

**AGENDA
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 21, 2023 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the City Council on items not on the current Agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate.”

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of March 7, 2023.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of March 14, 2023.

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

3. Final Assessment Hearing on the proposed 2022 Assessment Job No. 2 – Utilities and Street Reconstruction for 4th Street NE.

CONSENT AGENDA: NONE

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.

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

4. Regular meeting minutes of the Water, Light, Power, and Building Commission for February 15, 2023 and March 1, 2023.

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.

COMMUNICATIONS:

- 5. The National Weather Service released an outlook for spring flooding on March 9th. There are many variables and things could change but as of March 9th there was a prediction of a 50% chance the river levels could reach 42.6 feet. City staff has already started preparations for the potential flood and will continue to monitor the situation which includes getting updates from the National Weather Service. Updates of city activities will be available on the city website newsflash and flood information page at www.eastgrandforks.us/320/Flood-Information.

OLD BUSINESS: NONE

NEW BUSINESS:

- 6. Consider adopting Resolution No. 23-03-25 awarding the bid for the 2022 Assessment Job No. 2 for Utilities and Street Reconstruction on 4th Street NE to Opp Construction for the total amount of \$483,309.70.
- 7. Consider adopting Resolution No. 23-03-26 approving the use of Altru Foundation Partnership funding for the Grand Bike Share Program for 2023 in the amount of \$10,000.
- 8. Consider approving the purchase of a GMC 2500 from North County GM for a total \$48,037.40.

CLAIMS:

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

COUNCIL/STAFF REPORTS:

ADJOURN:

Upcoming Meeting

- Work Session - Tuesday, March 28, 2023 – Training Room – 5:00 PM
- Council Meeting – Tuesday, April 4, 2023 – Council Chambers – 5:00 PM
- Work Session – Tuesday, April 11, 2023 – Training Room – 5:00 PM
- Council Meeting – Tuesday, April 18, 2023 – Council Chambers – 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.

**UNAPPROVED MINUTES
OF THE CITY COUNCIL
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 7, 2023 – 5:00 PM**

CALL TO ORDER:

The Council Meeting of the East Grand Forks City Council for Tuesday, March 7, 2023 was called to order by Council President Olstad 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 Steve Gander (5:04pm), Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Dale Helms will be participating by interactive technology for the meeting because he is currently in Arizona.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Charlotte Helgeson, Library Director; Reid Huttunen, Parks and Recreation Superintendent; David Murphy, City Administrator/Clerk-Treasurer; Keith Mykleseth, Water and Light General Manager; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF QUORUM:

The Council President Determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

President Olstad stated the open form was an opportunity for members of the public to address the City Council on items not on the current agenda and items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. He asked if anyone would like to address the City Council, please come up to the podium to do so. No one came forward.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Council Meeting” for the East Grand Forks, Minnesota City Council of February 21, 2023.
2. Consider approving the minutes of the “Work Session” for the East Grand Forks, Minnesota City Council of February 28, 2023.

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

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

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 approving the Exempt Gambling Permit application for the East Grand Forks Fire Department Relief Association to hold a raffle on September 9, 2023 at Valley Golf Course located at 2407 River Road NW East Grand Forks, MN 56721 and waive the 30-day waiting period.
- 4. Consider approving the Temporary Liquor License application for the LISTEN Inc for the Leighton Broadcasting Craft Beer Tasting event on Saturday, April 22, 2023 at the Civic Center and will be contracting for services with the Spud Jr.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO APPROVE ITEMS THREE (3) AND FOUR (4).

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

Voting Nay: None.

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

- 5. City Financial Statements as of January 31, 2023.

COMMUNICATIONS:

- 6. Chief Hedlund would like to invite the Mayor, Council, and Department Heads to the Police Department following the Council Meeting to see the new VirTra Training System. A notice was posted stating a quorum of council members may be present.

OLD BUSINESS: NONE

NEW BUSINESS:

- 7. Consider adopting Resolution No. 23-03-24 approving the loan request and business subsidy agreement for Pierce Investments LLC.

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RIOPELLE, TO ADOPT RESOLUTION NO. 23-03-24 APPROVING THE LOAN REQUEST AND BUSINESS SUBSIDY AGREEMENT FOR PIERCE INVESTMENTS LLC.

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

Voting Nay: None.

- 8. Consider adopting Resolution No. 23-03-22 approving the Joint Powers Agreements between the State of Minnesota and the City of East Grand Forks on behalf of the City Attorney and Police Department.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER VETTER, TO ADOPT RESOLUTION NO. 23-03-22 APPROVING THE JOINT POWERS AGREEMENTS BETWEEN THE STATE OF MINNESOTA AND THE CITY OF EAST GRAND FORKS ON BEHALF OF THE CITY ATTORNEY AND POLICE DEPARTMENT.

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

Voting Nay: None.

- 9. Consider adopting Resolution No. 23-03-23 approving the hiring of Kory Fenton for the Parks Maintenance Worker position starting at a salary of \$19.86 per hour.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO ADOPT RESOLUTION NO. 23-03-23 APPROVING THE HIRING OF KORY FENTON FOR THE PARKS MAINTENANCE WORKER POSITION STARTING AT A SALARY OF \$19.86 PER HOUR.

Mr. Huttunen introduced Mr. Fenton to the Council and his first day would be on March 16th.

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

Voting Nay: None.

- 10. Consider approving the agreement between the City of East Grand Forks and Bass Bro Shops and Cabela’s Outdoor Fund formally accepting \$2,800 to help with LaFave Park Improvements.

A MOTION WAS MADE BY COUNCIL MEMBER RIOPELLE, SECONDED BY COUNCIL MEMBER LARSON, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF EAST GRAND FORKS AND BASS BRO SHOPS AND CABELA’S OUTDOOR FUND FORMALLY ACCEPTING \$2,800 TO HELP WITH LAFAVE PARK IMPROVEMENTS.

Mr. Huttunen explained Cabela’s had a round-up program that went towards outdoor conservation fund, a portion of the funds were kept local, and they asked if the funds could be used towards the LaFave improvements. He said these were the funds from 2022 and the plan was to continue to work with Cabela’s in the next couple years, add some marketing about the project, and possibly generate additional funding for the project.

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

Voting Nay: None.

- 11. Review of proposals for the hiring of the interim and full-time city administrator position.

Mr. Murphy said due to timing he wanted to get this in front of the Council as soon as possible, he did not expect action to be taken, but to have some discussion and get feedback. He added David Drown Associates (DDA) had submitted their proposal on time but had gone to his junk mail, the proposals were very similar, DDA's proposal was for \$23,000, GovHR's proposal was for \$24,500, and Baker Tilly's proposal was at \$26,950. He added their timelines were similar, an offer would be given by late June and depending how long of a notice was needed, a candidate could start in July or August, and all three had some sort of guarantee. He said DDA had the longest with a two year guarantee so if the candidate left before two years they would complete the process and only charge for expenses instead of the whole process. He stated GovHR and Baker Tilly had 12 month guarantees and Baker Tilly included they would not solicit the candidate while still employed at the City. He asked for questions, how he was familiar with firms, and GovHR was the only one that offered services for filling the interim position.

Council President Olstad asked if there were questions, what the process would be moving forward, or if they could vote on this. Mr. Murphy said they could. Council President Olstad said he was leaning towards DDA, they had worked with them before, and based on the people he had talked to they were very satisfied so he would recommend moving forward with DDA. Council Vice-President Riopelle said he had talked with another council that had used DDA and they were highly recommended. Council President Olstad asked for other comments, if it should be brought to the work session the following week, or if they should vote and asked for a motion.

A MOTION WAS MADE BY COUNCIL MEMBER OLSTAD, SECONDED BY COUNCIL MEMBER RIOPELLE, TO EMPLOY DAVID DROWN ASSOCIATES TO FILL THE CITY ADMINISTRATOR POSITION.

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

Voting Nay: None.

Mr. Murphy said he would let them know and bring the interim position item to the work session.

CLAIMS:

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

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

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

Voting Nay: None.

COUNCIL/STAFF REPORTS:

Mayor Gander stated there was a Statewide essay contest about being mayor for the day, he thanked Ms. Helgeson and her staff for reviewing the essays, and narrowing it down to three. He added he would be making a presentation to the winners on Thursday at school and read the three essays in no particular order from Akram Ahmed, Isaac Forster, and Asad Azizli.

Council Member Riopelle suggested Mayor Gander should volunteer to read to the children at the library. Council Member Helms commented how one of the essays pointed out how important the library was. He added that when he got back, he would like to look at the new equipment at the Police Department. Chief Hedlund said they could arrange it.

Mr. Murphy told the Council he had received information from Mr. Feland and Grand Forks County had approved moving forward with the 25% bridge study costs so they would determine how to move forward. He added that he would be out of the office on March 20th and March 27th.

Council President Olstad reminded everyone they were invited to the Police Department following the meeting.

ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER VETTER, SECONDED BY COUNCIL MEMBER LARSON, TO ADJOURN THE MARCH 7, 2023 COUNCIL MEETING OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:16 P.M.

Voting Aye: Pokrzywinski, Riopelle, Helms, Olstad, Larson, Peterson, and Vetter.

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer

**UNAPPROVED MINUTES
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 14, 2023 – 5:00 PM**

CALL TO ORDER:

The Work Session of the East Grand Forks City Council for Tuesday, March 14, 2023 was called to order by Council President Olstad 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 Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Dale Helms will be participating by interactive technology for the meeting because he is currently in Arizona.

Staff Present: Karla Anderson, Finance Director; Jeff Boushee, Fire Chief; Nancy Ellis, City Planner; Ron Galstad, City Attorney; Paul Gorte, Economic Development Director; Michael Hedlund, Police Chief, Reid Huttunen, Parks and Recreation Superintendent; David Murphy, City Administrator/Clerk-Treasurer; Megan Nelson, City Clerk; and Jason Stordahl, Public Works Director.

DETERMINATION OF A QUORUM:

The Council President Determined a Quorum was present.

1. Request to Consider Creation of a New Position in Police Department – Michael Hedlund

Chief Hedlund reminded the Council of the previous discussion to hire recruits to help fill staffing vacancies as long as they pass all of the requirements needed to become a police officer. He stated that based on feedback from the previous discussion and talking with police staff he came up with the proposal to hire a recruit at \$20 per hour for 20 hours per week, they could not be hired as a police officer, but it would be a way to have them commit to working with department as long as they pass all of the necessary requirements.

Council member Peterson asked how close the schools were and what the class sizes were. Chief Hedlund said the schools were in Thief River Falls, Crookston, Grand Forks, the Fargo/Moorhead area, and Alexandria, the class sizes varied depending on location, class sizes had dipped in previous years, and the class sizes were starting to increase again. Council member Peterson asked what the work force shortage was in law enforcement. Discussion followed about how there were not enough people in the graduating classes to full the vacancies at the State level which did not include any city or county vacancies, what a long term fix might be, if the City should try to find local candidates, and at this time no one else in the area had a recruit program. Council member Peterson said in her field there were programs to entice younger people to take a position but eventually they have life changes which results in them leaving the position. Chief Hedlund told the Council a majority of the Police Department staff was from the area, they did recruit from the area, but any potential hires needed to be POST licensed eligible.

Mr. Galstad stated he would need more information to help put something together. Council member Larson asked if they should consider a scholarship and if they were to recruit from the area they may be more likely to stay. Discussion followed about having something put together so they could start recruiting students until the vacancies were filled, how there would be a stipulation of paying the funds back if the recruit did not fulfill their commitment, they were already recruiting people from the POST program, it would be looked into to see if grant funding was available for internships, and what the difference was on a two year degree compared to a four year degree. Council member Pokrzywinski asked which program produced a better candidate. Chief Hedlund said it depended on the person but usually the skill ability was very similar. More discussion followed about when a recruit would start getting paid, it depended on what program they were in, what the short and long term solutions would be, and how the City was able to offer more because there was an ability to work with the special teams in Grand Forks. Council President Olstad requested to have Chief Hedlund work with Mr. Galstad and bring something back for the Council to consider.

This item will be brought back to a future work session.

2. Emergency Management Update – Jeff Boushee

Chief Boushee explained he along with others were going to be working on updating the City's Emergency Operations Plan (EOP) and resource manual, this was the document that guided the City's response in emergency situations, once it was updated it would be brought before the Council for review, and it would take some time to update because the document was over 200 pages. He reminded the Council staff was training to run the Emergency Operations Center (EOC), a two-day class was held in 2022, and they have been building on that training, organizing, and setting things up. He stated that Mr. Corey Thompson had put a sharepoint together so all of the information could be found in one location, two staff members were going to be attending a training for the Public Information Officer position which was used in the EOC but also could be used at any time, and both he and Assistant Chief Hansen were working on their emergency management certification and hoped to be completed with it next year. Ms. Anderson informed the Council that they had been reimbursed from the last flood event, there were some issues related to the damage on the golf course, changes were being made to the lease agreement, and she would be appealing the decision related to the denial of funds for the golf course damage. Chief Boushee told the Council they were moving forward with emergency management, it was a time-consuming process, so they were trying to train as they were able.

Chief Boushee said the National Weather Service released a flood outlook with a 50% chance the river levels would reach 42.6 feet, there were still many variables that could change things, and there was a limited opening of the EOC to review the situation which gave staff a chance to train. He added people were appointed to positions which were listed in the organizational chart, staff gave updates in the different areas, and preparations that were being made for the flood event. Council member Pokrzywinski asked if the outlook included the recent snow event. Chief Boushee said yes. Mayor Gander stated during the last flood event he witnessed how quickly things could change and how quickly staff was able to react to the situation. Ms. Nelson informed the Council that it was also discussed to include communications on the agendas and to give reports to keep the community informed so when there was a declaration of emergency, it was not cause for alarm, but to have things in place allowing the City to be eligible for reimbursement.

3. Grand Rides Bike Share Update and Sponsor Request – Reid Huttunen

Mr. Huttunen told the Council he had met with the Mr. Weber with the Downtown Development Association, they saw the previous year as a success, there was an increase in the number of rentals, but he did not have the information from the GPS units about the bike rides from 2022 because it was still being prepared and should be available in May or June. He explained they were maintaining 60 bikes, they were looking to add to the number of bikes, and the sponsorship request was for \$10,000. He stated this had not been included in the budget and suggested using the Altru funds for 2023. Council Vice-President Riopelle asked when they started the analytics. Mr. Huttunen said there were new units on the bikes in 2022 and he was not sure when they were starting to put the information together. Council Vice-President Riopelle said he would like to see that information before moving forward. Council member Larson said this was a great program and would like to move forward with the Altru funds because of the new amenities and new businesses in East Grand Forks and people could use the bikes to check them out.

4. Request to Order GMC 2500 from North Country GM of Hibbing – Reid Huttunen

Mr. Huttunen told the Council funding was included in the budget to replace a Parks pickup and it may be hard to get. He explained prices had gone up dramatically, GM was the only one that was giving out prices for fleet vehicles, Ford was not releasing prices for fleet trucks, and even if they place the order it may not get filled, so he asked to place the order and see if they get a truck. There were no questions.

This item will be referred to a City Council Meeting for action.

5. Review of Memorandum of Understanding with Bird Rides Inc – David Murphy

Mr. Murphy reminded the Council how they had met with the representative from Bird Rides, they were provided a memorandum of understanding, it was reviewed by Mr. Galstad, and he was suggesting some changes, three of them were more procedural, and the other was changes to the indemnification language because of potential liability issues. Mr. Galstad stated he highlighted a few things; one was that it was an automatic renewals which he wanted to bring to their attention. He continued saying City Code already dealt with bikes, there was a State Statute that already addressed electric scooters, so even if there is not a city ordinance about electric scooters it was not an issue. He said it made sense to permit them, determine what the permitting process included such as how many companies would be allowed, and any rules the companies would need to comply with.

Mr. Galstad told the Council he would not recommend they sign the document with the current indemnification and hold harmless because Bird Rides state they were not responsible for any special, indirect, consequential, or punitive damages. He said in a wrongful death suit it was those damages that were sued for and if the City was named, there was a possibility the City might end up having to pay those damages so he suggested eliminating that portion of the contract. He reminded the Council they would be able to limit the hours of operation in the agreement otherwise they could be used 24 hours a day. He commented he was not adverse to of having scooters in the city but would not recommend signing the proposed agreement. He asked for questions. There were none. Mr. Murphy said he would send the recommendations to Bird Rides Inc and hopefully get an agreement to bring back for approval.

This item will be brought back to a future work session.

6. Discussion on Interim Position – David Murphy

Mr. Murphy reminded the Council there were a couple options for interim, he had asked some people about it, distance was the main issue, and there was some discussion about internal candidates. He asked for feedback from the Council. Council President Olstad said if there was internal or external candidates, he would like them to talk with Mr. Murphy and HR, and bring this back to the next work session. Discussion followed about the timeline to move forward and the item would need to be brought forward as an actionable item.

This item will be brought back to a future work session.

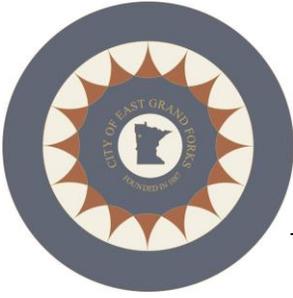
ADJOURN:

A MOTION WAS MADE BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER VETTER, TO ADJOURN THE MARCH 14, 2023 WORK SESSION OF THE EAST GRAND FORKS, MINNESOTA CITY COUNCIL AT 5:58 P.M.

Voting Aye: Riopelle, Helms, Olstad, Larson, Peterson, Vetter, and Pokrzywinski.

Voting Nay: None.

David Murphy, City Administrator/Clerk-Treasurer



City of East Grand Forks

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

NOTICE OF FINAL ASSESSMENT HEARING ON 2022 ASSESSMENT FOR JOB NO. 2 – UTILITES & STREET RECONSTRUCTION FOR 4TH STREET NE IN THE CITY OF EAST GRAND FORKS, MINNESOTA

Notice is hereby given that on **Tuesday, March 21, 2023 at 5:00 p.m.**, or as soon as possible thereafter, in the Council Chambers of the East Grand Forks City Hall, the City Council has scheduled a meeting to hear, consider and pass upon all written or oral objections, if any, to the proposed assessments for street improvements known for reference purposes as “2022 Assessment Job No. 2” on the following project.

Utilites & Street Reconstruction on 4th Street NE **The total proposed amount to be assessed - \$523,205.08**

The proposed assessment roll is now on file and open to public inspection by all persons interested in the office of the City Administrator/Clerk-Treasurer. The entire amount assessed against any parcel of land will be payable, unless prepaid, in 20 equal consecutive installments, the first of such installments to be collectable with general taxes during the year 2024. The first installment will be payable with interest at the rate of 6.0% per annum on the entire assessment from the date of the resolution levying said assessment to December 31, 2023, and each subsequent installment will be payable with one year’s interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the City Administrator/Clerk-Treasurer within 30 days from the date of adoption of the assessment roll. If there are more than 30 days from the date the assessment roll was adopted residents will have until the last business day in November to pay for assessments.

The area proposed to be assessed for the costs of said improvements will include all property abutting upon the public roadways described above.

Notice is hereby given that no appeal may be taken as to the amount of any assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The owners of property subject to assessment may appeal an assessment to District Court, pursuant to Minnesota Statutes, Section 429.081, by serving notice of the appeal upon the Mayor or the City Administrator/Clerk-Treasurer of the City of East Grand Forks within thirty (30) days after adoption of the assessment, and file such notice with the District Court within ten (10) days after service upon the Mayor or City Administrator/Clerk-Treasurer.

By order of the City Council.
David Murphy, City Administrator/Clerk-Treasurer
City of East Grand Forks, MN (Published March 1, 8, & 15, 2023)

ASSESSMENT ROLL - Based on As-Bid Costs

2022 ASSESSMENT JOB NO. 2
UTILITIES AND STREET RECONSTRUCTION
EAST GRAND FORKS, MINNESOTA

PARCEL No.	OWNER	DESCRIPTION	STREET IMPROVEMENTS				TOTAL ASSESSMENT BEFORE INTEREST
			FRONT FOOTAGE	\$ FRONT BENEFIT	END FOOTAGE	\$ END BENEFIT	
		REPLAT OF BLOCK 2 AND BLOCK 3 BURLINGTON NORTHERN INDUSTRIAL PARK I		\$541,032.09		\$180,344.03	
83.03028.03	A & L POTATO COMPANY	LOT 1 BLOCK 2	0.00	\$0.00	300.00	\$54,103.21	\$54,103.21
83.03028.04	A & L POTATO CO INC	LOT 2 BLOCK 2	0.00	\$0.00	145.10	\$26,167.92	\$26,167.92
		SUBTOTAL REPLAT OF BLOCK 2 AND BLOCK 3 BURLINGTON NORTHERN INDUSTRIAL PARK I	0.00	\$0.00	445.10	\$80,271.13	\$80,271.13
		BURLINGTON NORTHERN INDUSTRIAL PARK I FIRST RESUBDIVISION					
83.04494.00	FOLSON BRYAN R	LOT 1 BLOCK 3	0.00	\$0.00	370.02	\$66,730.90	\$66,730.90
83.04495.00	FOLSON FARM CORPORATION	LOT 2 BLOCK 3	0.00	\$0.00	148.08	\$26,705.34	\$26,705.34
83.04496.00	FOLSON FARM CORPORATION	LOT 3 BLOCK 3	0.00	\$0.00	458.95	\$82,768.89	\$82,768.89
		SUBTOTAL BURLINGTON NORTHERN INDUSTRIAL PARK I FIRST RESUBDIVISION	0.00	\$0.00	977.05	\$176,205.13	\$176,205.13
		UNPLATTED PROPERTIES					
83.00012.00	AMERICAN CRYSTAL SUGAR CO & ATT: PHYLLIS	Section 01 Township 151 Range 050 TR IN GL 3 & SE4 NW4 COM 50' S & 600' E OF NW COR OF LOT 3; S 2,346.25', E 553.91', N 2,345.29' & W 555.70' TO POB (EX 3.03 A)	176.91	\$95,713.99	0.00	\$0.00	\$95,713.99
83.00052.00	AMERICAN CRYSTAL SUGAR CO	Section 01 Township 151 Range 050 ELY 2,813.03' OF N2 (EX BN IND PK I ADD) SE4 E OF BN IND PARK I ADD & N OF US HWY 2 (EX R/W)	316.09	\$171,014.83	0.00	\$0.00	\$171,014.83
		SUBTOTAL UNPLATTED PROPERTIES	493.00	\$266,728.82	0.00	\$0.00	\$266,728.82
		GRAND TOTAL	493.00	\$266,728.82	1,422.15	\$256,476.26	\$523,205.08

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on February 15, 2023, at 8:00 am in the City Council Chambers.

Present: Quirk(remote), Grinde, Beauchamp, Riopelle

Absent: None

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

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to approve the minutes of the previous regular meeting held on February 1, 2023.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,719,472.12.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to award the bid for the 2023 Watermain Improvement Project to RJ Zavoral & Sons in the amount of \$607,710.30.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to approve the Accounts for Charge Off for 2022.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to approve updates to the Distributed Energy Resource Interconnection; file in the Business Office Interconnection book; and make known to the public that the Water & Light is obligated to interconnect with and purchase electricity from Co-generators and Small Power Producers.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to adjourn at 8:41 am to the next regular meeting on March 1, 2023, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

Lori Maloney
Commission Secretary

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on March 1, 2023, at 8:00 am in the City Council Chambers.

Present: Quirk(remote), Grinde, Beauchamp, Riopelle

Absent: None

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

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to approve the minutes of the previous regular meeting held on February 15, 2023.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$332,900.39.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Riopelle to approve the six - month probationary period for Jordan Midgarden, Energy and Customer Service Specialist to a permanent employee effective 3-1-23 at \$33.76/hour.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to approve the WAPA Renewable Energy Certificates Designated Entity Contract as presented and direct the General Manager and Secretary of the Commission to sign the contract on behalf of the Water and Light Commission.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to adjourn at 8:18 am to the next regular meeting on March 15, 2023, at 8:00 am to be held in the City Council Chambers.

Voting Aye: Quirk, Grinde, Beauchamp, Riopelle

Voting Nay: None

Lori Maloney
Commission Secretary

RESOLUTION NO. 23 – 03 - 25

RESOLUTION ACCEPTING AND AWARDING BID FOR IMPROVEMENT

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

WHEREAS, pursuant to an advertisement for bids for the improvement of 2022 Assessment Job No. 2 – Utilities and Street Reconstruction for 4th Street NE, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

WHEREAS, it appears that Opp Construction is the lowest responsible bidder at a bid price of \$483,309.70.

WHEREAS, the total project cost for the utilities and street reconstruction is \$590,637.85; and

WHEREAS, the total amount that would be assessed for street reconstruction is \$523,205.08; and

NOW THEREFORE, BE IT RESOLVED,

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Opp Construction in the name of the City of East Grand Forks for the improvement of 2022 Assessment Job No. 2 – Utilities and Street Reconstruction for 4th Street NE according to the plans and specifications therefore approved by the City Council and on file in the administration office.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City of East Grand Forks, Minnesota declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.
4. The City Portion for this project will be paid out of the following funds:

414-43-155-45300	Construction	\$428,036.95
414-43-155-43030	Plans/Specifications	\$38,523.33
414-43-155-43030	Staking/Inspection	\$29,962.59
414-43-155-43030	Assessment Roll	\$1,000.00
414-43-155-45300	Contingencies	\$21,401.85
414-43-155-43500	Admin/Legal	\$4,280.37

414-43-155-45300	Construction for Storm Water	\$55,272.75
414-43-155-43030	Engineering for Storm Water Portion	\$12,160.01

The storm water portion will be paid for from the Storm Water Project Fund.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 21, 2023

Attest:

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing resolution this 21st of March, 2023.

Mayor

Request for Council Action

Date: March 14, 2023

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

From: Reid Huttunen, Parks & Recreation

RE: Grand Rides Bike Share update and sponsor request

Background:

The Downtown Development Association (DDA) has requested the City renew its \$10000 sponsorship of the Grand Rides Bike Share program again in 2023. The City sponsored this program last year for the first time, and the DDA has a bike rack located near the Cabelas parking lot, across DeMers Ave from Bernies.

At the time that this RCA was prepared, the DDA does not have specific ride data to share, in how many total rides were rented, or how many rides originated or ended at the Bike rack in EGF. Each bike does have a GPS software on it, and the DDA has reported that a data analytics class at UND is going through the GPS data to create reporting that will share details of this information.

DDA has shared that in 2022 they,

- Increased total rentals by 41%
- Increased the total inventory of bikes to 60 and
- Hosted monthly community event bicycle rides

They do plan to continue to grow the total inventory of bikes in use in 2023.

Budget Impact.

DDA is asking the City of East Grand Forks to commit to a \$10,000 annual sponsorship of the program.

Other community partners committed to the program are shown in the attached document provided by the DDA.

Altru Recreation Partnership funds would again be used to fund this sponsorship. Current balance of Altru Partnership account is about \$150,000

Recommendation:

Seeking approval of \$10,000 sponsorship using Altru Partnership funds.

Enclosure:

Bike Share program update, 2023

RESOLUTION NO. 23 – 03 - 26

WHEREAS, the Downtown Development Association (DDA) took over operations of the Grand Rides Bike Share program; and

WHEREAS, the DDA is once again requesting sponsorships for running the program in both cities since the bikes are located in both cities; and

WHEREAS, the DDA is asking the City of East Grand Forks if they would be a sponsor for the 2023 season and requested \$10,000; and

WHEREAS, the recommendation from staff was to utilize funding from the Altru Recreation Partnership for 2023 because the intent of the funding was for a health and wellness activity in the community; and

NOW, THEREFORE BE IT RESOLVED the City Council approves use the of the Altru Recreation Partnership funding for the Grand Bike Share Program for 2023 in the amount of \$10,000.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: March 21, 2023

Attest:

City Administrator/Clerk-Treasurer

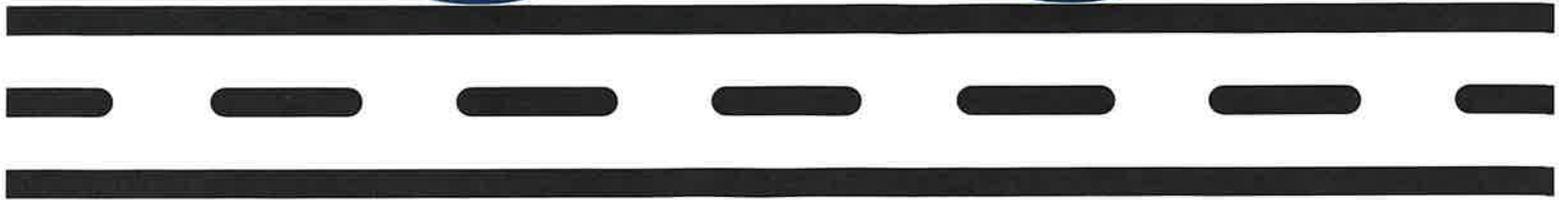
President of Council

I hereby approve the foregoing resolution this 21st of March, 2023.

Mayor

GRAND RIDES

2023



What were our 2022 goals?

Take the fleet to 60 GPS'ed bikes



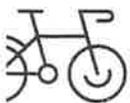
Improve maintenance and rebalancing

Add an educational and programming element



Increase rentals by 41%

Enhance marketing for better engagement



*Our accomplishments
together*

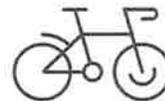
60 GPS'ed bikes for visitors to enjoy!

Developed system to ensure maintenance of bikes

Hosted monthly Grand Rides Pop-Up Events

Increased rentals by 58%

New and improved creative marketing strategies





52,000+ reached through social media & DDA blog



4,500+ reached through email marketing



130+ radio ads for Grand Rides



14 days of Grand Rides billboard



2 fun Grand Rides photo shoots



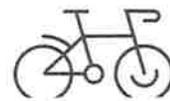
1 awesome new video!





Let's keep the ride going in 2023!

After a few years of thousands of rides by hundreds of users, we will invest in much-needed bike updates - from re-wraps to new bells and a couple of new bikes. Your continued generous support of \$10,000 will ensure the bikes are in tip-top shape for the 2023 season when we will continue our creative marketing plans highlighting The City of East Grand Forks, pop-up events to welcome new users and promote a vibrant, healthy community to visit, life, work and play.



GRAND RIDES

2023 Marketing Overview

Marketing with Logo Representation:

Billboard		1 week digital billboard on the corner of Washington and Demers
Print		Targeted print materials sent to 20+ different organizations who serve target audiences
Video		Logo in promotional video used for social media, QR code on print materials, etc.
Social Media		Consistent posts on DDA Facebook, Instagram, and Twitter with ads and boosts added throughout the season
Website		Logo on Grand Rides webpage
Dock Signage		Logo on all 13 Grand Rides dock signs

Additional Grand Rides Marketing:

Blog		Blog posts such as Reasons to Use Grand Rides, Fun Bike Routes to Take, etc.
Event Programming		Monthly Grand Rides events/pop ups to teach the community how to use Grand Rides & a fun Grand Launch Event
Email		Highlights and/or information in DDA email marketing to list serve (900+ people) 3-5 times over the course of the season
Radio		Radio ads on 104.3 for 10-15 weeks between the launch and end of season

Request for Council Action

Date: March 14, 2023

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Reid Huttunen, Parks & Recreation

RE: Request to order GMC 2500 from North Country GM of Hibbing

Background:

The Parks Dept has \$50,000 budgeted in 2023 to replace Unit 310, the 2010 Ford F250, which is stationed out of the VFW Arena.

North Country GM of Hibbing has the state purchasing contract for Chevrolet/GMC trucks. In discussing ordering and lead times for new work trucks, GM is the only line currently accepting order forms on Work trucks. The Ford state purchasing contract is currently on hold, and Ford is not accepting orders on 2024 models.

This order is for a 2024 model. Total quoted price is \$48,037.40.

By placing the order at this time, North Country GM will add this order request to the GM Order queue. In all likelihood, it will be CY 2024 before this truck will be delivered to us. At this time, GM is accepting order requests, but they do not provide an order guarantee or a timeline on when the truck will be built.

Budget Impact.

\$50,000 is budgeted in 2023 for this expenditure.

Recommendation:

Seeking approval of the GMC 2500 order from North Country GM of Hibbing.

Enclosure:

GMC 2500 Order Form.

QUOTATION	NORTH COUNTRY GM	
CONTRACT # 188747	1502 E HOWARD ST HIBBING, MN 55746 218-263-7578	BOB O'HARA 218-349-8955 rwohara01@aol.com
EST DELIVERY TIME 90 - 120 ARO	218-263-7576	

		GTR14		
BASE MODEL	2024 GMC SIERRA 2500	TK20903		
	4X4 REG CAB w/8 FT BOX			
	GVW 10,500			
ADDED OPTIONS	6.6L V8 GASOLINE	L8T	X	STD
	10 SPEED AUTO	MYD	X	STD
	3.73:1 AXLE RATIO	GT4	X	STD
EXT COLOR	STD WHITE	GAZ	X	STD
INT TRIM COLOR	BLACK CLOTH TRIM	H1T		STD
	TOTAL			\$ 48,037.40
				-
3,122.43	6.5% SALES TAX			-
144.25	LICENCE TITLE & REG			-
20.00	TRANSIT TAX			-
	TOTAL per UNIT			\$ 48,037.40
	QTY	1		\$ 48,037.40

purchase order number	
contact	Reid Huttunen
customer	City of East Grand Forks, Parks & Recreation Dept
phone	218-399-3388
email	Rhuttunen@egf.mn
billing address	600 DeMers Ave. East Grand Forks, MN 56721
delivery address	929 5th Ave NE East Grand Forks, MN 56721
date ordered	
order #	

Accounts Payable
Check Register Totals Only



City of East Grand Forks

P. O. Box 373
East Grand Forks, MN 56721
(218) 773-2483

User: apassa
Printed: 3/17/2023 - 12:59 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
40213	03/21/2023	ACM001	Acme Electric Companies	34.00	0
40214	03/21/2023	ADV007	Advanced Auto Parts	105.31	0
40215	03/21/2023	ADV001	Advanced Business Methods Inc	1,155.93	0
40216	03/21/2023	ALL011	Allstream	118.23	0
40217	03/21/2023	AME005	Aramark Uniform Services	534.29	0
40218	03/21/2023	AUT001	Auto Glass & Aftermarket Inc	258.00	0
40219	03/21/2023	BAL001	Balco Uniforms Co Inc	408.00	0
40220	03/21/2023	BER001	Bert's Truck Equipment	168.25	0
40221	03/21/2023	GFF001	Timothy Brooks	4,730.50	0
40222	03/21/2023	BUT003	Butler Machinery Co	476.75	0
40223	03/21/2023	CEN006	Century Link	301.89	0
40224	03/21/2023	CHR010	Christian Brothers Ford Inc	315.00	0
40225	03/21/2023	GFC002	City of Grand Forks	700.00	0
40226	03/21/2023	GFP002	City of Grand Forks	779.55	0
40227	03/21/2023	COL004	Coldspring Memorial	121.00	0
40228	03/21/2023	COL002	Cole Papers Inc	1,371.24	0
40229	03/21/2023	COU008	Countrywide Sanitation Company	37,111.81	0
40230	03/21/2023	D&M001	D&M Auto Body	2,158.51	0
40231	03/21/2023	DAK006	Dakota TV & Appliance	94.90	0
40232	03/21/2023	DAK033	DakTech, Inc.	20,837.00	0
40233	03/21/2023	DOC001	Docu Shred Inc	55.97	0
40234	03/21/2023	EME001	Emergency Apparatus Maintenance In	472.72	0
40235	03/21/2023	FOR001	Forks Freightliner	69.90	0
40236	03/21/2023	FOR005	Forum Communications Company	604.50	0
40237	03/21/2023	FOR009	Forx Builders Association	450.00	0
40238	03/21/2023	GAL002	Galls LLC	449.54	0
40239	03/21/2023	GAL003	Galstad Jensen & McCann PA	19,168.19	0
40240	03/21/2023	GAL006	Galstad Jensen McCann PA Trust Acct	149,900.00	0
40241	03/21/2023	GER001	Gerrells Sport Center	266.00	0
40242	03/21/2023	GGF001	GGF Convention & Visitors Bureau	3,356.02	0
40243	03/21/2023	GLO003	Global Safety Network, Inc.	84.24	0
40244	03/21/2023	GFW001	Grand Forks Welding & Machine	28.88	0
40245	03/21/2023	HUG001	Hugo's	25.54	0
40246	03/21/2023	KEI001	Keith's Security World	68.00	0
40247	03/21/2023	HAR081	Local Ace	1,978.50	0
40248	03/21/2023	HAR082	Local Ace	5.06	0
40249	03/21/2023	HAR085	Local Ace	219.71	0
40250	03/21/2023	HAR087	Local Ace	161.82	0
40251	03/21/2023	LUK002	Robert Lukkason	90.00	0
40252	03/21/2023	MAR008	Marshall and Polk Rural Water System	9.00	0
40253	03/21/2023	MAR012	Erik Martinson	90.00	0
40254	03/21/2023	MCM003	McMaster-Carr Supply Company	123.01	0
40255	03/21/2023	MID003	Midcontinent Communications	2,330.95	0
40256	03/21/2023	MID016	Midwest Pest Control Inc	135.00	0
40257	03/21/2023	MNC006	MN Chamber of Commerce	250.00	0
40258	03/21/2023	MSC001	MSC Industrial Supply Co	875.24	0
40259	03/21/2023	MSC005	MSC Industrial Supply Co	53.98	0
40260	03/21/2023	NOR006	Northdale Oil	24,368.62	0
40261	03/21/2023	NOR024	Northland Yard Service	2,570.00	0
40262	03/21/2023	ORE001	O'Reilly Automotive, Inc.	272.46	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
40263	03/21/2023	ORC002	Orchard Oil Company	990.00	0
40264	03/21/2023	EXP002	Page 1 Publications, Inc.	521.76	0
40265	03/21/2023	PEM002	Pemberton Law, P.L.L.P	13,600.00	0
40266	03/21/2023	PET001	Peterson Veterinary Clinic P.C.	269.00	0
40267	03/21/2023	PKM001	PKM Electric Cooperative, Inc	1,175.32	0
40268	03/21/2023	POW003	Powerplan OIB	159.15	0
40269	03/21/2023	PRE001	Premium Waters Inc	41.19	0
40270	03/21/2023	BOR002	Timothy Riopelle	10.00	0
40271	03/21/2023	ROY002	Royal Tire Inc	461.14	0
40272	03/21/2023	SAF001	Safety Vision	1,257.63	0
40273	03/21/2023	SAF002	Safety-Kleen Systems, Inc.	975.33	0
40274	03/21/2023	MIK001	SJA Thunder Corp	600.00	0
40275	03/21/2023	SCR001	St. Cloud Refrigeration, Inc.	20,015.00	0
40276	03/21/2023	STU001	Stuart's Towing	550.00	0
40277	03/21/2023	THU002	Thur-O-Clean	342.66	0
40278	03/21/2023	USB005	US Bank Corporate Payment System	11,741.42	0
40279	03/21/2023	USB004	US Bank Equipment Finance	241.47	0
40280	03/21/2023	IRO002	Use: Interstate Billing Service	277.83	0
40281	03/21/2023	VAL002	Valley Truck Parts and Services Inc.	956.57	0
40282	03/21/2023	VER001	Verizon Wireless	966.72	0
40283	03/21/2023	WAT001	Water & Light Department	91,482.94	0
40284	03/21/2023	WID001	Widseth Smith Nolting & Associates	46,661.48	0
40285	03/21/2023	XCE001	Xcel Energy	4,900.65	0
40286	03/21/2023	ZIE001	Ziegler	1,354.16	0
Check Total:				479,864.43	