<input type="checkbox"/> RADT0020					Replaced Motorola Two-Way Radio Microphone
Modified By Note Date Note					
Ron Bubendorf	2/2/2021				#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Two-Way Radio Microphone Works Intermittily
Ron Bubendorf	2/2/2021				Replaced Motorola Two-Way Radio Microphone
1	0.50	\$15.00	\$75.016100	\$0.00	\$90.02
2/2/2021 Totals : 1	0.50	\$15.00	\$75.016100	\$0.00	\$90.02
2/10/2021					
19514 [Scheduled Oil Change]	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
Service Code Service Description					
<input type="checkbox"/> #548/19					#548/19: 2019 Ford F150 Supercrew Cab 4 X 4
<input type="checkbox"/> 0001					Change Oil and Filters & Check All Fluid Levels
Modified By Note Date Note					
Ron Bubendorf	2/10/2021				#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor
2	3.50	\$105.00	\$67.608455	\$0.00	\$172.61
2/10/2021 Totals : 2	3.50	\$105.00	\$67.608455	\$0.00	\$172.61
2/23/2021					
19532 [Drivers Side Brake Light Is Out]	0.50	\$15.00	\$1.964000	\$0.00	\$16.96
Service Code Service Description					
<input type="checkbox"/> #548/19					#548/19: 2019 Ford F150 Supercrew Cab 4 X 4
Modified By Note Date Note					
Ron Bubendorf	2/23/2021				#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Drivers Side Brake Light Is Out
Ron Bubendorf	2/23/2021				Replaced Right And Left Rear Four Tail Light Stop/Tail/Turn Signal Bulbs
1	0.50	\$15.00	\$1.964000	\$0.00	\$16.96
2/23/2021 Totals : 1	0.50	\$15.00	\$1.964000	\$0.00	\$16.96

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
3/16/2021					
19570 [Scheduled Oil Change]	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
Service Code Service Description					
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By Note Date Note					
Ron Bubendorf	3/16/2021	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
3/16/2021 Totals : 1					
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
4/22/2021					
19652 [Scheduled Oil Change]	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
Service Code Service Description					
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By Note Date Note					
Ron Bubendorf	4/22/2021	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
4/22/2021 Totals : 1					
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
4/30/2021					
19675 [Replace wheel bearing / front brakes]	4.00	\$160.00	\$275.970000	\$0.00	\$435.97
Modified By Note Date Note					
Kevin Hanson	5/26/2021	Replace wheel bearing , part was under warranty Front brake job			
1	4.00	\$160.00	\$275.970000	\$0.00	\$435.97
4/30/2021 Totals : 1					
1	4.00	\$160.00	\$275.970000	\$0.00	\$435.97
6/3/2021					
19783 [Scheduled Oil Change]	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
Service Code Service Description					
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By Note Date Note					
Ron Bubendorf	6/3/2021	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04
6/3/2021 Totals : 1					
1	0.50	\$15.00	\$35.038455	\$0.00	\$50.04

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
6/15/2021					
19823 [Check Engine Light Is On]	0.50	\$15.00	\$365.760000	\$0.00	\$380.76
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> DTC P2237-00	Diagnostics Code P2237-00 O2 Sensor Positive Current Control Circuit Open Bank 1 Sensor 1				
Modified By	Note Date	Note			
Ron Bubendorf	6/15/2021	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Check Engine Light Is On			
Ron Bubendorf	6/21/2021	Check For Codes And Found Diagnostics Code P2237-00 O2 Sensor Positive Current Control Circuit Open Bank 1 Sensor 1 Took Vehicle To Lithia Ford For Check Engine Light Repair, Lithia Ford Replaced Bad O2 Sensor			
1		0.50	\$15.00	\$365.760000	\$0.00
6/15/2021 Totals : 1		0.50	\$15.00	\$365.760000	\$0.00
7/23/2021					
19969 [Scheduled Oil Change]	0.50	\$15.00	\$36.388455	\$0.00	\$51.39
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By	Note Date	Note			
Ron Bubendorf	7/23/2021	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
1		0.50	\$15.00	\$36.388455	\$0.00
7/23/2021 Totals : 1		0.50	\$15.00	\$36.388455	\$0.00
9/8/2021					
20105 [Scheduled Oil Change]	0.50	\$15.00	\$95.048455	\$0.00	\$110.05
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By	Note Date	Note			
Ron Bubendorf	9/8/2021	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
Ron Bubendorf	9/8/2021	Replaced Air Filter And Cabin Air Filter			
20108 [Battery Goes Dead]		0.50	\$15.00	\$131.691200	\$0.00
2		1.00	\$30.00	\$226.739655	\$0.00
9/8/2021 Totals : 2		1.00	\$30.00	\$226.739655	\$0.00

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
9/14/2022					
20993 [Check Engine Light Is On]	0.50	\$15.00	\$953.780000	\$0.00	\$968.78
Service Code Service Description					
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
Modified By Note Date Note					
Ron Bubendorf	9/28/2022	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Check Engine Light Repair By Lithia Ford Replaced EVAP Purge Valve & Fuel Tube Support Bracket And Replaced Broken Fuel Door Housing Fuel And Air Induction Cleaning Service			
20994 [Scheduled Oil Change]	0.50	\$15.00	\$38.078455	\$0.00	\$53.08
Service Code Service Description					
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By Note Date Note					
Ron Bubendorf	9/14/2022	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
2	1.00	\$30.00	\$991.858455	\$0.00	\$1,021.86
9/14/2022 Totals : 2	1.00	\$30.00	\$991.858455	\$0.00	\$1,021.86
11/3/2022					
21146 [Battery Replacement]	0.50	\$15.00	\$301.781200	\$0.00	\$316.78
Service Code Service Description					
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> BAT5202	Run Battery Test / Fail				
<input type="checkbox"/> BAT5204	R&R Battery				
<input type="checkbox"/> BAT5206	Install Battery Terminal Protectors				
Modified By Note Date Note					
Ron Bubendorf	11/29/2022	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Run Battery Test / Fail, R&R Battery And Install Battery Terminal Protectors			
1	0.50	\$15.00	\$301.781200	\$0.00	\$316.78
11/3/2022 Totals : 1	0.50	\$15.00	\$301.781200	\$0.00	\$316.78
11/9/2022					
21163 [Water Pump Replacement]	4.00	\$120.00	\$347.472000	\$0.00	\$467.47
Service Code Service Description					
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> CSS8501	R&R Water Pump				
Modified By Note Date Note					
Ron Bubendorf	12/6/2022	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 R&R Water Pump			
1	4.00	\$120.00	\$347.472000	\$0.00	\$467.47
11/9/2022 Totals : 1	4.00	\$120.00	\$347.472000	\$0.00	\$467.47
12/12/2022					
21294 [Power Steering Faliure]	0.20	\$0.00	\$318.000000	\$0.00	\$318.00
Modified By Note Date Note					
Ron Bubendorf	12/19/2022	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Message Center Came On And Said To Service Power Steering Vehicle Had No Power Steering. Had Pickup Towed To Christian Brothers Ford In Crookston For Repair By Stuarts Towing			
1	0.20	\$0.00	\$318.000000	\$0.00	\$318.00
12/12/2022 Totals : 1	0.20	\$0.00	\$318.000000	\$0.00	\$318.00

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
5/9/2023 21680 [Power Steering Faliure]	2.00	\$60.00	\$937.130000	\$0.00	\$997.13
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
Modified By	Note Date	Note			
Ron Bubendorf	5/9/2023	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Message Center Came On And Said To Service Power Steering Vehicle Had No Power Steering. On 12/22/2022 Had Pickup Towed To Christian Brothers Ford In Crookston For Repair By Stuarts Towing. Pickup Has Ben Sitting At Christian Brothers Ford 12/22/2022 Waiting For Electronic Steering Gear Assembly. Went On To The Internet And Found a Manufactured Electronic Steering Gear Assembly, Ordered The Steering Gear Assembly, Steering Gear Came And Took It To Christian Brothers Ford And They Installed And Programed The Steering Gear Assembly. Went And Picked Up The Truck 5/9/2023			
1	2.00	\$60.00	\$937.130000	\$0.00	\$997.13
5/9/2023 Totals : 1		2.00	\$60.00	\$937.130000	\$0.00
5/12/2023 21694 [Windshield Wiper Blade Replacement]	0.20	\$6.00	\$3.700000	\$0.00	\$9.70
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> WW3034	R&R Front Windshield Wiper Blade Drivers Side				
Modified By	Note Date	Note			
Ron Bubendorf	5/12/2023	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 R&R Front Windshield Wiper Blade Drivers Side			
1	0.20	\$6.00	\$3.700000	\$0.00	\$9.70
5/12/2023 Totals : 1		0.20	\$6.00	\$3.700000	\$0.00
6/13/2023 21785 [Scheduled Oil Change]	0.50	\$15.00	\$38.928455	\$0.00	\$53.93
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By	Note Date	Note			
Ron Bubendorf	6/13/2023	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
1	0.50	\$15.00	\$38.928455	\$0.00	\$53.93
6/13/2023 Totals : 1		0.50	\$15.00	\$38.928455	\$0.00
9/5/2023 22035 [Flat Tire Left Front Tire]	0.50	\$15.00	\$31.800000	\$0.00	\$46.80
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 6201	Flat Tire Repair				
<input type="checkbox"/> 6224	Left Front				
<input type="checkbox"/> 6285	By Pomp's Tire/Royal Tire				
Modified By	Note Date	Note			
Ron Bubendorf	9/5/2023	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Flat Tire Repair, Left Front By Pomp's Tire/Royal Tire			
1	0.50	\$15.00	\$31.800000	\$0.00	\$46.80
9/5/2023 Totals : 1		0.50	\$15.00	\$31.800000	\$0.00

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
9/26/2023					
22113 [Scheduled Oil Change]	0.50	\$15.00	\$40.208636	\$0.00	\$55.21
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By	Note Date	Note			
Ron Bubendorf	9/26/2023	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
1	0.50	\$15.00	\$40.208636	\$0.00	\$55.21
9/26/2023 Totals : 1		0.50	\$15.00	\$40.208636	\$0.00
11/2/2023					
22196 [Battery Replacement]	0.50	\$15.00	\$201.950000	\$0.00	\$216.95
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> BAT5202	Run Battery Test / Fail				
<input type="checkbox"/> BAT5204	R&R Battery				
Modified By	Note Date	Note			
Ron Bubendorf	11/14/2023	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Battery Dead Replaced Battery			
1	0.50	\$15.00	\$201.950000	\$0.00	\$216.95
11/2/2023 Totals : 1		0.50	\$15.00	\$201.950000	\$0.00
11/7/2023					
22207 [Scheduled Oil Change]	0.50	\$15.00	\$40.728636	\$0.00	\$55.73
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By	Note Date	Note			
Ron Bubendorf	11/7/2023	#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor			
1	0.50	\$15.00	\$40.728636	\$0.00	\$55.73
11/7/2023 Totals : 1		0.50	\$15.00	\$40.728636	\$0.00
1/26/2024					
22406 [Headlight Bulbs]	3.00	\$90.00	\$55.472000	\$0.00	\$145.47
Service Code		Service Description			
<input type="checkbox"/> #548/19	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> LIT5227	R&R Low Beam And High Beam Headlight Bulbs Passenger Side				
<input type="checkbox"/> LIT5228	R&R Low Beam And High Beam Headlight Bulbs Drivers Side				
<input type="checkbox"/> LIT5229	R&R Front Turn Signal Bulb Passenger Side				
<input type="checkbox"/> LIT5230	R&R Front Turn Signal Bulb Drivers Side				
Modified By	Note Date	Note			
Ron Bubendorf	1/26/2024	#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Right Front Headlight Is Out Replaced Right And The Left Low Beam And High Beam Headlight Bulbs, Turn Signal Bulbs.			
1	3.00	\$90.00	\$55.472000	\$0.00	\$145.47
1/26/2024 Totals : 1		3.00	\$90.00	\$55.472000	\$0.00

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs	
2/29/2024						
22485 [HVAC Actuator Motor Replacement]	4.00	\$160.00	\$196.924000	\$0.00	\$356.92	
Service Code		Service Description				
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0009		R&R Cabin Air Filter				
<input type="checkbox"/> HT/AC54801		R&R HVAC Actuator Motor				
<input type="checkbox"/> HT/AC54802		R&R Cabin Heater Water Pump				
Modified By		Note Date		Note		
Ron Bubendorf		3/1/2024		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Strange Noise Coming From The Heater, Replaced Temperature Blend Door Actuator, That Did Not Fix The Noise Check More And Found The Cabin Heater Aux Water Pump Making The Noise. Replaced Water Pump And Refilled The Cooling System Then Parked The Pickup Outside And Let It Warm Up To See If The Noise Came Back. Checked And Did Not Hear Any Noise. Replaced Cabin Air Filter.		
1	4.00	\$160.00	\$196.924000	\$0.00	\$356.92	
2/29/2024 Totals : 1		4.00	\$160.00	\$196.924000	\$0.00	\$356.92
4/23/2024						
22602 [Scheduled Oil Change]	0.50	\$15.00	\$40.121048	\$0.00	\$55.12	
Service Code		Service Description				
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels				
Modified By		Note Date		Note		
Ron Bubendorf		4/23/2024		#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor		
1	0.50	\$15.00	\$40.121048	\$0.00	\$55.12	
4/23/2024 Totals : 1		0.50	\$15.00	\$40.121048	\$0.00	\$55.12
5/20/2024						
22653 [Battery Replacement]	1.00	\$40.00	\$202.540800	\$0.00	\$242.54	
Service Code		Service Description				
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> BAT5202		Run Battery Test / Fail				
<input type="checkbox"/> BAT5204		R&R Battery				
<input type="checkbox"/> BAT5206		Install Battery Terminal Protectors				
Modified By		Note Date		Note		
Ron Bubendorf		5/23/2024		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4 Run Battery Test / Fail, R&R Battery Install Battery Terminal Protectors		
1	1.00	\$40.00	\$202.540800	\$0.00	\$242.54	
5/20/2024 Totals : 1		1.00	\$40.00	\$202.540800	\$0.00	\$242.54
6/25/2024						
22783 [Scheduled Oil Change]	0.50	\$15.00	\$40.121048	\$0.00	\$55.12	
Service Code		Service Description				
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4				
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels				
Modified By		Note Date		Note		
Ron Bubendorf		6/25/2024		#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor		
1	0.50	\$15.00	\$40.121048	\$0.00	\$55.12	
6/25/2024 Totals : 1		0.50	\$15.00	\$40.121048	\$0.00	\$55.12

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
9/24/2024					
23091 [Scheduled Oil Change]	0.50	\$15.00	\$40.461048	\$0.00	\$55.46
Service Code		Service Description			
<input type="checkbox"/> #548/19		#548/19: 2019 Ford F150 Supercrew Cab 4 X 4			
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels			
Modified By		Note Date		Note	
Ron Bubendorf		9/24/2024		#548/2019: 2019 Ford F150 Supercrew Cab Pickup 0001: Change Oil and Filters & Check All Fluid Levels 0002: Inspect Air Filter, Change if Needed 0003: Check Tire Pressure & Inflate Tires To Proper Pressure 0004: Refill Windshield Washer Tank Added Oil Additive And Reset Oil Life Monitor	
1	0.50	\$15.00	\$40.461048	\$0.00	\$55.46
9/24/2024 Totals : 1					
4/29/2025					
23595 [2000 MILE SERVICE/TEST BATTERY]	0.70	\$28.00	\$42.220000	\$0.00	\$70.22
Service Code		Service Description			
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels			
Modified By		Note Date		Note	
Kevin Hanson		4/29/2025		2000 MILE SERVICE TEST BATTERY . CHECKED BATTERY TESTED GOOD	
1	0.70	\$28.00	\$42.220000	\$0.00	\$70.22
4/29/2025 Totals : 1					
6/10/2025					
23672 [200 HR SERVICE/SEAT/LIGHTS]	1.00	\$40.00	\$35.027048	\$0.00	\$75.03
Service Code		Service Description			
<input type="checkbox"/> 0001		Change Oil and Filters & Check All Fluid Levels			
Modified By		Note Date		Note	
Kevin Hanson		6/10/2025		200 HR SERVICE	
Kevin Hanson		6/10/2025		REPLACE LEFT LOWER TAIL LIGHT BULB ORDER SEAT FRAME	
1	1.00	\$40.00	\$35.027048	\$0.00	\$75.03
6/10/2025 Totals : 1					
7/8/2025					
23729 [Install seat base]	1.00	\$40.00	\$1,962.840000	\$0.00	\$2,002.84
1	1.00	\$40.00	\$1,962.840000	\$0.00	\$2,002.84
7/8/2025 Totals : 1					
10/27/2025					
23850 [BATTERY IS WEAK AND NEEDS FULL SERVICE]	1.00	\$47.50	\$251.836048	\$0.00	\$299.34
Modified By		Note Date		Note	
HAGEN, IVAN		10/27/2025		BATTERY GOES DEAD AND ADD A MAINTAINER NEEDS FULL SERVICE	
1	1.00	\$47.50	\$251.836048	\$0.00	\$299.34
10/27/2025 Totals : 1					
Grand Totals : 66					
54.60		\$1,766.50	\$9,771.764741	\$0.00	\$11,538.26
Scheduled WOs		Unscheduled WOs		Total WOs	
33.00		33.00		66.00	
		\$1,932.911293		\$9,605.353448	
				\$11,538.264741	



CITY OF EAST GRAND FORKS

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs	
12/18/2015						
12911 [Replace battery and get running]	1.50	\$45.00	\$133.401600	\$0.00	\$178.40	
Modified By	Note Date	Note				
Kevin Hanson	12/18/2015	Boost vehicle and get out of storage Install battery Wash vehicle Replace license plates install valve stem caps Clear all Info from Blue tooth radio Removed large speaker from trunk				
	1	1.50	\$45.00	\$133.401600	\$0.00	\$178.40
12/18/2015 Totals : 1		1.50	\$45.00	\$133.401600	\$0.00	\$178.40
1/21/2016						
13033 [Chip In Front Windshield]	0.50	\$15.00	\$59.000000	\$0.00	\$74.00	
Service Code	Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> WW3003	Front Windshield Repair By Autoglass & Aftermarket					
Modified By	Note Date	Note				
Ron Bubendorf	1/21/2016	Front Windshield Has A Chip In The Glass				
Ron Bubendorf	1/21/2016	Took Vehicle To Autoglass & Aftermarket To Have Windshield Chip Repaired				
	1	0.50	\$15.00	\$59.000000	\$0.00	\$74.00
1/21/2016 Totals : 1		0.50	\$15.00	\$59.000000	\$0.00	\$74.00
3/4/2016						
13171 [Scheduled Oil Change]	0.50	\$15.00	\$71.615000	\$0.00	\$86.61	
Service Code	Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels					
<input type="checkbox"/> WW3011	R&R Windshield Wiper Blade					
Modified By	Note Date	Note				
Ron Bubendorf	4/4/2016	#509/11 2011 Dodge Charger (Drug Task) Change Oil & Filter Inspect Air Filter And Change If Needed Check Tire Pressure & Inflate To Proper Pressure Refill Windshield Washer Tank Replaced Front Windshield Wiper Blades				
	1	0.50	\$15.00	\$71.615000	\$0.00	\$86.61
3/4/2016 Totals : 1		0.50	\$15.00	\$71.615000	\$0.00	\$86.61
6/16/2016						
13594 [Tires Are Need Of Replacement]	1.00	\$30.00	\$667.520000	\$0.00	\$697.52	
Modified By	Note Date	Note				
Ron Bubendorf	6/16/2016	Had All Four Tires Replaced, Found Two Rims Bent, Ordered Two New Tire Rims #509 Invoice 109730 \$667.52 Note The Bent Rims Are On The Right Front And The Right Rear, Will Replace The Tire Rims When The Rims Come In From Lithia Chrysler				
	1	1.00	\$30.00	\$667.520000	\$0.00	\$697.52
6/16/2016 Totals : 1		1.00	\$30.00	\$667.520000	\$0.00	\$697.52

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
8/23/2017					
15323 [Scheduled Oil Change]	0.50	\$15.00	\$45.400000	\$0.00	\$60.40
Service Code Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By Note Date Note					
Ron Bubendorf	8/23/2017	#509/11 2011 Dodge Charger (Drug Task) Change Oil & Filter Inspect Air Filter And Change If Needed Check Tire Pressure & Inflate To Proper Pressure Refill Windshield Washer Tank Reset Oil Life Monitor			
1	0.50	\$15.00	\$45.400000	\$0.00	\$60.40
8/23/2017 Totals : 1					
1	0.50	\$15.00	\$45.400000	\$0.00	\$60.40
8/24/2017					
15335 [Seat Belt Message]	0.50	\$15.00	\$195.550000	\$0.00	\$210.55
Service Code Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)				
<input type="checkbox"/> BW3452	R&R Drivers Seat Belt Buckle Assembly				
Modified By Note Date Note					
Ron Bubendorf	9/7/2017	Check And Found Drivers Seat Belt Buckle Housing Broken And Activation Switch Broken Out Of Place. Replaced Drivers Seat Belt Buckle			
Ron Bubendorf	9/7/2017	Message Center Says That The Drives Seat Belt Is Unbuckled and The Seat Belt Is Buckled.			
1	0.50	\$15.00	\$195.550000	\$0.00	\$210.55
8/24/2017 Totals : 1					
1	0.50	\$15.00	\$195.550000	\$0.00	\$210.55
1/30/2018					
15856 [Scheduled Oil Change]	0.50	\$15.00	\$42.180000	\$0.00	\$57.18
Service Code Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)				
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels				
Modified By Note Date Note					
Ron Bubendorf	1/30/2018	#509/11 2011 Dodge Charger (Drug Task) Change Oil & Filter Inspect Air Filter And Change If Needed Check Tire Pressure & Inflate To Proper Pressure Refill Windshield Washer Tank Reset Oil Life Monitor			
1	0.50	\$15.00	\$42.180000	\$0.00	\$57.18
1/30/2018 Totals : 1					
1	0.50	\$15.00	\$42.180000	\$0.00	\$57.18
3/9/2018					
15984 [Alternator Warranty Recall]	0.50	\$15.00	\$3.290000	\$0.00	\$18.29
Service Code Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)				
<input type="checkbox"/> BAT5233	Replaced Battery For Key Fob				
Modified By Note Date Note					
Ron Bubendorf	3/9/2018	Took Vehicle To Lithia Chrysler For Vehicle Recall Alternator Diode Thermal Fatigue, Replaced Alternator By Lithia Chrysler			
Ron Bubendorf	3/9/2018	Replaced Battery For Key Fob			
1	0.50	\$15.00	\$3.290000	\$0.00	\$18.29
3/9/2018 Totals : 1					
1	0.50	\$15.00	\$3.290000	\$0.00	\$18.29

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs	
8/6/2018						
16635 [Scheduled Oil Change]	0.50	\$15.00	\$43.197545	\$0.00	\$58.20	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels					
Modified By		Note Date		Note		
Ron Bubendorf		8/6/2018		#509/11 2011 Dodge Charger (Drug Task) Change Oil & Filter Inspect Air Filter And Change If Needed Check Tire Pressure & Inflate To Proper Pressure Refill Windshield Washer Tank Reset Oil Life Monitor		
<hr/>						
16636 [Sun Visor Bracket]	0.30	\$9.00	\$21.200000	\$0.00	\$30.20	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
Modified By		Note Date		Note		
Ron Bubendorf		8/6/2018		The Drivers Side Sun Visor Support Bracket Broke		
Ron Bubendorf		8/6/2018		Replaced Drivers Side Sun Visor Support Bracket		
<hr/>						
2		0.80	\$24.00	\$64.397545	\$0.00	\$88.40
8/6/2018 Totals : 2		0.80	\$24.00	\$64.397545	\$0.00	\$88.40
2/8/2019						
17221 [Blower Motor Squealing]	0.50	\$15.00	\$88.140000	\$0.00	\$103.14	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> HT/AC3060	R&R Blower Motor					
Modified By		Note Date		Note		
Ron Bubendorf		2/8/2019		Blower Motor Squealing		
Ron Bubendorf		2/8/2019		R&R Blower Motor Assembly		
<hr/>						
1		0.50	\$15.00	\$88.140000	\$0.00	\$103.14
2/8/2019 Totals : 1		0.50	\$15.00	\$88.140000	\$0.00	\$103.14
2/20/2019						
17266 [Front Windshield Wiper Blades Need To Be Replaced]	0.30	\$9.00	\$37.220000	\$0.00	\$46.22	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> WW3011	R&R Windshield Wiper Blade					
Modified By		Note Date		Note		
Ron Bubendorf		2/20/2019		Front Windshield Wiper Blades Need To Be Replaced		
Ron Bubendorf		2/20/2019		Replaced Front Windshield Wiper Blades		
<hr/>						
1		0.30	\$9.00	\$37.220000	\$0.00	\$46.22
2/20/2019 Totals : 1		0.30	\$9.00	\$37.220000	\$0.00	\$46.22
4/16/2019						
17451 [Scheduled Oil Change]	0.50	\$15.00	\$43.197545	\$0.00	\$58.20	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels					
Modified By		Note Date		Note		
Ron Bubendorf		4/16/2019		#509/11 2011 Dodge Charger (Drug Task) Change Oil & Filter Inspect Air Filter And Change If Needed Check Tire Pressure & Inflate To Proper Pressure Refill Windshield Washer Tank Reset Oil Life Monitor		
<hr/>						
1		0.50	\$15.00	\$43.197545	\$0.00	\$58.20
4/16/2019 Totals : 1		0.50	\$15.00	\$43.197545	\$0.00	\$58.20

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs	
2/21/2022						
20530 [Scheduled Oil Change]	0.50	\$15.00	\$24.388455	\$0.00	\$39.39	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels					
Modified By		Note Date		Note		
Ron Bubendorf		2/21/2022		#509/11 2011 Dodge Charger (Drug Task) Change Oil & Filter Inspect Air Filter And Change If Needed Check Tire Pressure & Inflate To Proper Pressure Refill Windshield Washer Tank Reset Oil Life Monitor		
1		0.50	\$15.00	\$24.388455	\$0.00	\$39.39
2/21/2022 Totals : 1		0.50	\$15.00	\$24.388455	\$0.00	\$39.39
8/16/2022						
20927 [Brake Replacement]	4.00	\$120.00	\$338.200000	\$0.00	\$458.20	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> BRK6004	Inspect Brakes & Replace					
<input type="checkbox"/> BRK6028	R&R Disc Rotor - Rear Set					
<input type="checkbox"/> BRK6029	R&R Disc Pads - Rear					
<input type="checkbox"/> BRK6045	R&R Disc Rotors - Front Set					
<input type="checkbox"/> BRK6046	R&R Disc Pads - Front					
Modified By		Note Date		Note		
Ron Bubendorf		8/16/2022		#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force) Inspect Brakes & Replace, Front And Rear Brake Rotors And Brake Pads		
1		4.00	\$120.00	\$338.200000	\$0.00	\$458.20
8/16/2022 Totals : 1		4.00	\$120.00	\$338.200000	\$0.00	\$458.20
10/14/2022						
21072 [Windshield Wiper Blade Replacement]	0.50	\$15.00	\$30.980000	\$0.00	\$45.98	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> WW3034	R&R Front Windshield Wiper Blade Drivers Side					
<input type="checkbox"/> WW3035	R&R Front Windshield Wiper Blade Passenger Side					
Modified By		Note Date		Note		
Ron Bubendorf		10/14/2022		#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force) R&R Front Windshield Wiper Blade Drivers Side R&R Front Windshield Wiper Blade Passenger Side		
1		0.50	\$15.00	\$30.980000	\$0.00	\$45.98
10/14/2022 Totals : 1		0.50	\$15.00	\$30.980000	\$0.00	\$45.98
12/29/2022						
21350 [Scheduled Oil Change]	0.50	\$15.00	\$27.678455	\$0.00	\$42.68	
Service Code		Service Description				
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> 0001	Change Oil and Filters & Check All Fluid Levels					
Modified By		Note Date		Note		
Ron Bubendorf		12/29/2022		#509/11 2011 Dodge Charger (Drug Task) Change Oil & Filter Inspect Air Filter And Change If Needed Check Tire Pressure & Inflate To Proper Pressure Refill Windshield Washer Tank Reset Oil Life Monitor		
1		0.50	\$15.00	\$27.678455	\$0.00	\$42.68
12/29/2022 Totals : 1		0.50	\$15.00	\$27.678455	\$0.00	\$42.68

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
2/1/2023					
21418 [Engine Oil Leak]	4.00	\$120.00	\$336.377000	\$0.00	\$456.38
Service Code Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)				
<input type="checkbox"/> 0009	R&R Cabin Air Filter				
<input type="checkbox"/> 4027	R&R Oil Filter Housing				
<input type="checkbox"/> 5307	R&R Spark Plugs				
Modified By Note Date Note					
Ron Bubendorf	2/1/2023	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force) Vehicle Has A Oil Leak			
Ron Bubendorf	2/1/2023	Check And Found Oil Filter Housing Leaking Oil, Replaced Oil Filter Housing And Replaced Spark Plugs And Replaced The Cabin Air Filter			
1	4.00	\$120.00	\$336.377000	\$0.00	\$456.38
2/1/2023 Totals : 1					
2/17/2023					
21470 [Check Engine Light Came On]	0.50	\$15.00	\$0.000000	\$0.00	\$15.00
Service Code Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)				
<input type="checkbox"/> DTC 0523	Diagnostics Code P0523 Engine Oil Pressure Sensor Circuit High				
Modified By Note Date Note					
Ron Bubendorf	2/17/2023	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force) Check Engine Light Came On, Check For Codes And Found Code P0523 Engine Oil Pressure Sensor Circuit High			
Ron Bubendorf	3/17/2023	Cleared Code And Code Has Not Came Back On			
1	0.50	\$15.00	\$0.000000	\$0.00	\$15.00
2/17/2023 Totals : 1					
2/21/2024					
22467 [Broken Trim Fasteners]	0.30	\$9.00	\$1.164000	\$0.00	\$10.16
Service Code Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)				
Modified By Note Date Note					
Ron Bubendorf	2/21/2024	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force) Replaced Trim Fasteners On The Front Grill Lower Bottom Spoiler Trim			
1	0.30	\$9.00	\$1.164000	\$0.00	\$10.16
2/21/2024 Totals : 1					
3/29/2024					
22545 [Tire Replacement]	1.00	\$30.00	\$789.280000	\$0.00	\$819.28
Service Code Service Description					
<input type="checkbox"/> #509/11	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)				
<input type="checkbox"/> 6203	Tire Replacement				
<input type="checkbox"/> 6206	R&R Tires (All Four)				
<input type="checkbox"/> 6285	By Pomp's Tire/Royal Tire				
Modified By Note Date Note					
Ron Bubendorf	3/29/2024	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force) Tire Replacement, R&R Tires (All Four) By Pomp's Tire/Royal Tire			
1	1.00	\$30.00	\$789.280000	\$0.00	\$819.28
3/29/2024 Totals : 1					

Work Order Summary

WO #	Hours	Labor Costs	Part Costs	Other Costs	Total Costs		
4/9/2025							
23549 [Struts,Shocks,Brakes,Antifreeze Leak]	0.50	\$15.00	\$5,467.920000	\$0.00	\$5,482.92		
Service Code		Service Description					
<input type="checkbox"/> #509/11		#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force)					
<input type="checkbox"/> 4027		R&R Oil Filter Housing					
<input type="checkbox"/> BRK6045		R&R Disc Rotors - Front Set					
<input type="checkbox"/> BRK6046		R&R Disc Pads - Front					
<input type="checkbox"/> CSS8104		Repair Anti-Freeze Leak					
<input type="checkbox"/> SUP6175		R&R Rear Shocks					
<input type="checkbox"/> SUP6181		R&R Front Struts					
Modified By		Note Date	Note				
Ron Bubendorf		4/9/2025	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force) Front Struts Make Rattling Noise, Has A Anti-Freeze Leak, Front Brake Rotors Are Warped				
Ron Bubendorf		4/9/2025	#509: 2011 Dodge Charger (Pine To Prairie Drug Task Force) Took Vehicle To Nelson Ford For Repair, Replaced Front Struts, Drivers Side Wheel Bearing Assembly, Front Brake Rotors And Brake Pads, Drivers Side Brake Rotor Backing Plate, Rear Shocks, Engine Oil Filter/Oil Cooler Assembly				
1			0.50	\$15.00	\$5,467.920000	\$0.00	\$5,482.92
4/9/2025 Totals : 1			0.50	\$15.00	\$5,467.920000	\$0.00	\$5,482.92
4/10/2025							
23553 [SEAT BACK IS LOOSE]	4.50	\$180.00	\$1,265.000000	\$0.00	\$1,445.00		
Modified By		Note Date	Note				
Kevin Hanson		4/10/2025	NEEDS A NEW SEAT BACK FRAME				
Kevin Hanson		4/30/2025	INSTALL SEAT BACK FRAME				
1			4.50	\$180.00	\$1,265.000000	\$0.00	\$1,445.00
4/10/2025 Totals : 1			4.50	\$180.00	\$1,265.000000	\$0.00	\$1,445.00
5/8/2025							
23621 [A/C NOT COOLING/ SUSPENSION NOISE]	1.50	\$60.00	\$1,564.515000	\$0.00	\$1,624.52		
Modified By		Note Date	Note				
Kevin Hanson		5/9/2025	SUSPENSION NOISE IS STILL THERE . TOOK VEHICLE BACK TO NELSON FORD BECAUSE IT HAD A LOOSE BACKING PLATE AND THEY HAD JUST FIXED THE BRAKES AND STRUTS FOR RON B. PIPA CALLED AND SAID THAT RON DIDNT WANT THE BACKING PLATE REPLACED ON THE RIGHT SIDE ONLY THE LEFT , NOT SURE WHY . OFFICER THAT DRIVES THIS VEHICLE SAYS THAT THE SUSPENSION NOISE IS NOT ANY BETTER AFTER IT WAS REPAIRED . TOLD NELSON FORD TO FIX THE BACKING PLATE ON THE RIGHT SIDE AND BE SURE IT IS NOT NOISEY. RECHARGE A/C				
1			1.50	\$60.00	\$1,564.515000	\$0.00	\$1,624.52
5/8/2025 Totals : 1			1.50	\$60.00	\$1,564.515000	\$0.00	\$1,624.52
10/16/2025							
23836 [REPAIR LEAK]	1.00	\$55.00	\$0.000000	\$0.00	\$55.00		
Modified By		Note Date	Note				
HAGEN, IVAN		10/16/2025	LEFT REAR TIRE WAS LOW, REMOVED TIRE AND CHECKED FOR LEAK, BEAD WAS LEAKING AROUND THE RIM. DISMOUNTED TIRE AND CLEANED SURFACES AND RESEATED. AIRED UP AND CHECKED FOR LEAKS. RAN WARING LIGHTS AS STATED THE REAR LIGHT BAR WOULDN'T FLASH BLUE. RAN FOR 20 MIN. AND LIGHT HAD WOKED ALL THE TIME.				
1			1.00	\$55.00	\$0.000000	\$0.00	\$55.00
10/16/2025 Totals : 1			1.00	\$55.00	\$0.000000	\$0.00	\$55.00
Grand Totals : 37			35.40	\$1,147.00	\$13,462.532996	\$0.00	\$14,609.53
Scheduled WOs		Unscheduled WOs	Total WOs	Scheduled Costs	Unscheduled Costs	Total Costs	
13.00		24.00	37.00	\$735.535096	\$13,873.997900	\$14,609.532996	

Request for Council Action

Date: January 13, 2026

To: East Grand Forks City Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Jeremy King, Parks & Recreation

RE: Request to purchase Toro 4110-D Mower with Snow Blower Attachment

Background:

The Parks & Recreation Department is requesting a new Toro 4110-D mower with snow blower attachment. This equipment is used year-round and is essential for mowing and snow removal operations that support city services. The proposed purchase would replace an existing Toro 455-D mower/snow blower that is more than 20 years old and is ready to be surplus.

MTI Distributing has provided a Minnesota State Contract pricing quote of \$132,545.26 for the Toro 4110-D equipped with a cab and snow blower attachment.

Budget Impact:

The City has budgeted \$130,000.00 for this equipment purchase.

Recommendation:

Authorize the purchase of the Toro 4110-D mower with accessories and snow blower attachment from MTI Distributing through Minnesota State Contract pricing in the amount of \$132,545.26.

Enclosure:

MTI Distributing quote for the Toro 4110-D with accessories and attachment.



Jeremy King
City of East Grand Forks

Quote Expiration Date: 1/31/2026

MINNESOTA STATE CONTRACT PRICING - CONTRACT #243333

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1	30644	Toro Groundsmaster 4110-D	\$111,719.40	\$111,719.40
6	93-5974	8 Inch Foam Filled Caster Wheel Assembly	\$182.75	\$1,096.50
1	31526	4WD Flow Divider Kit	\$1,315.08	\$1,315.08
1	31509	Rotating Beacon (Cab Units Only)	\$340.08	\$340.08
1	31693	North American Road Light Kit	\$2,059.20	\$2,059.20
1	900456	60" Erskine Snowthrower for GM4110	\$15,205.00	\$15,205.00
6	SSF	Standard Set Up Fee @ \$135.00/hour	\$135.00	\$810.00
			Equipment Total	\$132,545.26
			6.875% Sales Tax	Exempt
			Total	\$132,545.26

Net 30 Terms with qualified credit
New Toro commercial equipment comes with a two-year manufacturer warranty
All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Lucas Palczewski
Outside Sales Representative
612-877-0863

Matt Arntzen
Inside Sales Representative
763-592-5642

MTI Distributing, Inc. • 4830 Azelia Avenue N. #100 • Brooklyn Center, MN 55429

Request for Council Action

Date: January 13, 2026

To: East Grand Forks City Council Mayor Mark Olstad, Council President Brian Larson, Council Vice-President Tim Riopelle, Council Members Tami Schumacher, Ben Pokrzywinski, Dale Helms, Donald Casmey, and Karen Peterson.

Cc: File

From: Reid Huttunen, City Administrator & Charlotte Helgeson, Library Director

RE: Request to initiate process of advertising for a new Library Director in February 2026

Background: C. Helgeson will submit her retirement letter at the January 20, 2026 Council Meeting and will retire in April 2026. Advertisements will be placed with professional library organizations, government job listings, and local media. The current job description has been reviewed by the current director and the Library Board.

The Library Board will vote on advertising at its January 28 meeting. After Civil Service's work, the Library Board will interview and provide a meet and greet for public, staff, and council members. Then a recommendation will be made.

Financial Impact: Library Director position is a Grade 20 with 10 Steps ranging from \$89,575 to \$123,748 with a 3-year contract in place.

Recommendations: Authorize advertising for Library Director.

Charlotte D. Helgeson, Library Director
East Grand Forks, MN 56721

January 12, 2026

Mayor Mark Olstad
East Grand Forks City Council
600 DeMers Avenue
East Grand Forks, MN 56721

This letter is to give notice of my retirement from the East Grand Forks Campbell Library on Friday, April 10, 2026. I am willing to assist with the transition to a new Library Director as needed.

My nearly 32 years as Library Director have been filled with adventures and wonderful successes. A lot of things have changed since I took the position at the 2nd Street location. With three different locations, many amazing staff, many dedicated Library Board members, and a complete change of the Council, I have been privileged to see the East Grand Forks strength during the 1997 Flood, financial stressors, Covid, and ongoing growing pains.

As our current library building approaches its 25th Anniversary in April, I have taken the time to look back through our successes. Too many to name though I have been here long enough to see the library automated from a card catalog, professional library staff added to keep up with community technical and educational demands, the establishment of the Friends of the Campbell Library group for advocacy, and the building of a landmark library.

Our Library has seen thousands of children enjoy learning. The library has found answers for just as many adults asking questions of all sorts. The technology included in library services expands year after year. Programming is exceptional. We have changed and added services as needed by our patrons. I can assure you that library patrons are not quiet people. They have put their requests forward and volunteered to support services.

Thank you for trusting me as a former outsider to connect with East Grand Forks and its library. This job has been exciting and challenging. I have learned about East Grand Forks history and helped plan for its future. The East Grand Forks Campbell Library is set up to thrive, and it will be great fun to watch.

I am truly grateful and humbled by my time as the Director of the East Grand Forks Campbell Library,


Charlotte D. Helgeson